



## 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 Diploma Engineer (Trainee), Asstt. Gr.III (Accounts) (Trainee) and Sub-Accountant (Trainee) as under:

Sl.	Discipline / Posts	Total vacancies	Age as on 1.11.11
1	Diploma Engineer(Trainee) Mechanical/Production/Electrical /Electronics / Metallurgy / Civil/ Chemical	126	30 years
2	Asstt. Gr. III (Accounts) (Trainee)	12	30 years
3	Sub Accountant(Trainee)		

**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.**

### **Minimum Qualification:**

Posts	Minimum Qualification
<b>Diploma Engineer (Trainee)</b>	3(three) years Diploma Engg in the relevant Discipline.
<b>Sub-Accountant(Trainee)</b>	Graduate plus CA Inter (Pass) / ICWAI Inter (Pass)/ MBA (Finance) with Knowledge of Computer.
<b>Asstt. GR. III (Accounts) (Trainee)</b>	B. Com (Hons.) with 60% marks and knowledge of Computer. However, in following cases the requirement shall be B. Com. (Hons.) with 50 % marks: 1. Candidates belonging to SC/ ST or PH categories. 2. Candidates having minimum 4 (four) years' working experience in large engineering Company.

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.

### **Experience:**

- ❖ Diploma Engineer (Trainee): Candidates should have at least 2 (Two) years of relevant job practical experience including experience in operating Machine Tools / CNC Machine / Tool production / Training in CAD/CAM/Tool making, casting, forging, fabrication, assembling, etc
- ❖ Asstt. Gr.III (Accounts) (Trainee), Sub-Accountant (Trainee): 2(Two) years of relevant experience in Accounting in a large Engineering or Financial or Allied company.

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

### **Reservation:**

Reservation and relaxation 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. guidelines 03, 05, 02 and 06 Vacancies are reserved against clearance of Backlog vacancies of SC, ST, OBC & Physically Challenged persons respectively.

The reservation for Ex-Serviceman will be as per Govt. of India Guidelines.

### **Age Limit and Relaxation:**

The upper age limit for Diploma Engg Trainee, Asstt. Gr.III (Accounts) Trainee and Sub-Accountant Trainee is 30 years as on **01/11/2011**. A relaxation of 5 years for SC & ST candidate, 3 years for OBC (Non-Creamy Layer) and 10 years for physically challenged general candidates is admissible. 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. Relaxation of age in case of Ex-Serviceman would be admissible as per Govt. of India 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** of the short-listed applicants .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 & Remuneration:**

On selection the candidates will remain on Training for a period of 1 year. The Diploma Engineer (Trainee) / Sub-Accountant (Trainee) will be paid a monthly stipend of Rs 12,000/- during the training period of one year. Asstt. Gr.III (Accounts) Trainee will be paid a monthly stipend of Rs 10,000/- during the training period of one year. On successful completion of the training the Diploma Engineer (Trainee) would be placed in the scale of pay of Rs 11590 – 20390 /- of 'A' Grade Workman, Sub Accountant (Trainee) and Asstt. Gr.III (Accounts) Trainee would be placed in the scale of pay of Rs 11590 – 21560 /- and Rs. 8870 – 16550/- respectively.

### **Application Procedure:**

Eligible candidates should apply Online only.

#### **i) ONLINE SYSTEM:**

(a) 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 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 thorough **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.**

<b><u>IMPORTANT DATES:</u></b>
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|---|---------------------|
| <b>a) Commencement of online registration</b> | <b>: 28/01/2012</b> |
| <b>b) Closing of online registration</b>      | <b>: 17/02/2012</b> |

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.