



HEAVY ENGINEERING CORPORATION LIMITED
Advertisement No. RT/01/2016 dated 01.02.2016
For the post of various Middle Level Officers

HEC was established in the year 1958 as one of the largest Integrated Engineering Complex in India. It manufactures and supplies capital equipment & machineries and renders project execution required for core sector industries. It has complete manufacturing set up starting from casting & forging, fabrication, machining, assembly & testing, all at one location backed by a strong design engineering & 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	No. Posts	Scale of Pay & Grade	Minimum Post Qualification Experience as on 01.01.2016	Max. Age as on 01.01.2016
Sr. Manager – Law	1	Rs 32,900 – 58,000 (E5)	13 years	44 years
Sr. Manager – HR	1	Rs 32,900 – 58,000 (E5)	13 years	44 years
Manager – Finance	1	Rs 29,100 – 54,500 (E4)	10 years	40 years
Manager – ERP / IT	1	Rs 29,100 – 54,500 (E4)	10 years	40 years
Manager – Security	1	Rs 29,100 – 54,500 (E4)	10 years	40 years
Dy. Manager - Finance	1	Rs 24,900 – 50,500 (E3)	7 years	37 years

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

Minimum Qualification:

For the post of Sr. Manager (Law)

1. Full Time Bachelors Degree in Law / LLB with 1st class (60% of marks) from recognized Indian University/Institute approved by AICTE. For SC/ST/PH candidates, it is 55% or CGPA equivalent from a recognized University/Institute.

Preferred Additional Qualifications:

- a. Post Graduate Diploma / Degree in Business Laws
- b. Post Graduate Diploma in Management.

For the post of Sr. Manager (HR)

1. Full time MBA in Personnel Management / HR or PG Degree / Diploma in Personnel Management / IR of 2 yrs duration from a reputed business school / a recognized University/Institute with first class (60% marks) or CGPA equivalent. For SC/ST candidates, it is 55% or CGPA equivalent from a recognized University/Institute.

Preferred Additional Qualifications:

- a. Degree in Law
- b. Post Graduate Diploma in Labour Laws.



For the post of Manager/Dy. Manager (Finance)

Chartered Accountant (CA) Pass /Cost and Works Accountant of India (ICWA) Pass /Full time MBA in Finance with 1st class (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.

For the post of Manager (ERP / IT)

Full time Degree Course in Engineering preferably in Computer Science/IT or Master in Computer Application (MCA) from a recognized University/Institute with first class (60% marks) or CGPA equivalent. For SC/ST candidates, it is 55% or CGPA equivalent from a recognized University/Institute. Diploma / Certificate Course or Training course in SAP / Oracle will have an added advantage.

For the post of Manager (Security)

- a. Basic Qualifications. Graduation in any Stream
- b. Preferred Additional Qualifications:
 - i. Post Graduate Diploma / Degree in Security Management & Degree in Law.
- c. Other Minimum Requirements
 - i. Retired Permanent Commissioned or Short Service Commissioned Officer of the Army (Captain or Major) or Dy. Commandant / Asstt. Commandant from Central Police Organisations (BSF, CRPF, CISF etc) and should preferably be a domicile of Jharkhand.

Post Qualification Experience:

For the post of Sr. Manager (Law):

Minimum 13 years post qualification experience in the legal department of a large manufacturing or EPC project execution company or should have been a practicing advocate in the areas of business related cases in a high court for at least 3 years. He / she should have experience in areas of contract related laws and cases, revenue laws, property laws, drafting writ petitions and counter affidavit, Knowledge of arbitration, labor laws, commercial laws, banking laws and corporate laws etc.

For the post of Sr. Manager (HR): Minimum 13 years post qualification experience in a large manufacturing organization and exposure in the field of recruitment, training & development, human resources management, industrial relations, employee relations and personnel administration. He / she should have knowledge of labor laws, experience in drafting personnel policies.

For the post of Mgr/Dy. Manager (Finance):

Minimum 10 years and 7 years post qualification experience for Manager & Dy. Manager respectively in a large manufacturing organisation and exposure in the field of Finance & Accounts and 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.

For the post of Manager (ERP / IT)

Minimum 10 years' post qualification experience as on 1st January, 2016 out of which at least preceding 05 years experience should be in successful implementation of ERP System in an engineering industry on any leading ERP System preferably SAP/Oracle/Microsoft Dynamics.

The applicants should be having experience in Planning and coordinating all aspects of ERP project from initiation to delivery, managing the Consultant & Service Provider, monitoring work and ensuring of alignments of project steps with business objectives on-time and within budget, developing detailed



project plans and managing all implementation processes including budget analysis, resource allocation, progress tracking, monitoring change control process, testing, documentation, training and on-time delivery within budget constraints.

Candidates should have leadership qualities and expertise as counselor and coach for ERP solution implementation and should be able to update and manage ERP system to ensure it provides company with proper business solutions and accurate results.

For the post of Manager (Security):

Minimum 10 years post qualification experience in handling security & safety related functions, dealing with matters related to encroachment of company land and eviction of encroachers, liaison and relationship building with the civil police and district administration, maintenance of law & order with the support of CISF and Civil Police.

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.

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:

Depending upon qualification & experience, higher grade, pay can be offered to deserving and high potential candidates. Besides basic pay, DA, CPF, other allowances, Free Medical facilities for self and dependant family members, accommodation (as per availability) or HRA are admissible as per the rules of the Corporation.

1) **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 an envelop super-scribing the post applied for with advertisement number strictly. 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, 10 to 13 above.

Date:

Full signature of the candidate
