



HEAVY ENGINEERING CORPORATION LIMITED, RANCHI
Advertisement No. RT/01/2017 dated 01.04.2017

For induction on different posts as Middle Level Officers

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 01.04.17	Minimum Qualification	Post Qualification Experience as on 01.04.2017
<p>Adl. GM (Finance) Grade (E-7) Rs.43,200 - 66,000/-</p> <p>One (1) Post</p>	52 Year	Chartered Accountant (CA) Pass /Cost and Works Accountant of India (ICWA) Pass /MBA in Finance with minimum 60% of marks or CGPA equivalent from a recognized University/Institute for all the Posts. For SC/ST/PH candidates, it is 55% of marks or CGPA equivalent from a recognized University/Institute.	<p><u>Minimum 19 (Nineteen) Years Post qualification experience:</u></p> <p>Should have at least 1 (One) year experience as Head of Finance or as reporting to the Head of Finance for at least two years, in a large Company / engineering industry having minimum annual turnover of Rs.100 Crores.</p> <p>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.</p> <p>Must have strong management, leadership, communication, analytical and interpersonal skills.</p> <p>The candidates from Private Sector are required to furnish details of annual audited report for the last 3 (three) financial years.</p>
<p>Sr. Manager (HR) Grade (E5) Rs.32,900 - 58,000/-</p> <p>One (1) Post</p>	44 years	<p>Post Graduate Degree/Diploma in Personnel Management or Industrial Relations of minimum 2 yrs duration or MBA of minimum 2 yrs duration with specialization in Personnel Management/HR or equivalent from recognized University or AICET/UGC approved course with first class (60% marks) or CGPA equivalent. For SC/ST candidates, it is 55% or CGPA equivalent from a recognized University/ Institute.</p> <p>Preferred Additional Qualifications: Degree in Law Post Graduate Diploma in Labour Laws.</p>	<p>Minimum 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.</p>
<p>Sr. Manager (Security) Grade (E5) Rs.32,900 - 58,000/-</p> <p>One (1) Post</p>	44 years	<p>Qualification: Graduation in any Stream Preferred Additional Qualification: Post Graduate Diploma / Degree in Security Management & Degree in Law. <u>Other Minimum Requirements:</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.</p>	<p>Minimum 13 years post qualification experience in handling security & safety 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.</p>
<p>Management Trainee (Corporate Services) Grade (E0) Rs. 16,400 + DA</p> <p>One (1) Post</p>	29 Years	Cleared Company Secretary Professional Examination (having membership number or has applied for the same from the institute of Companies Secretaries of India).	Nil

Depending upon the requirements, the Corporation reserves the right to cancel/curtail/increase the number of vacancies without any notice and without assigning any reasons thereof.

Responsibilities of Adl. Gen. Manager (Finance):

- He will function as Head of Finance (Below Board level).
- Responsible for the profitability and viability
- Responsible for all aspects of financial management of all Plant Units (such as FFP, HMBP & HMTP) and Divisions (such as Projects, Head Quarter & Plant Hospital) of HEC.
- Depending on the requirements/circumstances, the job responsibilities may be changed and the incumbent may be transferred to other area/s.

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

Internal candidates 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), Physically Challenged candidates and Ex-Servicemen provided a minimum 2 years of service is left.

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 of shortlisted candidates or as may be decided by the management.

Processing Fee:

For General and OBC	Rs. 800/- (Rupees Eight Hundred) only
Fee Exempted	For Internal, SC/ST and Persons with Disability (PWD) candidates and candidates already applied against our earlier advertisements vide No. RT/01/2016 & RT/04/2016

Candidates applied against our earlier advertisements published vide Advt No. RT/01/2016 and RT/04/2016 need to apply again however they are exempted from payment of processing fee.

Procedure for applying:**STEP A: REGISTRATION**

Eligible candidates can apply only through online registration system of HEC Ltd. To apply, please visit: <http://www.hecltd.com/jobs-at-hec.php>. The Online Registration is functional from 10.00 hours of 15.04.2017 to midnight of 06.05.2017. **No other means / mode of application shall be accepted.** HEC LTD will not be responsible for bouncing back of any email/sms sent to the candidates.

Internal Candidates can collect and submit their application form in person from Recruitment Section, HECL Headquarter.

- Before registering and submitting their applications on the website the candidate should possess the following :-
 - Valid Self E-mail ID and Mobile no.
 - Scanned copy of recent passport size color photograph of the candidate with white back ground.
 - Scanned signature of the candidate
- PHOTOGRAPH:** One recent colored passport size photograph not more than three months old is to be scanned and uploaded in the space earmarked in the on-line application. The Photograph should be in JPG or JPEG format. The Size of the photograph should be between 20KB to 50KB.
- SIGNATURE:** Signature (in Black ink) against white background is to be scanned and uploaded in the space earmarked in the on-line application. Candidates must ensure the signature uploaded is maintained as same at all places viz. signature up-loaded, appended on Undertaking, verification stage, etc. If any variation is found between the signatures, the candidature is liable to be cancelled. Candidate is advised to confirm his / her uploaded signature is clearly visible / identifiable at the appropriate place. The signature should be minimum 200 dpi (dots per inch) and in JPG or JPEG format. The Size of the signature should be between 10KB to 20KB.
- Once candidate submit their data Online, System will display a unique Payment Reference Number and a link for making Payment of Application Fee. Candidates have to click on that link and make the payment of Application fee.
- While making the payment, System will again ask the details of Name, Mobile No. etc. and Payment Reference Number which was generated at the time of applying online. After making Application Fee, System will generate a Registration Slip having unique Registration Number. Candidates should save it and/or take its printout and keep it in safe custody.
- Candidate who wish to make the payment later on should click on the link: "Login – For Registered candidates" given on main page to: Reprint Registration Slip / To submit the Bank details and generate Registration Slip / To make the Payment of Application Fee if provisionally Registered. This information will be asked only at ONE time for completing the Application, and after that a candidate can generate and take the print of Registration Slip again (if required).
- It is mandatory to submit the details of SBI Collect Reference Number (10 digit alphanumeric reference number starting with DUxxxxxxx) printed on e-receipt and deposit dates again in online portal by login through Payment Reference Number after making the payment. If a candidate fails to submit these details within due date after making the payment, his/her application shall be treated as incomplete and summarily be rejected.
- Candidates should check that their Signature and Photograph are uploaded in the designated places in format before final submission of application.

The candidate should cross check all the details filled in the Online Application, before finally submitting the same, as no correction will be possible later.

STEP B: METHOD OF APPLICATION FEE PAYMENT

- A link will be provided on the website for payment through online mode after making the Registration. The candidate would then follow the instruction as given on SBI Link to complete the payment. The candidate can make payment through Internet banking/ Debit Card (Visa or Masters) / Credit Card (Visa or Masters) / Bank Challan. After making the payment a Payment Slip will be generated on screen and candidate should take the print of that payment slip or save for further reference if required.
- Candidate who wish to make the payment later-on should click on the link: "**Acknowledgement – For Registered candidates only**" given on main page to: Reprint Registration Slip / To submit the Bank details and generate Registration Slip / To make the Payment of Application Fee if provisionally Registered. This information will be asked only at ONE time for completing the Application, and after that candidate can generate and take the print of Registration Slip again (if required).
- It is mandatory to submit the details of SBI Collect Reference Number (10 digit alphanumeric reference number starting with DU) printed on e-receipt and deposit dates again in online portal by login through Unique Payment Reference Number after making the payment.** If a candidate fails to submit these details within due date after making the payment, his/her application shall be treated as incomplete and shall be summarily rejected.

4. **Bank commission charges will be borne by the Applicants.** In case the candidate deposits the fee in a wrong account, HEC LTD will not be responsible. Registration fee deposited after **08.05.2017** will not be valid.
5. 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 Application Fee.
6. The call letter indicating Registration Number, Roll Number, Details of Venue and guidelines for the written test/interview will be made available on our website to the candidates found apparently eligible based on the online data only. The candidate has to download his/her Call Letter, Guidelines etc. for appearing in the written test/interview from the website only. **Please note that the Call Letter will not be sent by post.**
7. 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.
8. E-mail ID and Mobile number to be entered in online application form is mandatory. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying online. Candidates are advised to keep the e-mail ID and Mobile number entered compulsorily in the online application form, active for at least one year. **No change in the email ID or mobile number will be allowed once entered.** All future correspondence shall be made via E-mail and/or SMS only.
9. Applicants should keep sufficient copies of same photographs in reserve for future use, which they are using in the Online Registration.
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. No manual / paper application will be entertained.
12. Applicants can send their Query related to this advertisement to email Id: recruitment@hecltd.com

IMPORTANT DATES

SI	Particulars	Date
1.	Online Registration Start Date	15.04.2017 (10.00 Hrs)
2.	Online Registration Closing Date	06.05.2017 (23.00 Hrs)
3.	Last date of Remittance of application process Charges/fee in Bank (for already registered candidates only)	08.05.2017 (17.00 Hrs)
4.	Last date of Submission of Payment details in Online Portal (for registered candidates only)	08.05.2017 (23.00 Hrs)
5.	Availability of Call Letter on website	10-15 days before the date of Written Test/ Interview
6.	Tentative Date of Written Test/ Interview	Will be notified on website

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. HECLTD will not be responsible for network problems or any other problem in submission of online Application.
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.
