



HEAVY ENGINEERING CORPORATION LIMITED

Advertisement No. RT/04/2016 dated 18.07.2016

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.

HEC Ltd is growing fast and catering to increasing market demand of its products and services. We invite applications from dedicated and committed professionals with high degree of initiative and intuitive forward thinking for the following posts:

Post, Grade & Scale of Pay	Max. Age as on 01.07.16	Minimum Qualification	Post Qualification Experience as on 01.07.16
Chief Medical Officer (CMO) Grade E-7 Rs.43,200-66,000/- One (1) Post	53 Years	Post Graduate Degree/ Diploma in specialist mentioned in Schedule VI of Central Health Services (CHS) Rules or equivalent. <u>Preferred Addl Qualification:</u> Degree / Diploma in Hospital Administration.	In case of PG Degree Minimum 15 years' and in case of PG Diploma minimum 17 years' post qualification experience as on 01.07.2016 in a hospital (more than 50 beds) with extensive practical and administrative experience. The administrative experience must be for a period of minimum three years. Persons holding independent hospital charges will be preferred. The minimum experience may be relaxed in case of exceptionally brilliant candidate. The candidates from other Central PSUs must have completed minimum one year's service in the immediate lower grade. Must have strong management, leadership, communication, analytical and interpersonal skills.
Addl Gen. Manager (Finance) Grade E-7 Rs.43,200-66,000/- One (1) Post	52 Years	Chartered Accountant (CA) Pass / Cost and Works Accountant of India (ICWA) Pass / MBA in Finance of minimum two (2) years duration with 60% of marks or equivalent CGPA from a recognized University/ Institute. For SC/ST candidates, it is 55% of marks or equivalent CGPA from a recognized University/ Institute.	Minimum 19 (Nineteen) Years Post qualification experience as on 01.07.2016. 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 and currently holding the position in middle / upper level management having <u>minimum annual turnover of Rs.100 Crores.</u> Must have strong management, leadership, communication, analytical and interpersonal skills.
Sr. Manager (HR) Grade E-5 Rs 32,900 – 58,000/- One (1) Post	44 Years	MBA in Personnel Management / HR or PG Degree / Diploma in Personnel Management / IR of minimum two (2) years duration from a reputed business school/ recognized University /Institute with 60% marks or equivalent CGPA. For SC/ST candidates, it is 55% or equivalent CGPA from a recognized University/ Institute. <u>Preferred Addl Qualification:</u> 1. Degree in Law 2. Post Graduate Diploma in Labour Laws.	Minimum thirteen (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.
Manager (Finance) Grade E-4 Rs 29,100 – 54,500/- One (1) Post	40 Years	Chartered Accountant (CA) Pass / Cost and Works Accountant of India (ICWA) Pass / MBA in Finance of minimum two (2) years duration with 60% of marks or equivalent CGPA from a recognized University/ Institute. For SC/ST candidates, it is 55% of marks or equivalent CGPA from a recognized University/ Institute.	Minimum Ten (10) years for Manager and Seven (7) years for Dy. Manager post qualification experience in a large manufacturing organization 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.
Dy.Manager (Finance) Grade E-3 Rs 24,900 – 50,500/- One (1) Post	37 Years	Chartered Accountant (CA) Pass / Cost and Works Accountant of India (ICWA) Pass / MBA in Finance of minimum two (2) years duration with 60% of marks or equivalent CGPA from a recognized University/ Institute. For SC/ST candidates, it is 55% of marks or equivalent CGPA from a recognized University/ Institute.	

Post, Grade & Scale of Pay	Max. Age as on 01.07.16	Minimum Qualification	Post Qualification Experience as on 01.07.16
Manager (Security) Grade E-4 Rs 29,100 – 54,500/- One (1) Post	40 Years	Graduation in any Stream. <u>Preferred Addl Qualification:</u> Post Graduate Degree /Diploma in Security Management and / or LLB.	Minimum Ten (10) years post qualification experience in handling security 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. <u>Other Min. Requirement:</u> 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 .
Manager (Mech) Grade E-4 Rs 29,100 – 54,500/- Two (2) Post	40 years	Bachelor Degree in the respective degree of Engineering or equivalent from a recognized University/Institute with 60% marks or equivalent CGPA. For SC/ST candidates, it is 55% or equivalent CGPA from a recognized University / Institute.	Minimum Ten (10) years for Manager & Seven (7) years for Dy. Manager Post qualification experience in the executive grades with experience in Research and Product Development (Design) / Maintenance / Erection and Commissioning in large engineering organizations in the following fields: 1. Bulk material handling equipments 2. Various types of Cranes 3. Earth moving equipments 4. Steel Plant Equipments 5. Gear boxes
Dy Manager (Mech) Grade E-3 Rs 24,900 – 50,500/- Seven (7) Post	37 years		<u>Preferable Experience:</u> Exposure to 2-D, 3D Design software
Dy Manager (Elect) Grade E-3 Rs 24,900 – 50,500/- Two (2) Post	37 years		Minimum Seven (7) years Post qualification experience in the executive grades with experience in Research and Product Development (Design) / Maintenance / Erection and Commissioning of PLC, drives and controls in large engineering organizations.

Depending upon the requirement; the Corporation reserves the right to Cancel/Curtail/Increase the number of vacancies without any notice and without assigning any reasons thereof.

Responsibilities of Chief Medical Officer (CMO):

- To manage and administer the Medical Division of the Corporation comprising of the Plant Hospital, Sector Dispensaries, Public Health, Industrial Medicine, First Aid Posts in three Plants and Nursing School.
- 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.
- 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.
- To workout an Emergency Plan for tackling disasters, such as environmental pollution, leakage of toxic gases, industrial accidents, outbreak of epidemics etc.
- 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.
- To prepare suitable maintenance and routine inspection plan for keeping the equipment 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.
- To assist management in framing of relevant rules and regulations related to Medical Division and their implementation including specialized treatment and references.
- Other allied works.

Note: Internal candidates and candidates from other Central PSUs who have completed one year of service in immediate lower grade and fulfill conditions of requisite qualification, experience and age are eligible to apply.

Internal candidates and candidates working on contract / under contractor on the work orders awarded by HEC Ltd are exempted from the limitation of age subject to having requisite qualification and experience.

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 pay can be offered to deserving and high potential candidates. Besides basic pay, DA, CPF, other allowances, Medical facilities for self and dependent family members, accommodation (as per availability) or HRA are admissible as per the rules of the Corporation.

Selection Procedure:

Selection will be either through a Written Test followed by an Interview (only for those candidates who qualify in the written test) or only interview as may be decided by the management.

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 as processing fee in favor of "M/s Heavy Engineering Corporation Ltd." drawn on any of the nationalized bank and payable at Ranchi". SC/ST/PH candidates, internal candidates and candidates working on contract / under contractor on the work orders awarded by HEC Ltd are exempted from the processing fee.

Processing fee is not refundable for any reason whatsoever. Applications are to be submitted in envelop super-scribing the post applied for along with advertisement number. Application by post 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 17th August, 2016 (Wednesday).**

Candidates applied earlier for any of the aforesaid Posts against Advertisement No. RT/01/2016 dated 01.02.2016 or Advertisement No. RT/26,27/2015 dated 03.12.2015 need not to apply in fresh. Their candidature if fulfilling the aforementioned criteria of this advertisement shall be considered.

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. 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. 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. Canvassing in any form will disqualify the candidature of the applicants.

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
TOTAL EXPERIENCE as on required date in (YY/MM/DD) format					

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./Semi Govt./PSU/Autonomous Body): Yes/No

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

15. Visible Identification Marks:

(i)

ii)

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

17. 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