



HEAVY ENGINEERING CORPORATION LIMITED

HEC TRAINING INSTITUTE

PLANT PLAZA ROAD, DHURWA, RANCHI
JHARKHAND) – 834004

Advertisement No. HEC/HTI/2022/1137

Sub: Induction of 74 Nos. of Apprentices under Apprenticeship Act 1961 for the Session 2022-23 at HEC- Training Institute (one year Apprentice Training), as per details given below:

Graduate and Diploma Apprentices

Branch/Discipline	Graduate	Group Code	Technician (Diploma)	Group Code	Total	Minimum Educational Qualification
Civil Engineering.	10	101	04	201	14	For Group Code 101 to 104: A degree from a recognized University/Institute in the respective Branch / Discipline. For Group Code 201 to 204: A diploma from a recognized University/Institute in the respective Branch / Discipline.
Computer Science / Information Technology.	10	102	05	202	15	
Electrical Engineering / Electrical and Electronics Engineering.	10	103	05	203	15	
Mechanical / Production Engineering.	10	104	10	204	20	
Secretarial Practice & Accounts / Office Management & Secretarial Practice.	10	105	00		10	Graduate in any subject other than Engineering/ Technology covered in Group Code 105, from a recognized University/Institute
Total =	50		24		74	

I) Prescribed Qualification/Eligibility Criteria:-

(A)- For Graduate Engineers

- 1. For all Discipline- Graduate Apprentice** – 4 years regular course in respective Engineering branch from recognized Institute/University with minimum 50 % marks in aggregate for General & OBC candidates & 45% in case of SC/ST candidates against reserved positions.
- 2. For Discipline Code- 105- Graduate Apprentice (Secretarial Practice and Accounts/Office Management)** – Non-Engineering Graduate from any discipline of recognized university with minimum 50 % marks in aggregate for General & OBC candidates & 45% in case of SC/ST candidates against reserved positions.

(B)- For Diploma Holder

- 1. For all Discipline- Technician Apprentice** – 3 years regular Diploma in respective Engineering branch from recognized Institute/University with minimum 50 % marks in aggregate for General & OBC candidates & 45% in case of SC/ST candidates against reserved positions. Wherever CGPA/OGPA or Letter Grade is

awarded in the Degree/Diploma examinations, its equivalent aggregate percentage of marks must be indicated in the Off-line Application as per the norms adopted by Board/University/Institute. Candidates will have to furnish certificate from the concerned University/Institute regarding the equivalent aggregate percentage of marks with reference to their CGPA/OGPA or Letter Grade at the time of document verification failing which their candidature will not be considered.

C. Weightage to ward of HEC Employees and Hatia Displaced

Candidate obtaining minimum 40% marks under EWS, Hatia displaced son & daughter of HEC Employees, Ex- Employees, and Dependent of the deceased employees and Defense Personnel quota can also apply. An additional weightage of 10% marks will be added in the percentage of marks obtained by the candidates in qualifying examination to the wards of HEC (as per previous practice)

Other conditions:

1. Candidates possessing Diploma in Engineering in relevant trade / discipline under recognized lateral entry scheme (Class–XII (Sc.)/ ITI admitted in 2nd year of Diploma course) shall also be considered eligible subject to meeting prescribed percentage of marks on the basis of aggregate of all semesters in the diploma course.
2. Candidates with qualification acquired through Distance Learning / Part Time / Correspondence Mode shall **NOT** be considered.
3. Candidates possessing higher professional qualifications other than as mentioned above such as **ME / M. Tech, MBA, CA, LLB, MCA** or any such equivalent qualification or pursuing higher qualification shall **NOT** be considered.
4. Suppression of information regarding possession or pursuing higher qualification shall render a candidate ineligible for consideration at any stage of selection/termination or any time during engagement.
5. Candidates applying for more than one Trade/Discipline **will not** be considered and their applications will be summarily rejected.
6. In case the date of declaration of result is not mentioned in the Mark Sheet, the candidate shall be required to submit a certificate mentioning the date of publication of result from the Principal of the Polytechnic/ College/Institute from where the candidate pursued his/her ITI/Graduation/Diploma course, at the time of Document Verification.
7. **Reservation for PWBD Candidates for the all discipline**-To be eligible against reservation for PwBD, the permanent disability should be a minimum of 40% as issued by the Competent Authority in the Disability Certificate. Categories of Disability with a **minimum of 40%** and above are given below -
PV: Low Vision (LV) / Partially Blind (PB) PH: Partially Deaf
PL: Musculoskeletal (OA – one arm affected / OL – One leg affected / OAL – One arm and one leg affected), Leprosy cured, Dwarfism, Acid Attack Victim, Cerebral Palsy,
MD – A combination of the above
The Rights of Persons with Disabilities Act 2016 - Section 2(r) defines “person with benchmark disability” as a person duly certified by the certifying authority with:
 - Not less than 40% of a specified disability where specified disability has not been defined in measurable terms, and
 - A disability where specified disability has been defined in measurable terms.The candidates are required to submit a Disability Certificate issued by competent authority as per the Rights of Persons with Disabilities Rules, 2017, failing which their candidature as PwBD candidates will not be considered. Persons with Benchmark Disabilities must be capable of performing the task assigned to them/take instructions using suitable aids and appliances.
PWBD candidates with less than 40% of permanent disability are **NOT** eligible.
8. The candidates who have undergone Apprenticeship earlier or pursuing Apprenticeship Training in an Industry as per the Apprenticeship Act, 1961/1973 as amended from time to time or job experience for a period of 1 year or more are **NOT eligible**.
9. Candidates who have **completed 3 YEARS** after acquiring the prescribed educational qualification as on **date of reckoning i.e. 20.09.2022** shall **NOT BE ELIGIBLE** for Apprenticeship under Apprentice Act, 1961.

II) Age Limit:-

1. For Graduate/Diploma Apprentice

Age of the applicant should be between 18 to 30 years as on 20.09.2022 with relaxation to SC/ST/OBC-NCL (Non-Creamy layer) and PWD (Person with disability) as per directives of Govt. of India.

III) Reservation, Concessions & relaxations to candidates belonging to SC/ST/OBC(NCL)/PwBD/Economically Weaker Sections (EWS)

(a) For Graduate and Diploma Apprentices

1. 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.
2. Reservation for candidates belonging to SC, ST, OBC (NCL), PwBD & EWS categories will be in terms of numbers indicated above.
3. However, if the prescribed no. of persons belonging either to the Scheduled Caste or Scheduled Tribes are not available as per Selection criteria and other criteria/parameters, the seats reserved in any trade for them may be filled by persons belonging to the Scheduled Tribes or as the case may be to the Scheduled Caste on the basis of position in the merit list based on marks obtained in the merit list, meeting the notified eligibility criteria and documents found in order upon verification etc. If the reserved seats cannot be filled even in the above given manner, seats so lying unfilled may be filled first by persons belonging to Other Backward Classes on the basis of position in the merit list based on marks obtained in the relevant Diploma/Degree percentage, meeting the notified eligibility criteria and documents found in order upon verification etc. Seats still remaining unfilled will be filled by candidates belonging to unreserved category on the basis of position in the merit list based on marks obtained in the relevant Diploma/Degree percentage, meeting the notified eligibility criteria and documents found in order upon verification etc. Similarly, if seats reserved in any trade for the Other Backward Classes cannot be filled from the Other Backward Classes, then the seats so lying unfilled may be filled by persons belonging to the Scheduled Caste or Scheduled Tribes on the basis of position in the merit list based on marks obtained in the relevant Diploma/Degree percentage, meeting the notified eligibility criteria and documents found in order upon verification etc. Seats still remaining unfilled will be filled by candidates belonging to unreserved category on the basis of position in the merit list based on marks obtained in the relevant Diploma/Degree percentage, meeting the notified eligibility criteria and documents found in order upon verification etc. Similarly, if seats reserved in any trade for the Economically Weaker Section (EWS) cannot be filled from the Economically Weaker Section (EWS), then the seats so lying unfilled may be filled by persons belonging to unreserved category on the basis of position in the merit list based on marks obtained in the relevant Diploma/Degree percentage, meeting the notified eligibility criteria and documents found in order upon verification etc.
4. Relaxation in upper age upto 5 years for SC/ST candidates and 3 years for OBC (NCL) candidates considered against reserved positions will be allowed.
5. Relaxation in upper age upto 10 years for Persons with Benchmark Disabilities (PwBD) candidates irrespective of reservation of seats for them. Further, upper age relaxation of 5 years to PwBD candidates belonging to SC/ST category and 3 years to PwBD-OBC(NCL) candidates.
6. Reservation for PwBD categories to be engaged as Apprentices shall be in consistence with Section 34(1) of the Rights of Persons with Disabilities Act, 2016.
7. Reservation in PwBD category will be extended on horizontal basis, against notified numbers of seats in identified Trade/Disciplines.
8. Minimum prescribed qualification marks will be relaxed by 5% for candidates belonging to SC/ST/PwBD categories considered against reserved positions.
9. A person with a specified disability listed in the Schedule appended to the Act but not covered under Section 34(1), if certified by a certifying officer as a person with disability of 40% or above, shall be allowed concessions/relaxations available to PwBDs. One shall be declared successful, if selected on merit against unreserved seats. His/her candidature will not be considered/adjusted against reservation provided to PwBDs under Section 34(1) of the Act of 2016.

10. For claiming the benefit of OBC category, the candidate should submit caste certificate in the proforma prescribed by Govt. of India, which would, among others specifically mention that the candidate does not belong to the persons/sections (creamy layer) as mentioned in column 3 of the schedule to the Department of Personnel & Training, Government of India OM No.36012/22/93-Estt.(SCT) dated 08.09.1993 and OM No. 36036/2/2013- Estt.(Res.) dated 30.05.2014. In case of candidates belonging to OBC (non-creamy layer) category, name of OBC caste mentioned in the certificate should fall in the Central List of OBCs of the respective State and non-creamy layer status should be valid as on cut-off date of reckoning eligibility criteria i.e. 19.09.2022 or not more than six month old of date reckoning
11. Candidates belonging to OBC category but falling in creamy layer are not entitled to OBC reservation benefits. Accordingly, such candidates may choose to apply for the positions provided they meet the age criteria applicable to UR candidates and indicate their category as “UR (Unreserved)”.
12. Candidates belonging to EWS category are required to submit an Income & Asset Certificate issued by Competent Authority prescribed under Point No.5 of the Department of Personnel & Training’s O.M. No.36039/1/2019- Estt(Res) dated 31.01.2019.

IV) Period of Apprenticeship Training

12 Months for all disciplines in Graduate & Diploma holder.

V) Date of Reckoning Eligibility Criteria

The date for the purpose of possession of qualification and meeting age criteria shall be **20.09.2022.**

a. Selection Methodology

Selection shall be on the basis of:

- i. Percentage of marks in graduation/diploma =100%**
- ii. Candidates selected as apprentices will have to fulfill the minimum physical fitness standard / parameters as specified in the Apprentice Act and amendments / modification issued from time to time. Only those candidates declared fit in pre-engagement medical and physical fitness shall be considered for engaging as apprentice.

HEC shall have no obligation to offer regular employment to Apprentices during and/or after the completion of the apprenticeship training. After successful completion of Apprenticeship, candidates shall be relieved from the establishment.

VI) Document Verification:-

Candidates shortlisted on the basis of selection methodology in the merit list and subject to number of seats in respective Trades/ Disciplines shall be called for document verification. The following original documents along with a self- attested copy should be furnished at the time of Document Verification:

1. 10th Pass/Matriculation certificate issued by the concerned education board as proof of date of birth. No other document will be accepted for verification of date of birth.
2. SC/ ST /OBC (NCL)/Disability/EWS-Income & Asset Certificate by reserved category candidates in the prescribed format issued by Competent Authority.
3. Certificate of being ward of HEC employee/ Ex. Employee/ Contract worker, Hatia displaced/ Dependent of deceased employee/ Contract worker (if applicable)
4. Class XII marksheet issued by the concerned education board and Semester-wise/ year-wise mark sheets of Graduation/Diploma Engineering
5. Final Graduation/Diploma Certificate/Provisional issued by respective Board/ Authority.
6. Final Year Marksheet of Graduate/ Technician (Diploma)
7. Conversion certificate from CGPA/OGPA/Letter Grade to percentage of marks, if applicable, from concerned University/Institute.
8. Certificate mentioning the date of publication of result from the Principal of the Polytechnic/ /College/ Institute from where the candidate pursued his/her Graduation/ Diploma course, if applicable.

9. SLC/CLC/TS in original should be verify at the time of document verification.
10. Recent passport sized Colored photograph- 5 nos.
11. Receipt of payment of application fee only by Demand Draft
12. Self undertaking (Enclosed in application form)
13. Aadhar card..

VII) General Instructions:

- a. Candidates are advised to carefully read the full advertisement for details of educational qualification and other eligibility criteria before submission of online application.
- b. At any stage of the selection process, if it is found that the candidate has furnished false or incorrect information, the candidature of the candidate will be cancelled. Candidate shall also render himself liable for criminal prosecution.
- c. The candidature of the applicant would be provisional and subject to subsequent verification of certificates and testimonials etc. In case it is detected at any stage of engagement or thereafter, that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/doctored/false information/certificate/documents or has suppressed any material fact(s), his/her candidature will stand cancelled. If any of these shortcomings is/are detected even after engagement, his/her engagement is liable to be terminated.
- d. Any corrigendum/addendum or updates with regard to this advertisement shall be made available on our website: www.hecltd.com.
- e. **Candidates are advised to register as a Graduate/Technician Apprentice online with the Board of Apprenticeship Training (BOAT) at <https://portal.mhrdnats.gov.in/boat/commonRedirect/registermenunew/registermenunew.action>**
- f. The candidate must have an active email ID and Mobile Number which must be valid for at least next one year. All future communication including Corrigendum/Addendum with regard to this advertisement with candidate will take place only through e-mail / SMS Alerts.
- g. The candidate must ascertain the correctness of all information before filling in the off-line application and its final submission.
- h. The candidate shall be wholly/exclusively responsible for the information provided in his/her off-line application.
- i. Candidates are requested to apply sufficiently in advance before the closing date.
- j. All the candidates are advised to keep the copy of the DD of the application fee for reference as candidates are required to quote their application no.
- k. Candidates are advised to periodically visit our above website as all future correspondence and latest information on our website and/or by e-mail
- l. Any corrigendum/addendum etc. or updates with regard to this advertisement shall be made available on our website: www.hecltd.com ONLY.

VIII) How to apply:

OFF-LINE MODE APPLICATION IS TO BE SUBMITTED BY THE ASPIRENT CANDIDATES.

Eligible candidates can apply only through off-line mode application.

Complete filled application form along with the documents mentioned in the application form required to be sent through speed post /registered post /courier (no application will be entertained by hand delivery). The envelope should clearly mentioned the Advertisement No., Name of training (Graduate /Technician (Diploma), Discipline & Category at the top of envelope to the following address:

To
The Principal,
Heavy Engineering Corporation Training Institute,
Plant Plaza Road, Dhurwa
Dist. – Ranchi,
State – Jharkhand, PIN -834004

The off-line application shall be available in HEC website from 10.00 Hrs of **STARTING DATE:16.08.2022** to **LAST DATE: 20.09.2022 upto 5 PM** No other means / mode of application shall be accepted. HEC Ltd. will not be responsible for any postal delay in the offline application. In case of late receipt or incomplete application, the same may summarily be rejected /cancelled.

The candidate should cross check all the details filled in the off-line Application, before finally sending the same, as no correction will be possible later.

1. All information regarding this advertisement is 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>
2. E-mail ID and Mobile number to be entered in offline 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 offline. Candidates are advised to keep the e-mail ID and Mobile number entered compulsorily in the offline 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.
3. Applicants should keep sufficient copies of same photographs in reserve for future use, which they are using in the offline application filled-up.
4. 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.
5. Manual / paper application will be entertained.
6. Applicants can send their Query related to this advertisement to email Id: recruitment@hecltd.com or hti@hecltd.com

Note:

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. HECLTD will not be responsible for any other problem in submission of offline Application.
3. Mere fulfillment of the eligibility criteria will not confer any right on them for engagement and to be called for the counseling /Document Verification. 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.

IX) FEE STRUCTURE FOR APPRENTICES CANDIDATES :

S.No.	FEE STRUCTURE	PERIODICITY	IN RS.
01	OFFLINE APPLICATION FEE (GEN., OBC & EWS only)	ONE TIME	500.00
02	REGISTRATION FEE	ONE TIME	300.00
03	MAGAZINE FEE	ONE TIME	400.00
04	CAUTION MONEY (REFUNDABLE)	ONE TIME	500.00
05	EXAMINATION FEE	ONE TIME	3000.00
06	SPORTS FEE	ONE TIME	500.00
07	WORKSHOP & THEORY CLASSES	ONE TIME	1000.00
08	CERTIFICATE VERIFICATION FEE	ONE TIME	200.00
09	MEDICAL EXAMINATION FEE(AT THE TIME OF COUNSELLING)	ONE TIME	1000.0

Application Processing Fee (As per previous practice in NATS): -

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

Note: Application processing fee is non-refundable.

- Only Bank Demand Draft in favor of **HEAVY ENGINEERING CORPORATION LIMITED** payable at RANCHI of any Nationalized Bank is acceptable and no any other mode will be entertained.

Medical Examination: - Medical Examination of the all 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 counseling

X) Other Conditions: -

- Stipend:** The Apprentices shall be paid the following stipend during one year course AS PER GOI gazette
Diploma Holder- Rs. 8000.00 per month
Graduate Engineers: Rs. 9000.00 per month
- Company Accommodation/HRA:** No HRA or Company's accommodation shall be provided to Apprentices; however limited hostel facilities are available for outside candidates.
- Leave & Holidays:** The following leave & holidays shall be admissible to Apprentices:
 - Casual Leave- 12 days per calendar year
Medical Leave- 15 days
Extraordinary Leave- 10 days (without stipend)
 - An Apprentice shall avail such Holidays as are observed in the establishment in which he/she is undergoing Apprenticeship training.
Leave not availed shall lapse at the end of apprenticeship period

(H) IMPORTANT DATES FOR ADVERTISEMENT NO:HEC/HTI/2022/1137,

Sl.No	Particulars	Dates	Remarks
01	Tentative date of Advertisement Publication	16.08.2022	
02	Tentative Date of commencement of application	16.08.2022	
03	Tentative Last date of submission of application	20.09.2022 5.00 PM	
04	Tentative Date of Publication of Merit List	2 nd week of Oct'2022	
05	Tentative date of Counseling	3 rd week of Oct'2022	

PRINCIPAL(HTI)