

# HINDUSTAN PREFAB LIMITED

(A Government of India Enterprise)

**Jangpura, New Delhi-110014**

**Website : [www.hindprefab.org](http://www.hindprefab.org)**

**Ph: No. 011-43149800-899 / Fax: 011-43149865**



## Employment Notice No22/2011

Hindustan Prefab Limited (HPL), a Profit Making Central Public Sector Enterprise, an ISO 9001:2008 Certified Civil Engineering Organization presently engaged in the field of Construction, Design, Project Management, Real Estate etc. with its Corporate Office at New Delhi and having offices all over India and also abroad in Srilanka is looking for result oriented **Engineers in Civil, Electrical and Prefab/Precast disciplines** at senior management level and **Assistant Accounts Officers** for its Regional Offices and various projects on contract basis initially for a period of two years extendable by mutual consent, possessing qualifications, experience and consolidated salary as shown against each:-

<i>Post</i>	<i>Qualification</i>	<i>Minimum Experience</i>	<i>Consolidated Salary ( ` )</i>	<i>Job Requirement</i>
<b>General Manager (Production)</b>	BE (Civil)/Elect/ Mech./System  <u>Desirable:</u> M Tech / MBA	23 Years & above	<b>53800</b> + HRA subject to a ceiling of `10000 on production of receipt & place of posting i.e. in - A Class Cities `10000 B Class Cities `7000 C & other Cities `6000	He will be responsible for prefabrication techniques, factory management of reinforced / pre-stressed concrete products & will coordinate all design site engineering and production efforts.
<b>General Manager (Engg.)</b>	BE (Civil)/Elect/ Mech./System  <u>Desirable:</u> M Tech / MBA	23 Years & above	<b>53800</b> + HRA subject to a ceiling of `10000 on production of receipt & place of posting i.e. in - A Class Cities `10000 B Class Cities `7000 C & other Cities `6000	He will be head of the Regional Office and will be responsible for business development, contract management, monitoring for efficient and timely execution of projects, realization of dues, liaisoning with clients and other agencies.
<b>Addl. General Manager (Prefab)</b>	BE (Civil)/Elect/ Mech./System Or equivalent  Diploma in Civil Engg.	21 Year  25 Year	<b>48000</b> + HRA subject to a ceiling of `9000 on production of receipt & place of posting i.e. in - A Class Cities `9000 B Class Cities `5000 C & other Cities `3400	To ensure factory management for reinforced / pre-stressed concrete products & coordination of design, site engineering and production efforts.
<b>Addl. General Manager (Civil)</b>	BE (Civil) Or equivalent  Diploma in Civil Engg.	21 Year  25 Year	<b>48000</b> + HRA subject to a ceiling of `9000 on production of receipt & place of posting i.e. in - A Class Cities `9000 B Class Cities `5000 C & other Cities `3400	Responsible for business development, monitoring for efficient and timely execution of projects, contract management, realization of dues from clients, liaisoning with them and other agencies, MIS, etc.

<b>Addl. General Manager (Elect)</b>	BE (Elect) Or equivalent  Diploma in Elect. Engg.	21 Year  25 Year	<b>48000</b> + HRA subject to a ceiling of `9000 on production of receipt & place of posting i.e. in - A Class Cities `9000 B Class Cities `5000 C & other Cities `3400	To handle electrical / mechanical requirements of large projects / factories including air-conditioning, public address system, etc
<b>Dy. General Manager (Prefab)</b>	BE (Civil)  Dip. in Civil Engg.	16 Year  20 Year	<b>42000</b> + HRA subject to a ceiling of `7,000 per month on production of receipts depending on place of posting i.e. in - A Class Cities `7000 B Class Cities `4000 C & other Cities `3000	To ensure factory management for reinforced / pre-stressed concrete products & coordination of design, site engineering and production efforts.
<b>Dy. General Manager (Civil)</b>	BE (Civil)  Dip. in Civil Engg.	16 Year  20 Year	<b>42000</b> + HRA subject to a ceiling of `7,000 per month on production of receipts depending on place of posting i.e. in - A Class Cities `7000 B Class Cities `4000 C & other Cities `3000	Responsible for business development, monitoring for efficient and timely execution of projects, contract management, realization of dues from clients, liaisoning with them and other agencies, MIS, etc.
<b>Dy. General Manager (Elect./Mech.)</b>	BE (Elect)  Dip. in Elect Engg.	16 Year  20 Year	<b>42000</b> + HRA subject to a ceiling of `7,000 per month on production of receipts depending on place of posting i.e. in - A Class Cities `7000 B Class Cities `4000 C & other Cities `3000	To handle electrical / mechanical requirements of large projects / factories including air-conditioning, public address system, etc
<b>Executive Secretary to Chairman &amp; Mg Director</b>	Graduate with speed of 120 wpm in shorthand and 40 wpm in English Typing in computer operations	10 Years as Confidential Assistant / Secretarial Assistant / Sr. Stenographer of which 5 years in Sr. Rank of Stenographer attached to a Sr. Officer in Govt./Semi Govt. / CPSE	<b>30,000</b>  <b>Add:</b> Rs.620/- for additional experience of each year subject to a maximum consolidated salary of Rs.34340/-	He should be proficient in written, spoken English / Hindi and conversant with modern office equipment, confidential records and follow up of matters with Govt. / others.
<b>Asstt. Accounts Officer</b>	CA / ICWA  CA Inter / ICWA Inter	Upto 1 Yr.  Upto 1 Yr	<b>17500</b>  <b>12500</b> <b>Add:</b> Rs.340/- for additional experience of each year upto a maximum of 5 years.	Preparation of Annual Accounts, Internal Audit, checking of contractors' bills, taxation etc.

**General:**

1. Upper age limit as on 01.12.2011 is **50 Years**.
2. Employees in regular employment in Central/State Govt./Autonomous bodies and Central/State Public Sector Enterprises possessing required qualification and experience if apply and are selected, will have to resign before joining contractual appointment in the company.
3. There will not be any protection of pay/emoluments at the time of joining HPL.
4. No increment will be granted during the currency of the initial contract period of two years. However, it can be considered at the discretion of the competent authority in case the initial period of two years is extended further.
5. In the cases where the incumbent has enough experience for higher post but in the opinion of the Interview/Selection Committee, the incumbent is considered suitable for a lower post only. In such cases, if the incumbent is agreeable, he may be offered lower post and CMD, HPL is authorized to accept the recommendations of the Interview Committee to offer a lower post to a candidate based on his suitability.
6. Besides consolidated salary, the selected candidates shall also be eligible for the fringe benefits like EPF contribution, leave, medical reimbursement / facility under ESIC etc. as per rules of the Company for contractual employees;
7. Selected candidates may be offered allotment of Company's accommodation, if posted in Delhi subject to availability and eligibility;
8. Mere fulfilling the minimum requirement / qualification will not vest any right on the candidates to be called for interview;
9. Applications incomplete in any respect shall be liable for summarily rejection;
10. HPL reserves the right to reject any candidate without assigning any reason;
11. HPL will not be responsible for non-receipt/late receipt of any communication due to postal or any other reason;
12. Canvassing in any form will be a disqualification;
13. Selected candidates should be prepared to serve in any part of the country or abroad where the organization has its operations;
14. Reservation for SC/ST/OBC/PH etc. is applicable as per rules.

Intending eligible candidates should send their applications indicating name, father's name, address, qualification, experience, age alongwith copies of certificates so as to reach the **Incharge (P&A), Hindustan Prefab Limited, Jangpura, New Delhi-110014** on or before 10<sup>th</sup> January 2012.

X.....X.....X