

HEAVY ENGINEERING CORPORATION LIMITED

Advertisement No. RT/21/2015 dated 29.10.2015

WALK- IN INTERVIEW FOR FINANCE DISCIPLINE ON CONTRACT BASIS

Heavy Engineering Corporation Limited 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.

HECL invites applications from young energetic and result oriented persons of Indian Nationality for Finance Discipline in Executive Cadre (1) Junior Manager (Fin), (2) Assistant Manager(Fin) and Non- Executive Cadre (!) Accountant and (2) Sub Accountant posts.

EXECUTIVE CADRE				
Sl.No	Discipline	Post Name & No. of Post	Qualification	Consolidated Monthly salary
1)	Finance	Junior Manager- 03	CA / ICWA / Full Time MBA (Fin) with adequate Computer knowledge	Rs.25,000/-
2)	Finance	Asstt. Manager- 02	CA / ICWA / Full Time MBA (Fin) with adequate Computer knowledge	Rs.30,000/-
NON- EXECUTIVE				
1)	Finance	Accountant- 03	Inter CA / Inter ICWA / Full Time MBA(Fin) with adequate Computer knowledge	Rs.22,000/-
2)	Finance	Sub- Accountant- 02	M. Com with adequate Computer knowledge	Rs.18,000/-

NOTE:- M.Com with not less than 60% marks (55% marks for SC/ST/PH)

Experience

Junior Manager:- 2 (Two) years post qualification experience in areas of financial accounting, Cost Accounting, Taxation, Contract Accounting, Bill Passing, Billing etc.

Assistant Manager :- 4 (Four) years post qualification experience in areas of financial accounting, Cost Accounting, Taxation, Contract Accounting, Bill Passing, Billing etc.

Accountant :- 6 (six) years experience in Accountings, Bill Passing, Ledger maintenance, MIS, Billing, Pay Roll Accounting, Maintaining Statutory records etc

Sub- Accountant :- 5 (Five) years experience in Accountings, Bill Passing, Ledger maintenance, MIS, Billing, Maintaining Statutory records, Pay Roll accounting etc

Tenure of contract :- One Year (Extendable for further one year, purely at the Management's discretion.

Age Limit :- Not exceeding 35 years as on 30th September, 2015.

Relaxation:- Relaxation in age will be given to SC/ST/OBC/PH candidates as per the Govt. rules. Other things being equal SC/ST candidates will be given relaxation in experience.

Other Terms & Conditions

- Engagement will be on Full Time Basis
- Job is purely on contract basis and does not carry any liability on HEC for regular appointment at any stage.
- The tenure with HEC will be for one year from the date of joining unless extended for further period on the same terms and conditions.
- Engagement on contract will be subject to Medical fitness.
- Contractual engagement may be terminated by the Corporation any time 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 during the period of 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:- Detail terms and conditions will be given in the Offer of Engagement.

Selection Procedure:- The selection will be through WALK- IN INTERVIEW

Please Note:- Depending upon the requirement , the Corporation reserve the right to cancel/ curtail / increase the nos. of the vacancies without any further notice and with out assigning any reason thereof.

DATE OF WALK- IN INTERVIEW :- 24/11/2015

Reporting Time :- 09.30 AM

Reporting Venue:- Room No 4 J, Administration & Personnel Department Hqrs, HEC Limited, Plant Plaza, Road, Dhurwa, Ranchi-4, Jharkhand.

NOTE:- Candidates must bring application (In the proforma given below), all the original certificates in respect of qualifications (Mark sheet & Certificates), Proof of Age, Caste (SC/ST/OBC/PH), Experience Certificates, No. Objection certificates (If employed in Govt/ Semi Govt/ PSU/ Autonomous Body) etc and also attested copies of each of these certificates, which will be retained in this office for record.

The candidates must bring a brief on their special achievements and significant contributions.

HEC Limited
Advt. No. RT/21/2015 dt 29/10/2015

APPLICATION FORM

Affix Recent
Passport
size
Photograph

1. Post applied for :
2. Full Name (In capital letters) :
2. Father's/Husband's Name :
3. Date of Birth :
4. Age as on 30/09/2015 :
5. Whether SC/ST/OBC/PH :
6. Permanent Address :

7. Present Mailing /Contact Address :

Email ID No./Mobile Numbers:

8. Nationality :
9. Marital Status :
10. Educational Qualification from Matriculation/S.S.C. onwards.

Qualification	Name of the Institution/ University	Whether recognized	Duration of course	% of marks aggregate	Year of passing

11. details of Post qualification Experience /employment in chronological order:-
(Self- attested copies of all relevant documents stated above to be attached)

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Name of Organization	Post & scale of pay	Total Period From To	Nature of work	Part time/contract /Regular/Temp/ Ad-hoc

12. Details of Training/ specialized Courses:-

(Self- attested copies of all relevant documents stated above to be attached)

Name of the training/ Specialized Course	Total Period		Part time/ Full Time	Stipend, if any
	From	To		

13. Domicile (State & District):-

14 Visible Identification Marks :- (i)
(ii)

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 above 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 documents such as for Sl. No 2 to 3 and 10 to 12 above.

Date :

Place :

(Signature of the applicant)