



HEAVY ENGINEERING CORPORATION LIMITED

Advertisement No. RT/01/2016 dated 01.02.2016 For the post of AGM – Finance HQ

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.

HEC 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 post:

Post Code	Post & Grade	Minimum Post Qualification Experience as on 01.01.16	Scale of Pay	Maximum Age as on 01.01.16
1	Additional GM - Finance HQ (E7)	19 Yrs	43200 – 66000/-	52 Yrs

The other details are as under:

1) Other Benefits:

Besides basic pay, DA, statutory benefits like CPF, Gratuity etc, other allowances, Free Medical facilities for self and dependant family members, accommodation (as per availability) or HRA, Leave etc. are admissible as per the rules of the Corporation in force from time to time.

2) Minimum Qualifications:

Chartered Accountant (CA) Pass /Cost and Works Accountant of India (ICWA) Pass /MBA in Finance with minimum 60% of marks or CGPA equivalent from a recognized University/Institute for all the Posts. For SC/ST/PH candidates, it is 55% of marks or CGPA equivalent from a recognized University/Institute.

3) Experience Details:

- Minimum 19 (Nineteen) Years Post qualification experience as on 01.01-2016 respectively.
- Should have at least **1 (One) years** experience as **Head of Finance** in a large Company / engineering industry having minimum annual turnover of Rs.100 Crores.
- Should have adequate exposure in Financial Accounting, Cost Accounting, Project Financing, Taxation, Contract Accounting and Financial Concurrence on Expenditure Proposals, MIS Projections, and Cash Management in a large Company / engineering industry.
- Must have strong management, leadership, communication, analytical and interpersonal skills.
- The candidates from Private Sector are required to furnish details of annual audited report for the last **3 (three) financial years**.



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- 4) **Responsibilities** for the Post of AGM - Finance:
- He will function as Head of Finance (Below Board level).
 - Responsible for the profitability and viability.
 - Responsible for all aspects of financial management of the all Plant Units (such as FFP, HMBP & HMTP) and Divisions (such as Projects, Head Quarter & Plant Hospital) of HEC.
 - Depending on the requirements/circumstances, the job responsibilities may be changed and the incumbent may be transferred to other area/s.
- 5) **Internal candidates and candidates from other Central PSUs** who fulfill the condition of requisite qualification, experience, and age are eligible to apply. There is no age bar for internal candidates.
- 6) **Reservation:**
Reservation and relaxations will be allowed in accordance with Govt. of India directives for SC/ST/OBC (Non Creamy Layer) & Physically Challenged candidates provided a minimum 2 years of service is left.
- 7) Depending upon the requirement/ circumstances, the Corporation reserves the right to cancel the Advertisement without any further notice and without assigning any reason whatsoever.
- 8) **Procedure for applying:**

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

Applicants are required to take 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.800/-** (Rupees Eight hundred) only for General and OBC candidates and **Rs.200/-** (Rupees Two hundred) only for SC/ST/PH) as processing fee in favour of "M/s Heavy Engineering Corporation Ltd." drawn on any of the nationalized bank and payable at Ranchi". Internal candidates are exempted from the application fee. Applications are to be submitted in envelop super-scribing the post applied for with advertisement number. Application by post / courier should reach the office of "Dy Manager / Recruitment Section, Hqrs Admn. & Personnel, Hqrs Admn. Building, HEC Ltd, Plant Plaza Road, Dhurwa, Ranchi-834004, Jharkhand **on or before 29th Feb, 2016.**

Applicants serving in 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 the eligibility criteria will not confer any right on them for engagement and to be called for the interview. The management reserves the right to relax / raise the eligibility criteria or change the level of operation of the posts depending upon the suitability of candidates without assigning any reason. Court of jurisdiction for any dispute will be Ranchi, Jharkhand. Applicants can send their query related to this advertisement to email Id: recruitment@hecltd.com.

12. Details of Post qualification Experience/employment in chronological order:
 (Self attested copies of all relevant information stated below to be attached).

Name of the Employer	Post Held	Total Period (From – To) (dd/mm/yy to dd/mm/yy)	Part time/ Contract/ Regular/ Temp./ Ad-hoc	Nature of duties Performed	Scale of pay/ Total emoluments
TOTAL EXPERIENCE (YY/MM/DD)		_____			

13. Details of Training / Specialized Courses:
 (Self attested copies of all relevant information stated below to be attached).

Name of the Training / Specialized Courses	Total Period (From – To) (dd/mm/yy to dd/mm/yy)	Part time/ Full Time	Stipend, if any

14. Whether "NOC" enclosed (If employed in Govt./Semi Govt./PSU/Autonomous Body): Yes/No

15. Domicile (State & District) :.....

16. Visible Identification Marks:

(i)

ii)

17. Details of D.D.: Bank DD No Dated.....

18. A brief write up on **significant contributions** made (if any) by the candidate in the past and present positions for his /her suitability for the post.

DECLARATION:

I do hereby declare that the facts and information given by me in the above application are true, complete and correct to the best of my knowledge and belief. In the event of any discrepancy in the particulars being detected at any stage, my candidature / service may be cancelled / terminated without any notice. I am attaching herewith self attested copies of all the relevant information such as for Sl. 2 to 5, 11 to 14 above.

Date:

Full signature of the candidate
