

Website: pesb.gov.in
No.7/48/2009-PESB
Government of India
Public Enterprises Selection Board
Department of Personnel & Training

Block 14, P E Bhavan, CGO Complex,
Lodhi Road, New Delhi-110 003

Dated: 13TH July, 2010

Subject: Selection for the post of Director (Personnel) Heavy Engineering Corporation Ltd. in Schedule 'A' CPSE.

The Public Enterprises Selection Board (PESB) is seeking qualified candidates for the post of **Director (Personnel) Heavy Engineering Corporation Ltd.** in Schedule 'A' of the CPSE, the scale of pay of the post being **Rs.25750-650-30950/- (pre-revised)** . A copy of the job description for the post is enclosed.

2. It is requested that names of candidates seniority-wise who are found suitable for the said post as per the requirements indicated in the job description alongwith their up-to-date bio-data (in the prescribed form) duly endorsed may kindly be forwarded to PESB **13th September, 2010.** It is also requested that advance action may be taken to keep the ACRs for the last 5 years, of those candidates ready **alongwith their latest vigilance profile [(i) penalty imposed, if any during the last 10 years (ii) details of disciplinary action initiated/being initiated if any, etc.]** to be furnished as and when the selection meeting is scheduled.

3. In case the relevant details are not received within the stipulated time, it will be assumed that there are no eligible candidates to be sponsored for the post.

(VEDANTAM GIRI)
Deputy Secretary
Tel: 24362936

To

1. All Chief Executives of other Central PSUs (including subsidiaries) for circulation among the eligible candidates.
2. All Chief Secretaries of State Govt.s /UT's (for circulating the vacancy among Govt.Officers and State PSU's.)

GOVERNMENT OF INDIA
PUBLIC ENTERPRISES SELECTION BOARD

NAME OF THE PSU : **HEAVY ENGINEERING CORPORATION LTD.
(HEC)**

NAME OF THE POST : **DIRECTOR (PERSONNEL)**

DATE OF VACANCY : 21.05.2010

SCHEDULE OF THE POST : "B"

SCALE OF THE POST : Rs. 25750-650-30950 (pre-revised)

1. COMPANY PROFILE

Heavy Engineering Corporation Limited (HEC) was incorporated under the Indian Companies Act, 1956, with the objective to achieve self-reliance and self-sufficiency in the field of designing and manufacturing of equipment and machinery for Iron and Steel Industry and other core sector industries. The mission of the company is to acquire and maintain leading position as suppliers of quality equipments, spares, systems & services for the Steel, Mining, Coal, Railways and other strategic sectors by making the revival plan sustainable and to expand business into allied areas and other priority sectors of the economy. HEC is a Schedule "A:/BIFR/BRPSE referred PSE in Heavy Engineering sector under the administrative control of Department of Heavy Industry, Ministry of Heavy Industries and Public Enterprises.

Its Registered and Corporate offices are in Ranchi, Jharkhand.

The authorised and paid up capital of the Company was Rs.1000 crores and Rs. 453.24 crores respectively as on March 31, 2009.

The shareholding of the Government of India in the Company is 100%.

2. JOB DESCRIPTION AND RESPONSIBILITIES

Director (Personnel) is a member of the Board of Directors and reports to Chairman and Managing Director. . He is overall incharge of coordinating and implementing personnel and industrial relations policies, management functions, administrative control etc. in the organisation.

3. ELIGIBILITY

I. AGE: On the date of occurrence of vacancy.

- (i) Minimum 45 years
- (ii) Not more than 58 years for internal candidates and not more than 57 years for others.

The age of superannuation is 60 years.

II. QUALIFICATION AND EXPERIENCE

The incumbent should be a graduate with good academic record from a recognised university/institution. Persons with Post Graduate Degree/Diploma in Personnel Management or Business Administration with Personnel Management / Industrial Relations as an elective subject from a recognised university or Institute or Degree in Law or Industrial Engineering will have an added advantage.

Further he should have at least two years cumulative experience during the last ten years in the designated department at a senior level in various aspects of personnel management and industrial relations in an organization of repute

Minimum qualification is relaxable in the case of internal candidates with sound and adequate background and experience.

III. PAY SCALE/TURNOVER:

(a) Central Public Sector Executives.

Executives holding posts in the pay scale of:

- | | | | |
|-------|---|---|--------------------------|
| (i) | Rs. 7250-8250/-(pre 1.1.1992 scale) | } | with
Industrial
DA |
| (ii) | Rs. 9500-11500/-(post 1.1.1992 scale) | | |
| (iii) | Rs. 20500-26500/- (post 1.1.1997 scale) | | |
| | or | | |
| (iv) | Rs.18400-22400 with Central DA. (pre-revised) | | |

The minimum length of service required in the eligible scale will be one year for internal candidates, and two years for others as on the date of vacancy.

(b) State Public Sector Executives

Executives working in companies where the annual turnover is in excess of Rs.100 crore.

(c) Private Sector Executives

Private Sector Executives must fulfill each of the following criteria:

- (i) Executives working in companies where the annual turnover is in excess of Rs. 100 crore;
- (ii) Executives working in Board level position or reporting directly to the Board i.e. one level below Board level;
- (iii) Executives working in Private Companies listed on the Stock Exchange.

(d) Government Officers

Provided that notwithstanding the qualifications and experience prescribed, officers of the level of Joint Secretary in Govt. of India or on equivalent scale of pay or Major General in the Army or equivalent rank in Navy/Air Force, on the date of vacancy with adequate experience in the relevant field will be eligible for consideration on immediate absorption basis.

4. DURATION OF APPOINTMENT

The appointment shall be for a period of five years or upto the date of superannuation whichever is earlier.

5. SUBMISSION OF APPLICATIONS

Prospective candidates from the Central Public Sector and Government officers shall send their applications, through proper channel, in the format at Annexure I.

State Public Sector Executives/Private Sector Executives shall submit their applications, in the format at Annexure II, alongwith

- (i) a write up on the significant contributions made by them during their present/past assignments and their suitability for the post.
- (ii) the annual report for the last audited financial year, or annual turnover figures duly certified by the Company Secretary/CFO.
- (iii) the applications for various categories of the officers are routed THROUGH PROPER CHANNEL AS FOLLOWS:
 - a. for Government Servants: through Cadre Controlling authority.
 - b. for CMD/MD/Director in Central PSE: the concerned administrative Ministry.
 - c. for below Board level in Central PSE: the concerned CPSE.
 - d. for CMD/MD/Director in State PSE: the State Government.
 - e. for below Board level State PSE: the concerned PSE

In addition to the above, Private Sector Executives must submit the following documents alongwith the application form.

- (i) Attested copies in support of age and qualifications;
- (ii) Annual Reports of the Company for the last 5 years;
- (iii) Evidence of listing on the Stock Exchange;
- (iv) Evidence of working at Board level or reporting directly to a director on the Board i.e. one level below Board level;
- (v) The details of Job handled in the past with details/particular references.

Annexure-I and Annexure-II may be downloaded from the website of PESB.

Last date of receipt of applications in PESB is 13th SEPTEMBER, 2010. No application shall be entertained under any circumstances after the stipulated date. Incomplete applications are liable to be REJECTED.

Board reserves the right to shortlist candidates for interview.

Applications are to be addressed to Dr. P. S. Behuria, Secretary, Public Enterprises Selection Board, Public Enterprises Bhawan, Block No. 14, CGO Complex, Lodhi Road, New Delhi-110003.

ALL CORRESPONDENCE WITH THE PUBLIC ENTERPRISES SELECTION BOARD SHOULD BE ADDRESSED TO SECRETARY, PUBLIC ENTERPRISES SELECTION BOARD ONLY

HEC.-PERS.