

VACANCY ID:- HITES/REC-FMD/Feb-2020

Walk in Interview for Facility Management Division, HITES

HITES-HLL Infra Tech Services, a fully owned subsidiary of HLL is specialized in Healthcare Infrastructure Development, Facility Management and Procurement of Medical Equipment and devices – Expertise in construction management, procurement, engineering (civil, electrical, electronics, instrumentation, mechanical and bio-medical), financial management, contract management and legal services. Major clients include Government departments, Public sector undertakings and institution.

HITES is on the lookout of dynamic, result oriented, performance driven candidates for Facility Management Division. Postings shall be done on **Fixed Term Contract Basis** and emoluments will be fixed depending upon qualifications, skill and experience. The details of position, age, qualification and Essential Experience are given below:

Sl. No.	Position & Maximum Age as on 01/02/2020	No. of Vacancy (Indicative)	Scale of Pay (in Rs.)	Essential Educational Qualification (Full Time Course)	Minimum Essential Relevant Post Qualification Experience as on 01/02/2020	Place of posting (Indicative)
1	Deputy Vice President (FMD) (50 Years)	1	32900 – 58000/-	Graduate in Engineering/Hospitality/ Hospital Management/ Hotel & Catering Management	12 Years of Experience in managing Facility Management Services such as House Keeping, HVAC, Electrical & Mechanical Management, Landscaping & Horticulture, managing large manpower in any multispecialty hospital/MNC/Facility Management Organisation. * Preferences will be given to incumbents having Post Graduate Degree in Engineering/Hospitality/ Hospital Management/ Hotel & Catering Management with Hands on Experience in Hospital Facility Management Services.	Bhopal
2	Deputy General Manager (FMD) (45 Years)		29100-54500/-	Graduate in Engineering/Hospitality/Hospital Management/ Hotel & Catering Management	10 Years of Experience in managing Facility Management Services such as House Keeping, HVAC, Electrical & Mechanical Management, Landscaping & Horticulture, managing large manpower in any multispecialty hospital/MNC/Facility Management Organisation.	Bhopal

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3	Deputy Manager (HR) (35 Years)	1	16400 – 40500/-	MBA(HR)/PGDHRM/MSW/ PGDPMIR	Minimum 3 years of Experience required in the area of HR, Administration and Labour Laws	Bhopal
4	Deputy Manager (Legal) (35 Years)	1	16400 – 40500/-	Degree in Law (Incumbent should be Registered in Bar Council of India OR Concerned State)	Minimum 3 Years experience in Practice as an advocate specially dealing in Criminal / Civil / Contract / Arbitration matters	Bhopal
5	Deputy Manager (Mass Communication) (35 Years)	1	16400 – 40500/-	Post Graduate / Post Graduate Diploma in Mass Communication / Public Relations / Visual Communications / Journalism	Minimum 3 years Experience in Public Relation in some corporate / govt organization. Incumbent must possess excellent written and verbal communication skills and should have good media contacts.	Bhopal
6	Deputy Manager (Facility –in-charge) (35 Years)	4	16400 – 40500/-	Graduate in Engineering /Hospitality/Hospital Management/ Hotel & Catering Management OR Diploma in Hospitality/Hospital Management/ Hotel & Catering Management	Minimum 3 Years for Degree Holders / 5 Years for Diploma holders in managing soft services / Administration in any multispeciality hospital / MNC / 3 star hotel / Facility Management Organisation	Shahdol /Ratlam /Bhopal /Khandwa
7	Facility Executive (35 Years)	19	12600 -32500/-	Graduate in Hospitality/Hospital Management/ Hotel & Catering Management OR Diploma in Hospitality/Hospital Management/ Hotel & Catering Management	Minimum 2 Years for Degree Holders / 4 Years for Diploma holders in managing soft services/Administration in any multispeciality hospital / MNC /3 star hotel/Facility Management Organisation	Bhopal /Indore /Gwalior /Ratlam /Khandwa /Chindwara/ Shahdol /Vidisha /Datia /Shivpur

Sl. No.	Position & Maximum Age as on 01/02/2020	No. of Vacancy	Scale of Pay (in Rs.)	Essential Educational Qualification (Full Time Course)	Minimum Essential Relevant Post Qualification Experience as on 01/02/2020	Place of posting (Indicative)
8	Site Engineer (Elect./Mech.) (35 Years)	10	12600 -32500/-	B.Tech /B.E. (Electrical/Mechanical) OR Diploma in (Electrical/Mechanical)	Minimum 1 Year for Degree Holders / 3 Years for Diploma holders in managing soft services / Administration in any multispeciality hospital / MNC / 3 star hotel / Facility Management Organisation	Ratlam /Khandwa/C hindwara /Shahdol /Vidisha /Datia /Shivpur

Interested and eligible candidates may walk-in for an interview to the following venue with their latest resume and copies of educational qualification, experience, community certificates along with recent passport size photograph and latest salary break-up. Original certificates need to be produced for verification:

Sl. No	Positions	Date of Walk-in interview	Venue	Time of Registration
1	Facility Executive	05/03/2020	HLL Infra Tech Services Limited "Shela Arcade" 2 nd Floor, M.P. Nagar, Zone-1, Bhopal- 462011	Between 10:00 AM to 12:00 PM on respective walk-in interview dates at the venue.
2	Site Engineer (Elect./Mech.)			
3	Deputy Vice President/Deputy General Manager (FMD)	06/03/2020		
4	Deputy Manager (HR)			
5	Deputy Manager (Legal)			
6	Deputy Manager (Mass Communication)			
7	Deputy Manager (Facility – in – Charge)			

Note

- Interested Candidates may register their names on the date of interview between 10:00 AM to 12:00 PM at the venue mentioned above on respective interview dates.
- Candidates who have attended the interview at HLL Lifecare Ltd./HITES for the same position in last 12 months need not appear for the Interview.
- Candidates must check their eligibility/suitability thoroughly and download the application form (annexed as Appendix-1 along with the advertisement), and submit duly filled application form at the time of registration.

General Conditions

- Reservation / Relaxation for SC/ST/OBC/PH , as per Government of India Rules.
- Canvassing in any form will be a disqualification.
- Candidates should bring their updated resume along with all the Certificates in original to prove age, qualification, experience and latest salary certificates with break up. SC/ST/OBC Candidates should produce their community certificate in original. Failure to produce the above certificates in Original will disqualify you from appearing in the interview
- Remuneration will be best in Industry.



एचएलएल इंफ्राटेक सर्विसिस लिमिटेड
(एचएलएल लाईफ़केयर लिमिटेड की समनुषंगी,
भारत सरकार का उद्यम)
बी14-ए, सेक्टर-62, नोएडा-201307
दूरभाष: 0120-4071500 फ़ैक्स: 0120-4071513

HLL INFRA TECH SERVICES LIMITED
(Subsidiary of HLL Lifecare Limited,
A Government of India Enterprise)
B-14A, Sector-62, Noida-201307
Tel: 0120-4071500 Fax: 0120-4071513

नौकरी के लिए आवेदन/APPLICATION FOR EMPLOYMENT

1. कृपया खाली स्थान मोटे अक्षरों में भरिए।

PLEASE FILL UP THE FOLLOWING BLANKS IN BLOCK LETTERS

2. जो कॉलम लागू नहीं है, कृपया उसकी ओर "लागू नहीं" अंकित करें।

PLEASE MARK N.A.AGAINST COLUMNS WHICH ARE NOT APPLICABLE TO YOU.

1. आवेदन पद /Post Applied for _____

2. रोज़गार दफ़्तर पंजीकरण संख्या(यदि लागू हो तो)

Employment Exchange Registration No.(if applicable)_____

3. साक्षात्कार की तिथि/Date of interview _____

वैयक्तिक विवरण/PERSONAL DATA

1. नाम/Name _____

2. a. पिता/पति का नाम और पेशा

Father's/Husband's Name and Occupation _____

b. माता का नाम/ Mother's Name _____

3. पत्राचार के लिए पता/Address for Communication _____

_____ पिनकोड/Pincode _____

दूरभाष संख्या(यदि है तो)/Telephone NO.(if any) _____

4. स्थाई पता/Permanent Address _____

_____ पिनकोड/Pincode _____

मोबाईल नं./Mobile No. _____

ई-मेल/E-mail _____

5. आयु तथा जन्म तिथि(अंको व अक्षरों में)

Age & Date of Birth(In figures & words) _____

6. अधिवास राज्य/State of Domicile _____ राष्ट्रीयता/Nationality _____

धर्म/जाति/Religion/Caste _____ लिंग: पुरुष/स्त्री/Sex: Male/Female _____

वैवाहिक स्थिति/Marital Status _____

7. पहचान चिन्ह/Identification Marks 1. _____

2. _____

8. पारिवारिक विवरण/Details of Family

व्यक्ति Particulars	नाम Name	आयु Age	पेशे का विवरण Details of Occupation	क्या आश्रित हैं या नहीं Whether Dependent or not
पिता/Father				
माता/Mother				
पत्नी/पति Wife/Husband				
सन्तान/Children				
भाई/Brothers				
बहन/Sisters				

9. मातृभाषा/Mother Tongue_____

भाषाएँ/Languages	पढ़ना/Read	बोलना/Speak	लिखना/Write

10. जानने वाली भाषाएँ/Languages Known:

11. क) क्या आप अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़ी जाति/
भूतपूर्व सैनिक श्रेणी के हैं? (कृपया वर्ग स्पष्ट करें और पुष्टि अनुबन्ध करें) हाँ/नहीं
- a) Do you belong to SC/STOBC/Ex-Serviceman category
(Please specify category and attach proof) Yes/No
- ख) क्या आप विकलांग हैं?
(कृपया श्रेणी स्पष्ट करें और पुष्टि अनुबन्ध करें) हाँ/नहीं
- b) Are you physically handicapped?
(Please specify category and attach proof) Yes/No
- ग) क्या आप किसी बड़ी बिमारी से पीड़ित हैं?
यदि हाँ तो विवरण दीजिए। हाँ/नहीं
- c) Do you suffer from any major ailments?
If yes, please give details. Yes/No
12. भारत या विदेश के किसी विधि न्यायालय जिवारा क्या आप कभी गिरफ्तार /
दोषी सिद्ध किए गए हैं? यदि हाँ तो कृपया विवरण दें। हाँ/नहीं
Have you ever been arrested/convicted by any Court of Law in India or abroad?
If yes, please give details. Yes/No
13. क्या आप के नाम पर कोई चौकसी मुकदमा है?
यदि हाँ तो, कृपया विवरण दें। हाँ/नहीं
Is there any vigilance case in your name?
If yes, please give details. Yes/NO

14. शिक्षा/EDUCATION

विश्वविद्यालय/कॉलेज/स्कूल का नाम Name of University/College/School	उपाधि/डिप्लोमा/प्रमाणक Degree/Diploma/Certificate	श्रेणी/वर्ग और अंकों का प्रतिशत Class/Division & % of Marks	पाठ्यक्रम की अवधि Duration of the Course	पास किया वर्ष Year of Passing	पूर्णकालिक/Full time अंशकालिक/Part time

पेशेवर संगठनों की सदस्यता / Membership in Professional Associations _____

पाठ्येतर कार्यकलाप और शौक / Extra Curricular Activities and Hobbies _____

(स्कूल, कॉलेज का अन्य कहीं से प्राप्त उपाधियां एवं पद) _____

(Include offices held and distinctions obtained in School, Colleges & elsewhere) _____

क्लब सदस्यता, यदि कोई हो/ Club Membership, if any _____

तकनीकी/पेशेवर प्रशिक्षण/Technical/Professional Training

संगठन / Organization	से/from	तक/Till	प्राप्त वृत्तिका / Stipend Received	पढ़ा हुआ विषय/व्यापार/subjects/Trade Learnt

16. आपकी पृष्ठभूमि/सेवा वृत्ति तथा चरित्र जानने वाले दो व्यक्तियों का संदर्भ, जिनका आपसे कोई रिश्ता नहीं।

Reference of two people, not related to you, who are well acquainted with your back ground/service career and character

क्रम संख्या Sl.No.	नाम Name	पता एवं दूरभाष संख्या Address & Telephone No.	पेशा Occupation
1.			
2.			

17. कृपया आपकी मुख्य शक्तियाँ एवं कमज़ोरियाँ स्पष्ट करें/ Please specify your major strengths & weaknesses.

क्रम संख्या Sl.No.	मुख्य शक्तियाँ/ Major Strength	मुख्य कमज़ोरियाँ/Major Weaknesses

18. क्या आपका कोई रिश्तेदार एचएलएल लाईफ़केयर लिमिटेड/उसकी समनुषंगियों में काम करता है?

हाँ/नहीं

यदि हाँ तो, विवरण दें।

Do you have any relative working with HLL Lifecare Limited/its subsidiaries?

Yes/No

If yes, Please give details.

नाम Name	कार्य स्थान Work Location	पदनाम Designation	रिश्ता Relationship

19. क्या आप इसके पहले एचएलएल लाईफ़केयर लिमिटेड/उसकी समनुषंगियों में नौकरी के लिए आवेदन भेजा था? कृपया विवरण दे

Have you applied before for employment in HLL Lifecare Limited/ its subsidiaries? Please give details.

20. क्या आपका वर्तमान नियोक्ता से कोई दायित्व (जैसे-सेवा करार/बन्धपत्र) है?

Do you have any liability (viz, service Agreement/Bond) with your present employer.

21. अगर आपका चयन हुआ तो कार्यभार ग्रहण करने के लिए आवश्यक समय।

If selected, time required for joining.

22. क्या भारत में कहीं भी नियुक्त किए जाने से आप सहमत हैं?

Do you agree to be posted anywhere in India?

23. क्या आप कभी विदेश में रहे हैं? अगर हाँ तो, उस देश का नाम, यात्रा का उद्देश्य तथा यात्रा की अवधि का उल्लेख करें।

Have you been abroad? If yes, please mention country visited, purpose and duration etc.

24. क्या आप कर्मचारी भविष्यनिधि योजना के सदस्य हैं? यदि हाँ, तो कृपया निम्नलिखित का विवरण दीजिए:

Are you a member of the Employees Provident Fund Scheme? If yes, please give the following:

खाता संख्या/Account Number :

आपके द्वारा प्रदत्त अंशदान की राशि/ The Amount of Contribution paid by you :

आपका मूल वेतन/ Your Basic Pay :

25. आपके आवेदन के समर्थन में अन्य कोई जानकारियाँ:

Any other information in support of your application:

घोषणा/DECLARATION

मैं एतद् द्वारा घोषणा करता/करती हूँ कि ऊपर दी गई सूचनाएं मेरे उत्तम विश्वास और जानकारी में सही है और मुझे अच्छी तरह मालूम है कि अगर ऊपर दी गई कोई भी सूचना गलत पाई गई जाती है तो, प्रबन्ध द्वारा मेरी सेवाएं किसी सूचना के बिना समाप्त की जा सकती हैं।

I hereby declare that the information furnished above is true to the best of my knowledge and belief and I fully understand that if any information given above is found false, my services are liable to be terminated at any time without any notice by the Management.

स्थान

Place : _____

हस्ताक्षर

Signature: _____

दिनांक

Date : _____

नाम

Name : _____