

Advt. No. IHB/3/2023

## Recruitment of Executives

IHB Limited (IHB) is a Joint Venture Company formed by Indian Oil, Hindustan Petroleum and Bharat Petroleum to construct, operate and maintain upcoming Kandla-Gorakhpur LPG Pipeline. Implementation of the prestigious project is underway and IHB plans to recruit self-driven, committed, passionate, result oriented and experienced professionals with proven track record for the positions of **Manager/Dy. Manager/Senior Engineer/Engineer/Officer**. During the operation stage, the executives would be posted at operating locations or Headquarter(HQ) as per the requirement of the Organization. **Details are as given below:**

Position	Discipline	Vacancies	Educational Qualification
Manager	Mechanical	1	<b>4-year full time</b> BE/B.Tech./B.Sc.(Engg.) Regular Engineering Degree in Mechanical/Electrical/Civil/Electronics & Communication/ Instrumentation stream from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate of all semesters/years)
	Electrical	1	
	Telecom & Instrumentation (T&I)	1	
Deputy Manager	Mechanical	13	<b>4-year full time</b> BE/B.Tech/ B.Sc.(Engg.) Regular Engineering Degree in Mechanical stream from AICTE approved/UGC recognized University / Deemed University with minimum 60% marks (aggregate of all semesters /years)
	HSE	1	<b>4-year full time</b> BE /B.Tech/B.Sc.(Engg.) Regular Engineering Degree in Chemical /Mechanical /Electrical/Civil/Instrumentation/ Electronics & Communication stream from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate of all semesters/years) with Diploma in Industrial Safety from CLI/RLI or 4 years Bachelor's Degree in Fire & Safety from Institute recognised by AICTE
	Information Technology(IT)	1	<b>4-year full time</b> BE/B.Tech/B.Sc.(Engg.) Regular Engineering Degree in Computer Science/ Information Technology stream from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate of all semesters/years)
	Finance	1	Member of <b>Institute of Chartered Accountants or Cost Accountants of India (CA/CMA)</b>
Sr. Engineer	Mechanical	10	<b>4-year full time</b> BE/B.Tech/B.Sc.(Engg.) Regular Engineering Degree in Mechanical/Electrical/Civil/Electronics & Communication /Instrumentation stream from AICTE approved/ UGC recognized University/Deemed University with minimum 60% marks (aggregate of all semesters/years)
	Electrical	8	
	Civil	2	
	Telecom & Instrumentation (T&I)	4	
Engineer	Mechanical	26	<b>4-year full time</b> BE/B.Tech/B.Sc.(Engg.) Regular Engineering Degree in Mechanical/Electrical/Civil/Electronics & Communication /Instrumentation stream from AICTE approved/ UGC recognized University/Deemed University with minimum 60% marks (aggregate of all semesters/years)
	Electrical	16	
	Civil	6	
	Telecom & Instrumentation (T&I)	12	
	Information Technology(IT)	3	<b>4-year full time</b> BE/B.Tech/B.Sc. (Engg.) Regular Engineering Degree in Computer Science/Information Technology stream from AICTE approved / UGC recognized University/Deemed University with minimum 60% marks (aggregate of all semesters/years).
Officer	Finance	3	Member of <b>Institute of Chartered Accountants or Cost Accountants of India (CA/CMA)</b>
Officer	HR	4	<b>Two years full time</b> MBA / Master Degree or Post Graduate Diploma equivalent with HRM / Personnel Management & Industrial Relations as major subjects/ specialization or Master degree in HRM/ IR/Labour Welfare / Social Work with specialization in Personnel Management & Labour Welfare with minimum 60%.(Degree in Law would be an added advantage).
<b>TOTAL</b>		<b>113</b>	

Note: The number of vacancies in each discipline may vary as per requirement within the overall total.

## Age Limit

**Age Limit:** The upper age limit for various positions as on 01.09.2023 is as indicated below:

<i>S.No.</i>	<i>Positions</i>	<i>Max Age as on 01.09.2023 (Years)</i>	<i>Remarks</i>
1	Manager	42	Not born before 01/09/1981
2	Deputy Manager	40	Not born before 01/09/1983
3	Sr. Engineer	35	Not born before 01/09/1988
4	Officer/Engineer	30	Not born before 01/09/1993

## Qualification Criteria

- Only Indian National shall be eligible to apply.
- Qualifying Degree should be full time and regular.
- The positions are located in Field Offices in the states of Gujarat, Madhya Pradesh and Uttar Pradesh and any other place as per organisation requirement.
- Any other discipline & qualifying criteria may be added as per the organisational requirement. In case of degrees acquired abroad, the equivalent Indian qualification shall be as recognized by UGC/ Association of Indian Universities
- All qualifications should be from an Indian University/ Institute recognized by AICTE approved / UGC recognized University/Deemed University. In case of qualifications acquired from foreign Universities/ Institutes, the candidate shall be required to produce equivalence certificate for such qualifications. The corresponding equivalent Indian qualification shall be recognized by AICTE/ Association of Indian Universities.
- Wherever CGPA/OGPA/DGPA or Letter Grade in a degree is awarded; equivalent percentage of marks should be indicated in the application form as per norms adopted by University/ Institute. The documentary proof in support of the same must be submitted at the time of verification. Where no norms have been specified, the CGPA/OGPA will be presumed to have been provided on a 10-point scale.
- Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the qualifying subjects in all the semester(s)/year(s) by aggregating maximum marks. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.
- For calculation of percentage in the qualifying degree, the guidelines given by University/ College will be used. In case there are no such guidelines or documentary proof for the same, then the marks obtained in all the semesters will be used to calculate the final percentage.
- In case of any discrepancy/ change in nomenclature of qualification/ discipline, IHB shall have the discretion to decide on the equivalence based on subjects studied, duration, submission of certification from University/College etc. and the decision of IHBL shall be treated final and binding.

## Experience Criteria

Positions	Experience
Manager (O&M) Mechanical	<p><b>Essential:</b> <b>Minimum 10 Years</b> working experience in Gas/Product/Crude Pipelines, exposure to and know how about operations &amp; maintenance of cross country pipelines and pipeline stations, familiarity with equipment viz. mainline pumps, Centrifugal Reciprocators, PD pump, Lube Pump, Screw Pumps, valve such as Gate, Ball, Plug, Check, Butterfly, Dual Gate, Globe, Pressure Control and its component etc. Knowledge of Fluid Dynamics &amp; Hydraulics IC Engineers &amp; Types, familiarity with applicable International / Indian codes &amp; standards, pipeline hydraulics, statutory regulations, safety systems, Components/ Equipment's/Relevant Standards such ISO, API, OISD, Internal technical specification etc. Must have held leadership role of a department or as In-charge of O&amp;M.</p> <p><b>Desirable:</b> Previous experience of working in Oil &amp; Gas Industry/Oil &amp; Gas Pipeline Projects/Exposure to Plant Construction and Erection &amp; commissioning would be an added advantage</p>
Manager (O&M) Electrical	<p><b>Essential:</b> <b>Minimum 10 Years</b> working experience in Gas/Product/Crude Pipelines, exposure to and know how about operations &amp; maintenance of cross country pipelines and pipeline stations, familiarity with equipment viz. mainline pumps, motors, alternators, remote operated valves, HT/LT sub-stations, HT switchyards, VFDs, SCADA, Cathodic Protection etc., familiarity with applicable International / Indian codes &amp; standards, pipeline hydraulics, statutory regulations, safety systems, Components/ Equipment's/Relevant Standards such ISO, API, OISD, Internal technical specification etc. Must have held leadership role of a department or as In-charge of O&amp;M.</p> <p><b>Desirable:</b> Previous experience of working in Oil &amp; Gas Industry/Oil &amp; Gas Pipeline Projects/Exposure to Plant Construction and Erection &amp; commissioning would be an added advantage</p>
Manager (O&M) Telecom & Instrumentation	<p><b>Essential:</b> <b>Minimum 10 Years</b> working experience in Gas/Product/Crude Pipelines, exposure to and know how about operations &amp; maintenance of cross country pipelines and pipeline stations, familiarity with equipment viz. mainline pumps, remote operated valves, HT sub-stations and switchyards, VFDs, telecommunication such as DC telecom power supply system and solar PV array, Electronic Power Fencing, Optic Fibre cable, CCTV, DC Rectifier, Lead Acid Nickel cadmium Battery, PV array etc. Maintenance of Field instrumentation &amp; Test instruments, Control Valve, Alternators, Maintenance of PLC, SCADA system, Cabling, TCP/IP, and Networking and familiarity with applicable International / Indian codes &amp; standards, pipeline hydraulics, statutory regulations, safety systems, Components/ Equipment's/Relevant Standards such ISO, API, OISD, Internal technical specification etc. Must have held leadership role of a department or as In-charge of O&amp;M.</p>



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	<p><u>Desirable:</u> Previous experience of working in Oil &amp; Gas Industry/Oil &amp; Gas Pipeline Projects/Exposure to Plant Construction and Erection &amp; commissioning would be an added advantage</p>
<p>Dy. Manager (O&amp;M) Mechanical</p>	<p><u>Essential:</u> <b>Minimum 7 Years</b> working experience in Gas/Product/Crude Pipelines, exposure to and know how about operations &amp; maintenance of cross country pipelines and pipeline stations, familiarity with equipment viz. mainline pumps, Centrifugal Reciprocators PD pump, Lube Pump, Screw Pumps, valve such as Gate, Ball, Plug, Check, Butterfly, Dual Gate, Globe, Pressure Control and its component etc. Knowledge of Fluid Dynamics &amp; Hydraulics IC Engineers &amp; Types. Knowledge and familiarity with applicable International / Indian codes &amp; standards, pipeline hydraulics, statutory regulations, safety systems, Components / Equipment/ Relevant Standards such ISO, API, OISD, Internal technical specification etc.</p> <p><u>Desirable:</u> Previous experience of working in Oil &amp; Gas Industry/Oil &amp; Gas Pipeline Projects/Exposure to Plant Construction and Erection &amp; commissioning would be an added advantage</p>
<p>Dy. Manager (HSE)</p>	<p><u>Essential:</u> <b>Minimum 7 Years</b> of working experience in Refineries, Pipelines, Petrochemicals or any other similar related industry handling Hazardous products. Exposure to and knowledge of petroleum pipeline hazards such as leak, burst, fire, explosion etc. Mitigation of fire hazards, familiarity with firefighting equipment, hazard identification techniques such as HAZOP, HIRA, QRA etc., and OISD standards. Must have held key HSE or related role in of a company.</p> <p><u>Desirable:</u> Previous experience of working in Oil &amp; Gas Industry/Oil &amp; Gas Pipeline Projects/Exposure to Plant Construction and Erection &amp; commissioning would be an added advantage.</p>
<p>Dy. Manager Information Technology (IT)</p>	<p><u>Essential:</u> <b>Minimum 7 Years</b> of working experience as technology and IT Solution provider, adequate exposure in development, control and monitoring of IT systems, ERP, regulatory compliances under MIETY norms &amp; guidelines Cyber security, building Networking infrastructure-LAN/WAN and IT systems for a midsized company. Must have held key role in IT/IS department of a company.</p> <p><u>Desirable:</u> Previous experience of working in Oil &amp; Gas Industry/Oil &amp; Gas Pipeline Projects/manufacturing sector Industry would be an added advantage.</p>
<p>Dy. Manager (Finance)</p>	<p><u>Essential:</u> <b>Minimum 7 Years</b> of working experience to manage group accounting, treasury, cash flow, debt management, preparation of financial statements, audit, financial controls, compliances, GST, Taxation, Loan management, must have handled maintenance of financial data/records and feedback/guidance to senior management. Must have held key financial role of a company.</p> <p><u>Desirable:</u> Previous experience of working in Oil &amp; Gas Industry/Oil &amp; Gas Pipeline Projects/manufacturing sector Industry would be an added advantage.</p>
<p>Sr. Engineer (O&amp;M) Mechanical</p>	<p><u>Essential:</u> <b>Minimum 5 Years</b> working experience in Gas/Product/Crude Pipelines, exposure to and know how about operations &amp; maintenance of cross country pipelines and pipeline stations, familiarity with equipment viz. mainline pumps, Centrifugal Reciprocators, PD pump, Lube Pump, Screw Pumps, valve such as Gate, Ball, Plug, Check, Butterfly, Dual Gate, Globe, Pressure Control and its</p>



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	<p>component etc. Knowledge of Fluid Dynamics &amp; Hydraulics IC Engineers &amp; Types. Knowledge and familiarity with applicable International / Indian codes &amp; standards, pipeline hydraulics, statutory regulations, safety systems, Components / Equipment/ Relevant Standards such ISO, API, OISD, Internal technical specification etc.</p> <p><u>Desirable:</u> Previous experience of working in Oil &amp; Gas Industry/Oil &amp; Gas Pipeline Projects/Exposure to Plant Construction and Erection &amp; commissioning would be an added advantage</p>
<p style="text-align: center;">Sr. Engineer (O&amp;M) Electrical</p>	<p><u>Essential:</u> <b>Minimum 5 Years</b> working experience in Gas/Product/Crude Pipelines, exposure to and know how about operations &amp; maintenance of cross country pipelines and pipeline stations, familiarity with equipment viz. mainline pumps, motors, alternators, remote operated valves, HT/LT sub-stations, HT switchyards, VFDs, SCADA, Cathodic Protection etc., familiarity with applicable International / Indian codes &amp; standards, pipeline hydraulics, statutory regulations, safety systems etc. Knowledge and familiarity with applicable International / Indian codes &amp; standards, pipeline hydraulics, statutory regulations, safety systems, components / Equipment/ Relevant Standards such ISO, API, OISD, Internal technical specification etc.</p> <p><u>Desirable:</u> Previous experience of working in Oil &amp; Gas Industry/Oil &amp; Gas Pipeline Projects/Exposure to Plant Construction and Erection &amp; commissioning would be an added advantage</p>
<p style="text-align: center;">Sr. Engineer (O&amp;M) Civil</p>	<p><u>Essential:</u> <b>Minimum 5 Years</b> working experience in Gas/Product/Crude Pipelines, exposure to and know how about operations &amp; maintenance of cross country pipelines and pipeline stations, knowledge of Civil structures, Codes, Geotechnical Investigations pertaining to Foundation Design, Soil types as per Site, Construction material, building finishing, flooring, roofing, layouts, drainage, RCC frames, design &amp; drawings, Green building concept, Analyse and interpret Construction issues &amp; flaws and suggest remedies, updated with recent practices of Industry. Knowledge and familiarity with applicable International / Indian codes &amp; standards, pipeline hydraulics, statutory regulations, safety systems, components / Equipment/ Relevant Standards such ISO, API, OISD, Internal technical specification etc.</p> <p><u>Desirable:</u> Previous experience of working in Oil &amp; Gas Industry/Oil &amp; Gas Pipeline Projects/Exposure to Plant Construction and Erection &amp; commissioning would be an added advantage</p>
<p style="text-align: center;">Sr. Engineer (O&amp;M) Telecom &amp; Instrumentation</p>	<p><u>Essential:</u> <b>Minimum 5 Years</b> working experience in Gas/Product/Crude Pipelines, exposure to and know how about operations &amp; maintenance of cross country pipelines and pipeline stations, familiarity with equipment viz. mainline pumps, remote operated valves, HT sub-stations and switchyards, VFDs, telecommunication such as DC telecom power supply system and solar PV array, Electronic Power Fencing, Optic Fibre cable, CCTV, DC Rectifier, Lead Acid Nickel cadmium Battery, PV array etc. Maintenance of Field instrumentation &amp; Test instruments, Control Valve, Alternators, Maintenance of PLC, SCADA system, Cabling, TCP/IP, and Networking and familiarity with applicable International / Indian codes. Knowledge and familiarity with applicable International / Indian codes &amp; standards, pipeline hydraulics, statutory regulations,</p>

	<p>safety systems, components / Equipment/ Relevant Standards such ISO, API, OISD, Internal technical specification etc.</p> <p><u>Desirable:</u> Previous experience of working in Oil &amp; Gas Industry/Oil &amp; Gas Pipeline Projects/Exposure to Plant Construction and Erection &amp; commissioning would be an added advantage</p>
Engineer (O&M) Mechanical	<p><u>Essential:</u> <b>Minimum 3 Years</b> working experience in Gas/Product/Crude Pipelines, exposure to and know how about operations &amp; maintenance of cross country pipelines and pipeline stations, familiarity with equipment viz. mainline pumps, Centrifugal Reciprocators, PD pump, Lube Pump, Screw Pumps, valve such as Gate, Ball, Plug, Check, Butterfly, Dual Gate, Globe, Pressure Control and its component etc. Knowledge of Fluid Dynamics &amp; Hydraulics IC Engineers &amp; Types. Knowledge and familiarity with applicable International / Indian codes &amp; standards, pipeline hydraulics, statutory regulations, safety systems, components / Equipment/ Relevant Standards such ISO, API, OISD, Internal technical specification etc.</p> <p><u>Desirable:</u> Previous experience of working in Oil &amp; Gas Industry/Oil &amp; Gas Pipeline Projects/Exposure to Plant Construction and Erection &amp; commissioning would be an added advantage.</p>
Engineer (O&M) Electrical	<p><u>Essential:</u> <b>Minimum 3 Years</b> working experience in Gas/Product/Crude Pipelines, exposure to and know how about operations &amp; maintenance of cross country pipelines and pipeline stations, familiarity with equipment viz. mainline pumps, motors, alternators, remote operated valves, HT/LT sub-stations, HT switchyards, VFDs, SCADA, Cathodic Protection etc., familiarity with applicable International / Indian codes &amp; standards, pipeline hydraulics, statutory regulations, safety systems etc. Knowledge and familiarity with applicable International / Indian codes &amp; standards, pipeline hydraulics, statutory regulations, safety systems, components / Equipment/ Relevant Standards such ISO, API, OISD, Internal technical specification etc.</p> <p><u>Desirable:</u> Previous experience of working in Oil &amp; Gas Industry/Oil &amp; Gas Pipeline Projects/Exposure to Plant Construction and Erection &amp; commissioning would be an added advantage.</p>
Engineer (O&M) Civil	<p><u>Essential:</u> <b>Minimum 3 Years</b> working experience in Gas/Product/Crude Pipelines, exposure to and know how about operations &amp; maintenance of cross country pipelines and pipeline stations, knowledge of Civil structures, Codes, Geotechnical Investigations pertaining to Foundation Design, Soil types as per Site, Construction material, building finishing, flooring, roofing etc. , layouts, drainage, RCC frames, design &amp; drawings, Green building concept, Analyse and interpret Construction issues &amp; flaws and suggest remedies, updated with recent practices of Industry. Knowledge and familiarity with applicable International / Indian codes &amp; standards, pipeline hydraulics, statutory regulations, safety systems, components / Equipment/ Relevant Standards such ISO, API, OISD, Internal technical specification etc.</p> <p><u>Desirable:</u> Previous experience of working in Oil &amp; Gas Industry/Oil &amp; Gas Pipeline Projects/Exposure to Plant Construction and Erection &amp; commissioning would be an added advantage</p>

<p>Engineer (O&amp;M) Telecom &amp; Instrumentation</p>	<p><u>Essential:</u> <b>Minimum 3 Years</b> working experience in Gas/Product/Crude Pipelines, exposure to and know how about operations &amp; maintenance of cross country pipelines and pipeline stations, familiarity with equipment viz. mainline pumps, remote operated valves, HT sub-stations and switchyards, VFDs, telecommunication such as DC telecom power supply system and solar PV array, Electronic Power Fencing, Optic Fibre cable, CCTV, DC Rectifier, Lead Acid Nickel cadmium Battery, PV array etc. Maintenance of Field instrumentation &amp; Test instruments, Control Valve, Alternators, Maintenance of PLC, SCADA system, Cabling, TCP/IP, and Networking and familiarity with applicable International / Indian codes. Knowledge and familiarity with applicable International / Indian codes &amp; standards, pipeline hydraulics, statutory regulations, safety systems, components / Equipment/ Relevant Standards such ISO, API, OISD, Internal technical specification etc.</p> <p><u>Desirable:</u> Previous experience of working in Oil &amp; Gas Industry/Oil &amp; Gas Pipeline Projects/Exposure to Plant Construction and Erection &amp; commissioning would be an added advantage</p>
<p>Engineer Information Technology (IT)</p>	<p><u>Essential:</u> <b>Minimum 3 Years</b> of working experience as technology and IT Solution provider, adequate exposure in development, control and monitoring of IT systems, ERP, regulatory compliances under MIETY norms &amp; guidelines, Cyber security, building Networking infrastructure-LAN/WAN and IT systems for a mid-sized company.</p> <p><u>Desirable:</u> Previous experience of working in Oil &amp; Gas Industry/Oil &amp; Gas Pipeline Projects/manufacturing sector Industry would be an added advantage.</p>
<p>Officer (Finance)</p>	<p><u>Essential:</u> <b>Minimum 3 Years</b> of working experience to manage group accounting, treasury, cash flow, debt management, preparation of financial statements, audit, financial controls, compliances, GST, Taxation, Loan management. Must have handled maintenance of financial data/records.</p> <p><u>Desirable:</u> Previous experience of working in Oil &amp; Gas Industry/Oil &amp; Gas Pipeline Projects/manufacturing sector Industry would be an added advantage</p>
<p>Officer (Human Resource)</p>	<p><u>Essential:</u> <b>Minimum 3 Years</b> of working experience for implementing organization wide HRIMS system &amp; Payroll implementation for any company. He must have experience of recruitment or hiring, compensation &amp; salary, employee relation, performance management, labour laws implementation, statutory compliances and Learning &amp; Development in any industry of repute. Must have experience of filing return and maintaining records under various Acts/Rules and handling of statutory authorities as per requirement.</p> <p><u>Desirable:</u> Previous experience of working in Oil &amp; Gas Industry/Oil &amp; Gas Pipeline Projects/manufacturing sector Industry would be an added advantage</p>

- The cut-off date for determining eligibility criteria in respect of age and post qualification experience shall be **01.09.2023** and will remain unchanged irrespective of any reason whatsoever.
- Work experience should be after acquiring relevant educational qualification and should be in-line/relevant executive experience. Candidate's work experience as Management



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Trainee/Graduate Engineer Trainee would be counted only in case he/she is regularised in the same company. *Teaching/ lectureship, Part-time/gig jobs, apprenticeship, internship and articleship will not be considered for calculating work experience.*

- The detailed **Job-description** for each position can be seen on the on-line application portal

### Selection Process

- On the basis of the application for the post of Manager/Dy. Manager/Sr. Engineer/ Engineer/ Officer, the candidates will be shortlisted for further selection process for assessment of different facets such as knowledge, skills, attitude, competencies etc.
- Selection will be based on relevant experience and Two Stage Personal Interviews (PI)
- The **Personal Interview (PI)** may be conducted through video conferencing/ online mode and decision of IHBL would be final in this regard. Shortlisted Candidates are required to be prepared accordingly.

### Physical Fitness

The appointment of selected candidates will be subject to being found Medically Fit as per the prescribed health standards of IHB Limited and they will be required to undergo medical examination by the Medical Officer/ hospital nominated by the Company, prior to being appointed after due selection. *Reference for a medical examination does not mean final selection.*

### Nature & Period of Engagement

Selected candidates will be appointed as Officer/Engineer/Dy.Manger/Manager in Projects/ Construction initially and will be on probation for a period of 01(One) year. Candidates shall be posted in Head Office/Construction sites of Kandla Gorakhpur LPG Pipeline location viz. Noida, Ahmedabad, Kandla, Mithi Rohar, Viramgam, Gandhinagar, Koyali, Indore, Bhopal, Dhar, Jhansi, Kanpur, Unnao, Lucknow, Allahabad, Gorakhpur, Varanasi or any other place in India as per Organisational requirement. The locations indicated are tentative and field relocation is expected during the construction/operation period. After completion and commissioning of project, the executives would be posted at operating locations of pipeline as per the requirement of the Company.

Confirmation of service shall be based on the evaluation and assessment of performance during the Probation period. Those who fail to achieve requisite performance, their probation period may be extended by 6 months and further action will be taken in accordance with the policy of the Company.

### Compensation and Other Benefits

IHBL endeavours to offer an attractive compensation, pay and perks to its employees. Candidates selected will be paid **indicative Annual CTC in 1<sup>st</sup> year** as mentioned below:

<i>Designation</i>	<i>Annual CTC( in Rs. Lakhs)</i>
Manager	15
Deputy Manger	11
Sr. Engineer	9
Engineer/Officer	7





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The company shall provide medical insurance cover to its employees and dependent family members over and above the CTC. **Candidates will be eligible for annual increment and Performance linked increment as per the policy of the company.**

### How to Apply

1. **Before applying, candidates should ensure about meeting the necessary eligibility criteria of the position.**
2. Interested candidates fulfilling the above laid down eligibility criteria are required to apply online in the registration format available in the Career Section of IHB website, <https://www.ihbl.in>
3. The candidates must have an active E-mail ID & Mobile number which must remain valid for at least next one year. All future communications with the candidates will take place only through email. Candidates have to ensure accuracy of their E-mail id & Mobile number. No change in E-mail Id & Mobile number as declared in the online application will be allowed
4. **The ORIGINAL TESTIMONIALS/DOCUMENTS ALONG WITH ONE SELF-ATTESTED COPY** of the following documents will have to be produced by the candidates at the time of Personal Interview(PI) if called:
  - a. 2 recent passport size colour photographs
  - b. High School certificate for proof of Date of Birth
  - c. Certificates of Academic qualifications and statements of marks of all the qualifications for all semesters/years in Graduation.
  - d. Proof of identity & Address (Passport, Voter ID, Driving License, Aadhaar Card)
  - e. Experience Certificates and/or Appointment letter/last 2 Salary slip
  - f. Any other document in support of your candidature
5. Qualification certificates & marksheets are to be submitted in chronological order.
6. Experience certificates are to be submitted in chronological order (for Present as well as Previous employment indicating start date, end date, designation, pay scale (CTC) and position held). Do not include pre-qualification experience.
7. No application will be entertained after the expiry of last date of receipt of Online Application Form.
8. Candidates not fulfilling the minimum laid down criteria advertised with respect to experience, educational qualification & age for selection to the respective post, would not be able to register online.
9. Candidates should submit only one application for one vacancy and application once submitted cannot be altered. *IHB will not be responsible for non-receipt/bouncing of any e-mail sent to the candidates.* However, IHB reserves the right to call the candidate for any one position.
10. In case of any document being in language other than Hindi/English, candidate is required to attach a translated version of the same in Hindi/ English also.

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11. If any claim made by a candidate is found to be incorrect, his/her candidature shall be summarily rejected.

## Venue & Time

Date, time and details of venue of the selection and all other correspondence shall be communicated to shortlisted candidates through email. Candidate are advised to visit the website regularly for updates.

## General Information & Instructions

1. Only Indian Nationals are eligible to apply.
2. The candidate should ensure that he/she fulfils the eligibility criteria and other norms mentioned in this advertisement before submission of application.
3. All qualifications should be essentially from an Indian university/ Institute recognized by AICTE/UGC/Deemed University/ appropriate statutory authority.
4. Candidature of a registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is false or is not found to be in conformity with eligibility criteria mentioned in the advertisement.
5. No modifications are allowed after candidate submits the online application form. If any discrepancies are found in the data filled by the candidate online and that of the original testimonies, the candidature of such candidates is liable to be rejected. Hence, utmost care should be taken to furnish correct details before submitting the online application.
6. **IHBL reserves the right to raise the minimum eligibility standards and reserves the right to fill or not to fill or partially fill any of the above vacancy without assigning any reasons whatsoever.**
7. Any modification/amendments/ corrigendum in the advertisement will be given in IHBL's website [www.ihbl.in](http://www.ihbl.in) only.
8. Candidates are also advised not to respond to unscrupulous advertisements appearing in any newspaper. For authenticity of any advertisement the candidate may check on IHB Ltd.'s website [www.ihbl.in](http://www.ihbl.in) only.
9. Canvassing by a candidate in any form shall disqualify his/her candidature.
10. Depending on the requirement, the Company reserves the right to cancel/restrict/enlarge/ curtail the recruitment process without any further notice and without assigning any reason thereof.
11. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of Delhi only.



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12. Candidates called for physical interview will be reimbursed the travelling expense by shortest route from the address of correspondence as filled in the Application form, for TO & FRO journey within India, subject to maximum limit of **Economy Class Air Fare/3rd AC rail fare**, on production of tickets. In case of travel by any other means, the reimbursement will be restricted to entitled fare admissible or actual, whichever is lower. The local travel expenses will not be reimbursed. *If the candidate is not meeting the eligibility criteria or does not possess complete requisite documents, he/she will not be allowed to attend the Personal Interview (PI) and no travel expenses will be paid to them.*
13. No application fee will be charged from the candidates.
14. Candidature is liable to be rejected at any stage of recruitment/ selection process without any notice or his/her services after joining are liable to be terminated, if any information provided by the candidate is not found in conformity with the eligibility criteria notified or IHB comes across any evidence/knowledge, that the qualification/experience/any other particulars indicated in application/personal resume/other forms/formats are not recognised/false/misleading and/or amounts to suppression of information/particulars/facts which should have been brought to the notice of IHB or that the candidate has been shortlisted for next stage in the process has secured employment in the company (IHB) through any unfair means.
15. IHB reserves its right to reject any application, if reasonably satisfied from the documents and information furnished by the candidate that he/she is not earnest towards the employment and does not hold sound professional character depending on his/her past experience with previous employer(s)/organisation(s).
16. The management may offer the candidate a position in a lower level, subject to his/her affirmation, as deemed fit.
17. IHB reserves the right to verify Character & Antecedents of the selected candidates before/after issuance of appointment letter. In case of receipt of any negative report, selection/services of the shortlisted candidate would be terminated.

### Communication with IHB

Any information regarding this recruitment process would be made available on the e-mail address provided by the candidate at the time of registration and/or shall be uploaded on IHB's website. Candidates are advised to periodically check the site for further updates.

Queries if any should be sent to [recruitmentcell@ihbl.in](mailto:recruitmentcell@ihbl.in)

### Important Dates

Sr. No.	Particular	Date
1.	Start date of online Registration	06/09/2023
2.	Last Date for Online Registration	26/09/2023
3.	Cut-off date for Calculating Experience & Age	01/09/2023

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