



HEAVY ENGINEERING CORPORATION LIMITED

HEC TRAINING INSTITUTE

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

Advt. No. HRD (HTI)/2018-01

Dated: - 27.11.2018

Applications are invited for induction of 169 [73 Graduates and 96 Technician (Diploma)] trainees for NATS session 2018-19 under Apprenticeship Act 1961 in the following Branches / Disciplines: -

Gro up Code	Branch/Discipline	Graduate	Technician (Diploma)	Total	Minimum Educational Qualification
1.	Civil Engineering	02	07	09	A degree or diploma from a recognized University in the relevant Branch/Discipline
2.	Computer Science / Information Technology	05	13	18	
3.	Electrical Engineering / Elect. & Electronics Engg / Electronics & Communication Engineering.	11	21	32	
4.	Industrial Engineering	02	03	05	
5.	Mechanical / Production Engineering.	36	46	82	
6.	Metallurgical Engineering / Foundry Forge Technology.	09	06	15	
7.	Secretarial Practice & Accounts / Office Management & Secretarial Practice.	08	00	08	Non-Engineering Graduate from a recognized University. (A person who holds degree in any subject other than Engineering or Technology)
Total		73	96	169	

A) Other Essential Eligibility: -

- I) Candidates should have minimum 55% of marks [for General 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 2016.
- III) After passing Graduate / Technician (Diploma) examination candidate should not have undergone any training / work experience of more than one year.
- 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 Act without the prior approval of the Apprenticeship Advisor.

B) 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 case of the candidates having same or equal marks in the Graduate / Technician (Diploma) their seniority will be decided according to the date of birth in favour 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.

C) Weightage: - An additional weightage of 10% (Ten percent) marks will be added in the obtained marks by the candidate in their qualifying examination i.e. -Graduate/Technician in case of wards of HEC Employees / Ex-employees / Contract Labour / Hatia Displaced and of Deceased Employees.

D) Age Limit: – Age of the applicant should be between 18 to 30 years as on 30.11.2018 with relaxation to SC/ST/OBC-NCL (Non-creamy layer) and PWD (Person with disability) as per reservation policy of Apprenticeship Act 1961 and Rules, 1992.

E) Stipend Rate: - Selected candidates will be paid Rupees Rs.6500/- (Rupees Six thousand five hundred only) per month per head to Graduate apprentices and Rs. 5000/- (Rupees Five thousand only) per month per head to Technician (Diploma) apprentices. No any other allowances/incentives will be paid to the apprentices.

F) Leave schedule: - As per the Apprenticeship Act 1961 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.

G) Reservation: Reservation to SC/ ST/ OBC (Non-creamy layer) and PWD (Person with disability) shall be given as per reservation policy of Apprenticeship Act 1961 and Rules, 1992.

H) Processing Fee: -

General and OBC (NCL)	Rs. 500/- (Rupees Five hundred) only
SC, ST and PWD (Persons with Disability)	Rs. 125/- (Rupees One hundred twenty-five) only

I) Counselling and Medical Test: - Candidates will be invited to join the course/training after counselling and medical examination based on the merit list and availability of seats in each discipline. Medical Examination will be conducted in HEC Plant Hospital. An amount of Rs.1000/- (Rupees One thousand only) has to be deposited as medical examination fee in favour 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.

J) Training Period & Contract: - The period of Apprenticeship training for Graduates and Technician (Diploma) shall be one year.

K) General Instructions: -

- I) Application Form for admission under NATS (National Apprenticeship Training Scheme) for session 2018-19 will be filled online through **HEC website www.hecltd.com**.
- II) All information regarding Process of admission and application forms are available at HEC website www.hecltd.com
- III) Company/Organisation has no responsibility for any employment or other advance training after the completion of this training.
- IV) Company has the right to eliminate 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.
- V) Final selection of apprentices will be vetted by Personnel & Administration Department / HQ / HEC for compliance of standard reservation policy.

- VI) Where the work and conduct of apprentice is not satisfactory the company shall report the matter to the Apprenticeship Advisor and with his consent the apprentice 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.

L) PROCEDURE FOR APPLYING:

STEP A: REGISTRATION

Eligible candidates can apply only through online registration system of HEC Ltd. To apply logon to: <http://hecltd.com/jobs-at-hec.php> The Online Registration is functional from 10.00 Hrs of 27.11.2018 to 17:00 Hrs of 10.12.2018. **No other means / mode of application shall be accepted.** HEC Ltd. will not be responsible for bouncing back of any email / message sent to the candidates.

1. Before registering and submitting their applications on the website the candidate should possess the following: -
 - a. Valid Self E-mail ID and Mobile no.
 - b. Scanned copy of recent coloured passport size photograph of the candidate with white back ground.
 - c. Scanned signature of the candidate
2. **PHOTOGRAPH:** One recent coloured passport size photograph not more than three months old is to be scanned and uploaded in the space earmarked in the on-line application. The Photograph should be in JPG or JPEG format. The Size of the photograph should be between 20KB to 50KB.
3. **SIGNATURE:** Signature (in Black ink) against white background is to be scanned and uploaded in the space earmarked in the on-line application. Candidates must ensure the signature uploaded is maintained as same at all places viz. signature up-loaded, appended on Undertaking, verification stage, etc. If any variation is found between the signatures, the candidature is liable to be cancelled. Candidate is advised to confirm his / her uploaded signature is clearly visible / identifiable at the appropriate place. The signature should be minimum 200 dpi (dots per inch) and in JPG or JPEG format. The Size of the signature should be between 10KB to 20KB.
4. Once candidate submit their data Online, System will display a unique Payment Reference Number and a link for making Payment of Processing Fee. Candidates have to click on that link and make the payment of processing fee.
5. While making the payment, System will again ask the details of Name, Mobile No. etc. and Payment Reference Number which was generated at the time of applying online. After making Processing Fee, System will generate a Registration Slip having unique Registration Number. Candidates should save it and/or take its printout and keep it in safe custody.
6. Candidate who wish to make the payment later on should click on the link: "Login – For Registered candidates" given on main page to: Reprint Registration Slip / To submit the Bank details and generate Registration Slip / To make the Payment of Processing Fee if provisionally Registered. This information will be asked only at ONE time for completing the Application, and after that a candidate can generate and take the print of Registration Slip again (if required).
7. It is mandatory to submit the details of SBI Collect Reference Number (10-digit alphanumeric reference number starting with DUxxxxxxx) printed on e-receipt and deposit dates again in online portal by login through Payment Reference Number after making the payment. If a candidate fails to submit these details within due date after making the payment, his/her application shall be treated as incomplete and summarily be rejected.

Candidates should check that their Signature and Photograph are uploaded in the designated places in format before final submission of application.

The candidate should cross check all the details filled in the Online Application, before finally submitting the same, as no correction will be possible / allowed later.

STEP B: METHOD OF PROCESSING FEE PAYMENT

1. A link will be provided on the website for payment which would take the candidate to payment portal page only after making the successful registration. The candidate would then follow the instruction as given on the page to complete the payment. The candidate can make payment through Internet banking/ Debit Card (Visa or Masters) / Credit Card (Visa or Masters) / Bank Challan. After making the payment a Payment Slip will be generated on screen and candidates should take the print of that payment slip or save it for further reference.
2. Candidate who wish to make the payment later-on should click on the link: ***“Acknowledgement – For Registered candidates only”*** given on main page to: Reprint Registration Slip / to submit the Bank details and generate Registration Slip / To make the Payment of Processing Fee if provisionally Registered. This information will be asked only at ONE time for completing the Application, and after that candidate can generate and take the print of Registration Slip again (if required).
3. **It is mandatory to fill the payment details in online portal (Payment Collection Reference Number (10-digit alphanumeric reference number starting with DU) printed on e-receipt & date of deposit) by login again after making the payment.** If a candidate fails to submit these details within due date after making the payment, his/her application shall be treated as incomplete and shall be summarily rejected.
4. **Bank commission charges will be borne by the Applicants.** In case the candidate deposits the fee in a wrong account, HEC LTD will not be responsible. Processing fee deposited after **12.12.2018** will not be valid.
5. Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before applying for any post and payment of Processing Fee.
6. The information indicating Registration Number, Details for the counselling will be made available on our website to the candidates found apparently eligible based on the online data only. **The message for counselling, etc. will be sent on the registered mobile number of the candidates.**
7. All information regarding this advertisement will be made available on the website: <http://www.hecltd.com> and no separate communication shall be made. Candidates must remain in constant touch with website <http://www.hecltd.com> for information regarding dates of counselling etc.
8. E-mail ID and Mobile number to be entered in online application form is mandatory. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying online. Candidates are advised to keep the e-mail ID and Mobile number entered compulsorily in the online application form, active for at least one year. **No change in the email ID or mobile number will be allowed once entered.** All future correspondence shall be made via E-mail and/or SMS only.
9. Applicants should keep sufficient copies of same photographs in reserve for future use, which they are using in the Online Registration.
10. 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 engagement of Apprentices.
11. Applications as per the above procedure will only be entertained.

Applicants can send their Query related to this advertisement to email Id: Service Provider Email ID

IMPORTANT DATES

SNo.	Particulars	Date
1.	Online Registration Start Date	27.11.2018 (10.00 Hrs)
2.	Online Registration Closing Date	10.12.2018 (17.00 Hrs)
3.	Last date of Remittance of Processing Fee/Charge in Bank (for already registered candidates only)	12.12.2018 (17.00 Hrs)
4.	Last date of Submission of Payment details in Online Portal (for registered candidates only)	12.12.2018 (17.00 Hrs)
5.	Date of publication of first merit list	19.12.2018
6.	Counselling for 1st merit list:	29.12.2018
7.	Date of publication of second merit list	02.01.2019 (If seats remain vacant)
8.	Counselling for 2nd merit list	14.01.2019
9.	Date of publication of Mop-up round list	21.01.2019 (If seats remain vacant)
10.	Counselling for Mop-up round:	28.01.2019
11.	Last date of admission	04.02.2019
12.	Session starting date	18.02.2019

The 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 / 10th pass certificate.
- b. Final year Mark sheet of Graduate / Technician (Diploma).
- c. Recent passport sized coloured photograph - 5 numbers.
- d. Caste certificate SC/ST/OBC (Non-Creamy layer) issued by the competent authority.
- e. PWD (Person with disability) certificate if applicable issued by a civil surgeon/competent authority.
- f. Certificate of being ward of HEC employee/ Ex-employee/ Dependent of deceased employee/ Hatia displaced.
- g. Aadhar (UID) Card
- h. Character certificate (Institution last attended/competent authority).
- i. A Bank Demand Draft (DD) of Rs.1000/- (Rupees One thousand only) in favour of **HEAVY ENGINEERING CORPORATION LIMITED** payable at **RANCHI** of any Nationalized Bank or by swipe machine available at HEC Headquarters, Ranchi for medical Examination fees.

(Ratan Lal)
SDGM, I/c HTI
