

HINDUSTAN STEELWORKS CONSTRUCTION LIMITED

(A GOVT. OF INDIA UNDERTAKING)

5/1, Commissariat Road, Hastings, Kolkata – 700 022

HSCL is on the look out for dynamic and result oriented professionals, for the following position on deputation basis:

Post code	Name of the post	No. of Posts	Min. Qualification	Max. age as on 1.11.2010
1.	Executive Director (Projects)	01	BE (Civil)	52 years
2.	General Manager (Projects)	02	BE (Civil)	50 years
3.	Dy. General Manager (Projects)	04	BE (Civil)	46 years
4.	Asstt. General Manager (Civil)	05	BE (Civil)	44 years
5.	Asstt. General Manager (Mechanical)	02	BE (Mech.)	44 years
6.	Asstt. General Manager (HR)	01	PG/MBA (HR)	44 years

JOB DESCRIPTION / QUALIFICATION & EXPERIENCE

Post Code 1 : Executive Director (Projects)

The Executive Director (Projects) is a senior most below Board level post reporting to C&MD. He will be heading the multi-disciplinary team of project professionals- responsible for planning, coordination, monitoring and implementation of projects. He will also be responsible for business promotion.

The incumbent should have Degree in Civil Engineering from a recognized University/ Institute or equivalent. He should be holding analogous post on regular basis or should have at least 20 years relevant executive experience in project planning, implementation and coordination of a large size modern project at senior management level, out of which at least two years experience should be in the next below pay scale in Central/ State Public Sector Undertaking/ Govt. organisation. Preference shall be given to those having experience in infrastructure sectors with a flair for analytical working and project implementation techniques.

Post Code 2 : General Manager (Projects)

The General Manager is the Head of an operating unit reporting to ED/ C&MD. He will lead a team of multi disciplinary technical and non-technical executives. He will be responsible for overseeing the project activities of the unit and coordination with client. He will also monitor various related activities like equipments & materials management, finance, HR etc.

The incumbent should have Degree in Civil Engineering from a recognized University/ Institute or equivalent. He should be holding analogous post on regular basis or should have at least 18 years relevant executive experience in large projects at senior management level, out of which at least two years experience should be in the next below pay scale in Central/ State Public Sector Undertaking/ Govt. organisation.

Post Code 3 : Dy. General Manager (Projects)

The Dy. General Manager will be the overall Incharge of assigned projects reporting to Unit General Manager and will be heading a team of multi disciplinary technical executive of the project.

The incumbent should have Degree in Civil Engineering from a recognized University / Institute or equivalent. He should be holding analogous post on regular basis or should have adequate experience in execution, commissioning and trouble shooting with minimum 16 years relevant executive experience in the line, out of which at least two years should be in the next below pay scale in Central/ State Public Sector Undertaking/ Govt. organisation.

Post Code 4, 5 : Asst. General Manager (Civil/ Mechanical)

The incumbent should have Degree in Civil/ Mechanical Engineering from a recognized University/ Institute or equivalent. He should be holding analogous post on regular basis or should have at least 14 years relevant executive experience in planning, implementation, execution, coordination and commissioning of projects at senior management level, out of which at least two years experience should be in the next below pay scale in Central/ State Public Sector Undertaking/ Govt. organisation.

Post Code 6 : Asstt. General Manager (HR)

The incumbent should have Post Graduate Degree/ Diploma in Personnel/ Social Work/ Business Admn. with HR specialization/ Labour & Social Welfare from recognized University/ Institute or equivalent. He should be holding analogous post on regular basis on Relations, Welfare, Labour Laws, Administrative functions etc. in a large commercial organisation, out of which at least two years experience should be in the next below pay scale in Central / State Public Sector Undertaking/ Govt. organisation.

OTHER CONDITIONS, GENERAL INFORMATION AND INSTRUCTIONS

PAY & ALLOWANCES ON DEPUTATION

The pay scales, allowances/ perks etc. of the candidates selected on deputation shall be governed as per the guidelines issued by Govt. of India, Department of Public Enterprises in this regard.

HOW TO APPLY FOR DEPUTATION

Candidates will be required to submit their application in the prescribed format (in hard copy by post). No other means/mode of application shall be accepted.

Candidates will be required to enclose attested true copies of certificates pertaining to age, qualification, experience, Caste/Tribe (in case of SC/ST/OBC candidate). Certificate in respect of qualification should be from matriculation onwards. Experience Certificate should be issued by the employer in support of experience details mentioned by the candidate in the application form.

Candidature of the candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or not found in conformity with the eligibility criteria.

Candidates working in Central/ State Public Sector Undertaking/ Govt./ Semi-Govt. organization shall only be eligible for applying for deputation and shall submit the application form with requisite documents as mentioned above with following additional information/ documents :-

1. Vigilance Clearance
2. No Objection Certificate
3. Integrity Certificate

The tenure for deputation shall be initially for 03 years. The maximum age limit for the candidates applying for deputation shall be 52 years as on 01.11.2010. The reservation shall not be applicable in case of deputation.

HSCCL reserves the right to cancel/ restricts/ enlarge/ reopen the selection process if the need so arise without issuing any further notice and assigning any reason thereof. It also reserves the right to reject any application without assigning any reason whatsoever.

Mere fulfilling of the minimum qualification and experience will not vest any right in candidates for being called for interview. Decision of management to call the candidates for selection shall be final. Any canvassing directly or indirectly by the applicant will disqualify his/ her candidature.

Outstation candidates called for interview shall be reimbursed to & fro AC 2 tier Rail fare by the shortest route on submission of ticket(s) / PNR no. or actuals, whichever is less.

Interested candidates may send their applications duly completed in all respects as mentioned above by ordinary post on or before **30th November, 2010** in the cover superscribed "**Application for the post of _____**" and send the same at the following address.

**Executive Director,
Hindustan Steelworks Construction Limited
(A Govt. Of India Undertaking)
5/1, Commissariat Road, Hastings, Kolkata – 700 022**

HSCCL will not be responsible for any postal delay or loss/ non-delivery of the applications.

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APPLICATION FOR EMPLOYMENT ON DEPUTATION BASIS

Name of the post applied for : _____

please affix
your recent
passport size
photograph

PERSONAL DATA

1. (a) Name of the applicant (in capital letters) : _____
(b) Father's/Husband's Name : _____

2. (a) Mailing Address : _____

(b) Telephone no.: Office : _____ Residence : _____
(c) Mobile no. : _____ E-mail : _____
(d) Home Town : _____

3. (a) Date of Birth : b) Exact Age : Years Months
(as on 1.11.10)
(c) State to which you belong : _____
(d) Nationality : _____ (e) Religion : _____

4. (a) Category : SC ST OBC (Non creamy layer) General
(b) In case SC/ST/OBC, state Caste/ Tribe : _____
Also attach attested copy of Certificate from prescribed authority.

5. (a) Sex : Male/Female (b) Marital status : Single/ Married/ Widowed/ Divorcee

6. ACADEMIC & PROFESSIONAL QUALIFICATIONS

Examination/ Degree passed	College/ Institution	Year of Passing	Board/ University	Class/ Division	% age of marks obtained	Main subjects studied

7. PARTICULARS OF EXPERIENCE

i) Total Experience post qualification : Years Months

ii) Details of experience starting from present with scales. Please give details of different positions held in each Organization with dates.

Employer's name & complete address (start from present employer)	Period of Employment		Designation and scale of pay	Basic Pay	Total Emolum ents	Exact nature of duties/ Functions	Reasons for leaving
	From	To					

8. Nature of present employment i.e. Regular/ Ad-hoc/ Temporary/ Permanent : _____

9. In case the present employment is held on Deputation/ Contract basis, please state -

a) The date of initial appointment :- _____

b) Period of appointment on deputation/ contract :- _____

10. **GENERAL INFORMATION**

a) Details of salary being drawn in the present post as on the date of application :-

Scale of pay (CDA/IDA)	Date of entry in the scale	Date of next Increment	Basic pay	Special Pay, if any	DA/ADAV DA	Total

b) **Other Allowances & Perks**

HRA	Annual Bonus - %	Approx, monthly value of variable pay; incentive, bonus, if any	Value of other perks & allowances	Total amount of Perks & Allowances per month

11. Have you ever been arrested in a criminal cases or convicted, fined or imprisoned for violation of any law (excluding minor traffic violation) or is any disciplinary/ vigilance case pending/ ever instituted against you or have you been barred/ disqualified by a Public Service Commission/ University or any other educational authority from appearing in its examinations?	Yes/ No
If 'Yes' give details :	

I CERTIFY THAT :

- (a) The information furnished above is correct.
- (b) MY application has/ has not been forwarded through proper channel.

Signature of Applicant

Dated :

(FOLLOWING CERTIFICATE TO BE FURNISHED IN CASE APPLYING ON DEPUTATION BASIS)

CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/ HEAD OF OFFICE/ FORWARDING AUTHORITY

Certified that the particulars furnished by Shri/ Smt. _____ are correct and he/ she possesses educational qualifications and experience mentioned in the vacancy circular.

Also certified that :

- i) There is no vigilance case pending/ contemplated against him/her.
- ii) His integrity is certified.
- iii) Copy of CR Dossiers/ ACRs for the last 5 years duly attested on each page are enclosed.
- iv) *No major/minor penalties imposed on him/her during the last 5 years/ List of major/ minor penalties imposed on him during the last 5 years is enclosed (*Strike out which is not applicable)

Signature _____

Designation _____

Office Seal _____

Date : _____

INSTRUCTIONS FOR FILLING THE APPLICATION FORM

Kindly make sure that all the instructions given below are complied with, failing which your application is liable to be rejected.

1. Application should be strictly as per prescribed format.
2. All entries in this form should be typed or written neatly.
3. Submission of this form involves no commitment on either side and no correspondence with regard to the suitability or otherwise of the applicant will be entertained.
4. Application from employees of Government/ Public Sector Undertakings /Statutory Organisations must be sent through proper channel.
5. Incomplete application will not be considered.
6. Attested copies of certificates and testimonials should be attached with the form. All enclosures to the applications form should preferably be of the size of application form and all the sheets be properly stitched or tagged. Original Degrees/ Certificates/ Testimonials should not be sent.
7. The name of the post applied for should be clearly indicated on the right hand corner of the envelope.
8. All the information given in the application form should be correct. Any mis-statements/ suppression of facts would render the candidate liable to rejection and termination after appointment.
9. Any change in address should be communicated to us. While every care would be taken to record the change in address, the company will not accept any responsibility, whatsoever, for delivery of interview letter on changed address. The candidates should, therefore arrange for redirection of communications to their changed address.
10. A recent passport size photograph should be affixed on the application form.
11. Candidates belonging to SC/ST/OBC communities should invariably attach attested copy of the certificate from one of the following authorities:
 - i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary Magistrate/ City Magistrate*/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.

* (not below the rank of 1st Class Stipendiary Magistrate).
 - ii) Revenue Officers not below the rank of Tehsildar.
 - iii) Sub-Divisional Officer of the area where the candidate and / or his family normally resides.
12. Canvassing in any form will lead to disqualification.
13. Extra sheet should be added wherever space is insufficient.