



HEAVY ENGINEERING CORPORATION LIMITED, RANCHI

Advertisement No. RT/02/2022 dated 15.03.2022

RECRUITMENT NOTICE

Heavy Engineering Corporation Limited, Ranchi, a Central Govt. Public Sector Enterprise was established in the year 1958. It is one of the largest Engineering Complex in India. It manufactures and supplies capital equipments, machines and renders turnkey Project execution services required for the core sector industries. It has complete manufacturing set up which includes casting & forging, fabrication, machining, assembly and testing- all at one location backed by a strong design- engineering and technology team.

We invite applications from dedicated and committed professionals with high degree of initiative and intuitive forward thinking for the following post:

| Post | Max. Age as on 01.03.2022 | Minimum Qualification as on 01.03.2022 | Experience as on 01.03.2022 | Monthly Remuneration in Rs. |
|--|---------------------------|---|---|-----------------------------|
| In-charge Security 01 (One) Post on Full Time Contract basis | 62 Years | Graduation in any Stream Preferred Additional Qualification: Post Graduate Degree/ Diploma in Security Management and / or Degree in Law. | Minimum 13 years in handling law and order related functions or security related Job. | Rs.60000/- (Consolidated) |

I. Note:

- 1) The earlier Advertisement No. RT/01/2021, dtd. 23.12.2021 issued for engagement of Incharge Security (one post) on full time contract basis stands cancelled. However the candidates who had applied against the same need not apply again as their candidature will be considered against this advertisement.
- 2) Retired or separated from their service for any reason other than due to disciplinary action may also apply.
- 3) Retired / separated officers as per the following table may also apply:

| Sl. No. | Name of Organization | Minimum post held at the time of retirement / seperation |
|---------|---|--|
| i | Indian Army | Captain & above post |
| ii | Indian Air Force | Flight Lieutenant & above post |
| iii | Indian Navy | Lieutenant & above post |
| iv | Central Police Organization such as BSF, CRPF, CISF | Deputy Commandant & above post |
| v | Police Force | Deputy Superintendent of Police (Dy SP). & above post |

- 4) Applicant from DGR (Directorate General Resettlement) at the Rank of Captain or equivalent or above of Indian Army/Indian Force/ Indian Navy will be given preference.
- 5) Applicant will be required to submit an undertaking indicating therein that they were clear from vigilance angle during service period.
- 6) Depending upon the requirement the Corporation reserves the right to cancel/curtail / increase the number of posts without any notice and without assigning any reasons thereof.

II. Job Profile:

1. Dealing with matters related to encroachment of company's land & eviction of encroachers.
2. Develop and implement security policies, protocols and procedures.
3. Control budgets for security operations and monitor expenses.
4. Attend meetings with other managers to determine operational needs.
5. Plan and coordinate security operations for specific events.
6. Coordinate staff when responding to emergencies and alarms.
7. Review reports on incidents and breaches.
8. Investigate and resolve issues.
9. Create reports for management on security status.
10. Analyze data to form proposals for improvements (e.g. implementation of new technology).

III. Other Terms & Conditions:

- Engagement will be purely on Full Time Contract basis and does not carry any liability on part of HEC Ltd. for regular appointment at any stage.
- The engagement will be initially for a period of **Two (02) years** from the date of joining, with the provision of extension for further period of one (01) year on the same terms and conditions under the permission of Competent Authority/Management.
- Engagement on advertised post will be subject to Medical fitness.
- Contractual engagement may be terminated by the Corporation at any time by giving one month notice at its sole discretion without assigning any reason if the performance/conduct is found unsatisfactory.
- The candidate shall be required to serve a notice of one month or pay in lieu of notice period before leaving the job in between the period of its engagement.
- No TA/DA will be paid for attending the interview and joining duties. TA/DA for journey on official tour shall be admissible as per the rules of the Corporation.

IV.Detailed terms and conditions will be given in the Offer of Engagement.

V. Reservation:

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

VI. Selection Procedure:

Depending upon number of eligible candidates, selection will be either through a Written Test followed by a Personal Interview or Interview through digital platform OR only Personal Interview or the Interview through digital platform as may be decided by the management.

VII. PROCEDURE FOR APPLYING:

1. Eligible applicants may apply only in the prescribed format 'Annexure-I' appended below.
2. Applicants are required to send duly signed filled in application form after pasting a recent colored photograph on the space provided along with the self attested copies of following documents:
 - a. Application Form – Annexure I
 - b. High School / Matriculation certificate for proof of Date of Birth
 - c. Final semester mark sheet of all the qualifications (Xth, XIIth, Diploma/ Graduation/ Post-Graduation, as applicable)
 - d. Degree/Diploma Certificates of all the qualifications (Xth, XIIth, Diploma/ Graduation/ Post-Graduation, as applicable)
 - e. Proof of different periods of experience as claimed in the Application Form (Annexure-I).
 - f. Proof of different training programmes participated
 - g. SC/ST/OBC – NCL/PWD/EWS, Certificate in the prescribed format by Cent. Govt. of India (as applicable)
 - h. Proof of Identity & Address (Passport / Voter ID / Driving License / Aadhaar Card/ PAN Card)
3. **Application along with above documents is required to be sent through speed post / registered post only, in an envelope clearly mentioning the Advertisement No. & Name of post at the top, to “SDGM I/c Recruitment Section (P&A), Headquarter Administrative Building, HEC Ltd, Plant Plaza Road, Dhurwa, Ranchi-834004, Jharkhand; latest by 08.04.2022. Applications through other means will not be accepted. In case of late receipt, incomplete application, the application may summarily be rejected / cancelled.**
4. The candidate should cross check all the details filled in the application form, before submitting the same, as no correction will be possible / allowed later.

5. All information regarding written test/interview will be made available on the website: <http://www.hecltd.com> / email id / mobile number of the candidates found apparently eligible / shortlisted based on the application submitted and no separate communication shall be made. Candidates must remain in constant touch with website <http://www.hecltd.com>.
6. E-mail ID and Mobile number to be filled-in in application form is mandatory. Candidates are advised to keep the e-mail ID and Mobile number filled compulsorily, active for at least one year. **No change in the email ID or mobile number will be allowed once filled.** All future correspondence shall be made via E-mail and/or SMS only.
7. It is mandatory that eligible candidates go through the full text of the advertisement and agree to all the conditions given, while applying for the post.
8. Applications as per the above procedure will only be entertained.
9. Applicants can send their Query related to this advertisement to email Id: recruitment@hecltd.com
10. Extra sheets can be attached in support of your experience & other testimonials if required.

IMPORTANT DATES

| SNo. | Particulars | Date |
|------|--|--|
| 1. | Start date of submission of application | 15/03/2022 |
| 2. | Last date of submission of application | 08/04/2022 |
| 3. | Tentative Date of Interview/Written Test | Will be notified on website/email id |
| 4. | Availability of Call Letter on website / E-mail ID | 10-15 days before the date of Interview / Written Test |

Note Below(NB):

1. Applicants are advised to check the career section of our website regularly for regular updates.
2. In order to avoid last minute rush, the candidates are advised to apply early enough. HEC LTD will not be responsible for any kind of postal delay.
3. Mere fulfilment of the eligibility criteria will not confer any right on them for engagement and to be called for the interview. Corporation reserves the right to raise the minimum eligibility standards, to fill or not to fill all or any of the above positions and cancel/restrict/ enlarge/ modify/ alter the recruitment/ selection process without any further notice or assigning any reasons whatsoever.
4. Canvassing in any form will disqualify the candidature of the candidate.
5. Court of jurisdiction for any dispute will be Ranchi, Jharkhand.



**HEAVY ENGINEERING CORPORATION LIMITED
HQRS ADMINISTRATION AND PERSONNEL DIVN
APPLICATION FOR EMPLOYMENT**

Annexure - I

Please paste a recent passport size photograph duly signed by the candidate.

Advertisement No: RT/02/2022, dated 15/03/2022

Post Applied for : In-charge Security (on full time contract basis)

1. Name of the Candidate :
2. Date of Birth (DD/MM/YYYY) :Age as on 01/03/2022 (YY/MM/DD):
3. SC/ST/OBC (NCL)/EWS/Others :
4. Physically Handicapped (NO/YES - VH/OH/HH/MD) :..... Marital Status:.....
5. Ex-Serviceman? YES / NO :
6. Father's Name :
7. Mailing Address :
.....
.....
8. Contact Details Mobile No. : (i)..... (ii).....
Email ID :
9. Permanent Address :
.....
.....
10. Details of relationship with Employee of HEC, if any:

11. Educational/Professional Qualifications (Matriculation onwards)

(Self attested degrees/diploma/mark-sheet/other certificate to be attached:

| Sl. No. | Qualification | Subject | Duration of Course | Year of Passing | % of Marks | Institute / University | Whether recognized |
|---------|---------------|---------|--------------------|-----------------|------------|------------------------|--------------------|
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12. Details of Experience/employment in chronological order: (Self attested copies of all relevant information stated below to be attached).

| Name of the Employer | Post Held & Grade | Total Period (From - To) (DD/MM/YYYY to DD/MM/YYYY) | Part time/ Contract/ Regular/ Temp./ Ad-hoc | Nature of duties Performed | Scale of pay/ Total emoluments |
|---|-------------------|---|---|----------------------------|--------------------------------|
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| TOTAL EXPERIENCE as on required date in (YY/MM/DD) format | | _____ | | | |

13. Details of Training Courses:

(Self attested copies of all relevant information stated below to be attached).

| Name of the Training Courses | Total Period (From - To) (DD/MM/YYYY to DD/MM/YYYY) | Part time/ Full Time | Stipend, if any |
|------------------------------|---|----------------------|-----------------|
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14. Visible Identification Marks: (i)

ii).....

15.A brief write up on **significant contributions** made (if any) by the candidate in the past and present positions for his /her suitability for the post.

DECLARATION:

I do hereby declare that the facts and information given by me in the above application are true, complete and correct to the best of my knowledge and belief. In the event of any discrepancy in the particulars being detected at any stage, my candidature / service may be cancelled / terminated without any notice. I am attaching herewith self attested copies of all the relevant certificates / documents as per the advertisement.

Date:

Full signature of the candidate