



HEAVY ENGINEERING CORPORATION LIMITED
HEC TRAINING INSTITUTE (HTI)

Advt. No. HTI/ATS -01/2019

Dated:-10/08/2019

**Induction of 126 (One hundred twenty six) number of Trainees under ATS (Apprenticeship Training Scheme) for
Session 2019-20 & 2019-21.**

We intend to induct 126 (One hundred twenty six) number of Trainees under ATS (Apprenticeship Training Scheme) against trade wise approved seats. The training session is likely to be started from October 2019. The details of the seats are as follows:

Sl. No.	Trade	Vacant seats
1	Electrician	12
2	Fitter	23
3	Machinist	22
4	Welder	09
5	Turner	11
6	Crane Operator	32
7	Forger & Heat-Treater (FHT)	08
8	Carpenter/Pattern Maker	04
9	Plumber	02
10	Foundry man/Moulder	03
Total		126

1) Selection Criteria for admission:

Selection will be done on the basis of marks of qualifying Examination of candidate.

- In case of candidates having same or equal marks in ITI Examination, their seniority will be decided on the marks obtained in class 10th pass or its equivalent.
- In case of tie between candidates having same or equal marks in class 10th pass or its equivalent their seniority will be decided according to the date of birth in favour of older candidate.
- In case of candidates having same or equal marks in class 8th pass, their seniority will be decided according to the date of birth in favour of older candidate.
- Again in case of tie between the candidates in date of birth, their seniority will be decided as per first letter of the first name according to english alphabet.
- For the candidates whose result are based on **CGPA**, their percentage of marks will be calculated by multiplying 9.5 with their CGPA and then merit list shall be prepared according to their percentage of marks which will be arrived.
- **Calculation of % of marks for ICSE Board:** Out of the 06 (Six) subjects (the average is considered as one) the subject in which candidate have got the lowest marks will not be counted in the calculation of percentage marks. It will be left out and only 05 (five) subjects marks will be considered for calculation of % of marks.
- Admission shall be made according to the merit list. The complete list of eligible candidates will be prepared according to their marks obtained in qualifying Examinations. HTI/HQ will prepare different merit lists (Discipline and category wise) for Fresher's (8th pass and 10th pass), ITI pass (from HTI and other than HTI) and contract labour for Counselling. If seats remain vacant after 1st round counselling then another merit list (Discipline and category wise) may be published for 2nd round counselling. If seats remain vacant after 2nd round counselling then an Open round counselling will be done where all eligible candidates may be participate for counselling against available vacant seats according to the merit list (Trade and Category wise). The candidates who were called for 1st and 2nd round counselling they are not eligible to attend the open round counselling.

2) Age: Age as on 1st July 2019 should be minimum fourteen (14) years and maximum 40 (forty) years with relaxation for SC/ST/OBC (Non-creamy layer)/PH as per the guidelines of Government of Jharkhand.

3) Minimum qualification / eligibility criteria:-

i) For freshers class 8th pass (Welder & Carpenter trades):

Candidates obtaining minimum 40% or more marks (for Others, EWS, OBC, Hatia displaced, Sons & Daughters of HEC Employees, Ex-Employees, Dependent of the deceased employees and Defence personnel's) in class 8th pass or its equivalent from a recognized Institutions or Council can apply. The candidate belonging to SC/ST and PH category must obtain pass marks in class 8th or its equivalent.

ii) For freshers (10th pass or equivalent):

Candidates obtaining minimum 40% or more marks (for Others, EWS, OBC, Hatia displaced, Sons & Daughters of HEC Employees, Ex-Employees, Dependent of the deceased employees and Defence personnel's) in class 10th /Matriculation or its equivalent from a recognized Board or Council can apply. The candidate belonging to SC/ST and PH category must obtain pass marks in class 10th or its equivalent.

III) ITI passed from HTI or other ITI's:

The candidates should have passed relevant ITI course from Institute recognized by NCVT, in both cases [Pass from HEC Training Institute (HTI) or from other ITI's] passing marks of candidate should not be less than 50% in aggregate. The candidate belonging to SC, ST, and PH (Physically Challenged) category must obtain pass marks in ITI.

IV) Contract Labour in HEC:

The candidates who have minimum educational qualification of class 10th/Matriculation or equivalent from a recognized Board or Council and are engaged through Labour Co-operative Societies/ contractors of HEC and have been working for a period of minimum three (03) years as on 1st July 2019 are eligible to apply. The candidate applying for trades Welder & Carpenter should have only pass marks in class 8th from any recognized Institution/ Board or Council.

4) Weightage:

An additional weightage of 10 (Ten) marks will be added in the percentage of marks obtained by the candidates in class 8th (Welder and Carpenter) or class 10th under 10+2 system / matriculation or equivalent in qualifying examination to the wards of HEC:-

(i) Employees (ii) Ex- Employees (iii) Contract Labours (IV) Hatia displaced families and (v) Dependent of the deceased employees subject to maximum 100 marks i.e. after adding 10% it must not exceed 100.

5) Reservations:

The reservation for SC (Scheduled Caste) = 10%, ST (Scheduled Tribe) = 26%, OBC (Backward Class and Extremely Backward Class excluding creamy layer) = 14%, EWS (Economically Weaker Section) = 10%, PH (Physically Challenged) and Defence personnel shall be given horizontally in accordance with the concurrent or latest regulations of Govt. of Jharkhand.

6) Distribution of vacant 126 No. of seats:

Sl.No	Seats allotted for	Vacant seats
i	ITI pass from HTI	25
ii	ITI pass from other recognised Institution	25
iii	Hatia Displaced	33
iv	Sons/ Daughters of HEC: Employees, Ex-employees, Dependents of Deceased Employee and Defence Personnel's	15
v	Contract Labour in HEC	28
	Total	126

- In case of seats remaining vacant under "Wards of Employees, Ex-Employees, dependents of Deceased Employees of HEC and Defence personnels", the seats shall be released to Hatia Displaced category and vice-versa.
- In case of seats remain vacant under EWS (Economically Weaker Section) the seats shall be released to others category.

7) **Application Fee** :- Application Form fee shall be Rs.750/- for (Others, EWS, D.P. and OBC) however no application form fees shall be levied/ charged from SC, ST and PH candidates.

- All selected candidates will have to go under Pre-admission Medical Examination at HEC Wellness Centre. The medical examination Fee will be Rs. 1000/- per candidate at the time of counselling, either through Bank Demand Draft in favour of **HEAVY ENGINEERING CORPORATION LIMITED** payable at **RANCHI** or by swipe machine available at HEC Headquarters, Ranchi.
- Candidates will be invited to join the course after counselling at HTI based on the merit list and after passing the Medical fitness test conducted by HEC Wellness Centre.

8) Fee structure for the session 2019-20 & 2019-21:

Sl.No.	Fees Structure	Periodicity	In Rs.
I	II	III	IV
01	Registration Fee	One Time	300.00
02	Magazine Fee	One Time	400.00
03	Caution money for Library (Refundable)	One Time	500.00
04	Examination Fee	One Time	3000.00
05	Sports Fee	One Time	500.00
06	Workshop Caution Money (Refundable)	One Time	1000.00
07	Certificate Verification Fee	One Time	200.00
	Total	=	5900.00

- The above Fee amount has to be deposited at the time of admission.

9) Payment of Stipends:

- No stipend will be paid to Contract Labours.
- The trainees will be paid 70% and 80% of Rs.6466.00/- per month in 1st and 2nd year respectively.

10) General instructions:

- **Misconduct:**

In case of any misconduct is committed by the apprentices during training period, their apprenticeship will be terminated and stipend paid to them by HEC till the point of termination will be recovered from the trainees. In such a case fees/charges paid by the candidate will not be refunded and no further clarification will be entertained.

- **Certification:**

National Apprenticeship Training Certificate' will be issued after passing the concerned AITT examination and will be made available by NCVT.

- **Note:** - If any candidate failing to take admission on or before their scheduled date (for selected candidates under 1st and 2nd round counselling) then their counselling selection will not be entertained and the candidature will be treated cancelled.

11) Venue and time for respective counselling.

HEC Training Institute, Plant Plaza Road, Dhurwa, Ranchi (Jharkhand) - 834004

Time: 9.00 AM to 4.00 PM, on respective dates of counselling.

- The candidate who fails to attend the due date of counselling, his/her candidature will be treated as cancelled.
- Institute has no responsibility for employment/ higher training after completion of course.
- For details and any changes/modifications please visit our website www.hecLtd.com
- No TA/DA will be paid for attending the counselling.

12) Verification of Documents:

- Required documents will be sent for verification to authority concerned. If any document is found fake/false in verification, his/her training will be terminated and his/her admission will be cancelled immediately and the stipend paid by HEC till the point of termination will be recovered from the trainees. In such a case fees/charges paid by the candidate will not be refunded and no further clarification will be entertained.
- No cash in any form for any activity will be collected by any staff of HEC Training Institute (HTI) under any condition.

13) 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 **10.08.2019 to 26.08.2019 (17.30 hrs.)** 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. Before registering and submitting their applications on the website, the candidate should possess the following :-

- Valid Self E-mail ID and Mobile no.
- Scanned copy of recent coloured passport size photograph of the candidate with white back ground.
- Scanned signature of the candidate

- **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.

- **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.

- 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.
- 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.
- 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).

- It is mandatory to submit the details of SBI Collect Reference Number (10 digit alphanumeric reference numbers 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.
- **IMPORTANT:**

Copy of this online APPLICATION FORM (Registration Slip) containing the registration number is to be printed, signed, and furnished along with SELF-ATTESTED HARD COPIES of the following documents in the given order only (from top to bottom) at the time of counselling:

- Marks sheet, Admit card and passing certificate of Matriculation or equivalent.
- Marks sheet and School leaving certificate of class 8th pass (for welder and Carpenter trades only).
- Marks sheet and Provisional /NTC Certificate of ITI (for ITI pass candidates).
- SC/ST/OBC – NCL/PWD/EWS, Certificate in the prescribed format by Govt. of Jharkhand. (if applicable)
- PWD Certificate as per latest format (if applicable).
- Recent passport size colored photograph (5 Nos.)
- Certificate of HEC employees/ Ex. Employees/ Ward of Diseased employees / Hatia displaced / Contract workers (If applicable).
- Certificate of Defence personnel issued by a competent authority (if applicable).
- Character certificate (Institution last attended).
- Candidate have to deposit either a Bank Demand Draft for Rs.1000/- (Rupees One thousand only) in favour of HEAVY ENGINEERING CORPORATION LIMITED payable at RANCHI or the such amount paid through swipe machine available at HEC/HQ at the time of counselling against medical examination fees.
- Two sets of self-attested photo copy of related documents have to produce with original certificates for verification.

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

- 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 candidates shall 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). 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.
- Candidates 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).
- 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.
- 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 12.08.2019 will not be valid.
- Fees once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before applying and payment of Processing Fee.
- The Merit list will be uploaded in HEC website: <http://www.hecltd.com> as well as on the Notice Board of HEC Training Institute as per schedule.
- 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 latest information.
- 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.
- Applicants should keep sufficient copies of same photographs in reserve for future use, which they are using in the Online Registration.
- It is mandatory that eligible candidates go through the full text of the advertisement and agree to all the conditions given, while applying.
- Applications as per the above procedure will only be entertained.

IMPORTANT DATES

Sl. No.	Particulars	Date
1.	Online Registration Start Date.	10.08.2019 (10.00 Hrs.)
2.	Online Registration Closing Date.	26.08.2019 (17.30 Hrs.)
3.	Last date of Remittance of Processing Fee/Charge in Bank (for already registered candidates only).	28.08.2019 (23.59 Hrs.)
4.	Last date of Submission of Payment details in Online Portal (for registered candidates only).	28.08.2019 (23.59 Hrs.)
5.	Expected date for publication of 1st Merit list.	07.09.2019
6.	Counselling date for 1st merit list for Fresher's (8th pass , 10th pass and Contract labour).	13.09.2019
7.	Counselling date for 1st merit list for ITI pass candidates .	14.09.2019
8.	Expected date for publication of 2nd Merit list	20.09.2019
9.	Last date of admission of selected candidates under 1 st round counselling	21.09.2019 (Upto 4.00 p.m.)
10.	Counselling date for 2nd merit list (8th pass , 10th pass, Contract labour and ITI pass).	25.09.2019
11.	Last date of admission of selected candidates under 2 nd round counselling.	30.09.2019 (Upto 4.00 p.m.)
12.	Information for Open Round counselling.	04.10.2019
13.	Date for Open Round counselling.	09.10.2019
14.	Last date of admission of selected candidates under open round counselling.	12.10.2019 (Upto 1.00 p.m.)
15.	Session starting Date	15.10.2019

Note:

1. Applicants are advised to check the career section of our website (www.hecltd.com) regularly for regular updates.
2. In order to avoid last minute rush, the candidates are advised to apply early enough. HEC LTD will not be responsible for network problems or any other problem in submission of online Application.
3. Mere fulfillment of the eligibility criteria will not confer any right on them for this training program. 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 selection process without any further notice or assigning any reasons whatsoever.
4. Canvassing in any form will disqualify the candidature of the candidate.
Court of jurisdiction for any dispute will be Ranchi, Jharkhand.

Chief of HTI.
