

Government of India
Ministry of Housing & Urban Affairs

**Appointment to the post of Managing Director, HSCC (I) Limited on immediate
absorption basis through Search Cum Selection Process**

NAME OF THE CPSE	HSCC (INDIA) LIMITED
NAME OF THE POST	MANAGING DIRECTOR
DATE OF VACANCY	01.08.2021
SCHEDULE OF THE CPSE	SCHEDULE 'C'
SCALE OF THE POST	Rs 1,60,000 – 2,90,000 (IDA)

I. COMPANY PROFILE

HSCC (India) Limited earlier known as Hospital Services Consultancy Corporation Limited is a Schedule 'C' Mini Ratna CPSE, and a wholly owned subsidiary of NBCC (India) Limited, a schedule 'A' Navratna CPSE under the administrative jurisdiction of Ministry of Housing & Urban Affairs, Government of India.

On 6th of November 2018, NBCC signed share purchase agreement with MoHFW for 100% shares of HSCC (India) Limited as subsidiary of NBCC (India) Ltd.,

HSCC India Limited was incorporated under the Indian Companies Act, 1956 with the objective to be a market leader in providing innovative, high quality knowledge based services in the health and social sectors by seeking opportunities in special market niches and to develop as a consultancy organization with contemporary professional standard in the field of healthcare. Its registered office is in Delhi.

The authorized and paid up share capital of the Company is Rs.5 crores and Rs. 1.8 crores respectively as on 31.03.2022.

The company employed 127 regular employees (Executive 104, Non-executives 23) as on 31.03.2022.

II. JOB DESCRIPTION AND RESPONSIBILITIES

The Managing Director is the Chief Executive of the Corporation and accountable to its Board of Directors, holding company and the Government. He/She is responsible for efficient functioning of the Corporation for achieving its corporate objectives and performance parameters.

He/She will report through the Chairman of the HSCC Board of Directors.

III. ELIGIBILITY

1. **AGE** : On the date of occurrence of vacancy (DOV)

Age of superannuation 60 years			
Internal		Others	
Minimum	Maximum	Minimum	Maximum
40	2 years residual service as on the date of vacancy w.r.t. the date of superannuation.	40	3 years residual service as on the date of vacancy w.r.t. the date of superannuation.
Preferred age : 40-55 years.			

2. EMPLOYMENT STATUS:

The applicant must, on the date of application, as well as on the date of interview, be employed in a regular capacity – and **not** in a contractual/ad-hoc capacity – in one of the followings:-

- a. Central Public Sector Enterprise (CPSE) (including a full-time functional Director in the Board of a CPSE);
- b. Central Government including the Armed Forces of the Union and All India Services;
- c. State Public Sector Enterprise (SPSE) where the annual turnover is ***Rs 500 crore or more**;
- d. Private Sector in company where the annual turnover is ***Rs 500 crore or more**.

(The average audited annual turnover of three financial years preceding the calendar year in which the post is advertised shall be considered for applying the approved limits)*

3. QUALIFICATION:

The applicant should be an Engineering graduate/ Chartered Accountant/ Cost Accountant/ Post Graduate/ Graduate with MBA/PGDM from a leading institute.

Persons with degree in Civil engineering would have added advantage.

4. EXPERIENCE:

The applicant should possess cumulative experience / exposure for at least 5 years during the last 10 years in Construction / Consultancy / Project Management of Housing/Commercial/Hospital projects.

5. PAY SCALE:

**(a) Central Public Sector Enterprises-
Eligible Scale of Pay**

Executives holding posts in the pay scale of:

- (i) Rs. 6250-7475 (IDA) Pre 01.01.1992
- (ii) Rs. 8520-10050 (IDA) Post 01.01.1992
- (iii) Rs. 18500-23900 (IDA) Post 01.01.1997
- (iv) Rs. 43200-66000 (IDA) Post 01.01.2007
- (v) Rs. 100000-260000 (IDA) Post 01.01.2017
- (vi) Rs. 14300-18300 (CDA) Pre-revised
- (vii) Rs. 37400-67000 + GP 8700 (CDA) Post 01.01.2006
- (viii) Rs. 123100-215900 (Level 13) CDA Post 01.01.2016

The minimum length of service required in the eligible scale will be one year for internal candidates, and two years for others as on the date of vacancy.

(b)

- I. **Applicants from Central Government / All India Services** should be holding a post of the level of Director in Government of India or carrying equivalent scale of pay on the date of application will be eligible for consideration on immediate absorption basis subject to meeting the prescribed 'Qualification' and 'Experience' criteria.
- II. **Applicants from the Armed forces of the Union** should be holding a post of the level of Brigadier in the Army or equivalent rank in Navy/Air Force on the date of application will be eligible for consideration on immediate absorption basis subject to meeting the prescribed 'Qualification' and 'Experience' criteria.

(c)

Applicants from State Public Sector Enterprises/ Private Sector should be working at Board level position or at least a post of the level immediately below the Board level on the date of application.

6. **CONDITION OF IMMEDIATE ABSORPTION FOR CENTRAL GOVERNMENT OFFICERS** Central Government Officers, including those of the Armed Forces of the Union and the All India Services, will be eligible for consideration only on immediate absorption basis.

IV. DURATION OF APPOINTMENT

The appointment shall be for a period of five years from the date of joining or upto the date of superannuation or until further orders, whichever is earlier.

V. SUBMISSION OF APPLICATIONS

Applicants should submit their applications on-line only as per the format.

1. The applicants should submit their applications through proper channel as follows:
 - a. Government Officers, including those of the Armed Forces of the Union and All India Services: through Cadre Controlling authority;
 - b. CMDs/MDs/Functional Directors in CPSE: through the concerned Administrative Ministry;
 - c. Below Board level in CPSE: through the concerned CPSE;
 - d. CMDs/MDs/Functional Directors in State PSE: through the concerned Administrative Secretary and Cadre Controlling Authority, if any, of the State Government;
 - e. Below Board level in SPSE: through the concerned SPSE
 - f. Private Sector: directly to the PESB.
2. Applicants from Private Sector must submit the following documents along with the application form:
 - a. Annual Reports of the Company in which currently working for the 3 financial years preceding the calendar year in which the post is advertised (**please provide URL or attach/enclose copies**);
 - b. Whether the company is listed or not; if yes, the documentary proof (**please provide URL or attach/enclose copies**);
 - c. Evidence of working at Board level or at least a post of the level immediately below the Board level;
 - d. Self-attested copies of documents in support of age and qualifications;
 - e. Relevant Jobs handled in the past with details.

VI. UNDERTAKING BY THE APPLICANT

An applicant has to give an undertaking as a part of the application that he/she will join the post, if selected. If an applicant does not give such undertaking, the application would be rejected.

1. **For candidates from Central Government/Armed Forces of the Union/ All India Services**
 - a. The appointment is on immediate absorption basis.
 - b. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
 - c. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.
2. **For candidates from CPSE**
 - a. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

b. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which the candidate belongs.

3. For candidates from SPSE/ Private Sector

- a. If a candidate conveys his/her unwillingness to join after the interview is held, he/she would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.
 - b. Further, if a candidate conveys his/her unwillingness to join after the issue of offer of appointment, he/she would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.
4. In the above cases, no request for relaxation or otherwise would be entertained.

VII. The applicants can download Application Form, Annexure and Undertaking from the website of Ministry of Housing and Urban Affairs (<https://mohua.gov.in/>) under its tab Publication -> Notification.

Applications are to be addressed to:

Director (Delhi Division),
Ministry of Housing and Urban Affairs,
Room no. 211-C Wing, Nirman Bhawan, New Delhi
Email: rahul.kashyap71@gov.in
Tel No.: 011-23062387 Mobile: 9891105275

Note: Last time/date of receipt of completed application duly forwarded to the Ministry of Housing and Urban Affairs is by **1500 hrs on 25th August 2022**. No application shall be entertained under any circumstances after the stipulated time/date. Incomplete applications and applications received after the stipulated time/date shall be **REJECTED**. Search-cum-Selection Committee (SCSC) reserves the right to shortlist applicants for interview.

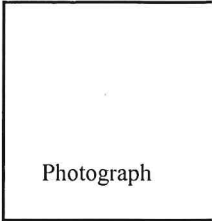
ANNEXURE-I

APPLICATION FORM FOR CANDIDATES FROM CENTRAL PUBLIC SECTOR ENTERPRISES (CPSE)/CENTRAL GOVERNMENT (INCLUDING ARMED FORCES OF THE UNION/ALL INDIA SERVICES)/STATE PUBLIC SECTOR ENTERPRISES (SPSE)/ PRIVATE SECTOR

(Through proper Channel, except candidates from the Private Sector)

Please refer to the Job Description for the post and the Guidelines for the processing cases of Board level appointments in Central Public Sector Enterprises at MoHUA website
(<https://mohua.gov.in/publication.php?sa=notifications.php>)

1. Name of the post applied for _____
2. (a) Applicant's Name (as per official records Mr./Mrs./Ms) _____
 (b) Designation of the Applicant (in full) _____
 (c) Name of the company _____
 (d) Category as per Employment Status Officer of a CPSE/Central Government/ Armed (Please tick as applicable) Forces of the Union/ All India Services/SPSE/Private
 (e) Office Address: _____
 (f) Address for communication _____
3. Telephone No: Office _____ Residence _____ Mobile No. _____
 Email Id _____



4. Date of Birth (DD/MM/YY) _____ Age as on date of vacancy (Years/Months/Days) _____

5. (i) Educational /Professional Qualifications:

Sl. No.	Qualification*	Name of Institution	Period of Study		Tick the relevant			Tick the relevant			Self- Declaration Whether meets the eligibility qualification requirement		
			From	To	Part Time	Full Time	Correspondence	Degree	Diploma	Certificate	Mandatory	Desirable	other
1	2	3	4	5	6	7	8	9	10	11	12	13	14

*Should be exactly as per Degree/ Certificate issue by the university

(ii) Position held during the last ten years, from the date of uploading the vacancy circular on the PESB/MHI/HMT website

Sl. No.	Complete designation & Place of posting	Name of the Organization	Pay scale**	Period		Reporting to Designation*	Self- Declaration Whether meets the eligibility qualification requirement		If yes, nature of duties in support of the declaration
				From	To		Yes	No	
1	2	3	4	5	6	7	8	9	

--	--	--	--	--	--	--	--	--	--

*Should be exactly as per specific office order issued by the CPSE/Ministry/ SPSE/Employer.

** Private sector – CTC/remuneration/emoluments drawn.

NB: The position should be indicated in order of the most recent assignment.

Note: II. Please attach a write-up, Part A: Achievements during the career so far and Part B: vision for the post applied for, not exceeding 2000 characters each, in support of your candidature, for reference at the time of interview. The Full Form of abbreviations used must be given in the prescribed limit of characters

6. (a) Do you hold lien in any organisation other than where currently working?

Yes	No
-----	----

If yes:

- i. Name of the organisation in which the lien in held :
- ii. Date from which the lien is held :

(b) Are you on deputation?

Yes	No
-----	----

If yes :

- i. Name of parent organisation:
- ii. Date from which on deputation:

7. (a) Whether any penalty/punishment was awarded to the applicant during the last 10 years.

If yes, the details thereof

- i) Civil / Criminal
- ii) Departmental Inquiry

Yes	No
-----	----

(b) Whether any civil or criminal action or inquiry is going on against the applicant as far as his / her knowledge goes

If yes, the details thereof

- i) Civil / Criminal
- ii) Department Inquiry

Yes	No
-----	----

I certify that the details furnished by me in Columns 1 to 7 wherever applicable are true to the best of my knowledge & belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

STATE PUBLIC SECTOR ENTERPRISES

8. Year wise Audited Annual Turnover of the Company in which currently working for 3 financial years preceding the calendar year in which the post has been advertised (e.g. 2013-14, 2014-15 and 2015-16 for a post advertised in the calendar year 2017).

Company in which candidate is serving	Year	Annual Turnover of the Company (in Rupees Crores)

I. Please provide URL of the company website & CIN (Corporate Identity Number) of Company

- (a) URL (Company Website Address)
- (b) CIN (Corporate Identity Number)

PRIVATE SECTOR

8. Year wise Audited Annual Turnover (ATO) of the **Company in which currently working** for 3 financial years preceding the calendar year in which the post has been advertised (e.g: 2013-14, 2014-15 and 2015-16 for a post advertised in calendar year 2017).

Company in which candidate is currently serving	Year	Annual Turnover of the Company (in Rupees Crores)*

*If Annual Turnover (ATO) is in foreign currency, the exchange rate as on the date of uploading of vacancy (advertisement) on the PESB website may be used.

(i) Please provide URL of company website & CIN (Corporate Identity Number) of company

- (a) URL (Company Website Address) _____
- (b) CIN (Corporate Identity Number) _____

(ii) I certify that I am

(a) Working at Board level position

Yes	No
-----	----

If yes: Please provide your DIN (Director Identification Number) _____

(c) Holding a post at the level immediately below the Board.

Yes	No
-----	----

(iii) Whether the Company in which I am working is listed on the stock exchange.
Stock exchange _____

Yes	No
-----	----

Proof of listing may be accessed over _____ (please provide URL)

(iv) Self certified copies for proof of age and educational qualifications (enclosed)

(v) Please give the details of 2 references. (Name, Designation, Mobile, Email-ID)

I certify that the details furnished by me in Columns 1 to 8 wherever applicable are true to the best of my knowledge & belief. In addition, I further certify that I meet the eligibility criteria as prescribed in the advertisement for this post.

(Name & Signature of the Applicant)

Declaration

I.....Son/Daughter ofhereby certify that I have not been disqualified to act as a Director under Section 164 or any other relevant sections of the Indian Companies Act, 2013.

(Name & Signature of the Applicant)

UNDERTAKINGS (as applicable)

For candidates from Central Government/Armed Forces of the Union

The appointment is on immediate absorption basis. I hereby undertake to join the post, if selected. I understand that:

(a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(b) further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

Date:

(Name and Signature of the applicant)

For candidates All India Services/ Central Service and CSS Officers

The appointment is on deputation basis. I hereby undertake to join the post, if selected. I understand that:

(a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(b) further, if I convey my unwillingness to join after the issue of offer of appointment I

would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

(Name and Signature of the applicant)

For candidates from CPSEs

I hereby undertake to join the post, if selected. I understand that:

(a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE other than the one to which I belong.

(b) further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE other than the one to which I belong.

Date:

(Name and Signature of the applicant)

For candidates from SPSE/ Private Sector

I hereby undertake to join the post, if selected. I understand that:

(a) if I convey my unwillingness to join after the interview is held, but before the offer of appointment is issued, I would be debarred for a period of two years from the date of interview, for being considered for a Board level post in any CPSE.

(b) further, if I convey my unwillingness to join after the issue of offer of appointment I would be debarred for a period of two years from the date of offer of appointment for being considered for a Board level post in any CPSE.

Date:

(Name and Signature of the applicant)

Verification

(To be filled by the designated officer for CPSE/Central Government/Armed Forces of the Union/All India Services/SPSE)

It is certified that the particulars furnished above have been scrutinized and found to be correct as per official records.

Signature & Designation of the
Competent Authority
With Telephone No. & e-mail address

Write-Up:

A: Achievements during the career so far (2000 characters):

B: Vision for the post applied for (2000 characters):

