



**HIL (INDIA) LIMITED**  
(Formerly known HINDUSTAN INSECTICIDES LTD)  
(A Govt. of India Enterprise)  
(An ISO 9001:2008 Certified Company)  
**SCOPE COMPLEX, CORE-6, 2<sup>nd</sup> – FLOOR,**  
**7, LODHI ROAD, NEW DELHI-110003.**  
**Tel.:24361019, Fax No.:91-11-24362116**  
**Website:-www.hil.gov.in / E-mail:-headoffice@hil.gov.in**

**ENGAGEMENT OF PROJECT MANAGER(1POST), ASSISTANT PROJECT MANAGER(1POST), DATA ANALYST (1POST) ON PURELY CONTRACTUAL BASIS FOR UNIDO - FARM PROJECT, AT CORPORATE OFFICE OF HIL (India) LIMITED**

HIL (India) Limited (HIL) is a Government of India Enterprise engaged in manufacture and sale of agrochemicals, public health products and seeds with the registered office at SCOPE Complex, Lodi Road, New Delhi and manufacturing facility at Rasayani, Raigad District, Maharashtra.

**FARM Project:**

The Project is under the Programme of Global Environment Facility (GEF) on Fostering Agrochemical Reduction and Management (FARM) aiming to establish sustainable financing, investment and incentive mechanisms in the formulations, production and application of eco-friendly crop protection solutions for reduction of persistent organic pollutants (POPs) and highly hazardous pesticides (HHPs) enhancing livelihood, food safety and protection to human health and the environment.

Agrochemical use is increasing globally, aiding food production amid climate change and reducing crop losses to pests. However, this growth comes with significant environmental costs such as soil fertility decline, loss of biodiversity, and pollution. To tackle this, the GEF has initiated a project promoting eco-friendly crop protection solutions to reduce persistent organic pollutants and highly hazardous pesticides, aiming to safeguard both livelihoods and the environment.

This is a multilateral organization project wherein HIL is executing the project in India with the aim to phase out persistent organic pollutant and gradual reduction of highly hazardous pesticide in the country. The project

also aims to launch safer alternatives for against the highly hazardous pesticides and to convert an area of 1.45 million hectare in various crops from chemicals to safer alternatives.

The vacancy/requirements are purely on contractual engagement on purely temporary basis, for a period upto 30.06.2028 or upto the duration of project (in case project is terminated prior to the original expiration date), whichever is earlier. The positions are time bound, co-terminus with the projects, for specified duration. However, HIL (India) Limited reserves the right to terminate the contract even during the agreed contract period, without assigning any reason or by giving 30 days prior notice or salary in lieu thereof.

The candidates engaged under this shall be on contract and shall not derive any right or claim to have a regular post/ appointment in HIL (India) LIMITED.

**Detailed qualification, job responsibilities and the remuneration is as below:**

**PROJECT MANAGER (01 vacancy)**

**Essential Qualification** – Bachelor degree in Chemical Engineering/ Environmental Engineering/ Bio-Technology with MBA

**OR**

Post Graduate degree in Chemistry/ Bio-Technology/ Environmental Engineering. Persons with additional qualifications in MBA would be preferred.

**Experience:**

- 6-8 years of experience in working in any agriculture/ environment/ climate change projects
- Excellent documentation skills, including technical and analytical writing. The incumbent should be able to communicate in a clear, concise and unambiguous manner, both through written and verbal communication
- Good IT skills (MS Office) and their application in day-to-day work
- Ability to write reports on technical topics
- Experience of working with Central / State Governments for externally aided projects
- Skills in planning, organization & conduct of activities at field level.

**Job description:**

The roles and responsibilities of the incumbent includes, but not limited to:

- Implement projects and activities as per the procedure/ agreement.
- Prepare technical briefs, presentations, etc., for technical assistance and awareness activities, including post event reports/summary of discussions.
- Compile and develop background material for use in discussions and briefing sessions along with relevant supporting data.
- Serve as the point of contact within the organization for the project.
- Prepare periodic work plans (monthly/quarterly/biannually/annually) and implementation framework.
- Implement and enforce policies and regulations pertaining to the project implementation.
- Interact/liaise with implementing agencies associated with the project implementation, relevant government and semi- government organizations/ departments and other industry stakeholders in the context of implementation of projects and activities.
- Preparation of Project Planning, Periodic Tracking of the execution as per the plan.
- Timely Approval and submission of MIS Reports, Progress reports, costing reports, operational reports, budget cash flows, billing reports, Material indent tracking - pertaining to project
- Monitoring Sequence of Work to ensure Cost, Quality & Time effectiveness
- Ensure proper execution of processes/systems/ procedures for the project as per SOP
- Detailed review and approval of Project Budget on periodic basis
- Preparation of Projected Cash Flow for 6 months & monthly tracking

**ASSISTANT PROJECT MANAGER (1 vacancy)**

**Essential Qualification** – Bachelor degree in Chemical Engineering/ Environmental Engineering/ Bio-Technology with MBA

**OR**

Post Graduate degree in Chemistry/ Bio-Technology/ Environmental Engineering. Persons with additional qualifications in MBA would be preferred.

**Experience:**

- 3-4 years in working in any agriculture/ environment/ climate change projects
- Excellent documentation and communication skills, including technical and analytical writing.
- Good IT skills (MS Office) and their application in day-to-day work
- Ability to write reports on technical topics
- Skills in planning, organization & conduct of activities at field level.
- Experience of working with Central / State Governments for externally aided projects

**Job description:**

The roles and responsibilities of the incumbent includes, but not limited to:

- Prepare technical briefs, presentations, etc., for technical assistance and awareness activities, including post event reports/summary of discussions.
- Compile and develop background material for use in discussions and briefing sessions along with relevant supporting data.
- Prepare periodic work plans (monthly/quarterly/biannually/annually) and implementation framework.
- Implement and enforce policies and regulations pertaining to the project implementation.
- Interact/liaise with implementing agencies associated with the project implementation, relevant government and semi- government organizations/ departments and other industry stakeholders in the context of implementation of projects and activities.
- Preparation of Project Planning, Periodic Tracking of the execution as per the plan.
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- Preparation of Projected Cash Flow for 6 months & monthly tracking

### **DATA ANALYST (1 vacancy)**

- Graduate in any Science subject or Computer Application
- Qualification & Experience of computer skills, internet, web surfing including data processing and interpretation using Excel software.
- Good IT skills (MS Office) and their application in day-to-day work
- 2-3 years experience in Handling Data Entry and Analysis in any Programmes carried out by Government/ Semi-government/ Universities/ Non-Profit organizations etc.

### **Job responsibilities:**

- Data entry, compilation, analysis and data management online on reporting formats
- Assist the project team in Data processing, interpretation and report preparation.
- Maintain the records which received from various stakeholders and preparing progress reports and other MIS reports.
- Assist in Monitoring and Evaluation.
- Develop data base from monitoring formats & reports.
- Assist in organization of review meetings, workshops and training courses.
- Any other job assigned as per requirement.

<b>Remuneration on CTC* basis ( Per Annum)</b>	
Project Manager	CTC – Rs. 12- 15 Lakhs <b>Per Annum</b> ( Approx.)
Assistant Project Manager	CTC – Rs.10 - 12 Lakhs <b>Per Annum</b> (Approx.)
Data Analyst	CTC – Rs. 6 - 8 Lakhs <b>Per Annum</b> ( Approx.)
*CTC with a fixed @3% annual increment per year (subject to the satisfactory performance of the candidate)	
<b>Max. Age Limit (In Yrs.)</b>	
Project Manager	Upto 40 Years
Assistant Project Manager	Upto 35 Years
Data Analyst	Upto 30 Years

The cut-off date for determining age limit and post-qualification experience will be the last date for receipt of application.

No TA/DA will be paid for attending the interview.

Duly filled applications of eligible candidates in the format enclosed along with self-attested copies of all the documents attached in support of their

qualifications and experience must reach **within 15 days from the date of publication in newspaper** and same may please be addressed to:-

Deputy General Manager (HR & Admn.),  
HIL (India) Limited,  
SCOPE Complex,  
Core-6, 2nd Floor, 7, Lodhi Road, New Delhi – 110003.