



Advt No.: - HSCC/RECT/2024/1

HSCC (INDIA) LIMITED, a wholly owned subsidiary of NBCC (India) Ltd is a premier multi-disciplinary **MINI RATNA** CPSE under the aegis of Ministry of Housing and Urban Affairs, GOI providing quality consultancy services in healthcare. HSCC is one of the few companies in Southeast Asia with expertise in all aspects of infrastructure healthcare development. HSCC, certified with ISO 9001:2015, has a PAN India as well as global presence.

For meeting its ongoing and future requirements, the company requires the services of dynamic and result oriented professionals on regular basis. The selected candidate will be posted anywhere in India or abroad. The company offers an informal work atmosphere and a compensation package matching with industry norms with good opportunities for professionals who are self-starters.

S.No.	Discipline/Grade/ Payscale (IDA)/ *Number of posts	Upper Age Limit	Essential	
			Qualification	Post Qualification Experience
01.	Executive (Civil) E-0 ₹30,000-1,20,000/- Total – 05	28 years	Full Time Degree in Civil Engineering or equivalent from Government recognized University/ Institute with 60% aggregate marks.	Total 02 years of experience in the field of PMC/ EPC. The candidate should have relevant experience in construction related activities i.e. execution/ supervision of construction works involving earthwork, piling, Underground piping, Hospital building works, RCC works like deep foundations, foundation of structure for heavy equipment, structural steel works for hospital buildings, technological structure and large value civil engineering projects etc. Candidate should have handled contract, closing of projects, Knowledge of ISO requirements for Quality Management System and HSE requirements at project sites will be added an advantage. Alternatively, candidate should have experience in design, coordination with various agencies involved like client, consultants, contractors, Estimation, and specification will be added an advantage. Weightage will be given to the candidates having working experience in Health care Infrastructure.
02.	Executive (HRM) E-0 ₹30,000-1,20,000/- Total – 02	28 years	Full time MBA/ full time two years Post Graduate Diploma in Management (equivalent to MBA) from Government recognized university/ institute with 60% aggregate marks & Specialization in HRM/PM/IR as major subject.	Total 02 years of experience in functional capabilities should be inclusive of thorough knowledge of labour laws and service regulations, disciplinary matters, application of HRM concepts, tools and practices such as manpower planning, performance management, career planning succession planning, competency modelling, competency appraisal, etc. Experience in latest HR Practices and Policies, dealing with retention and attrition aspects.

<p>03.</p>	<p>Executive (Bio Medical) E-0 ₹30,000-1,20,000/- Total – 02</p>	<p>28 years</p>	<p>Full Time Degree in Bio Medical Engineering from Government recognized University/ Institute with 60% aggregate marks.</p>	<p>Total 02 years of experience in the field of PMC/EPC.</p> <p>Experience in handling procurement assignments, i.e., bid documentation, tendering, inspection and testing, logistics support, follow up with client/Ministry for approval and payments etc.</p> <p>Preference will be given to candidates from Govt./PSUs having experience in handling procurement of medical equipment and other instruments related to hospitals and laboratories through GeM. Weightage will be given to the candidates having working experience in Health care infrastructure.</p>
<p>04.</p>	<p>Executive (Pharmacy) E-0 ₹30,000-1,20,000/- Total – 01</p>	<p>28 years</p>	<p>Full Time Degree in Pharmacy from Government recognized University/ Institute with 60% aggregate marks. Should be registered as Pharmacist under the Pharmacy Act-1948.</p>	<p>Total 02 years of experience in the field.</p> <p>Experience in handling procurement assignments for Drugs & Medicines/ Tendering/ GeM tendering. The candidate should preferably have experience in pharmaceutical industry & Material Management, strong negotiation skills and ability in logistic management of drugs and maintain relationships with stakeholders and also having knowledge in (Drugs/medicine Regulatory Affair) Drugs and cosmetic act, Sampling of drugs/medicines & Inspection of medicines, Monitor supplier performance and ensuring cost-effectiveness and efficiency in procurement processes. Should have Strong knowledge of pharmaceutical products/store material management, updated/prevaling industry & Govt. regulations, and supply chain management best practices.</p>
<p>05.</p>	<p>Executive (Legal) E-0 ₹30,000-1,20,000/- Total – 02</p>	<p>28 years</p>	<p>Full time degree in Law from Government recognized Institute/ University. Must be an enrolled advocate.</p>	<p>Total 02 years of experience. Candidate should have knowledge of Company Laws, Arbitration Matters, service matters, Contracts, Civil & Criminal law. Candidates should have exposure in Employee Disciplinary matters. Should have hand on experience in drafting of contracts, pleadings, contract Law, Draft of deeds, Licenses & Permissions, Agreements, Legal Document Preparation and also experience of appearing before Courts, tribunals, Arbitrators, etc for contesting/defending the cases.</p>
<p>06.</p>	<p>Executive (Environmental Engineering) E-0 ₹30,000-1,20,000/- Total – 01</p>	<p>28 years</p>	<p>Full time degree in Environmental Engineering from government recognized Institute/University with 60% aggregate marks.</p>	<p>Total 02 years of experience in the field.</p> <p>Candidates having working knowledge of EIA will be given preference.</p>
<p>07.</p>	<p>Executive (Mechanical) E-0</p>	<p>28 years</p>	<p>Full time degree in Mechanical Engineering or equivalent from Government recognized</p>	<p>Total 02 years of experience.</p> <p>Should have experience in Design engineering, Supply and erection & Commissioning air conditioning systems/ water supply/ firefighting network/ compressed air systems.</p>

	₹30,000-1,20,000/- Total – 02		University/ Institute with 60% aggregate marks.	Experience of preparation of technical specifications, estimation based on Central/ State PWD rates including market rate analysis. Supervision of installation & Measurement and certification of works carried- out at site. Preparation of construction schedule and controlling the cost/ time of execution of Mechanical works. Experience of dealing of contracts clause. Experience of post construction inclusive of DLP and operation and Maintenance of the system. Candidates having knowledge and proficiency in use of computer will be preferred.
08.	Executive (Electrical) E-0 ₹30,000-1,20,000/- Total – 02	28 years	Full time degree in Electrical Engineering or equivalent from Government recognized University/ Institute with 60% aggregate marks.	Total 02 years of experience. Should have experience in Design, Engineering, Erection & Commissioning of HT/LT switchgears, Transformers, Motors, PLC based panels, lighting, Automatic Power factor correction equipment, Cable Engineering, Electrical system engineering. The design activities include preparation of design documentation/ Calculations, schematic layout drawings, cable schedules and cable layouts, including ventilation system/ lighting equipment. Tel Network, CCTV, HVAC, PA, Fire Alarm System, BMS/ Automation system etc. Experience of preparation of technical specifications, Estimation of bill of quantity of buildings/ industrial structures and basic cost estimation based on central/ state PWD rates including market rates analysis. Calling of tenders, its Technical review/ vendor document's review and experience of dealing of contract clauses. Preparation of Quality Assurance Plan (QAP)/ Field Quality Plan (FQP) for various construction materials required for Electrical, inception/ witnessing of tests and dispatch of item as per QAP at manufacturer's works. Measurement and certification of works carried-out at site. Preparation of construction schedule and controlling the cost/ time of execution of electrical work. Experience of Post construction inclusive of DLP and operation and maintenance of the system.
09.	Executive (System) E-0 ₹30,000-1,20,000/- Total – 02	28 years	Full time degree in Information Technology/ computer Science from recognized university/ institute with 60% aggregate marks.	Total 02 years of experience in ERP environment and upkeep of the information systems/ communication systems including web designing, database, software, hardware, network and allied equipment.
10.	Deputy Manager (Civil) E-2 ₹50,000-1,60,000/- Total – 03	33 years	Full Time Degree in Civil Engineering or equivalent from Government recognized University/ Institute with 60% aggregate marks.	Total 07 years of experience in the field of PMC/ EPC/ Health Care Infrastructure/ Hospital Buildings, out of which 2 years of experience in one step below post (E-1) in a scale of pay ₹ 40,000-1,40,000 (IDA) or equivalent CDA scale (as applicable), if working in PSU/ Government or otherwise drawing minimum annual CTC of ₹ 12 Lacs for the last two years, if working in a private sector Company/Banks. The candidate should have relevant experience in construction related activities i.e. execution/ supervision of construction works involving earthwork, pilling, Underground piping, Hospital building works, RCC works like deep foundations, foundation of structure for heavy equipment, structural steel works for hospital buildings, technological structure

				<p>and large value civil engineering projects etc. Candidate should have handled contract, closing of projects, Knowledge of ISO requirements for Quality Management System and HSE requirements at project sites will be added an advantage. Alternatively, candidate should have experience in design, coordination with various agencies involved like client, consultants, contractors, Estimation, and specification will be added an advantage.</p> <p>Weightage will be given to the candidates having working experience in Health care Infrastructure.</p>
11.	<p>Deputy Manager (Bio Medical)</p> <p>E-2 ₹50,000-1,60,000/- Total – 01</p>	33 years	<p>Full Time Degree in Bio Medical Engineering from Government recognized University/ Institute with 60% aggregate marks.</p>	<p>Total 07 years of experience, out of which 2 years of experience in one step below post (E-1) in a scale of pay ₹ 40,000-1,40,000 (IDA) or equivalent CDA scale (as applicable), if working in PSU/ Government or otherwise drawing minimum annual CTC of ₹ 12 Lacs for the last two years, if working in a private sector Company/Banks.</p> <p>Experience in handling procurement assignments, i.e., bid documentation, tendering, inspection and testing, logistics support, follow up with client/Ministry for approval and payments etc.</p> <p>Preference will be given to candidates from Govt/PSUs having experience in handling procurement of medical equipment and other instruments related to hospitals and laboratories through GeM.</p> <p>Weightage will be given to the candidates having working experience in Health care infrastructure.</p>
12.	<p>Deputy Manager (Pharmacy)</p> <p>E-2 ₹50,000-1,60,000/- Total – 01</p>	33 years	<p>Full Time Degree in Pharmacy from Government recognized University/ Institute with 60% aggregate marks. Should be registered as Pharmacist under the Pharmacy Act-1948.</p>	<p>Total 07 years of experience, out of which 2 years of experience in one step below post (E-1) in a scale of pay ₹ 40,000-1,40,000 (IDA) or equivalent CDA scale (as applicable), if working in PSU/ Government or otherwise drawing minimum annual CTC of ₹ 12 Lacs for the last two years, if working in a private sector Company/Banks.</p> <p>Experience in handling procurement assignments for Drugs & Medicines/ Tendering/ GeM tendering. The candidate should preferably have experience in pharmaceutical industry & Material Management, strong negotiation skills and ability in logistic management of drugs and maintain relationships with stakeholders and also having knowledge in (Drugs/medicine Regulatory Affair) Drugs and cosmetic act, Sampling of drugs/medicines & Inspection of medicines, Monitor supplier performance and ensuring cost-effectiveness and efficiency in procurement processes. Should have Strong knowledge of pharmaceutical products/store material management, updated/prevailing industry & Govt. regulations, and supply chain management best practices.</p>

<p>13.</p>	<p>Deputy Manager (Finance) E-2 ₹50,000-1,60,000/- Total – 01</p>	<p>33 years</p>	<p>Associate/ Fellow Member of ICAI/ICWAI or MBA (Finance) from Government recognized University/ Institute with aggregate 60% marks in MBA (Finance).</p>	<p>Total 07 years of experience, out of which 2 years of experience in one step below post (E-1) in a scale of pay ₹ 40,000-1,40,000 (IDA) or equivalent CDA scale (as applicable), if working in PSU/ Government or otherwise drawing minimum annual CTC of ₹ 12 Lacs for the last two years, if working in a private sector Company/Banks.</p> <p>Should have experience in managing working capital both at unit and corporate level. Should have experience of finalization of accounts at unit level and consolidation of accounts at corporate level. Knowledge of Indian GAAP and familiarity with IFRS shall be preferred. Should have exposure to preparation and monitoring Budget at Corporate level including initiative cost control. Should have knowledge of direct and indirect taxes relevant for construction companies. Should have experience of handling internal, statutory and government audits. Should also be conversant with tendering procedure in PSU/ Government organization and familiarity with computerized system.</p>
<p>14.</p>	<p>Deputy Manager (Corporate Communication) E-2 ₹50,000-1,60,000/- Total – 01</p>	<p>33 years</p>	<p>Full time Post Graduate Degree in Mass Communication/ Journalism/ Advertising & Public Relations of two years from Government recognized Institute/University with 60% aggregative marks.</p>	<p>Total 07 years of experience, out of which 2 years of experience in one step below post (E-1) in a scale of pay ₹ 40,000-1,40,000 (IDA) or equivalent CDA scale (as applicable), if working in PSU/ Government or otherwise drawing minimum annual CTC of ₹ 12 Lacs for the last two years, if working in a private sector Company/Banks.</p> <p>In- Depth knowledge of print and electronic mass media as well as advertising. Candidate should have excellent command in English both written and spoken.</p> <p>Candidate should have experience in corporate Imaging in Public domain, In-house communication, Designing and production of Newsletters/ other publications.</p> <p>Candidates having proficiency in use of Computer will be preferred.</p>
<p>15.</p>	<p>Deputy Manager (Company Secretary) E-2 ₹50,000-1,60,000/- Total – 01</p>	<p>33 years</p>	<p>Qualified Company Secretary</p>	<p>Total 07 years of experience, out of which 2 years of experience in one step below post (E-1) in a scale of pay ₹ 40,000-1,40,000 (IDA) or equivalent CDA scale (as applicable), if working in PSU/ Government or otherwise drawing minimum annual CTC of ₹ 12 Lacs for the last two years, if working in a private sector Company/Banks.</p> <p>Candidate should have excellent communication and drafting skills. Adequate experience required in Legal compliance as per Companies Act,1956 and SEBI regulations/e-filing of documents with exposure to public issues/dividend related matters, handling of investor's grievances and coordination with other regulatory agencies, Stock Exchange, ROC, etc. Candidates having knowledge and proficiency in use of Computer will be preferred.</p>
<p>16.</p>	<p>Manager (Civil) E-3 ₹60,000-1,80,000/-</p>	<p>37 years</p>	<p>Full Time Degree in Civil Engineering or equivalent from Government recognized</p>	<p>Total 10 years of experience in the field of PMC/ EPC/ Health Care Infrastructure/ Hospital Buildings, out of which 2 years of experience in one step below post (E-2) in a scale of pay ₹ 50,000-1,60,000 (IDA) or equivalent CDA scale (as applicable), if working in PSU/</p>

	Total – 02		University/ Institute with 60% aggregate marks.	Government or otherwise drawing minimum annual CTC of ₹ 15 Lacs for the last two years, if working in a private sector Company/Banks. The candidate should have relevant experience in construction related activities i.e. execution/ supervision of construction works involving earthwork, pilling, Underground piping, Hospital building works, RCC works like deep foundations, foundation of structure for heavy equipment, structural steel works for hospital buildings, technological structure and large value civil engineering projects etc. Candidate should have handled contract, closing of projects, Knowledge of ISO requirements for Quality Management System and HSE requirements at project sites will be added an advantage. Alternatively, candidate should have experience in design, coordination with various agencies involved like client, consultants, contractors, Estimation, and specification will be added an advantage. Weightage will be given to the candidates having working experience in Health care Infrastructure
17.	Manager (HRM) E-3 ₹60,000-1,80,000/- Total – 01	37 years	Full time MBA/ full time two years Post Graduate Diploma in Management (equivalent to MBA) from Government recognized university/ institute with 60% aggregate marks & Specialization in HRM/PM/IR as major subject.	Total 10 years of experience, out of which 2 years of experience in one step below post (E-2) in a scale of pay ₹ 50,000-1,60,000 (IDA) or equivalent CDA scale (as applicable), if working in PSU/ Government or otherwise drawing minimum annual CTC of ₹ 15 Lacs for the last two years, if working in a private sector. Functional capabilities should be inclusive of thorough knowledge of labour laws and service regulations, disciplinary matters, application of HRM concepts, tools and practices such as manpower planning, performance management, career planning succession planning, competency modelling, competency appraisal, etc. Experience in latest HR Practices and Policies, dealing with retention and attrition aspects. Desirable Qualification: Degree in Law.
18.	Manager (Bio Medical) E-3 ₹60,000-1,80,000/- Total – 01	37 years	Full Time Degree in Bio Medical Engineering from Government recognized University/ Institute with 60% aggregate marks.	Total 10 years of experience, out of which 2 years of experience in one step below post (E-2) in a scale of pay ₹ 50,000-1,60,000 (IDA) or equivalent CDA scale (as applicable), if working in PSU/ Government or otherwise drawing minimum annual CTC of ₹ 15 Lacs for the last two years, if working in a private sector Company/Banks. Experience in handling procurement assignments, i.e., bid documentation, tendering, inspection and testing, logistics support, follow up with client/Ministry for approval and payments etc. Preference will be given to candidates from Govt/PSUs having experience in handling procurement of medical equipment and other instruments related to hospitals and laboratories through GeM. Weightage will be given to the candidates having working experience in Health care infrastructure.

<p>19.</p>	<p>Manager (Pharmaacy) E-3 ₹60,000-1,80,000/- Total – 01</p>	<p>37 years</p>	<p>Full Time Degree in Pharmacy from Government recognized University/ Institute with 60% aggregate marks. Should be registered as Pharmacist under the Pharmacy Act-1948.</p>	<p>Total 10 years of experience, out of which 2 years of experience in one step below post (E-2) in a scale of pay ₹ 50,000-1,60,000 (IDA) or equivalent CDA scale (as applicable), if working in PSU/ Government or otherwise drawing minimum annual CTC of ₹ 15 Lacs for the last two years, if working in a private sector Company/Banks.</p> <p>Experience in handling procurement assignments for Drugs & Medicines/ Tendering/ GeM tendering. The candidate should preferably have experience in pharmaceutical industry & Material Management, strong negotiation skills and ability in logistic management of drugs and maintain relationships with stakeholders and also having knowledge in (Drugs/medicine Regulatory Affair) Drugs and cosmetic act, Sampling of drugs/medicines & Inspection of medicines, Monitor supplier performance and ensuring cost-effectiveness and efficiency in procurement processes. Should have Strong knowledge of pharmaceutical products/store material management, updated/prevaling industry & Govt. regulations, and supply chain management best practices.</p>
<p>20.</p>	<p>Manager (Finance) E-3 ₹60,000-1,80,000/- Total – 01</p>	<p>37 years</p>	<p>Associate/ Fellow Member of ICAI/ICWAI or MBA (Finance) from Government recognized University/ Institute with aggregate 60% marks in MBA (Finance).</p>	<p>Total 10 years of experience out of which 2 years of experience in one step below post (E-2) in a scale of pay ₹ 50,000-1,60,000 (IDA) or equivalent CDA scale (as applicable), if working in PSU/ Government or otherwise drawing minimum annual CTC of ₹ 15 Lacs for the last two years, if working in a private sector Company/Banks.</p> <p>Should have experience in managing working capital both at unit and corporate level. Should have experience of finalization of accounts at unit level and consolidation of accounts at corporate level. Knowledge of Indian GAAP and familiarity with IFRS shall be preferred. Should have exposure to preparation and monitoring Budget at Corporate level including initiative cost control. Should have knowledge of direct and indirect taxes relevant for construction companies. Should have experience of handling internal, statutory and government audits. Should also be conversant with tendering procedure in PSU/ Government organization and familiarity with computerized system.</p>
<p>21.</p>	<p>Manager (Legal) E-3 ₹60,000-1,80,000/- Total – 01</p>	<p>37 years</p>	<p>Full time degree in Law from Government recognized Institute/ University. Must be an enrolled advocate.</p>	<p>Total 10 years of experience out of which 2 years of experience in one step below post (E-2) in a scale of pay ₹ 50,000-1,60,000 (IDA) or equivalent CDA scale (as applicable), if working in PSU/ Government or otherwise drawing minimum annual CTC of ₹ 15 Lacs for the last two years, if working in a private sector.</p> <p>Candidate should have knowledge of Company Laws, Arbitration Matters, service matters, Contracts, Civil & Criminal law. Candidates should have exposure in Employee Disciplinary matters. Should have hand on experience in drafting of contracts, pleadings, contract Law, Draft of deeds, Licenses & Permissions, Agreements, Legal Document Preparation and also experience of appearing before Courts, tribunals, Arbitrators, etc for contesting/defending the cases.</p>

22.	Senior Manager (Civil) E-4 ₹70,000-2,00,000/- Total – 01	41 years	Full Time Degree in Civil Engineering or equivalent from Government recognized University/ Institute with 60% aggregate marks.	<p>Total 14 years of experience in the field of PMC/ EPC/ Health Care Infrastructure/ Hospital Buildings, out of which 2 years of experience in one step below post (E-3) in a scale of pay ₹ 60,000-1,80,000 (IDA) or equivalent CDA scale (as applicable), if working in PSU/ Government or otherwise drawing minimum annual CTC of ₹ 18 Lacs for the last two years, if working in a private sector Company/Banks.</p> <p>The candidate should have relevant experience in construction related activities i.e. execution/ supervision of construction works involving earthwork, pilling, Underground piping, Hospital building works, RCC works like deep foundations, foundation of structure for heavy equipment, structural steel works for hospital buildings, technological structure and large value civil engineering projects etc. Candidate should have handled contract, closing of projects, Knowledge of ISO requirements for Quality Management System and HSE requirements at project sites will be added an advantage. Alternatively, candidate should have experience in design, coordination with various agencies involved like client, consultants, contractors, Estimation, and specification will be added an advantage. Weightage will be given to the candidates having working experience in Health care Infrastructure.</p>
23.	Senior Manager (HRM) E-4 ₹70,000-2,00,000/- Total – 01	41 years	Full time MBA/ full time two years Post Graduate Diploma in Management (equivalent to MBA) from Government recognized university/ institute with 60% aggregate marks & Specialization in HRM/PM/IR as major subject.	<p>Total 14 years of experience out of which 2 years of experience in one step below post (E-3) in a scale of pay ₹ 60,000-1,80,000 (IDA) or equivalent CDA scale (as applicable), if working in PSU/ Government or otherwise drawing minimum annual CTC of ₹ 18 Lacs for the last two years, if working in a private sector.</p> <p>Functional capabilities should be inclusive of thorough knowledge of labour laws and service regulations, disciplinary matters, application of HRM concepts, tools and practices such as manpower planning, performance management, career planning succession planning, competency modelling, competency appraisal, etc. Experience in latest HR Practices and Policies, dealing with retention and attrition aspects. Desirable Qualification: Degree in Law.</p>
24.	Senior Manager (Bio Medical) E-4 ₹70,000-2,00,000/- Total – 01	41 years	Full Time Degree in Bio Medical Engineering from Government recognized University/ Institute with 60% aggregate marks.	<p>Total 14 years of experience, out of which 2 years of experience in one step below post (E-3) in a scale of pay ₹ 60,000-1,80,000 (IDA) or equivalent CDA scale (as applicable), if working in PSU/ Government or otherwise drawing minimum annual CTC of ₹ 18 Lacs for the last two years, if working in a private sector Company/Banks.</p> <p>Experience in handling procurement assignments, i.e., bid documentation, tendering, inspection and testing, logistics support, follow up with client/Ministry for approval and payments etc.</p>

				Preference will be given to candidates from Govt/PSUs having experience in handling procurement of medical equipment and other instruments related to hospitals and laboratories through GeM. Weightage will be given to the candidates having working experience in Health care infrastructure.
25.	Deputy General Manager (Civil) E-5 ₹80,000-2,20,000/- Total - 01	45 years	Full Time Degree in Civil Engineering or equivalent from Government recognized University/ Institute with 60% aggregate marks.	Total 18 years of experience in the field of PMC/ EPC/ Health Care Infrastructure/ Hospital Buildings, out of which 2 years of experience in one step below post (E-4) in a scale of pay ₹ 70,000-2,00,000 (IDA) or equivalent CDA scale (as applicable), if working in PSU/ Government or otherwise drawing minimum annual CTC of ₹ 20 Lacs for the last two years, if working in a private sector Company/Banks. The candidate should have relevant experience in construction related activities i.e. execution/ supervision of construction works involving earthwork, pilling, Underground piping, Hospital building works, RCC works like deep foundations, foundation of structure for heavy equipment, structural steel works for hospital buildings, technological structure and large value civil engineering projects etc. Candidate should have handled contract, closing of projects, Knowledge of ISO requirements for Quality Management System and HSE requirements at project sites will be an added advantage. Alternatively, candidate should have experience in design, coordination with various agencies involved like client, consultants, contractors, Estimation, and specification will be an added advantage. Weightage will be given to the candidates having working experience in Health care Infrastructure.

* **Including backlog reserved vacancies.**

The category wise breakup of vacancies is details as under:

Post	SC	ST	OBC	EWS	UR	Total
Executive (E-0) ₹30,000-1,20,000	04	02	04	01	08	19
Deputy Manager (E-2) ₹50,000-1,20,000/-	03	02	03	00	00	08
Manager (E-3) ₹60,000-1,80,000/-	00	01	03	00	03	07
Senior Manager (E-4) ₹70,000-2,00,000/-	00	01	02	00	00	03
Deputy General Manager (E-5) ₹80,000-2,20,000/-	00	00	01	00	00	01

* **Including backlog reserved vacancies.**

PROCEDURE FOR APPLYING: -

The candidates are required to read the General Instructions mentioned below before filling up the Online Application Form. The candidates are required to apply online. The relevant link for the online application will be made available under the head “**CAREER**” on HSCC website, i.e., www.hsccltd.co.in. Final online submission of application will be open from 30.03.2024 till 17:00 hrs on 20.04.2024. No other means/ mode of application shall be accepted.

Before filling application online, candidates should keep ready scanned copy of passport size photograph & signature in .jpg/.jpeg format (photo size less than 300kb and signature size less than 200kb) and other relevant documents in .pdf format less than 1mb per document and a valid e-mail ID in operation for more than one year. Fill in the online form with relevant details. Upload scanned copy of the photograph & signature. Candidates should ensure that the relevant details viz. Name, Date of birth, Address, etc. entered in HSCC online application is correct. Detailed procedure regarding payment of fee is explained under “**PAYMENT OF APPLICATION FEE.**”

PAYMENT OF APPLICATION FEE

- Applicants/ Candidates are required to pay non-refundable fee of ₹ 1000/- through Online gateway.
- Candidates will be levied tax/charge from their transaction Bank as applicable.
- SC/ ST/ PWD and Internal candidates will be exempted from payment of Application Fee.
- Candidates are required to make Application Fee payment through debit card/credit card/ net-banking. The candidate will be automatically redirected to make online payment, wherever the fee is applicable once the form is successfully completed.
- No other mode of payment will be accepted. Application fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before payment of Application Fee.

Selection Procedure

The selection procedure will be decided by HSCC depending upon the response received against each post. The selection criteria can be by way 1. interview by selection committee. 2. A skill/written test and/or group discussion and/or personal interaction by the selection committee. Decision of HSCC will be final in this regard.

GENERAL CONDITIONS

1. Candidates should read the complete advertisement carefully & ensure that he/she fulfils the eligibility criteria for the post advertised in all respects.
2. Candidate applying for more than one post should apply separately for each post.
3. All the Essential Qualification must be full time and be recognized from AICTE/UGC/State Technical Board/Any other appropriate body.
4. If a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/ letter in this regard issued by the Competent Authority indicating the Authority (with number and date) under which it has been so treated otherwise the candidature/Online Application is liable to be rejected.
5. Candidates are requested to give specific, correct, full information. All original certificates/ documents in support of information furnished in the application form are to be produced at the time of verification of documents, failing which the candidate will be disqualified. Candidature is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.
6. Incomplete application will be summarily rejected. Any request to add additional information in application form after the application has been submitted shall not be entertained in any condition.
7. Persons with benchmark disabilities can also apply for any of the above post in accordance with Government of India guidelines in force. Disability of applicants applying against the post reserved for disabled persons should not be less than 40%.
8. The upper age limit indicated is for Unreserved category candidates. Age relaxation for SC/ST/OBC (NCL)/ Person with Disabilities (PWD) will be as per Government guidelines in this regard. SC/ST/OBC (NCL)/PWD candidates are required to upload scanned copy of their caste/ disability certificate (as applicable) along with the application form. Age relaxation for Ex-serviceman will be service rendered in the Armed forces plus 03 years.

9. Internal candidates {HSCC (India) Limited} will be given age relaxation of five years provided they have at least three years of service left before superannuation.
10. Internal candidates working on contractual establishment will be entitled for age relaxation of 5 years or the period served in the organization, whichever is higher, subject to fulfilment of the other eligibility criteria and terms and conditions.
11. Internal candidates working on contractual establishment will be entitled for additional 2 marks in selection procedure, for each completed year of service subject to maximum 10 marks, if they have completed 3 years or more services in the organization subject to fulfilment of other eligibility criteria and terms and condition.
12. Candidates from reserved category such as SC/ST/OBC (NCL) can also apply against unreserved posts. However, age relaxation will not be allowed to such category candidates against unreserved posts.
13. In case of variation in name/ surname/ name spelling mentioned in the application with that in the respective certificate pertaining to education/ professional qualification/ caste certificate/ etc. the applicant shall be required to submit a certificate from SDM or equivalent to this effect along with the respective documents at the time of verification of documents, failing which the candidature shall be liable to be cancelled. In case of change of surname of female after her marriage, the candidate is required to furnish marriage certificate and notarized affidavit in this regard.
14. Relaxation of standard in selection against reserved vacancies. If sufficient numbers of reserved category person are not available on the basis of laid down general standards, the general standards could be relaxed suitably to fill up the reserved post.
15. The cut-off date for determining the age limit and the post qualification experience shall be the closing date of application. The date of declaration of result / issuance of mark sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account. Post qualification experience on a post/ level shall be counted from the said date onwards.
16. Candidates working in Government, Semi-Government Organization/Public Sector Undertakings and Autonomous Bodies should apply through proper channel or furnish “NO OBJECTION CERTIFICATE” at the time of interview. However, in the event of difficulty in forwarding the application through proper channel/getting NOC from their Parent Department; they may submit an undertaking at the time of interview that they will produce proper relieving from their organization, in case selected: otherwise, they will not be allowed to join.
17. Selected candidates will be required to serve in any part of India or abroad.



18. Where CGPA/OGPA or grading system in a degree/ diploma is awarded; equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/ Institute. The candidate will have to produce a copy of these norms with respect to his/ her university/ institute at the time of verification of documents.
19. Candidates are required to retain a copy of the online submitted application form for future reference.
20. Number of vacancies mentioned above may increase or decrease depending upon the requirement of the Company.
21. HSCC reserve the right to cancel this advertisement and/or the selection for any of the above posts without assigning any reason.
22. Candidates are advised to keep their e-mail ID given in the Application Form active at least for one year. No change in e-mail ID will be allowed.
23. Any corrigendum/ addendum/ errata in respect of the above advertisement shall be made available only on our official website www.hsccltd.co.in under the heads "CAREER". No further press advertisement will be given. Hence prospective applicants are advised to visit HSCC website regularly for latest updates.
24. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
25. Only SC/ST/PWD Candidates called for interview who come for places beyond a distance of 100 km will be reimbursed actual expenses incurred on travel to and from the place of interview on production of proof of journey undertaken and onward journey, limited to III AC Rail fare or Bus fare chargeable by the shortest route from railway station/ Bus stand.
26. Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement and/or applications in response thereto shall be subject to jurisdictions of Courts at Delhi. In case of any ambiguity/ dispute arising on account of interpretation other than English, the English version will prevail.
27. All correspondence shall be made through e-mail only and no communication would be sent through courier/ post or through any other mode.
