



HEAVY ENGINEERING CORPORATION LIMITED, RANCHI
Advertisement No. RT/01/2021 dated 23.12.2021

RECRUITMENT NOTICE

Heavy Engineering Corporation Limited, Ranchi, a Central Govt. Public Sector Enterprise was established in the year 1958. It is one of the largest Engineering Complex in India. It manufactures and supplies capital equipments, machines and renders turnkey Project execution services required for the core sector industries. It has complete manufacturing set up which includes casting & forging, fabrication, machining, assembly and testing- all at one location backed by a strong design- engineering and technology team.

We invite applications from dedicated and committed professionals with high degree of initiative and intuitive forward thinking for the following post:

| Post | Max. Age as on 01.12.2021 | Minimum Qualification as on 01.12.2021 | Post Qualification Experience as on 01.12.2021 | Monthly Remuneration in Rs. |
|----------------------------------|----------------------------------|--|---|------------------------------------|
| In-charge Security 01 (One) Post | 62 Years | Graduation in any Stream Preferred Additional Qualification: Post Graduate Diploma / Degree in Security Management and / or Degree in Law. | Post Qualification Experience: Minimum 13 years post-qualification experience in handling law and order related functions or security related Job. Other Minimum Requirements: 1. Retired, or separated (for any reason other than due to disciplinary action) Commandant as above from Central Police Organisations (BSF, CISF, CRPF etc) or Dy. S P or S.P Rank of Police Officer. 2. Candidates from DGR (Directorate General Resettlement) at the Rank of Major or Captain will be given preference. 3. Applicant will be required to submit an undertaking indicating therein that they were clear from vigilance angle during service period. | Rs.60000/- (Consolidated) |

Depending upon the requirement the Corporation reserves the right to cancel/curtail/increase the number of posts without any notice and without assigning any reasons thereof.

Job Profile:

1. Dealing with matters related to encroachment of company's land & eviction of encroachers.
2. Develop and implement security policies, protocols and procedures.

3. Control budgets for security operations and monitor expenses.
4. Attend meetings with other managers to determine operational needs.
5. Plan and coordinate security operations for specific events.
6. Coordinate staff when responding to emergencies and alarms.
7. Review reports on incidents and breaches.
8. Investigate and resolve issues.
9. Create reports for management on security status.
10. Analyze data to form proposals for improvements (e.g. implementation of new technology).

Other Terms & Conditions:

- Engagement will be on purely on Full Time Contract basis and does not carry any liability on part of HEC Ltd. for regular appointment at any stage.
- The engagement will initially for a period of **Two (02) years** from the date of joining, with the provision of extension for further period of one(01) year on the same terms and conditions.
- Engagement on advertised post will be subject to Medical fitness.
- Contractual engagement may be terminated by the Corporation at any time by giving one month notice at its sole discretion without assigning any reason if the performance/conduct is found unsatisfactory.
- The candidate shall be required to serve a notice of one month before leaving the job in between the period of its engagement.
- No TA/DA will be paid for attending the interview and joining duties. TA/DA for journey on official tour shall be admissible as per the rules of the Corporation.

Note: Detailed terms and conditions will be given in the Offer of Engagement.

Reservation:

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

Selection Procedure:

Depending upon number of eligible candidates, selection will be either through a Written Test followed by a Personal Interview or Interview through digital platform (only for those candidates who qualify in the written test) OR only Personal Interview or the Interview through digital platform as may be decided by the management.

PROCEDURE FOR APPLYING:

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

2. Applicants are required to send duly signed filled in application form after pasting a recent colored photograph on the space provided along with the self attested copies of following documents:
 - a. Application Form – Annexure I
 - b. High School certificate for proof of Date of Birth
 - c. Final semester mark sheet of all the qualifications (Xth, XIIth, Diploma/ Graduation/ Post-Graduation, as applicable)
 - d. Degree/Diploma Certificates of all the qualifications (Xth, XIIth, Diploma/ Graduation/ Post-Graduation, as applicable)
 - e. Proof of different periods of experience as claimed in the Application Form.
 - f. Proof of different training programmes participated
 - g. SC/ST/OBC – NCL/PWD/EWS, Certificate in the prescribed format by Cent. Govt. of India (as applicable)
 - h. Proof of Identity & Address (Passport / Voter ID / Driving License / Aadhaar Card / PAN Card)
3. 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 or otherwise they will be debarred from the interview.
4. **Application along with above documents is required to be sent through speed post / registered post only, in an envelope clearly mentioning the Advertisement No. & Name of post at the top, to “SDGM I/c Recruitment Section, Hqrs Admn. & Personnel, Hqrs Admn. Building, HEC Ltd, Plant Plaza Road, Dhurwa, Ranchi-834004, Jharkhand; latest by 16.01.2022. In case of late receipt, incomplete application, the application may summarily be rejected / cancelled.**
5. The candidate should cross check all the details filled in the application form, before submitting the same, as no correction will be possible / allowed later.
6. All information regarding written test/interview will be made available on the website: <http://www.hecltd.com> / email id / mobile number of the candidates found apparently eligible / shortlisted based on the application submitted and no separate communication shall be made. Candidates must remain in constant touch with website <http://www.hecltd.com>.
7. E-mail ID and Mobile number to be filled-in in application form is mandatory. Candidates are advised to keep the e-mail ID and Mobile number filled compulsorily, active for at least one year. **No change in the email ID or mobile number will be allowed once filled.** All future correspondence shall be made via E-mail and/or SMS only.
8. It is mandatory that eligible candidates go through the full text of the advertisement and agree to all the conditions given, while applying for the post.
9. Applications as per the above procedure will only be entertained.
10. Applicants can send their Query related to this advertisement to email Id: recruitment@hecltd.com

11. Extra sheets can be attached in support of your experience & other testimonials if required.

IMPORTANT DATES

| SNo | Particulars | Date |
|------------|--|--|
| 1. | Start date of submission of application | 23.12.2021 |
| 2. | Last date of submission of application | 16.01.2022 |
| 3. | Tentative Date of Interview/Written Test | Will be notified on website/email id |
| 4. | Availability of Call Letter on website / E-mail ID | 10-15 days before the date of Interview / Written Test |

Note:

1. Applicants are advised to check the career section of our website regularly for regular updates.
2. In order to avoid last minute rush, the candidates are advised to apply early enough. HEC LTD will not be responsible for any kind of postal delay.
3. 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 or otherwise they will be debarred from the interview.
4. Mere fulfilment of the eligibility criteria will not confer any right on them for engagement and to be called for the interview. Corporation reserves the right to raise the minimum eligibility standards, to fill or not to fill all or any of the above positions and cancel/restrict/ enlarge/ modify/ alter the recruitment/ selection process without any further notice or assigning any reasons whatsoever.
5. Canvassing in any form will disqualify the candidature of the candidate.
6. Court of jurisdiction for any dispute will be Ranchi, Jharkhand.



**HEAVY ENGINEERING CORPORATION LIMITED
HQRS ADMINISTRATION AND PERSONNEL DIVN
APPLICATION FOR EMPLOYMENT**

Advertisement No: RT/01/2021, dated 23/12/2021

Post Applied for : In-charge Security

1. Name of the Candidate :
2. Date of Birth (DD/MM/YYYY) :Age as on 01.12.2021 (YY/MM/DD):
3. SC/ST/OBC (NCL)/EWS/Others :
4. Physically Handicapped (NO/YES - VH/OH/HH/MD) :.....Marital Status:.....
5. Ex-Serviceman? YES / NO :
7. PSU Employee YES / NO :
- (If yes) : Name of the Company :
- Designation & Grade :
- Date of joining in present grade :
- NOC enclosed YES/NO :
- NOC to Submit at the time of Interview YES /NO :
- Address of the Company :
- :
- :
8. Father's Name :
9. Mailing Address :
- :
- :
10. Contact Details Mobile No. : (i) (ii)
- Email ID : :
11. Permanent Address :
- :
- :
12. Details of relationship with Employee of HEC, if any :

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

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

18. Visible Identification Marks: (i) ii)

19. Details of D.D (If Applicable): Bank DD No Dated.....

20. 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 certificates / documents as per the advertisement.

Date:

Full signature of the candidate