



# Himachal Consultancy Organization Ltd

(Promoted by State Govt. Corporations, SIDBI & Commercial Banks)

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## RECRUITMENT

**Applications are invited from Indian Citizens for the following positions:**

1. Manager (**Marketing**)  
Pay Scale: 16500-890(5)-20950-910(5)-25500-920(5)-30100-940(5)-34800.
2. Manager (**HR**)  
Pay Scale: 16500-890(5)-20950-910(5)-25500-920(5)-30100-940(5)-34800.
3. Assistant Manager (**Civil Project**)  
Pay Scale: 13000-560(5)-15800-570(5)-19240-590(5)-21600-610(5)-24650-630(5)-27800
4. Senior Assistant (**Accounts**)  
Pay Scale: 11650-500(5)-14150-520(5)-16720-540(5)-19450-560(5)-22250-630(5)-25100-590(3)-26870

The eligible criteria (age, qualifications and experience) and other details are available at our website [www.himcon.org](http://www.himcon.org).

### **How to apply:**

The candidates may download the application form from the above mentioned website. The applications shall be required to submit DD for Rs. 500/- in favour of HIMCON payable at Shimla along with the application form.

Note: The candidates are advised to go through the details on the above website link for ensuring meeting of eligibility criteria before applying.

Last date of receipt of application: September 30, 2021 (latest by 5 PM)



l) Application for the following posts as per the relevant eligibility criteria are invited:

Sr. No.	Department	Particular	
1	Accounts	Post Name	<b>Senior Assistant (Accounts)</b>
		Qualification	B. Com
		Relevant Experience	5 Years
		Job Description	<ul style="list-style-type: none"> <li>➤ To handle all works related to Accounts.</li> <li>➤ To have good knowledge of taxes viz. GST, TDS and Income Tax.</li> <li>➤ To have practical knowledge of MS office especially MS Excel, Word &amp; Power Point</li> <li>➤ To have working knowledge of Tally accounting package</li> <li>➤ To prepare MIS reports</li> </ul>
2	Project	Post Name	<b>Manager (Marketing)</b>
		Qualification	Post Graduate with {MBA (Marketing) regular course}
		Relevant Experience	5 Years
		Job Description	<ul style="list-style-type: none"> <li>➤ To generate and execute business.</li> <li>➤ To develop, implement, execute strategic marketing plans for an entire organisation.</li> <li>➤ Identify effectiveness and impact of current marketing initiatives with tracking and analysis and optimize accordingly.</li> </ul>
3	Project	Post Name	<b>Assistant Manager (Project)</b>
		Qualification	Diploma in Civil Engg.
		Relevant Experience	5 Years
		Job Description	<ul style="list-style-type: none"> <li>➤ To handle civil work for constructions</li> <li>➤ To assist in preparation of proposals, estimates, bills etc. related to construction work.</li> <li>➤ Valuation of Assets</li> <li>➤ Investigation of properties</li> </ul>
4	Human Resource	Post Name	<b>Manager (Human Resource)</b>
		Qualification	Post Graduate with {MBA (Human Resource) regular course}
		Relevant Experience	5 Years
		Job Description	<ul style="list-style-type: none"> <li>➤ To have good knowledge of Provident Fund, Labour law, Recruitment policies etc.</li> <li>➤ To handle work related to HR Viz. Recruitments, Leave record, Policies related to manpower.</li> <li>➤ To prepare MIS report related to employees.</li> <li>➤ To possess good communication skills</li> </ul>

- II) Age Limit:**  
The maximum age limit for the above positions is 35 years, with provision of relaxation as per Government guidelines (relaxation of 5 years for SC/ST candidates and 3 years for OBC candidates).
- III) Reservation:**  
The reservations to various categories would be as per Government of India Guidelines.
- IV) Cut-off date:**  
For assessing the eligibility criteria, the cut-off date would **31<sup>st</sup> August, 2021**.
- V) Application Fee:**  
The candidates would be required to submit Demand Draft of Rs. 500/- in favour of "Himachal Consultancy Organisation Limited" payable at Shimla, along with the application form.
- VI) The Envelopes containing applications should be prescribed with "APPLICATION FOR THE POST OF \_\_\_\_\_"**
- VII) It may be noted that only shortlisted candidates will be called for written test and only those candidates who qualified in written test will be called for interviews.**



**HIMACHAL CONSULTANCY ORGANISATION LIMITED**

**1 Instructions:**

- a) All columns should be filled in Block letters.
- b) Incomplete application/ applications without enclosures will be rejected.

2 Post applied for : \_\_\_\_\_  
(To be filled by candidate)

3 Full Name (In capital letters) : .....

4 Father's Name & Occupation : .....

5 Date of Birth : ..... / Age .....

6 Sex :  Male  Female

7 Marital Status :  Married  Unmarried

8 Category (Tick Mark) :  GEN  SC  ST  OBC

(In case of SC/ST/OBC Name of the Community and sub-caste \_\_\_\_\_ (Enclose copy of valid certificate

9 Whether Physically challenged :  Yes  No

10 If yes, indicate type of Disabilities? :  OH  VH  HH

11 Permanent Address : .....  
.....  
.....

12 Correspondence Address : .....  
.....  
.....

13 State of Domicile : ..... Nationality .....

14 Telephone No. : ( R ) ..... ( O ) .....

15 Mobile No. : .....

16 E-mail ID (mandatory) : .....

17 EDUCATIONAL QUALIFICATIONS (Starting from matriculation):

Education	Name of the Institution	Year Studied		Class/ Div.	Branch/ Discipline	Grade/ % of Marks
		From	To			
SSLC/ Matric						
12 <sup>th</sup> Std.						
Degree						
Post-Graduation						
Others ..... (Please specify)						

18 EXPERIENCE:  
(Start with the current employment)

Name of the employer and address	Designation	Duration		Brief note on Duties & responsibilities/ projects handled	Total years of Exp.
		From	To		

(Attach separate sheet if required)

19 Salary last drawn  
Gross Pay : .....

20 Language Known : (Underline Mother Tongue)  
Read Write Speak  
.....  
.....

21 Application fee: DD No. .... Amount Rs. ....  
Name of Bank and Branch: .....

Please attach all relevant documents with application form viz. Address, qualification, 2 passport size colour photographs and experience etc.

**DECLARATION**

I hereby declare that the above statements are true and complete to the best of my knowledge and belief. In the event, if the information is found to be false or incorrect, candidature/ appointment may be terminated without notice.

Signature of candidate

Place: .....

Date: .....