



## HEAVY ENGINEERING CORPORATION LIMITED, RANCHI

Advertisement No. RT/05/2022 dated 25.10.2022

### 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 01.10.2022	Minimum Qualification as on 01.10.2022	Experience as on 01.10.2022	Monthly Remuneration in Rs.
Amin 01 (One) Post on Full Time Contract basis	62 Years	Graduation and Certification of Amin from Government recognized Institute.	Minimum 5 years experience of survey, design and mapping of land, building and civil structures. Handling and presenting of encroachment/ unauthorized construction evidences, knowledge of Land Records and Revenue maps.	Rs.35,000/- (Consolidated)

### **I. Nature of Experience:**

- 1) Must have experience in State Govt./Central Govt./PSU/Reputable Estate /Business concern as Amin dealing with Land matters, Immovable Properties, Valuation, Registration/ Mutation, transfer, leasing, leave & license etc. Preferably dealt, such matters with Jharkhand Land Records & Revenue department.

### **II Key Tasks:**

- 1) Tracing, Upkeeping and assessment of cadastral maps of the estate of the Corporation.
- 2) Maintain land records
- 3) Taking measurements, conducting survey works, creating map surveying of surface area.
- 4) Ensuring availability and maintenance of survey and drawing instruments.
- 5) Providing support in civil works, assessing civil measurements of structures and buildings.
- 6) Liaisoning and co-ordinating with Jharkhand Lands Records & Revenue department.

### **III Primary purpose of the Role:**

- 1) Take measurements conducting survey works, creating maps and design plans, ensuring availability and maintenance of survey and drawing instruments, providing support in civil assignments, surveying of surface area, upkeep of cadastral maps Liaisoning and co-ordinating with Jharkhand & Land & Revenue department.

#### **IV Decision Making :**

Assessing measurements of land and premises, assessing civil measurement of structures and buildings.

#### **V. Job Location:** Ranchi

#### **VI. 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 **One (01) years** from the date of joining, with the provision of extension for further period of one (01) year on the same terms and conditions subject to satisfactory performance and with 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.
- Detailed terms and conditions will be given in the Offer of Engagement.

#### **VII. 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.

#### **VIII. Selection Procedure:**

Written Exam and Job Knowledge Test (practical).

#### **IX. 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. Certification of Amin from Government recognized Institute.
  - f. Proof of different periods of experience as claimed in the Application Form

(Annexure-I).

- g. Proof of different training programmes participated, if any.
  - h. SC/ST/OBC – NCL/PWD/EWS, Certificate in the prescribed format by Cent. Govt. of India (as applicable)
  - i. Proof of Identity & Address (Passport / Voter ID / Driving License / Aadhaar Card/ PAN Card)
3. **Application along with above documents is required to be sent either through online or offline mode. Application through online mode is required to be sent on [recruitment@hecltd.com](mailto:recruitment@hecltd.com) latest by 14.11.2022. Application through offline mode is required to be send 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 14.11.2022 through registered post/ speed post/ courier. Application through ordinary post or by hand will not be entertained. 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](mailto:recruitment@hecltd.com)
10. Extra sheets can be attached in support of your experience & other testimonials if required.

#### **IMPORTANT DATES**

<b>SNo.</b>	<b>Particulars</b>	<b>Date</b>
1.	Start date of submission of application	25.10.2022
2.	Last date of submission of application	14.11.2022
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.

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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

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
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

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**