HEMISPHERE PROPERTIES INDIA LIMITED

(A Government of India Enterprise)

Room No. 0924, 9th Floor Sankalp Bhawan, GPOA-II, Kasturba Gandhi Marg, New Delhi 110001

VACANCY NOTICE

2025-26/01

RECRUITMENT FOR VARIOUS POSTS IN HPIL ON CONTRACTUAL BASIS

Hemisphere Properties India Limited ("HPIL") is a Central Public Sector Undertaking under the administrative control of Ministry of Housing & Urban Affairs having office at Sankalp Bhawan, Kasturba Gandhi Marg, New Delhi-110001.

HPIL invites applications from motivated, experienced and target oriented Officer and staff, who have been working with CPSUs/Companies/PSUs for following posts, to be filled-up on contractual basis:

A. **ELIGIBILITY CRITERIA:**

Requirement	**Assistant Manager (Land)**	**Multi Tasking staff**
Vacancy	1	1
Age Limit as on 01.12.2025	40yrs	30 yrs
Qualification	B. Tech from recognized university*	Matriculation from a recognized Board / Institution
Experience	• The candidate should have a minimum of 05 years experience in the field of Civil Engineering or Architecture. • Preference will be given to candidates with experience in PSUs or Government Departments, as well as those possessing additional relevant qualifications.	• Having 0-3 years • Candidates should have basic computer knowledge, record maintenance, and assisting administrative tasks. • Preference will be given to candidates who have worked in Government Departments/PSUs or possess relevant office-support experience.

	• Additionally, candidates with experience in tendering and the bidding process of projects will be preferred.	
Tenure of engagement	The engagement shall be on contract basis initially for a period of 01 (one) year. The contract could be extended further depending on assessment of performance and depending on the requirement. The contract can be terminated by either side at any time, by giving one month's notice.	
Job Profile	a. Manage on-site operation b. Tender preparation, Bidding process and evaluation as per applicable rules and guidelines. c. Oversee all onsite and offsite constructions activities to ensure compliance with building and safety regulations, while directing projects from conception to completion d. Prepare internal and external reports pertaining to job status e. Plan ahead to prevent problems and resolve any emerging ones f. Negotiate terms of agreements, draft contracts and obtain permits and licences g. Analyze, manage and mitigate risks h. Ensure quality construction standards and the use of proper construction techniques i. Oversee site maintenance j. Manage project budgets, track expenses, and control costs k. Monitor site security and ensure no encroachment occurs. l. Liaison with Authorities, whenever required. m. Any other task decided by Management	a. Non-clerical works b. Office Maintenance c. General assistance d. Maintenance of records. e. Any other work assigned by the superior authority

Basis of Selection	Walk in interview	
Last date of application	31.12.2025 (5:00 PM)	
Remuneration	The selected candidate will get monthly remuneration of Rs.45,000/-(all inclusive) **Note:** No travelling or other allowances will be paid to the candidate for the purpose of interview or for joining the post. Other allowances: No other facilities like DA, accommodation, telephone, conveyance/transport, LTC etc. would be admissible. The employment will be strictly contractual and the said employment can be terminated at any time without assigning any reason by giving one month's prior notice	The selected candidate will get monthly remuneration of Rs.20,371 or as per minimum wages notified by Labour Department, GNCT of Delhi **Note:** No travelling or other allowances will be paid to the candidate for the purpose of interview or for joining the post. Other allowances: No other facilities like DA, accommodation, telephone, conveyance/transport, LTC etc. would be admissible. The employment will be strictly contractual and the said employment can be terminated at any time without assigning any reason by giving one month's prior notice
HPL reserves the right not to fill the above position without assigning any reasons		

B. **SELECTION PROCESS:**

a. Suitable candidates will be shortlisted, based on their eligibility/experience in the relevant field and may be called for interview.
b. The Management reserves the right to call or not to call any/all of the candidates who have responded against this advertisement or to cancel/postpone the entire process at any stage due to any administrative reasons.
c. The minimum post qualification experience required against each posts shall be counted on the basis of Experience certificate /proof of employment etc. with private sector organisations or Govt. organisation.
d. All updates and information regarding the advertised post shall be updated on the website of HPIL i.e. www.hpil.co.in only. The candidates are required to visit the website on regular basis. Further, all correspondences regarding recruitment process shall be communicated on the e-mail address provided by the candidates at the time of application.

C. PROBATION

After joining, the employee has to undergo a probation period of three months.

D. **RESIGNATION:**

The employee shall serve a period of one month after serving the notice of resignation to HPIL. A resignation without serving a period of one month from the date of notice of resignation shall not be accepted by HPIL.

E. **HOW TO APPLY:**

Applicants should send their application, as per the enclosed Format (Annexure A) through e-mail on career@hpil.co.in and contactushpil@gmail.com on or before 5:00 PM of 31.12.2025

F. **GENERAL INSTRUCTIONS:**

a. The Assistant Manager–Land position is transferable and the selected candidate may be posted at any HPIL project location; the current project is in Delhi. The Multi Tasking Staff position is based in Delhi.
b. Experience and Age will be counted on 01.12.2025.
c. Applicants have to submit a copy of his application with complete documents before the due date of submission i.e. on or before 31.12.2025 (5:00 PM).
d. Before applying, the candidate should ensure that he/ she fulfills the eligibility criteria and other norms mentioned in this advertisement.
e. Experience and Age will be counted on 01.12.2025. In the event of extension of application window, the cut-off date in respect of experience and age shall remain same as stipulated in this advertisement.
f. The application should be supported with the following documents, duly self-attested:
    1. Appointment orders/joining orders/Service certificate(s)/Experience certificates for all employment including present employment.
    2. Pay slip of last 3 months.
    3. Copy of Aadhar Card & PAN Card.
    4. Any other essential and relevant documents.
    5. Copies of educational certificates i.e. class X, class XII, Graduation, Post-Graduation, Master etc. (Matriculation onwards to essential and latest qualification documents).
g. Queries, if any, may be sent to career@hpil.co.in.
h. Shortlisted candidates will be informed on their email address as mentioned in their application form and they will have to appear for interview on the scheduled date and time with all original documents/ testimonials.
i. Incomplete applications, applications without complete essential documents, Application without prescribed application format or applications received after closing date shall not be accepted and will be summarily rejected. HPIL will not be responsible for non-receipt/ late receipt of the application/ any communication due to postal delay or any other reason.

j. Canvassing in any form shall disqualify the candidate.
k. In case it is found at any stage of the recruitment process that a candidate does not fulfil any of the eligibility criteria, and/ or that he/ she has furnished any incorrect information or has suppressed any material fact(s), in such case, his/ her candidature will stand cancelled. If any of these shortcoming(s) is/ are found even after appointment, his/ her services shall be summarily rejected.
l. In case of any dispute relating to interpretation or any other issue, the decision of the HPIL Management shall be final and binding.

For Hemisphere Properties India Limited

Director

(Annexure – A)

Affix your latest passport size photograph

VACANCY NOTICE (No. HPIL/2025/01)

Application for the post of _____

A. PERSONAL DETAILS: -

1	Applicant's Name	
2	Father's Name/Husband's Name	
3	Date of Birth (DD/MM/YYYY) Age as on 01.12.2025	.....Years…….…. Months Days
4	Gender (Male/Female)	
5	Category (UR, OBC, SC, ST, PWD)	
6	Communication Address	
7	Permanent Address	
8	Contact Details	Mobile: 1 _____ Mobile : 2 _____ E-mail ID _____ **(Mention in CAPITAL LETTERS ONLY)**
9	Aadhar no. PAN	

10	Experience	
11	Tendering and Bidding Process of Projects experience, if any. Give details in short	

B. **EDUCATIONAL DETAILS (Matriculation onwards in Chronological Order)**

S. No.	Qualification	Name of Board/Institute/ University	Year of passing the	Division/Grade/ Percentage

C. **DETAILED EXPERIENCE (Starting from Latest Employment)**

S. No.	Period		Designation	Organization	Type of Org. i.e. CG/SG/PSU/Private etc.
	From	**To**			

Total work experience in the relevant field…….. Years---------- months

(KINDLY ENCLOSE CURRICULUM VITAE (CV) FOR DETAILED WORK EXPERIENCE)

D. **OTHER DETAILS: -**

1	Whether any punishment awarded in Last 05 years.	Yes/No
	If yes, please furnish details	
2	Whether any disciplinary Action/inquiry is contemplated against the applicant.	Yes/No
	If yes, please furnish details	
3	Notice Period	

E. **SUPPORTING DOUCMENTS ENCLOSED: -**

SN	Supporting Document	Attached (Yes/No)	Remarks (if any)
1	Age proof (matriculation Certificate/Mark-sheet)		
2	Essential Qualification Degree, Certificates and Mark sheets		
3	Appointment Orders, Joining Orders.		
4	Experience Certificate(s) and relieving certificates		
5	Last 3 months Salary slip		
6	Document fulfilling of Relevant exp. criteria		

DECLARATION

I hereby declare that the particulars furnished above by me are true. I understand that my candidature will be cancelled at any point of time if any information/declaration is found incorrect/false/suppressed.

(Signature of the candidate)

Date:
Place: