



**HEAVY ENGINEERING CORPORATION LIMITED**

**Ref: Advertisement No. RT/04/2012**

**GATE - WAY TO LARGEST INTEGRATED ENGINEERING COMPLEX - HEC**

**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, India invites **On-line** applications from young, dynamic and energetic persons of Indian nationality for **92 posts** (including 30 Backlog vacancies) of **Executive Trainees (ETs)** in Technical and Non-Technical Disciplines as under :

**\*Mechanical Engineering - 55 posts,**

**\*Electrical Engineering - 04 posts, \*Civil Engineering - 05 posts,**

**\*Metallurgical Engineering - 03 posts, \*Information Technology - 03 posts,**

**\*Finance - 12 posts, \*Law - 2 posts, \*HR - 8 posts**

***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.***

**QUALIFICATION REQUIRED:**

**(I) For Technical Disciplines**

Full time Bachelor's Degree in Engineering or Technology/AMIE in disciplines mentioned in the table given below with not less than **60% marks**, taking average of all the semesters / years, irrespective of the weightage given to any particular semester/year by the Institute/University. Final year/semester students are also eligible however they have to pass out with first class or equivalent i.e to obtain at least **60%** marks or equivalent CGPA score in their engineering degree subject to the publication of their result by **31<sup>st</sup> August, 2012**. A candidate with the prescribed degree identified for the discipline as given in the table below can only apply for the post of ET- Technical in the respective discipline:



Discipline	Minimum Qualification Prescribed full time degree in Engineering
Mechanical	Mechanical / Production / Production & Industrial Engineering
Electrical Engineering	Electrical / Electrical & Electronics Engineering
Civil Engineering	Civil Engineering
Metallurgical Engineering	Metallurgy / Foundry & Forge Technology
Information Technology	Information Technology / Information Science / Computer Science

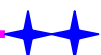
**(II) For Non-Technical (Finance/ Law/ HR) Discipline**

Discipline	Minimum Qualification Prescribed full time degree / PG Diploma in relevant Discipline
Finance	Chartered Accountant / ICWAI
HR	Full time Post Graduate Degree / Post Graduate Diploma - 1 <sup>st</sup> Class with minimum 65% in Personnel Management & Industrial Relations (Two Years) or MBA -HR/Master of Social work with specialization in Personnel Management & Industrial Relations or equivalent from recognized Indian University/Institute approved by AICTE.
Law	Full Time Bachelors Degree in Law (LLB)

The minimum percentage of the marks in the qualifying examination / degree will be as under:

Post	General / OBC	SC/ST/ Physically Challenged
ET (Fin)	CA / ICWAI Final Pass	CA / ICWAI Final Pass
ET (HR)	1 <sup>st</sup> Class with minimum 65%	Minimum 60%
ET (Law)	1 <sup>st</sup> Class with minimum 60%	Minimum 55%

Final year / semester students are also eligible to apply, however, they have to obtain the prescribed percentage of marks in their Management / Law degree subject to the publication of result by **31<sup>st</sup> August, 2012**. 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.



### Reservations Including Backlog Vacancies:

- i) Reservation and relaxations will be allowed in accordance with Govt. of India directives for SC/ST/OBC (Non Creamy Layer) & for Physically Challenged candidates.
- ii) Out of the total 92 posts, 30 posts are for backlog vacancies in various categories. The distribution of vacancies for different categories thus would be as under:

### Vacancies:

General/Others	31
SC	25 (including 16 backlog vacancies)
ST	06 (including 01 backlog vacancy)
OBC	<u>30</u> (including 13 backlog vacancies)
Total	92 #

- # Within the overall reserved vacancies, reservation for PH along with backlog vacancies will be taken care of on horizontal basis.

### Age Limit & Relaxation:

The upper age limit is 29 years as on 01.07.2012. Candidates born before 01.07.1983 need not apply. However upper age limit is relaxable in the cases of SC/ ST / OBC (NCL) / PH candidates as under:

- SC/ ST – by 5 years
- OBC (Non-Creamy Layer) – by 3 years
- Physically Challenged – by 10 years in case of General
- Physically Challenged – by 13 years in case of OBC (NCL)
- Physically Challenged – by 15 years in case of SC/ ST

To claim benefit of age relaxation the candidate must possess a valid certificate from the Competent Authority as per the Govt. of India rules. Relaxation in age for Ex-Servicemen will be as per existing Govt. rules. **Upper age is relaxed by 5 years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir from 01.01.1980 to 31.12.1989.**

The cut off date for calculation of Upper Age Limit will be as on 01/07/2012.

### Selection Procedure:

#### A. For Executive Trainee (Technical)

The selection process for Executive Trainee (Technical) i.e. for Engineers will comprise of Graduate Aptitude Test in Engineering -2012 (GATE-2012) Score of the candidates in the concerned disciplines and the performance in the interview. Candidates will be short listed for interview on the basis of GATE - 2012 Score in order of merit in the ratio of 1: 5 to the number of vacancy or as near as to that in each discipline and category. For Physically challenged candidates relaxation of 20% below the cut-off marks will be considered. Final selection panel shall be prepared by assigning a weightage of 75% for GATE-2012 Score and 25% to interview marks.



Candidates are required to give GATE – 2012 score as detailed below:

Engineering Disciplines as advertised by HEC Ltd (A)	Corresponding GATE-2012 Paper (B)	Corresponding GATE-2012 Paper Code (C)
<b>Mechanical Engineering</b> { Includes Mechanical / Production / Production & Industrial Engineering }	Mechanical / Production & Industrial Engineering	ME / PI
<b>Electrical Engineering</b> { Includes Electrical / Electrical & Electronics }	Electrical Engineering	EE
<b>Civil Engineering</b>	Civil Engineering	CE
<b>Metallurgical Engineering</b> { Includes Metallurgy / Foundry & Forge Technology }	Metallurgical Engineering	MT
<b>Information Technology</b> { Includes Information Technology / Information Science / Computer Science }	Computer Science & Information Technology	CS

#### **B. For Executive Trainee (Non-Technical)**

The selection process for Executive Trainee (Non-Technical) i.e for Finance / Law / HR (**including Vigilance & Town Administration**) will be on the basis of Written Test on All India basis followed by interview of the selected candidates on the basis of their performance in the written test in order of merit in the ratio of 1:5 to the number of vacancies or as near as to that. Admission to the Written Test shall be subject to production and submission of Admit Card which is to be downloaded from the website of the Corporation. There will be negative marking for wrong / incorrect answer as specified in the question paper of the written examination. The written test question paper will comprise of 150 questions of 2 segments namely **Aptitude Test** comprising of 50 questions in Reasoning, Mathematics & English and the second segment i.e. the **Professional Test** comprising of 100 questions in the respective professional field.

#### **Training, Placement & Remuneration:**

Selected candidates will undergo training for a period of two years. During the first year of training they shall be paid monthly stipend of Rs.16,400/- plus Industrial Dearness Allowance (IDA) (presently 61.5% of Basic Pay), as per the rules. Besides the stipend, they shall also be entitled to benefits like EPF, Employees' Pension, EDLI, Group Insurance, bachelor accommodation or HRA, other perks and allowances and free medical benefit to self and dependents. On successful completion of the first year of training, they shall be placed in the Scale of Pay of **Rs16,400 – 40,400/- (E1)** with basic pay of Rs 16,900/-.



Besides basic pay, they will also be paid DA and other facilities such as Housing or HRA, EPF, Employee's pension, EDLI, Group Insurance, other perks and allowances, leave encashment, Gratuity etc. as per the rules of the Corporation. During the second year their training and probation shall run concurrently. Candidates can be posted at Ranchi or across the country / or abroad, in any of the Factory / Projects or Office depending upon the requirement of the Corporation.

### **Health:**

Candidates finally selected by HEC will have to undergo a Medical Examination Procedure before joining. Candidates should have sound health which will be assessed by Company's Authorized Medical Officer and the appointment will be subject to meeting the health standards prescribed by the Corporation.

### **Service Agreement Bond :**

The selected candidates will be required to execute a Service Contract to serve the Corporation for a minimum period of three years from the date of appointment as ET, failing which he/she will be liable to pay the amount equal to the stipend / basic pay and DA for the period of training / service in the Corporation subject to maximum of three months' stipend / basic pay plus DA towards training cost & notice pay of 1 month's stipend / basic pay plus DA in the first year of service. Thereafter, the candidate is required to deposit three months' basic pay plus DA towards training cost and notice pay of 3 months' basic pay plus DA.

### **Test Center:**

The written test for Finance / Law / HR discipline will be held at Ranchi, Kolkata and New Delhi. Candidates will have to choose one of the above mentioned cities as Test Centers and no subsequent change of Test Center will be entertained. HEC Ltd reserves the right to cancel or add any center depending upon the number of candidate for that area / center. Candidates will have to appear for the written test at their own cost.

### **Online Application Procedure:**

- Eligible candidates should apply Online only. Indian Nationals are only eligible to apply.
- To apply visit Job Section of our [website www.hecltd.com](http://www.hecltd.com) with your valid E-mail ID (which should remain active at least for 1 year).
- General and OBC category candidates are required to pay a non refundable application fee of Rs. 500/- through the challan of SBI along with bank charges of Rs 25/- only. SC/ST/PH candidates are exempted from payment of Application Fee.



- Candidates applying for both ET (Technical) and ET (Non-Technical) should register separately with separate application fee.
- First download the printout of the Payment Bank Challan from HEC's website and fill the details of Payment Bank Challan. Visit the nearest SBI branch and deposit the amount of fee of as stated above.
- 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. The bank challan details including Journal No., Branch Code etc should be furnished during online application.
- Please keep all the information ready before you start filling the application form online. Candidates applying for Engineering Discipline will have to keep the **GATE – 2012 Registration Number** and **GATE – 2012 Score** invariably with them. If short listed, the Engineering candidate will have to bring the original GATE Scorecard.
- **An Engineering candidate should ensure that the GATE registration number, which is mentioned on his/ her GATE Admit card, is filled up correctly.** Name should also be filled up as appearing in GATE Admit card. No request with respect to the change in any data entered by the candidate will be entertained once the application is submitted successfully.
- Read the instructions carefully and fill-in the on-line application form giving accurate information. After successful registration, system will generate a Unique Acknowledgment / Registration Number. You should keep a copy of system generated application form with due Registration No. for all your future reference.
- Please take a print out of the application form and paste your 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 and other supporting documents like photocopies of all testimonials, mark-sheets from matriculation onwards, proof of age (as in Matriculation or equivalent certificate), 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.
- 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 Bag No. - 8, General Post Office, Kolkata- Pin- 700001 “** so as to reach on or before **03/10/2012**. Application received after the last date will not be accepted.
- All correspondence with candidates shall be done thorough **E-Mail only**. All information regarding examination schedule/admit card/interview call letters etc. shall be provided through E-Mail.



- 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.
- The candidates presently working in a Govt/ Semi-Govt/ PSU are required to produce No Objection Certificate at the time of interview.
- Candidates, if short listed for Engineering Discipline are required to bring their original GATE score card as received from the IIT along other supporting details like original and 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 at the time of personal interview.
- Non-tech candidates who qualify in written examination for HR/ Finance/Law discipline will have to appear for Personal Interview along with 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.
- Legal jurisdiction will be Ranchi in case of any dispute.

#### IMPORTANT DATES

- a) Commencement of Online Registration : 03/09/2012 (Monday)
- b) Closing of Online Registration : 26/09/2012 (Wednesday)
- c) Last date of receiving Application Form : 03/10/2012 (Wednesday)

**along with required copies of documents & Fee deposit Bank Challan, if applicable**



**HEAVY ENGINEERING CORPORATION LIMITED**  
**( A Govt. of India Enterprise)**  
**Plant Plaza Road, Dhurwa**  
**Ranchi – 834004**

**HEC BUILDS MACHINES THAT BUILD THE NATION**

