

**HEAVY ENGINEERING CORPORATION LIMITED**

(A Govt. of India Enterprises)

Ranchi-834004

**Ref: Advertisement No. RT/ 01 /2010**

**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 applications from young, energetic and result oriented persons of Indian nationality for around 117 posts of Executive Trainees (Technical – **ET (Tech)** / Finance- **ET (FIN)** / Personnel officers- **ET (HR)**).

Sl.	Discipline / Posts	Total Vacancies	Maximum Age as on 31.07.2010
1	Technical : (ET-Tech) Mechanical/ Production/ Industrial Engg./ Electrical / IT/ Electronics/ Metallurgical / Civil/ Ceramics/ Computer	107	29 years
2	Finance/ Accounts : (ET – FIN)	05	29 years
3	Administration & Personnel : (ET - HR)	05	29 years

Out of the above vacancies 12 and 03 Vacancies are **reserved against clearance of Backlog vacancies** of SC-7/ST-1/OBC-4 & Physically Challenged persons (VH-1, HH-1, OH-1) respectively.

**Reservation and relaxations will be allowed in accordance with Govt. of India directives for SC/ST/ OBC (Non Creamy Layer) & for Physically Challenged candidates.**

**Minimum Qualification**

Posts	Minimum Qualification
ET (Tech)	Degree or equivalent in the respective branch of Engineering
ET (Fin)	ICWA / CA
ET (HR)	Full time Post Graduate Degree / Post Graduate Diploma in Personnel Management & Industrial Relations (Two Years) or MBA/Master of Social work with specialisation in Personnel Management & Industrial Relations or equivalent from recognized Indian University/Institute approved by AICTE.

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

Post	Gen / OBC	SC/ST/ Physically Challenged
ET (Tech)	1 <sup>st</sup> Class with minimum 65%	Minimum 60%
ET (Fin)	Pass	Pass
ET (HR)	1 <sup>st</sup> Class with minimum 65%	Minimum 60%

Above qualification with minimum marks is taking average of all the Semesters/Years. Final year /semester students who expect their result by **01/07/2010** may also apply provided they have obtained the above marks taking average up to pre final examination.

Wherever GDPA/OGPA 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.

**Selection Procedure :** Selection 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. Candidates short listed on the basis of the performance in the written test will be called for interview at Ranchi for which *only* SC/ST and Physically challenged candidates will be paid Sleeper class return railway fare by the shortest route (on production of required document). The FINAL LIST of candidates being offered, "Offer of appointment" will be made available on HEC website.

**Test Centers :** The written test will be held in five cities viz. Ranchi, Kolkata, Mumbai, Chennai & New Delhi. Candidates have to choose one of the above cities, as Test Center and no change in any circumstance will be considered subsequently. However, H.EC Ltd. reserves the right to cancel any center depending on the number of candidates for that area/center. Admission to the written test shall be subject to **Production and submission of Admit Card, which is to be downloaded only from the site by the candidates.**

**About Test :** The Written test shall be of 2 hours duration. Part 1- will consist of 70 multiple-choice questions of the relevant technical / professional knowledge i.e. Engineering/ Finance/ HR as advertised. Part-II will consist of 70 multiple-choice questions on Executive Aptitude Test. Candidates will have to appear for the written test at their own cost.

**Negative Marking :** There will be negative marking for wrong / incorrect answers, as specified in the Question paper of the Written examination.

**Training/Placement & Remuneration** : Selected candidates will undergo training for a period of one year. For getting acquainted with functioning of different Plants/ Divisions, they will undergo 'Rotational Training' and paid monthly stipend of Rs.8,000/- plus Dearness Pay (DP) & Industrial Dearness Allowance (DA) during the first year, as per the rules. Besides the stipend, they shall also be entitled to benefits like EPF, Employees' Pension, Group Insurance, bachelor accommodation or HRA, conveyance reimbursement and medical benefit to self and dependents. At the present rate, these work out to Rs.26,000/- per month approximately. On successful completion of the first year of training, they shall be placed in the Scale of Pay of Rs.8600-250-14600/- (E1) on probation during the second year. Besides basic pay, they will also be paid DP, DA and other facilities such as Housing or HRA, Conveyance reimbursement, leave encashment etc. as per the rules of 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 plus DP plus DA for the period of training/ service in the Corporation subject to maximum of three months' pay (stipend/ basic pay plus DA).

**Application Procedure** :

Eligible candidates should apply **Online** only.

**i) ONLINE SYSTEM:**

- (a) To apply visit : [http://hecltd.com/hec\\_jobs.html](http://hecltd.com/hec_jobs.html) with your valid E-mail ID. General and OBC category candidates are required to pay a non-refundable registration fee of Rs. 500/- through Demand Draft in favour of M/S HEAVY ENGINEERING CORPORATION LIMITED on any Nationalised Bank and payable at Ranchi.. No other mode of payment will be accepted. Candidates can visit the online registration site from **10<sup>th</sup> June 2010 onwards**. Candidates belonging to SC, ST and Physically Challenged categories are not required to pay the registration fee.
- (b) 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.

**ii) After applying online, candidate is required to submit the following documents latest by 07.07.2010:**

- 1) **Registration slip generated by the system with unique registration number printed on it, candidate has to take a printout of their Registration Slip, affix their passport size photograph and put their signature at the space provided. Candidate has to keep one copy of registration Slip with him to be produced at the time of interview.**
- 2) Demand draft of Rs.500/-wherever applicable. Registration number, name, discipline and category should be written at the back of DD.
- 3) Photocopies of all testimonials, mark-sheets from matriculation onwards. Final average % of all Semesters and if, appearing candidate then average % of all seven semesters passed.
- 4) Proof of age (As in Matriculation or equivalent certificate).
- 5) Caste certificate for SC/ST/OBC (Non Creamy Layer only) and certificate for Persons with Disabilities on Govt. approved format. This is required to allow them relaxation/reservation.
- 6) No Objection Certificate if employed in Govt./Semi Govt/PSU.
- 7) The envelope should be super-scribed with ET-2010- (Mechanical /Production/ Industrial /Electrical / Electronics /Metallurgical/Civil /Ceramics /Computer / IT & /Finance / HR), Registration number and GEN/ OBC/ SC/ST/PH as the case may be and should be sent by ordinary post (since post box does not accept mail through registered post) to: **" The Advertiser (HEC), Post Box No. 9248, Krishna Nagar Head Post Office, Delhi 110051 ."** The Registration slip along with all documents as mentioned above under the head "Application Procedure" must reach at the post box as mentioned above latest by **07.07.2010**.

Call letters will not be sent by POST. Please visit the website for latest updates in this regard from **15<sup>th</sup> July 2010 onwards**

<b><u>IMPOTANT DATES:</u></b>
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| <b>a) Commencement of online registration</b>      | <b>: 10.06.2010</b>          |
| <b>b) Closing of online registration</b>           | <b>: 30.06.2010</b>          |
| <b>c) Last date of accepting Registration Slip</b> | <b>: 07.07.2010</b>          |
| <b>along with other required documents.</b>        |                              |
| <b>d) Downloading of Admit card</b>                | <b>: 15.07.2010</b>          |
| <b>e) Tentative date of Examination</b>            | <b>: 08.08.2010 (Sunday)</b> |