

# **HEAVY ENGINEERING CORPORATION Ltd**

## **Advertisement No. RT/ 01/2013 Dt. 02/01/2013**

HEC was established in the year 1958 as one of the largest Integrated Engineering Complex in India. It manufactures and supplies capital equipments & machineries and renders project execution required for core sector industries. It has complete manufacturing set up starting from casting & forging, fabrication, machining, assembly and testing - all at one location backed by a strong design - engineering and technology team.

H.E.C. Ltd. is growing fast and to cater to increasing market demand of its products & services, we invite applications from dedicated and committed professionals with a high degree of initiative and intuitive forward thinking for the following posts:

Post Code	Post	No. Of Posts	Scale of Pay	Basic Qualification	Min. Post Qualification Experience	Max. Age as on 30.11.2012
01	General Manager (Projects)	01	Rs.43,200-66,000(E7)	BE/ B Tech in Mechanical / Civil Engineering	20 years	52 years
02	General Manager (HMBP)	01	Rs.43,200-66,000(E7)	BE/ B Tech in Mechanical / Electrical Engineering	20 years	52 years
03	General Manager (Marketing)	01	Rs.43,200-66,000(E7)	BE/ B Tech in Mechanical / Electrical Engineering	20 years	52 years
04	Chief of Township	01	Rs.43,200-66,000(E7)	Graduation in any Stream	20 years	56 years
05	Sr. Manager (Security)	01	Rs.32,900-58,000(E5)	Graduation in any Stream	17 years	45 years
06	Sr. Manager (Law)	01	Rs.32,900-58,000(E5)	LLB	15 years	42 years
07	Manager (Finance)	04	Rs.29,100-54,500(E4)	1) Graduation in any stream 2) CA/ICWAI (Final Passed)	11 years	38 years
08	Dy. Manager/ Asstt. Manager (Finance)	03	Rs.24,900-50,500(E3)/ Rs.20,600-46,500(E2)	1) Graduation in any stream 2) CA/ICWAI (Final Passed)	7 years/ 4 years	32 years
09	Dy. Manager (Law)	01	Rs.24,900-50,500(E3)	LLB	7 years	34 years
10	Dy. Manager (HR/Personnel)	03	Rs.24,900-50,500(E3)	1) Graduation in any stream 2) MBA In HRM or PG Diploma in Personnel Management from a reputed B-School	7 years	34 years

Depending upon the requirement, the Corporation reserves the right to Cancel/Curtail/Increase the no. of vacancies without any further notice and without assigning any reason thereof.

**The other details are as under**

## **Post Code 01: General Manager (Projects)**

- a. No of Vacancies. One
- b. Scale of Pay Rs 43,200 – 66,000 (E7)
- c. Basic Qualifications. BE / B Tech in Mechanical or Civil
- d. Preferred Addl Qualifications.
  - i. Diploma in Project Management
  - ii. Knowledge of Project Management Tools like Primavera & MS Projects
- e. Minimum Post Qualification Experience. 20 years
- f. Areas of Experience (any Three)
  - i. Should have worked in an EPC Project execution organisation for at least 10 years. (Compulsory)
  - ii. Should have independently executed a minimum of two EPC projects of value of Rs 200 crores and above as a project director / project manager. (Compulsory)
  - iii. Knowledge and experience of Project planning, monitoring and control of at least 5 years. (Desirable)
  - iv. Experience of execution of turnkey projects in the mining, steel sector or power sector.
  - v. Knowledge of project risk management (Desirable)
  - vi. Knowledge of project procurement and supply chain management (Desirable)
- g. Maximum Age as on 30 Nov 2012. 52 years
- h. Responsibilities.
  - i. Chief Executive of the Project Division of the Company.
  - ii. Responsible for the profitability and viability of the Project Division.
  - iii. Timely execution of all projects within budgeted time and cost on EPC basis.
  - iv. Responsible for all aspects of management of the Project Division including marketing & sales, planning, project execution, monitoring and control, risk management, financial management, collection of receivables.
- i. Reporting to. Director (Marketing)
- j. Internal candidates who have completed at least 4 years in E6 scale who have the requisite qualifications and experience as indicated above are also eligible to apply. The maximum age for the internal candidates shall be 56 years.

## **Post Code 02: General Manager (Heavy Machine Building Plant)**

- a. No of Vacancies. One
- b. Scale of Pay Rs 43,200 – 66,000 (E7)
- c. Basic Qualifications. BE / B Tech in Mechanical / Electrical Engineering.
- d. Preferred Addl Qualifications.
  - i. Degree or Diploma in Business Management
  - ii. Degree or Diploma in Production Management.
- e. Minimum Post Qualification Experience. 20 years
- f. Areas of Experience
  - i. Should have headed a capital equipment manufacturing unit having an annual turnover of Rs 500 crores for at least three years.
  - ii. Should have at least 5 years experience as head of operations of a large scale manufacturing unit in the capital equipment sector.
  - iii. Should have adequate exposure in Production planning and Control, Maintenance, Quality Assurance, and supply chain management.
  - iv. Must have strong management, communication, analytical and interpersonal skills
- g. Maximum Age as on 30 Nov 2012. 52 years
- h. Responsibilities.
  - i. SBU head of Heavy Machine Building Plant.

- ii. Responsible for the profitability and viability of HMBP (SBU).
  - iii. Responsible for all aspects of management of the HMBP including marketing & sales, production planning, operations, monitoring and control, Supply chain management, financial management, collection of receivables and all other responsibilities expected of a SBU / Profit Centre Head including HR & Personnel.
- i. **Reporting to. Director (Production).**
  - j. **Internal candidates** who have completed at least 4 years in E6 scale who have the requisite qualifications and experience as indicated above are also eligible to apply. Maximum age for the internal candidates shall be 56 years.

### **Post Code 03: General manager (Marketing)**

- a. No of Vacancies. : One
- b. Scale of Pay : Rs 43,200 – 66,000 (E7)
- c. Basic Qualifications. BE / B Tech in Mechanical Engg
- d. Preferred Addl Qualifications.
  - i. MBA/ PG Diploma in Marketing Management
  - ii. MBA/ PG Diploma in Sales Management.
- e. Minimum Post Qualification Experience. 20 years
- f. Areas of Experience
  - i. Should have worked in the sales and marketing of capital equipment manufacturer.
  - ii. Should have at least 3 years experience as head of sales & marketing of a capital equipment manufacturing company with annual revenue of at least Rs 300 crores
  - iii. Must have in depth knowledge of the coal mining and steel industry, defence manufacturing industry, nuclear industry.
  - iv. Preferably having knowledge of the export market in capital goods industry.
- g. Maximum Age as on 30 Nov 2012. 52 years
- h. Responsibilities.
  - i. Achieve annual order booking targets which will not be less than Rs 1000 crores.
  - ii. Achieve agreed targets for monthly collection of receivables.
  - iii. Order management and despatch of capital goods in coordination with the shipping and despatch group.
  - iv. Responsible for all aspects of sales & marketing from making the annual sales and marketing plan, order booking, customer relationship management, ensure timely delivery in conjunction with operations department, and timely collection of receivables.
- i. **Reporting to. Director (Marketing).**
- j. **Internal candidates** who have completed at least 4 years in E6 scale who have the requisite qualifications and experience as indicated above are also eligible to apply. Maximum age for the internal candidates shall be 56 years

### **Post Code 04: Chief of Township**

- a. No of Vacancies. One
- b. Scale of Pay Rs 43,200 – 66,000 (E7)
- c. Basic Qualifications. Graduation in any Stream
- d. Preferred Addl Qualifications.
  - i. Degree in Law
  - ii. Post Graduate Diploma in Management.
- e. Minimum Post Qualification Experience. 20 years
- f. Other Minimum Requirements

- i. Retired officer from the Army of the rank of Selection Grade Colonel or Brigadier who is a Graduate of the Defence Services Staff College and from Infantry, Armoured Corps, Artillery or Corps of Engineers. Should have commanded a regiment or battalion and preferably having had an experience as a Principal Staff Officer in the administrative or operational branches of a Divisional Headquarters or above

**OR**

- ii. Any candidate who has been head of the administrative function of a manufacturing company with a minimum turnover of 500 crores and real estate of 2000 acres and 500 residential quarters for at least five (5) years.

**OR**

- iii. A retired officer of the rank of DIG or above from Central Police Organisations (BSF, CISF, CRPF etc) who have at least 5 years of industrial experience in the field of administration and security of a manufacturing company with a minimum turnover of 500 crores and real estate of 2000 acres and 500 residential quarters.

**g.** Maximum Age as on 30 Nov 2012. 56 years

**h.** Responsibilities.

- i. Chief of the township.
- ii. Responsible for the safety and security of all company assets in the township including 5000 acres of real estate and non-residential and residential buildings thereon.
- iii. Management and maintenance of all company assets like quarters buildings, roads, electrical fittings etc in the township.
- iv. Timely collection of all revenues from the township.
- v. Maintenance of law and order in the township with the support of the CISF and Civil Police.
- vi. Head the administration in the township.
- vii. Liaison and maintain good relations with the local district and state government authorities.

**i.** Reporting to. Director (Personnel)

**j.** **Internal candidates** who have completed at least 4 years in E6 scale who meet requisite criteria as indicated above are also eligible to apply.

### **Post Code 05: Senior Manager (Security)**

**a.** No of Vacancies. One

**b.** Scale of Pay Rs 32,900 – 58,000 (E5)

**c.** Basic Qualifications. Graduation in any Stream

**d.** Preferred Addl Qualifications.

i. Post Graduate Diploma / Degree in Security Management

ii. Degree in Law

**e.** Minimum Post Qualification Experience. 17 years

**f.** Other Minimum Requirements

iii. Retired Permanent Commissioned or Short Service Commissioned Officer of the Army (Major or Lt Col) or Commandant / Dy Commandant from Central Police Organisations (BSF, CRPF, CISF etc)

iv. Should preferably be a domicile of Jharkhand.

**g.** Maximum Age as on 30 Nov 2012. 45 years

**h.** Responsibilities.

- i. Handling security & safety related functions.

- ii. Dealing with matters related to encroachment of company land and eviction of encroachers.
- iii. Liaison and relationship building with the civil police and distt administration.
- iv. Maintenance of law & order with the support of CISF and Civil Police.
- i. Reporting to. General Manager (Town Administration)

### **Post Code 06: Senior Manager (Law)**

- a. No of Vacancies. One
- b. Scale of Pay Rs 32,900 – 58,000 (E5)
- c. Basic Qualifications. LLB
- d. Preferred Addl Qualifications.
  - i. Post Graduate Diploma / Degree in Business Laws
  - ii. Post Graduate Diploma in Management.
- e. Minimum Post Qualification Experience. 15 years
- f. Areas of Experience
  - iii. Should have worked in the legal department of a large manufacturing or EPC project execution company or should have been a practising advocate in the areas of business related cases in a high court for at least 5 years.
  - i. Should have at least 3 years experience in areas of contract related laws and cases, revenue laws, property laws.
  - ii. Should have 2 years experience in drafting writ petitions and counter affidavits.
  - iii. Knowledge of arbitration, labour laws and commercial laws, banking laws, etc
- g. Maximum Age as on 30 Nov 2012. 42 years
- h. Responsibilities.
  - i. Drafting of writ petitions and counter affidavits.
  - ii. Monitoring of all cases in which the company is involved and ensure that the company's interests are adequately protected.
  - iii. Legal advice to the management as and when asked to do so.
  - iv. Support the company's advocate in preparation of cases for defence of company's interests.
  - v. Attend to all arbitration matters in which the company is a party.
- i. Reporting to. Sr DGM (Law)

### **Post Code 07: Manager (F&A)**

- a. No of Vacancies. Four
- b. Scale of Pay Rs 29,100 – 54,500 (E4)
- c. Basic Qualifications.
  - i. Graduate in any stream.
  - ii. CA / ICWAI (Final passed)
- d. Minimum Post Qualification Experience. 11 years
- e. Areas of Experience
  - i. At least 5 years of experience in a large manufacturing organisation and exposure in the field of Finance & Accounts
  - ii. Experience in any one or more areas of financial accounting, budgeting, costing, statutory audit, internal audit, taxation, treasury operations, banking, project finance and project accounts.
- f. Maximum Age as on 30 Nov 2012. 38 years
- g. Responsibilities.
  - i. Handling accounting and financial matters at the plant or corporate level..

- ii. Dealing with matters pertaining to Income tax, central excise, Cen VAT etc
  - iii. Payroll, book-keeping, Misc billing functions
  - iv. Dealing with statutory authorities and liaisoning with income tax department. Sales tax department, commercial taxes department, banks and other financial institutions.
- h. Reporting to. GM / Sr DGM (F & A)

### **Post Code 08: Dy Manager / Asst Manager (F&A)**

- a. No of Vacancies. Three
- b. Scale of Pay Rs 24,900 – 50,500 (E3)- Dy. Manager  
Rs 20,600 – 46,500 (E2)- Asstt. Manager
- c. Basic Qualifications.
  - i. Graduation in any stream.
  - ii. CA / ICWAI (Final passed)
- d. Minimum Post Qualification Experience. 7 years. **(Candidates with minimum experience of 4 years may be considered for the position of Asst Manager)**
- e. Areas of Experience
  - i. At least 3 years of experience in a large manufacturing organisation and exposure in the field of Finance & Accounts
  - ii. Experience in any of the areas of financial accounting, budgeting, costing, statutory audit, internal audit, taxation, treasury operations, banking, project finance and project accounts.
- f. Maximum Age as on 30 Nov 2012. 32 years
- g. Responsibilities.
  - i. Handling accounting and financial matters at the plant or corporate level..
  - ii. Dealing with matters pertaining to Income tax, central excise, Cen VAT etc
  - iii. Payroll, book-keeping, Misc billing functions
  - iv. Dealing with statutory authorities and liaisoning with income tax department. Sales tax department, commercial taxes department, banks and other financial institutions.
- h. Reporting to: GM / Sr DGM (F & A)

### **Post Code 09: Dy Manager (Law)**

- a. No of Vacancies. One
- b. Scale of Pay Rs 24,900 – 50,500 (E3)
- c. Basic Qualifications. LLB
- d. Preferred Addl Qualifications.
  - i. Post Graduate Diploma / Degree in Business Laws
  - ii. Post Graduate Diploma in Management.
- e. Minimum Post Qualification Experience. 7 years
- f. Areas of Experience
  - i. Should have worked in the legal department of a large manufacturing or EPC project execution company or should have been a practising advocate in the areas of business related cases in a high court for at least 2 years.
  - ii. Should have at least 2 years experience in areas of contract related laws and cases, revenue laws and estate laws.
  - iii. Should have 2 years experience in drafting writ petitions and counter affidavits.
  - iv. Knowledge of arbitration, labour laws and commercial laws, banking laws, etc
- g. Maximum Age as on 30 Nov 2012. 34 years
- h. Responsibilities.

- i. Drafting of writ petitions and counter affidavits.
  - ii. Monitoring of all cases in which the company is involved and ensure that the company's interests are adequately protected.
  - iii. Legal advice to the management as and when asked to do so.
  - iv. Support the company's advocate in preparation of cases for defence of company's interests.
  - v. Attend to arbitration matters in which the company is a party.
- i. Reporting to. Sr DGM (Law)

### **Post Code 10: Dy Manager (HR & Pers)**

- a. No of Vacancies. Three
- b. Scale of Pay Rs 24,900 – 50,500 (E3)
- c. Basic Qualifications.
  - i. Graduation in any stream
  - ii. MBA in HRM or PG Diploma in Personnel Management from a reputed business school.
- d. Preferred Addl Qualifications.
  - iii. Degree in Law
  - iv. Post Graduate Diploma in Labour Laws.
- e. Minimum Post Qualification Experience. 7 years
- f. Areas of Experience
  - i. At least 3 years of experience in a large manufacturing organisation and exposure in the field of recruitment, training & development, human resources management, industrial relations, employee relations and personnel administration.
  - ii. Should have knowledge of labour laws.
  - iii. Should have 2 years experience in drafting personnel policies.
- g. Maximum Age as on 30 Nov 2012. 34 years
- h. Responsibilities.
  - i. Handling HR, IR, personnel and administrative matters in one of the plants of the company.
  - ii. Dealing with IR and Union matters.
  - iii. Dealing with statutory authorities and maintaining good relations with them.
  - iv. Drafting policies on various personnel and HR matters.
  - v. Recruitment and selection, manpower planning, performance appraisal.
- i. Reporting to. GM / Sr DGM (Pers & HR)

### **Reservation:**

Reservation and relaxations will be allowed in accordance with Govt. of India directives for SC/ST/OBC (Non Creamy Layer) & for Physically Challenged candidates.

### **Other Benefits:**

Besides basic pay, DA & perks & allowances, CPF, free medical benefits for self and eligible family members, accommodation (as per availability) or HRA benefits are admissible as per the rules of the Corporation.

### **Procedure for applying:**

Eligible applicants may apply in the prescribed format 'Annexure-I' available as below.

Applicants are required to print out, fill in application form and send the application duly signed after pasting a recent photograph on the space provided along with all required testimonials, certificates of experience, age, SC/ST/OBC, PH etc and a non refundable A/C Payee demand draft of Rs.500/- (Rupees Five hundred) only (Not applicable for SC/ST/PH & internal candidates) as processing charge in favour of "M/s Heavy Engineering Corporation Ltd." drawn on any of the nationalized bank and payable at Ranchi. Applications are to be submitted in envelop super-scribing the post with discipline / area applied for. Applicants applying for more than one post should apply for each post separately. Application should reach the office of "The General Manager (P&A)/Hqrs, HEC Ltd, Dhurwa, Ranchi-834004 on or before 25<sup>th</sup> January 2013. Applicants already in service of Government / Quasi Govt., Public Sector Undertakings should apply through proper channel or produce "No Objection Certificate" from their present employer at the time of interview. Mere fulfillment of eligibility criteria will not entitle a candidate to be called for Interview. Court of jurisdiction for any dispute will be Ranchi, Jharkhand.