



**HEAVY ENGINEERING CORPORATION LIMITED**

**HEC TRAINING INSTITUTE**

**PLANT PLAZA ROAD, DHURWA, RANCHI (JHARKHAND) – 834004**

Advt. No.HTI/2020-05

Dated: - 14.03.2020

Applications are invited for induction of 169 [116 Graduates and 53 Technician (Diploma)] trainees for NATS (National Apprenticeship Training Scheme) session 2020-21 under Apprenticeship Act 1961 in the following Branches / Disciplines: -

Branch/Discipline	Graduate	Group Code	Technician (Diploma)	Group Code	Total	Minimum Educational Qualification
Civil Engineering.	06	101	03	110	09	For Group Code 101 to 108: A degree from a recognized University /Institute in the respective Branch / Discipline. For Group Code 110 to 117: A diploma from a recognized University/Institute in the respective Branch / Discipline.
Computer Science / Information Technology.	12	102	06	111	18	
Electrical Engineering	10	103	04	112	14	
Electrical and Electronics Engineering.	06	104	03	113	09	
Electronics & Communication Engineering.	06	105	03	114	09	
Mechanical/Production Engineering.	55	106	27	115	82	
Industrial Engineering	03	107	02	116	05	
Metallurgical Engineering.	10	108	05	117	15	
Secretarial Practice & Accounts /Office Management & Secretarial Practice.	08	109	--		08	
Total =	116		53		169	

1) Other Essential Eligibility: -

- I) Candidates should have minimum 55% of marks [for Others, EWS and OBC (Non-creamy layer)] and minimum 50% of marks [for SC/ST and PWD (Person with Disability)] in their respective Branch/ Discipline in Graduate / Technician (Diploma).
- II) Candidates should have passed the Graduate / Technician (Diploma) examination on or after the year 2017.
- III) Engineering Graduate or Diploma holder who has trained or job experience for a period of one year or more after the attainment of Graduates or Technician (Diploma) shall not be eligible to apply for being engaged as an apprentice under the act.
- IV) The candidate who have registered for apprenticeship training in any of the organization and discharged from apprenticeship on any reason / ground are not eligible to apply as an apprentice again under the Apprenticeship Act without the prior approval of the Apprenticeship Advisor.

2) Mode of Selection: -

- The Selection will be done on the basis of % (percentage) of the marks obtained in the qualifying examination of Graduate / Technician (Diploma).
- In the first merit list 116 (one hundred sixteen) Graduate and 53 (fifty three) Technician (Diploma) will be called for first round counselling by uploading the same on **HEC website [www.hecltd.com](http://www.hecltd.com)**. (Discipline and category wise) and on Notice Board of HTI to fulfill the allotted seats within the prescribed date and time.
- After first round counselling, date and time of first merit list, if seats are still vacant then second merit list will be prepared based on the merit list (Discipline and category wise) and uploaded on **HEC website [www.hecltd.com](http://www.hecltd.com)**. and on Notice Board of HTI for second round counselling.
- After the counselling date and time of second merit list, if seats are still vacant then for fulfillment of all vacant seats as per the advertisement, an open round counselling (Discipline and category wise) will be done for avoiding further delay of commencement of classes, as well as the session as per BOPT norms and guidelines.

**Open Round Counselling:** -

- Those candidates, who fail to attend the first and second round counselling they may also be allowed to participate in the open round counselling.
- The open round counselling is scheduled to be held on **15.06.2020** for Graduate and **16.06.2020** for Technician (Diploma) strictly on merit basis with as per records of HTI Main Gate entry, attendance time from **9.00 am to 11.00 am**. Failing the time schedule no any candidate will be entertained for counselling.
- After 11.00 am a merit list will be prepared discipline and category wise of all the eligible reported candidates and accordingly counselling will be done for the same.
- After successful completion of open round counselling no further counselling will be entertained to avoid the session delayed.

**In Open-Round counselling, Candidates are advised to go through the following processes:** -

- The applied eligible candidates may participate in open round counselling strictly on time by **09:00 am to 11.00 am** on the scheduled date **15.06.2020 and 16.06.2020** at HTI (HEC Training Institute, Plant Plaza Road, Ranchi- 4m, Jharkhand) along with the all required documents.
- No candidate will be allowed on any pretext/ ground after **11.00 am** on the scheduled date of counselling.
- Admission will be taken, strictly discipline and category wise, on the basis of merit against the vacant seats among the eligible reported candidates at scheduled date and time.
- No claim will be entertained against filled up vacant seats.
- Selected candidates will have to deposit a sum of Rs.1000/- (Rupees One thousand only) as medical examination fee in favor of **HEAVY ENGINEERING CORPORATION LIMITED** payable at **RANCHI** either through Demand Draft (DD) of any Nationalized Bank or by swipe machine available at HEC Headquarters, Ranchi, at the time of counselling.
- The candidates have to bring all required documents in original and two sets of self attested Photocopies of each.
- The candidates have to bring 05 (five) no. of recent colored passport size photographs.
- Candidates are advised to visit **HEC website [www.hecltd.com](http://www.hecltd.com)** for any amendment/ more details.

**Note:** - In case of the candidates having same or equal marks in the Graduate / Technician (Diploma) then their seniority will be decided according to the date of birth in favor of older candidate. Again, in the case of candidates having same date of birth then their seniority will be decided as per the first letter of the first name according to English alphabet.

- 3) Weightage: - An additional weightage of 10% (Ten percent) marks of the total marks obtained will be added in the obtained marks by the candidate in their qualifying examination i.e. - Graduate/Technician (Diploma), in case of wards of HEC: (i) Employees (ii) Ex- Employees (iii) Contract Workers (IV) Hatia displaced families and (v) Dependent of the deceased employees subject to maximum 100 % i.e. after adding 10% it must not exceed 100%.
- 4) Age Limit: – Age of the applicant should be between 18 to 30 years as on **29.02.2020** with relaxation to SC/ST/OBC-NCL (Non-creamy layer) and PWD (Person with disability) as per directives of Govt. of India.
- 5) Stipend Rate: - Selected trainees will be paid Rs. 9000/- (Rupees Nine thousand only) per month to Graduate Apprentices and Rs.8000/- (Rupees Eight thousand only) per month to Technician (Diploma) Apprentices. No any other allowances/incentives will be paid to the apprentices.
- 6) Leave schedule: - As per the Apprenticeship Act, the selected candidates will be allowed to avail 12 (Twelve) days “Casual Leave”, 15 (Fifteen) days “Medical Leave” and 10 (Ten) days “Extra Ordinary Leave” during their training session. Different nature of leave will not be clubbed together.
- 7) Reservation: Reservation to SC/ ST/ OBC (Non-creamy layer)/ EWS and PWD (Person with disability) shall be given as per reservation policy of Govt. of India.
- 8) Application Fee: -

Others, OBC (NCL), EWS	Rs. 500/- (Rupees Five hundred) only
SC, ST and PWD (Persons with Disability)	Fee Exempt.

- 9) Payment Mode: - Payment can be made through:-
- Swipe machine available at HEC Headquarter through Application Fee Challan Form.
  - Bank Demand Draft in favor of **HEAVY ENGINEERING CORPORATION LIMITED** payable at **RANCHI** of any Nationalized Bank.
- 10) Medical Examination: - Medical Examination of the selected candidates will be conducted in HEC Wellness Centre. An amount of Rs.1000/- (Rupees One thousand only) has to be deposited as medical examination fee in favor of **HEAVY ENGINEERING CORPORATION LIMITED** payable at **RANCHI** either through Demand Draft (DD) of any Nationalized Bank or by swipe machine available at HEC Headquarters, Ranchi, at the time of counselling.
- 11) Training Period: - The period of Apprenticeship training for Graduates and Technician (Diploma) shall be one year from date of joining.
- 12) General Instructions: -
- i) Application Form for admission under NATS (National Apprenticeship Training Scheme) can be downloaded from **HEC website [www.hecltd.com/career\\_page](http://www.hecltd.com/career_page)** and also the same can be obtained from HTI (HEC Training Institute) from 14.03.2020 to 31.03.2020.
- ii) Process for submission of application form:  
Complete filled up application form along with the documents mentioned at point no. ‘13’ is required to be sent through speed post / registered post / by hand, in an envelope clearly mentioning the Advertisement No., Name of training (Graduate / Technician (Diploma), Discipline & category at the top, to the following address - GM/HTI HEC Training Institute (HTI), Plant Plaza Road, Dhurwa, Ranchi-834004 (Jharkhand) latest by 31.03.2020 (up to 5:00 pm). In case of late receipt or incomplete application, the same may summarily be rejected / cancelled.



- iii) All information regarding Process of admission and application forms are available at **HEC website** [www.hecltd.com/career page](http://www.hecltd.com/career_page).
- iv) Company / Organization have no responsibility for any employment or other advance training after the completion, one year of this training.
- v) Company has the right to terminate the trainee due to irregular absentee or any kind of misconduct during training period. If any information and documents submitted by the candidate is found false then the trainee may be terminated from his training and total amount paid by the Company will be recovered by him.
- vi) In case, if the work and conduct of apprentice is not satisfactory the company shall report the matter to the Apprenticeship Advisor and with his consent the apprentices may discontinue of payment of stipend and training.
- vii) If any apprentice remains absent without information after availing his / her authorized leave, action as deemed fit including discontinuation of training programme.

13) The following documents are to be attached along with the application form as applicable: -

- a) Matriculation/10<sup>th</sup> pass certificate.
- b) Mark sheet and passing / provisional certificate of Matriculation or equivalent. (as a Date of birth certificate)
- c) Final Year Mark sheet of Graduate/Technician (Diploma) certificate
- d) Caste certificate [SC/ST/OBC (Non-creamy layer)] issued by a competent authority.(If applicable)
- e) PWD (Person with disability) certificate (if applicable) issued by civil surgeon/ competent authority.
- f) EWS certificate issued by a competent authority. (If applicable)
- g) Certificate of being ward of HEC: employee/ Ex. employee/ Contract Worker, Hatia displaced/ Dependent of Diseased employee/ Contract worker (If applicable).
- h) Aadhar card (UID).
- i) Receipt of payment for application fee (HTI copy of challan or Demand Draft).
- j) Self undertaking (Enclosed in application form)

14) Counselling & Document verification:-

Candidates have to bring the following documents in original for verification and two sets of self-attested photocopy at the time of counselling: -

- a) Matriculation/10<sup>th</sup> pass certificate.
- b) Mark sheet and passing / provisional certificate of Matriculation or equivalent. (as a Date of birth certificate)
- c) Final Year Mark sheet of Graduate/Technician (Diploma) certificate
- d) Recent passport sized colored photograph - 5 nos.
- e) Caste certificate [SC/ST/OBC (Non-creamy layer)] issued by a competent authority.(If applicable)
- f) PWD (Person with disability) certificate (if applicable) issued by civil surgeon/ competent authority.
- g) EWS certificate issued by a competent authority. (If applicable)
- h) Certificate of being ward of HEC: employee/ Ex. employee/ Contract Worker, Hatia displaced/ Dependent of Diseased employee/ Contract worker (If applicable).
- i) Aadhar card (UID).
- j) Receipt of payment for application fee (HTI copy of challan or Demand Draft).
- k) Self undertaking (Enclosed in application form)

**NOTE:** A Bank Demand Draft (DD) of Rs.1000/- (Rupees One thousand only) in favor of **HEAVY ENGINEERING CORPORATION LIMITED** payable at **RANCHI** of any Nationalized Bank or by swipe machine available at HEC Headquarters, Ranchi has to be deposited for medical Examination fees for all candidates.

Important dates:-

Sl. No	Particulars	Date
1.	Availability of application Forms	14.03.2020
2.	Last date for receiving application form	31.03.2020(up to 5.00pm)
3.	Expected date of publication of first merit list	16.04.2020
4.	Counselling date for first merit list (Graduate):	27.04.2020
5.	Counselling date for first merit list [Technician (Diploma)]	28.04.2020
6.	Date of reporting of selected candidates based on first merit list [(both Graduate) & Technician (Diploma)] at HTI 10.00 AM	06.05.2020
7.	Expected date of publication of second merit list	13.05.2020
8.	Counselling date for second merit list (Graduate):	21.05.2020
9.	Counselling date for second merit list [Technician (Diploma)]	22.05.2020
10.	Date of reporting of selected candidates based on second merit list [(both Graduate) & Technician (Diploma)] at HTI 10.00 AM	30.05.2020
11.	Date of publication of Open Round Counseling (if seats will remain vacant)	06.06.2020
12.	Date of Open Round Counselling for Graduate	15.06.2020
13.	Date of Open Round Counselling for Technician (Diploma)	16.06.2020
14.	Date of reporting of selected candidates based on Open Round Counselling [(both Graduate) & Technician (Diploma)] at HTI 10.00am	24.06.2020

Note: For details or any changes/ modifications please visit **HEC website [www.hecltd.com](http://www.hecltd.com)**

GM/HTI  
(P.K.Behera)