



HEAVY ENGINEERING CORPORATION LIMITED
(A Government of India Enterprises.)
Ranchi-834004

OFFERS REQUIRED FOR INDUCTION FACILITY

Heavy Engineering Corporation Limited, an ISO-9000-9001 Company, Ranchi, Jharkhand, a pioneering Heavy engineering Company consisting of three manufacturing Units viz. Foundry Forge Plant (FFP), Heavy Machine Building Plant (HMBP), Heavy Machine Tools Plant (HMTP) and a Project Division requires services of firms / agencies having proven track record for selection of Executive Trainees (Technical/Professionally qualified officers).

The details of services required for induction of the Executive Trainees are as under :-

- 1) Designing Application Format and Advertisement material in consultation with HEC Ltd.
- 2) Releasing Advertisement in different newspapers in consultation with HEC Ltd.
- 3) Receiving application from candidates directly through Post Bag/Website, Processing and Despatch of Call letters/Admit cards and Information Handouts along with sample questions. Collection for Demand Draft and despatch to HEC Ltd.
- 4) Developing and designing Aptitude Test Battery and/ or Subject specific test battery (Technical-Mechanical, Metallurgy, Production, Electrical, Electrical & Electronics, Electronics & Instrumentation, Civil, Chemical. Finance – CA/ICWAI/MBA(Fin). Personnel –HR & IR as applicable.
- 5) Developing and Printing Optical Mark Reader readable Answer Sheets.
- 6) Printing Question Booklets in English and in Hindi version.
- 7) Despatch of Test Materials to the centres and receiving the material from the centres.
- 8) Fixing venues and conduct of Written Examination at five centers (Mumbai, Delhi, Kolkata, Chennai and Ranchi) simultaneously.
- 9) Processing of results and preparation of discipline wise merit list under different category of reservation as per Government. Directives.

Interested agencies may please send their detail quotation by **05.03.2008** for undertaking the above activities to the office of **Sr Dy General Manager I/c P&A, Administration & Personnel Division/Hqrs, Heavy Engineering Corporation Limited, Plant Plaza Road, PO – Dhurwa, Ranchi – 834004.**

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