



HEAVY ENGINEERING CORPORATION LIMITED

Advertisement No. RT/25/2015 Dated 03.12.2015 **For the Post of SENIOR MANAGER - HR**

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.

HEC invites applications for **one post of Senior Manager – HR for its Head Quarter, 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 32,900 – 58,000 (E5), Initial Basic Pay : Rs. 32,900/-
- 2) **Other Benefits:**
Besides basic pay, DA, 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 Qualifications:**
 - a) Graduation in any stream
 - b) MBA in HRM or PG Diploma in Personnel Management from a reputed business school with first Division (60% marks) or CGPA equivalent. For SC/ST candidates it is 55% or CGPA equivalent from a recognized University/Institute.

Preferred Additional Qualifications.

 - c) Degree in Law
 - d) Post Graduate Diploma in Labour Laws.
- 4) **Maximum Age: 45 (forty five) years** as on 01st December, 2015.
There is no age bar for the internal candidates subject to having requisite qualification and experience.
- 5) **Experience as on 01st December, 2015:**
 - a) Minimum **17 (seventeen) years** post qualification experience in a large Company / Engineering Industries.
 - b) 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, Should have knowledge of Labour laws, experience in drafting personnel policies.

6) **Reservation:**

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

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

8) **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 and **Rs.200/-** (Rupees Two hundred) only for SC/ST/PH) as processing fee in favour of "M/s Heavy Engineering Corporation Ltd." drawn on any of the nationalized bank and payable at Ranchi". Internal candidates are exempted from the application fee. Applications are to be submitted in envelop super-scribing the post applied for with advertisement number. Application should reach the office of "Sr. Dy General Manager / Recruitment Section, Hqrs Admn. & Personnel, Hqrs Admn. Building, HEC Ltd, Plant Plaza Road, Dhurwa, Ranchi-834004, Jharkhand **on or before 26th Dec, 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.

Mere fulfillment of the eligibility criteria will not confer any right on them for engagement and to be called for the interview. 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.

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

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
