

HINDUSTAN PREFAB LIMITED

(A Govt. of India Enterprise)

Jangpura, New Delhi-110 014

Website: www.hindprefab.org

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



Employment Notice No. 3 /2012

Hindustan Prefab Limited (HPL), a Profit Making Central Public 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 Colombo, Srilanka is looking for STENOGRAPHERS-on Contract for its various projects on contract basis initially for a period of two years extendable by mutual consent, possessing qualifications, experience and expected salary as shown below

S.N o.	Post	Qualification	Experience	Consolidated Salary Rs.
1	Stenographers	Graduate or equivalent with speed of 80 w.p.m. in Shorthand & 40 w.p.m. in English Typing in computer	03 Years in an organization of repute.	15,000/- P.M.

General:

1. Upper age limit as on 01.07.2012 is **35 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. 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;
6. Selected candidates may be offered allotment of Company's accommodation, if posted in Delhi subject to availability and eligibility;
7. Mere fulfilling the minimum requirement/qualification will not vest any right on the candidates to be called for interview;
8. Applications incomplete in any respect shall be liable for summarily rejection;
9. HPL reserves the right to reject any candidate without assigning any reason;
10. HPL will not be responsible for non-receipt/late receipt of any communication due to postal or any other reason;

11. Canvassing in any form will be a disqualification;
12. Selected candidates should be prepared to serve in any part of the country or abroad where the organization has its operations;
13. 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 **Chief (HR) Hindustan Prefab Limited, Jangpura, New Delhi-110014** on or before 30.06. 2012..Those who have earlier applied against our Employment Notice No. 01/2012 need not apply again.

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