



**HEAVY ENGINEERING CORPORATION LIMITED, RANCHI**  
**Advertisement No. RT/07/2019 dated 14.09.2019**

**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.

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 01.09.2019	Minimum Qualification as on 01.09.2019	Post Qualification Experience as on 01.09.2019
Sr. Manager (Liaisoning & Admin) Grade (E5) Rs.32,900 - 58,000/-  01 (One) Post Location - Delhi	46 Years	Bachelor's Degree in Engineering or equivalent from AICTE recognized University / Institute.  <u>Preferred Addl Qualification:</u> a) Degree or Diploma in Management	Minimum 13 Years of experience in any Engineering Industry out of which minimum 3 years experience in the following areas :-  Liaison with Central Government machinery and establish a good working relationship with the various departments and bureaucrats to speed up decisions /permissions affecting the company / sector; resolve issues. Expertise in securing mandatory approvals from ministry / regulatory authorities. Experience of PR works/Transit-House administration.  Should have excellent communication skills and interpersonal skills.

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.

**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** applying for the Post Grade – E0 to E5 are exempted from the limitation of age subject to having requisite qualification & experience and for the Post Grade E6 & above, candidates must be having minimum 01 (one) year residual service prior to the date of superannuation on the date of advertisement & fulfilling requisite qualification & experience.

**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.

**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 through Personal Interview of the shortlisted candidates.

**Processing Fee:** Through demand draft in favor of “M/s Heavy Engineering Corporation Ltd.” drawn on any of the nationalized bank and payable at Ranchi”.

<b>For General, OBC (NCL) &amp; EWS</b>	Rs.800/- (Rupees Eight hundred) only
<b>Fee Exemption</b>	For Internal, SC/ST and Persons with Disability (PWD) Candidates

**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 the self attested copies of following documents
  - Annexure – 1 (Application Form)
  - High School certificate for proof of Date of Birth
  - Final semester mark sheet of all the qualifications (Xth, XIIth, Diploma/ Graduation/ Post-Graduation as applicable)
  - Degree/Diploma Certificates of all the qualifications (Xth, XIIth, Diploma/ Graduation/ Post-Graduation as applicable)
  - Proof of different periods of experience as claimed in the Application Form.
  - Proof of different training programmes participated
  - SC/ST/OBC – NCL/PWD/EWS, Certificate in the prescribed format by Cent. Govt. of India (if applicable)
  - Proof of Identity & Address (Passport/Voter ID/Driving License/Aadhaar Card/PAN Card)
  - PWD Certificate as per latest format (if applicable).
  - Demand draft of Rs.800/- (Rupees Eight hundred) if applicable.
- 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.
- Application along with above documents is required to be sent through speed post / registered post, in an envelope clearly mentioning the Advertisement No. & Name of post at the top, to “Deputy Manager (HR), Recruitment Section, Hqrs Admn. & Personnel, Hqrs Admn. Building, HEC Ltd, Plant Plaza Road, Dhurwa, Ranchi-834004,**

**Jharkhand; latest by 04.10.2019. In case of late receipt, incomplete application, the same 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. Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before applying for any post and payment of Processing Fee.
7. The call letter indicating Registration Number, Details of Venue and guidelines for the written test/interview will be made available on our website/email id of candidates, to the candidates found apparently eligible based on the application submitted. **Please note that the Call Letter will not be sent by post. The message for downloading the call letter, etc. will be sent on the registered email id / mobile number of the candidates.**
8. All information regarding this advertisement will be made available on the website: <http://www.hecltd.com> and no separate communication shall be made. Candidates must remain in constant touch with website <http://www.hecltd.com> for information regarding dates of written test/interview, downloading of call letter, result of written test/interview etc.
9. 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.
10. 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.
11. Applications as per the above procedure will only be entertained.
12. Applicants can send their Query related to this advertisement to email Id: [recruitment@hecltd.com](mailto:recruitment@hecltd.com)
13. 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	14.09.2019
2.	Last date of submission of application	04.10.2019
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.
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.

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14. 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		_____			

15. 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

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 information such as for Sl. 2 to 5, 13 to 15 above.

**Date:**

**Full signature of the candidate**