



HEAVY ENGINEERING CORPORATION LIMITED

(A Govt. of India Enterprise)

Plant Plaza Road, Ranchi-834004

Ref: Advertisement No. RT/ 01 /2012

HEC - A New Thrust, A New Direction, A New Confidence

HEC Ltd. established in the year 1958 is one of the largest Engineering Complex in India. It manufactures and supplies capital equipment, machines and renders turn key project execution services required for the core sector industries. It has complete manufacturing set up including casting & forging, fabrication, machining, assembly and testing- all at one location backed by a strong design- engineering and technology team.

HECL invites **On-line** applications from young, energetic and result oriented persons of Indian nationality for the post of Junior Manager (Trainee) & Assistant Manager (Trainee) in Engineering Disciplines, Finance Discipline & in Personnel & IR/HR discipline as under:

Sl.	Discipline / Posts	Total Vacancies	Age as on 01.11.11
1	Technical : Junior Manager(Trainee) Mechanical/ Production/ Electrical / Electronics& Instrumentation/ Metallurgy/ Civil/ Chemical	70	34 years
2	Technical: Asstt. Manager(Trainee) Mechanical/ Production/ Electrical / Electronics& Instrumentation/ Metallurgy / Civil/ Chemical	10	38 years
3	Finance/ Accounts : (Junior Manager-Trainee & Asstt. Manager - Trainee)	17	34/38 years
4	Administration & Personnel : (Junior Manager-Trainee & Asstt. Manager - Trainee)	04	34/38 years

Depending upon the requirement, the Corporation reserves the right to Cancel/ Curtail/Increase the no. of vacancies without any further notice and without assigning any reason thereof.

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.

In addition to reservation as per Govt. of India Guidelines 11, 2, 5 & 3 vacancies are reserved against clearance of backlog vacancies of SC, ST, OBC & Physically Challenged persons respectively.

Minimum Qualification:

Posts	Minimum Qualification	Experience
For Posts 1 & 2	Degree or equivalent in the respective branch of Engineering.	3 (three)Years Post qualification experience for JM(Trainee) in the relevant discipline preferably in Engineering Industry & 5 (five)Years Post qualification experience for AM(Trainee)in the relevant discipline preferably in Engineering Industry
For Posts 3	ICWAI/ CA Pass.	No Post qualification experience is required for JM(Trainee) & 4 (four)Years Post qualification experience for AM(Trainee)in the relevant discipline preferably in Engineering Industry
For Posts 4	Post Graduate Degree / Post Graduate Diploma in Personnel Management & Industrial Relations (Two Years) or MBA (Personnel/IR/HR)/Master of Social work with specialization in Personnel Management & Industrial Relations or equivalent from recognized Indian University/Institute approved by AICTE.	3 (three)Years Post qualification experience for JM(Trainee) in the relevant discipline preferably in Engineering Industry & 5 (five)Years Post qualification experience for AM(Trainee)in the relevant discipline preferably in Engineering Industry

Wherever GDPA/CGPA or letter grade in a degree is awarded, equivalent % of marks should be indicated in the online application as per norms adopted by University/ Institute. A certificate to this effect from the University / Institute shall be required at the time of interview.

The cut off date for calculation of Upper Age Limit, Educational Qualification & Experience will be as on 01/11/2011.

Age Limit and Relaxation:

The upper age limit is 34 years for Junior Manager (Trainee) and 38 years for Assistant Manager (Trainee) as on **01/11/2011**. A relaxation of 5 years for SC & ST candidate and 3 years for OBC (Non-Creamy Layer), 10 years for physically challenged general candidates is admissible in the upper age limit. The relaxation of ten years to Physically Challenged candidates belonging to SC/ST & OBC shall be in addition to the age relaxations admissible to them as per Govt guidelines. Age relaxation will also be given to those candidates who are presently working in HEC.

Selection Procedure:

Selection will be made on the basis of **Interview only** out of the short-listed candidates. The short-listing of the applicants to be called for interview will be done by the Corporation by suitably considering the educational qualification, length of experience in the requisite field of specialization and the related industry, etc.

Training:

On selection the candidates will remain on Training for a period of 1 year and after successful completion of training the Junior Manager (Trainee) will be placed in the scale of a Junior Manager (Rs 16400-40500), the Asst Manager (Trainee) will be placed in the scale of Asst Manager (Rs 20600-46500).

Remuneration:

- (1) the JM(Trainee) will be paid a stipend of Rs 18000/-pm during the 1st year where he/she would remain under the training and on successful completion of the training he/she would be placed in the scale of pay of **Rs 16400 - 40500/-(E-1)**.
- (2) The AM(Trainee) will be paid a stipend of Rs 20000/-pm during the 1st year where he/she would remain under training and on successful completion of the training he/she would be placed in the scale of pay of **Rs 20600 - 46500/- (E-2)**.

Application Procedure:

Eligible candidates should apply Online only.

i) ONLINE SYSTEM:

(a) To apply visit **Job Section** of our website www.hecltd.com with your valid E-mail ID (which should remain active for at least 1 year). **General and OBC** category candidates are required to pay a non-refundable application fee of **Rs. 300/-** only. Candidates belonging to SC/ST/PH Category and those presently working with HEC Ltd are exempted from payment of application fees.

Please keep all the information ready before you start filling the application. Please make sure that you fulfill all the required eligibility, otherwise your application will not be accepted by the system.

Steps to be followed for Online Application:-

- Take a printout of the Payment Bank Challan from HEC's website.
- Fill the details of Payment Bank Challan.
- Visit the nearest SBI branch and deposit the fee using the Payment Bank Challan.
- Collect two portions of challan duly filled in and signed by the bank (HEC's copy & Applicant's copy).
- Thereafter the candidate can apply Online and the bank challan details including Journal No., Branch Code etc should be furnished therein.
- After successfully filling the application, system will generate an Acknowledgment Number.
- You are advised to take a note and print the Acknowledgment Number which will be used in all your future correspondence.
- You should take a printout of the filled in application.

Paste your one recent **colour passport size photograph** at the designated place on the printed application form, sign in the specified box and send the Application along with HEC's copy of the Challan (incase the application fee is

paid) and other supporting details like photocopies of all testimonials, mark-sheets from matriculation onwards, proof of age (as in Matriculation or equivalent certificate), No Objection Certificate if employed in Govt./Semi Govt/PSU , caste certificate for SC/ST/OBC (Non Creamy Layer only) and certificate for Persons with Disabilities on Govt. approved format,etc. This is required to allow them relaxation/reservation.

(b) All correspondence with candidates shall be done through **E-Mail only**. All information regarding interview call letters etc. shall be provided through E-Mail and/or publication in Corporation's Website. Responsibility of receiving, downloading and printing of admits card/call letter shall be that of the candidate. HEC will not be responsible for any loss of E-Mail sent, due to invalid/wrong E-Mail ID provided by the candidate or delivery of E-Mails to spam/bulk mail folder etc.

ii) The envelope should be super-scribed with the posts one applies for and the same should be sent by ordinary post (since post box does not accept mail through registered post) to: "**HEC LTD, Post Box No.57, Ranchi-834002**" so as to reach on or before **25.02.2012**. Application received after the last date will not be accepted.

Interview Call letters will not be sent by POST.

<u>IMPORTANT DATES:</u>

a) **Commencement of online registration** : 28/01/2012

b) **Closing of online registration** : 17/02/2012

c) **Last date of accepting Application Form** : 25/02/2012

along with other required documents.

3 Simple steps to Apply Online

1 **Make payment of Fee through Payment Bank Challans available in the website**

2 **Fill the Online Application Form**

3 **Take a printout of Application Form and send to HEC alongwith essential documents. Keep a copy of the application form with you for future reference.**