



HEAVY ENGINEERING CORPORATION LIMITED

Advertisement No. RT/ 04/2015 Dated 30th January, 2015

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.

The Company extends medical facilities to its employees and their families, retired employees and their spouse and certain other outside agencies. The Company has its own a well equipped hospital with dispensaries at various points in its Township and Ambulance Rooms/ First Aid Posts in its Plants. The Company also extends specialized treatment to its employees and eligible family members through reference to outside recognized Medical Hospitals and Institutions.

HEC invite applications for the **one post of Chief Medical Officer, HEC** from dedicated and committed professionals with a high degree of initiative and intuitive forward thinking.

The other details are as under:

- 1) **Scale of Pay** : Rs.43,200–66,000 (E7). Initial Basic Pay : Rs.43,200/-
- 2) **Other Benefits** :
Besides basic pay, DA (presently 100.3%), NPA (presently 15%), 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.
- 3) **Minimum Quaifications** :
Should be a Medical Graduate with Post Graduate Degree in any speciality of Medical Science, preferably in Medicine or Surgery. PG Diploma Holders need not apply.
- 4) **Desirable Additional Qualifications** : Degree / Diploma in Hospital Administration.
- 5) **Maximum Age** : **56 years** as on 01.01.2015.
- 6) **Experience** :
 - a) Minimum **sixteen years'** post qualification experience as on 01.01.2015 in a large hospital (more than 100 beds) with extensive practical and administrative experience. The administrative experience must be for a period of minimum five years. Persons holding independent hospital charges will be preferred. The minimum experience may be relaxed in case of exceptionally brilliant candidate.
 - b) The candidates from other Companies must have completed **minimum three years' service** in the immediate lower grade or equivalent
 - c) Must have strong management, leadership, communication, analytical and interpersonal skills.

7) **Internal candidates** :

Internal candidates who have completed **four years** in E6 scale and who have the requisite qualifications and experience as indicated above are also eligible to apply. There is no age bar for such internal candidates.

8) **Responsibilities**

- a) To manage and administer the Medical Division of the Corporation consisting of the Plant Hospital, Sector Dispensaries, Public Health, Industrial Medicine and First Aid Posts in three Plants.
- b) To evolve and organize a Management Information System in order to facilitate data based management in respect of patients, medicines, treatment and equipment required for effective management of the hospital and allied facilities.
- c) To create a system for compilation of relevant data on occupational diseases, post-treatment cases and take necessary preventive measures, both in the Factories and Township.
- d) To workout an Emergency Plan for tackling disasters, such as environmental pollution, leakage of toxic gases, industrial accidents, outbreak of epidemics etc.
- e) To workout a comprehensive health programmes including periodical checkups of employees, with a view to ensure improvement of employees' health through systematic treatment, preventive measures etc.
- f) To prepare suitable maintenance and routine inspection plan for keeping the equipments and other installations of the Plant Hospital in working condition as well as ensuring adequate supply of good quality medicines and other store items, through an efficient inventory control system.
- g) To assist management in framing of relevant rules and regulations relating to Medical Division and their implementation including specialized treatment and references.
- h) Other allied works.

9) **Reservation:**

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

10) Depending upon the requirement/circumstances, the Corporation reserves the right to cancel the Advertisement without any further notice and without assigning any reason thereof.

11) Mere fulfillment of eligibility criteria will not entitle a candidate to be called for Interview and will not confer any right on them for appointment. 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.

12) Court of jurisdiction for any dispute will be Ranchi, Jharkhand.

13) **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.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 applied for. Application should reach the office of “Dy Manager (P)/ Recruitment Section, Hqrs Admn. & Personnel, Hqrs Admn. Building, HEC Ltd, Plant Plaza Road, Dhurwa, Ranchi-834004, Jharkhand on or before **25th February, 2015**.

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.

11. 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

12. 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

13. Whether “NOC” enclosed (If employed in Govt./SemiGovt./PSU/Autonomous Body): Yes/No

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

15. Visible Identification Marks:

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

16. 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
