



Himachal Consultancy Organization Ltd

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

1st Floor, SHREE NIKETAN, (Near IT Bhawan), Mehli-Shoghi Road,
Lower Panthaghati, Shimla-171013, H.P.

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RECRUITMENT

Reference to advertisement published in newspaper on 15th September, 2021. Further **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

The eligible criteria (age, qualifications and experience) and other details are available at our website 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: February 28, 2022 (latest by 5 PM)



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

Sr. No.	Department	Particular	
1	Project	Post Name	Manager (Marketing)
		Qualification	Post Graduate with {MBA (Marketing) regular course}
		Relevant Experience	5 Years
		Job Description	<ul style="list-style-type: none"> ➤ To generate and execute business. ➤ To develop, implement, execute strategic marketing plans for an entire organisation. ➤ Identify effectiveness and impact of current marketing initiatives with tracking and analysis and optimize accordingly.
2	Project	Post Name	Assistant Manager (Project)
		Qualification	Diploma in Civil Engg.
		Relevant Experience	5 Years
		Job Description	<ul style="list-style-type: none"> ➤ To handle civil work for constructions ➤ To assist in preparation of proposals, estimates, bills etc. related to construction work. ➤ Valuation of Assets ➤ Investigation of properties
3	Human Resource	Post Name	Manager (Human Resource)
		Qualification	Post Graduate with {MBA (Human Resource) regular course}
		Relevant Experience	5 Years
		Job Description	<ul style="list-style-type: none"> ➤ To have good knowledge of Provident Fund, Labour law, Recruitment policies etc. ➤ To handle work related to HR Viz. Recruitments, Leave record, Policies related to manpower. ➤ To prepare MIS report related to employees. ➤ To possess good communication skills

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). The recruitment shall also be open to existing staff of HIMCON as also to those who have rendered their services to HIMCON on contract/ assignment basis for a cumulative period of 5 years or more. HIMCON shall give 5 years relaxation in upper age limit to such candidates, if they are otherwise eligible for the above posts.

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 **31st January, 2022.**
- 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)** Those candidates who already applied for above posts need not to forward their application again, but they should forward their experience certificate up to above cut-off date which will be reconsidered during shortlisting.
- VII)** The Envelopes containing applications should be prescribed with "APPLICATION FOR THE POST OF _____"
- VIII)** 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 th 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: