

HINDUSTAN PREFAB LIMITED

(A Govt. of India Enterprise)

Jangpura, New Delhi-110 014

Website: www.hindprefab.org

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Contract Employment Notice No. 01/2019

Hindustan Prefab Limited (HPL), a Central Public Sector Enterprise, an Civil Engineering Organization presently engaged in the field of Construction both Conventional and Prefab Technology with its Corporate Office at New Delhi and having Offices all over India is looking for **Manager (Legal), Accountants and Sr. Estimation Engineer** on contract basis for its Head Office and Regional Offices, initially for a period of one year extendable by mutual consent. The total period of contract (including extended period) shall not be exceeded by 3 years. The requisite qualification and experience for the post of Manager (Legal), Accountants and Sr. Estimation Engineer is as follows:

Sl. No.	Post	No. of post	Qualification	Post Qualification Experience	Consolidated Salary Rs.	Job Requirement
1.	Manager (Legal)	01 (UR)	LLB - Law	08 years of organisation of a repute	65, 000/-	Drafting of Agreements, Legal Notices, Lease Deed, Court Complaints, Written argument, Affidavit etc. Liaison with Govt. Agencies and Coordination with Advocates/ Lawyers. Analysis of cases, draft written statements and miscellaneous applications. Criminal Complaints Revenue Cases. Participating and managing in arbitration, conciliation, mediation, settlement proceedings Appearances in various Courts/ Forums/ Labour Courts independently and/ or with other Lawyers. Maintenance of Files, Case Lists, Records etc. Good knowledge in Civil, Criminal, Revenue Labour Laws.

2.	Accountants	02 Nos. (01 UR and 01 OBC)	B.Com and CA(Inter)/ ICWA(Inter)/ CS (Inter)/ MBA	Minimum 01 Year	25,000/- p.m	Experience in Company Accounts, Income Tax, Sales Tax, GST etc.
3.	Sr. Estimation Engineer	01 (UR)	B.Tech in Civil Engineering	3 Years experience in Estimation for projects.	Rs. 50,000/- PM	Scrutiny of tender documents. Evaluating tender documents, drawings, & schedules. Comparison Studies based on suppliers Quotations. Based on Clients budget constraints for any specific project, carrying out Value engineering studies. Pricing for Civil items. Assisting in compiling of tenders. Making Pre-Qualification documents, both standards as well project specific questionnaires. Sr. Estimation Engineer will be responsible for preparing complete accurate estimates for all contract types of construction projects. He/she should be well versed in preparation of DPR.

General:

1. Before applying candidates should ensure that they satisfy the necessary conditions and requirements of the position.
2. Upper age limit as on 01.01.2019 for the position of Manager – Legal is 45 Years, Accountant – 30 years and for Sr. Estimation Engineer is 35 Years.
3. Date for determining eligibility of all candidates in respect of experience shall be 01.01.2019
4. 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 the contractual appointment in the Company.
5. 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.
6. There will not be any protection of pay/emoluments at the time of joining HPL.
7. No increment will be granted during the currency of the initial contract period of one year. However, it can be considered at the discretion of the competent authority in case the initial period of one year is extended further.

8. Besides consolidated salary, the selected candidates shall also be eligible for the fringe benefits like EPF contribution, leave, medical reimbursement etc. as per rules of the Company for contractual employees.
9. Mere fulfilling the minimum requirement/qualification will not vest any right on the candidates to be called for interview.
10. Please attach copies of experience certificates from your previous employment in respect of claims made by you in your application. In respect of current employment, experience certificate/ joining letter along with other documents which clearly prove your continuity in the job are to be attached. In case your claim is not established from the proofs submitted by you; your application is liable to be rejected. Please check your claims and certificates submitted by you carefully. Incomplete application or, insufficient proof would entail rejection of your application. No claims would be entertained at a later stage.
11. The period of training/internship shall not be counted towards post qualification experience.
12. HPL reserves the right to reject any candidate without assigning any reason.
13. HPL will not be responsible for non-receipt/late receipt of any communication due to postal or any other reason.
14. Canvassing in any form will be a disqualification.
15. Number of vacancies mentioned above may increase or decrease depending upon the requirement of the Company.
16. Candidature is liable to be rejected at any stage at 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.
17. Relaxation in Age Limit of OBC and PWD to candidates shall be granted as per rule.
18. The applicants may please note that the Government has given in principle approval of 100 % stake sale of the Organization.
Intending eligible Candidates should send their applications in the attached format indicating name, address, qualification, experience, age along with CV and copies of certificates so as to reach the **P&A Department, Hindustan Prefab Limited, Jangpura, New Delhi-110014** on or before **12th February, 2019**.

P&A Deptt.

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