

## HEC TRAINING INSTITUTE (HTI)

Sub: - **Notice for inviting applications for admission of 109 trainees under Craftsmanship Training Scheme (CTS)/ITI in different trades for the session 2018-19 & 2018-20.**

**The break-up of trainees under Craftsmanship Training Scheme (CTS) is as follows:**

Sl. No.	Trade.	Duration of course	Total seats.
1	Electrician	2 Yr.(4Semesters)	<b>21</b>
2	Fitter	2 Yr.(4Semesters)	<b>42</b>
3	Machinist	2 Yr.(4Semesters)	<b>16</b>
4	Welder	1Yr.(2Semesters)	<b>30</b>
TOTAL NO. OF SEAT			<b>109</b>

### **Selection and Eligibility Criteria for admission:**

- 1) Age as on 1<sup>st</sup> July minimum fourteen (14) years and maximum 40 (forty) years as limit with relaxation for SC/ST/OBC/PH as per the guidelines of Government of Jharkhand.
- 2) The eligibility criteria under qualification for applying will be class 10<sup>th</sup> pass under 10+2 system / matriculation or equivalent from a recognized Board or Council.
- 3) No separate written test will be conducted for admission/selection of candidate.
- 4) Admission shall be taken by preparing the merit list considering the marks secured in 10<sup>th</sup> class examination under 10+2 system or its equivalent from a recognized Board or Council of central or State or its equivalent hereinafter stated as Matriculation. For those, whose results are based on CGPA, for getting the equivalent marks, the CGPA will be multiplied by 9.5.
- 5) An increment of 10 marks will be added to the percentage of marks secured in class 10<sup>th</sup> under 10+2 system / matriculation or equivalent out of total /aggregate 100% by the wards of (i) Employees (ii) Ex- Employees (iii) Contract Labour and (iv) Hatia displaced families (v) Dependent of diseased employees subject to maximum 100 marks i.e. after adding 10 it must not exceed 100.
- 6) The reservation for SC (Schedule Caste), ST (Schedule Tribe), OBC (Other Backward Caste excluding creamy layer), PH (Physically Challenged) shall be given in accordance with the concurrent or latest regulations of Govt. of Jharkhand.
- 7) Separate merit list for General, SC, ST, OBC & PH shall be prepared on the basis of final ranking arrived at in the manner as stated above.
- 8) A merit list (Trade & Category wise) of total eligible candidates will be prepared for admission. The candidates will be admitted to fulfil the allotted seats within the prescribed date of admission by issuing different lists one by one. In the first list, 109 candidates according to their merit list will be displayed on Notice board/ HEC website (Trade & category wise) and will be called for counselling. If vacant seats are there after the date & time of the first list's counselling are still there then second list will be prepared based on merit list (trade & category wise) and will be displayed on Notice Board/ HEC website.

If after counselling date and time of second list, seats are still vacant then a mop-up round will be done where candidates in 1:4 i.e. of seats: candidate ratio will be called for counselling against vacant seats according to the merit list (trade & category wise).

- 9) In case of the tie between candidates because of having same or equal marks, the candidate who has secured more marks in subject/ paper: Mathematics will be senior in merit list .If candidate happens to obtain same or equal marks in Mathematics, higher marks secured in another subject/paper: Science shall be considered for seniority in merit list and again in case there is a tie between the secured marks of another subject/paper: Science, the date of birth shall be considered to decide inter-se-seniority in favour of older candidate.
- 10) Candidates will be invited to join the course after counseling based on the merit list and the vacancies allotted to each trade.

**Post selection procedure:**

Once the selection of trainee is finalized, the list of all candidates in order of merit will be published on notice boards of HTI, HQ, FFP, HMBP, HMTP & Project Division/HEC Website in the following format:

Sl. No.	Name of Candidate	Date of Birth	Father's/ Guardian's Name	Educational qualification and Name of Board/Agency	Percentage of Marks obtained in matriculation or its equivalent exam in two decimal places
1	2	3	4	5	6
01					
02					

**The existing fee structure for the current session is as follows:**

Sl.No.	Fees Structure	Payment mode	In Rs.
1	2	3	4
01	Application Form Fee (Gen. & OBC only)	One Time	750.00
02	Registration Fee	One Time	300.00
03	Magazine Fee	One Time	400.00
04	Library Fee	One Time	500.00
05	Examination Fee	One Time	6000.00
06	Sports Fee	One Time	500.00
07	Development Fee	Annual 1 <sup>st</sup> Year	15000.00
08	Development Fee	Annual 2 <sup>nd</sup> Year	15000.00
09	Tuition Fee (General & OBC only)	Monthly	750.00
10	Late fine for tuition fee	Per month	100.00
11	Caution Money for Workshop (Refundable)	One Time	1000.00
12	Caution Money for Library (Refundable)	One Time	500.00
13	Certification Verification Fee	One Time	200.00
14	Medical Examination Fee (at the time of counselling)	One Time	1000.00

- 1) Application Form fee shall be Rs.750/- however no Application Form Fees shall be levied/charged from SC, ST and PH candidates.
- 2) All selected candidates will have to undergo Pre-admission Medical Examination at our Plant Hospital. The medical examination Fee will be levied @ Rs. 1000/- per candidate at the time of admission.

**Mode of payment of fees and charges by trainees:**

All monthly fees and charges will be deposited cashless i.e. either through demand draft drawn in favour of Heavy Engineering Corporation Limited, Ranchi-834004 or swipe machine at cash counter of Headquarters HEC Ltd. from 10<sup>th</sup> day to 20<sup>th</sup> day of every month and one copy of receipt will be deposited by the trainee in HTI for records. The trainee will also retain one of the receipt for his records. If the candidate fails to deposit the fees till 20<sup>th</sup> day of the month a penalty/fine of Rs.100/- per month will be charged for every month.

**General instructions: -**

- (a) Application forms will be obtained through HTI (HEC Training Institute) from **25.05.2018 to 23.06.2018** by the payment of Rs.750/- (Rupees Seven hundred fifty only) for General(others) and OBC category through Bank challan in any Branch of State Bank of India. In the case of SC, ST and PH category, application forms are available free of cost. Bank Demand Draft for Rs.750/- (Only others & OBC) will be paid in favour of **HEAVY ENGINEERING CORPORATION LIMITED Payable at Ranchi.** Challan form can be obtained either from HEC Training Institute, Plant Plaza Road, Dhurwa, Ranchi-4 or can be downloaded from HEC website [www.hecltd.com](http://www.hecltd.com)
- (b) Last date for acceptance of application form: - **25.06.2018 (up to 5pm).**
- (c) Expected date for the publication of Merit list – **07.07.2018**
- (d) Counselling Date-
  - (i) **17.07.2018- 1<sup>st</sup> Merit list**
  - (ii) **20.07.2018- 2<sup>nd</sup> Merit list**
  - (iii) **24.07.2018- Mop-up round**
- (e) Last date of admission - **30.07.2018**
- (f) Session starting Date - **01.08.2018**
- (g) In complete Application form will not be considered.
- (h) The candidate who fail to attend the due date of counselling, his candidature will be treated as cancelled.
- (i) Institute has no any responsibility for employment/ higher training after completion of the course in the organization.

For details and any changes/ modifications including that of the various dates mentioned above please visit our website [www.hecltd.com](http://www.hecltd.com)

The candidates have to submit the following documents at the time of counselling: -

- i) Marksheet and Admit card of Matriculation or equivalent.
- ii) Original School or College leaving certificate.
- iii) Recent passport size colored photograph (5 Nos.)
- iv) Caste certificate (SC, ST and OBC).
- v) PH certificate (if applicable)
- vi) Certificate of HEC employee/ Ex. Employee/ Hatia displaced/ Ward of Diseased employee/ Contract worker (If applicable).
- vii) Aadhar card
- viii) Character certificate (Institution last attended).
- ix) A bank Demand Draft for Rs.1000/- (Rupees One thousand only) in favour of HEAVY ENGINEERING CORPORATION LIMITED Payable at RANCHI has to be submitted at the time of counselling for medical examination fees.
- x) Two sets of self-attested photo copy of attached documents and original certificate for verification.

**Verification of educational qualification certificates:**

The self-attested photocopy of all certificates will be submitted to be verified by the originals and Marksheet of Matriculation or equivalent examination will be sent to concerned issuing board/agency with required fee for verification. Any candidate, whose certificate is found fake/false after verification from the concerned agency, will be terminated from further training and his candidature from HTI will be cancelled immediately. No refund of fees paid will be made. No further clarification will be entertained from the candidate.

No fees or cash in any form for any academic activity will be collected by any staff or office of HEC Training Institute (HTI) under any condition.

- Application forms will be accepted on or before **25.06.18 (up to 5 Pm)**, addressed to:

SDGM-I/c-HTI  
HEC TRAINING INSTITUTE  
Plant Plaza Road, Dhurwa,  
Ranchi- 834004 (Jharkhand)