



## HEC TRAINING INSTITUTE (HTI)

**Sub: - Notice for inviting applications for admission of 96 Nos. of Trainees under Apprenticeship Training Scheme (ATS) in different trades for the session 2018-19 and 2018-20.**

**Vacant seats as per trades are as follows:**

Sl.No.	Trade	Total seats	Duration of courses	
			Freshers	Ex- ITI
1	Electrician	11	02 Years	01 Year
2	Fitter	23	02 Years	01 Year
3	Machinist	16	02 Years	01 Year
4	Welder	13	01 Year 3 Months	3 Months
5	Turner	08	02 Years	01 Year
6	Crane Operator	10	02 Years	01 Year
7	Forger & Heat-Treater	05	02 Years	01 Year
8	Carpenter	04	02 Years	01 Year
9	Plumber	02	02 Years	01 Year
10	Foundry man/Moulder	04	02 Years	01 Year
	<b>Total</b>	<b>96</b>		

**Selection and Eligibility Criteria for admission:**

1) Age as on 1<sup>st</sup> July 2018 minimum fourteen (14) years and maximum 40 (forty) years as limit with relaxation for SC/ST/OBC (Non-creamy layer)/PH as per the guidelines of Government of Jharkhand.

2)

**A) Eligibility of marks to apply for freshers (10<sup>th</sup> pass or equivalent) and class VIII<sup>th</sup> pass (Welder & Carpenter only):**

Candidates obtaining minimum 40% or more marks (for General, OBC, Hatia displaced, Sons & Daughters of HEC Employee, Ex-Employee, Dependent of the deceased employee category and Defence personnels) in class 10<sup>th</sup> /Matriculation or its equivalent from a recognized board or council can apply. The candidates applying for trades Welder & Carpenter should also pass marks in class VIII<sup>th</sup>. The candidate belonging to SC/ST and PH category must obtain pass marks in class 10<sup>th</sup> or its equivalent as well as class VIII<sup>th</sup> for Welder & Carpenter trades only.

**B) CTS passed from HTI or other ITIs (vacant seats-38 No.):**

50% seats (19 no.) of ITI pass candidate will be reserved for HTI passed candidates and rest 50% seats (19 no.) are for other ITI passed candidates. In both cases 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.

**C) Contract Labour in HEC:**

The candidates who have minimum educational qualification of class 10<sup>th</sup>/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 three (03) years minimum as on 1<sup>st</sup> July 2018 are eligible to apply. **The candidates applying for trades Welder & Carpenter** should have pass marks in class VIII<sup>th</sup> from any recognized institution.

- 3) No separate written test will be conducted for admission/selection of candidate.
- 4) Admission shall be made according to merit list. **Three separate merit lists** will be made for the admission. The first merit list will comprise of ITI qualified candidates, the second merit list will be of 10<sup>th</sup> class pass/ matriculation or its equivalent from a recognised board or council and the third merit list will be comprised for class VIII<sup>th</sup> pass candidates.
- **For ITI pass candidates** the merit list shall be prepared on the basis of the marks obtained in ITI examination in their respective trades. In case of candidates having same or equal marks in ITI examination, their seniority will be decided on the marks obtained in class 10<sup>th</sup> or equivalent. Again In case of tie between candidates having same or equal marks in class 10<sup>th</sup> or equivalent 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 10<sup>th</sup> pass / Matriculation or equivalent candidates** their merit list shall be prepared on the basis of marks obtained in class 10<sup>th</sup> or equivalent. In case of tie between candidates having same or equal marks in class 10<sup>th</sup> or equivalent 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 according to percentage of marks so arrived, they will be placed at merit list.
  - **For VIII<sup>th</sup> pass candidates:** The merit list of VIII<sup>th</sup> pass candidates (Welder & Carpenter trades only) will be prepared according to the marks secured in class VIII<sup>th</sup>. In case of candidates having same or equal marks in class VIII<sup>th</sup>, 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.
- 5) For X<sup>th</sup> pass/Matriculation qualified and VIII<sup>th</sup> pass candidates, an increment of 10 marks will be added to the percentage of marks secured in Matriculation or equivalent as well as class VIII<sup>th</sup> out of aggregate 100% to the ward of **(I) Employees (ii) Ex-employees (iii) Contract labour (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.  
No increment/bonus marks will be added in the case of ITI pass candidates.
- 6) **Reservation:** - The reservation for SC (Schedule Caste), ST (Schedule Tribe), OBC (Other Backward Caste excluding creamy layer), PH (Physically Challenged) and Defence personnel shall be given horizontally in accordance with the concurrent or latest regulations of Govt. of Jharkhand.
- 7) **Distribution of vacant (96) seats:**
- |                                                                             |   |    |
|-----------------------------------------------------------------------------|---|----|
| a) HTI trained candidates                                                   | - | 19 |
| b) Other ITI trained candidates                                             | - | 19 |
| c) Hatia Displaced                                                          | - | 21 |
| d) Ward of Employee, Ex-Employee and dependents of Deceased Employee of HEC | - | 12 |
| e) Contract Labour in HEC                                                   | - | 25 |
- 8) In case of seats remaining vacant under “Ward of Employee, Ex-Employee, dependents of Deceased Employee of HEC and Defence persons”, it will be released to Hatia Displaced category and vice-versa.

- 9) Candidates will be invited to join the course after counselling based on the merit list and availability of seats in each trade.
- 10) Applications will be submitted in a sealed envelope super- scribed with the words “APPLICATION FOR APPRENTICESHIP TRAINING SCHEME” either by hand or by registered/speed post within the specified period.

**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 and in the Website of HEC 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
I	II	III	IV	V	VI
01					
02					

**Fee structure for the current session:**

Sl.No.	Fees Structure	Periodicity	In Rs.
I	II	III	IV
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	Caution money for Library (Refundable)	One Time	500.00
05	Examination Fee	One Time	3000.00
06	Sports Fee	One Time	500.00
07	Workshop Caution Money (Refundable)	One Time	1000.00
08	Certificate Verification Fee	One Time	200.00
09	Medical Examination Fee (at the time of counseling)	One Time	1000.00

- Application Form fee shall be Rs.750/- for (unreserved and OBC) however no application form fees shall be levied/ charged from SC, ST and PH candidates.
- 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 counseling through Bank Demand draft in favour of HEAVY ENGINEERING CORPORATION LIMITED payable at RANCHI or by swipe machine available at HEC Headquarters, Ranchi.

#### 4.

#### **General instructions: -**

- (a) Application forms will be obtained through HTI (HEC Training Institute) from **09.07.2018 to 30.07.2018** and will be available free of cost for SC, ST and PH category. Unreserved and OBC category can obtain application form by the payment of Rs.750/- (Rupees Seven hundred fifty only) through Bank Challan in any Branch of State Bank of India. Challan form can be obtained from HEC Training Institute, Plant Plaza Road, Dhurwa, Ranchi-4 or can be downloaded from **HEC website [www.hecltd.com](http://www.hecltd.com)**. Bank Demand Draft for Rs.750/- (Only others & OBC) will be paid in favour of **HEAVY ENGINEERING CORPORATION LIMITED Payable at Ranchi** or by swipe machine available at HEC Headquarters.
- (b) All fees and charges will be deposited by the trainees through Bank Demand Draft in favour of **HEAVY ENGINEERING CORPORATION LIMITED** Payable at **Ranchi** or by swipe machine available at HEC Headquarters.
- (c) **Contract:**  
Candidates selected under the Apprentice Act 1961 will execute a contract of Apprenticeship with HEC Ltd. before commencement of the training and all Apprentices will be controlled under the provisions of the Apprenticeship contract between HEC and the Apprentice concerned.
- (d) **Misconduct:**  
In case of any misconduct by the apprentice in the entire duration of the training, the apprenticeship will be terminated and stipend paid by HEC till the point of termination will be recovered from the trainee.
- (e) **Certification:**  
At the end of training period 'National Apprenticeship Training Certificate' will be issued after passing the AITT examination.
- (f) Last date for receiving of application form: - **31.07.2018 (up to 5pm).**
- (g) Expected date for publication of Merit list – **11.08.2018**
- (h) Counselling Date-  
(i) **16.08.2018- 1<sup>st</sup> Merit list**  
(ii) **20.08.2018- 2<sup>nd</sup> Merit list**  
(iii) **24.08.2018- Mop-up round**
- (i) Last date of admission- **29.08.2018**
- (j) Session starting Date- **01.09.2018**
- (k) Incomplete Application form will not be considered.
- (l) The candidate who fail to attend the due date of counselling, his candidature will be treated as cancelled.
- (m) Institute has no any responsibility for employment/ higher training after completion of course in the organization.
- For details and any changes/modifications please visit our website [www.hecltd.com](http://www.hecltd.com)

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

- a.** Mark sheet and Admit card of Matriculation or equivalent.
- b.** Mark sheet and Provisional Certificate of ITI (for ITI pass candidates).
- c.** Original School or College leaving certificate.
- d.** Marksheet and School leaving certificate of class VIII<sup>th</sup> pass.(for welder & carpenter trades)
- e.** Recent passport size colored photograph (5 Nos.)
- f.** Caste certificate [SC, ST and OBC (Non-creamy layer)].
- g.** PH certificate (if applicable)
- h.** Certificate of HEC employee/ Ex. Employee/ Hatia displaced/ Ward of Diseased employee/ Contract worker (If applicable).
- i.** Certificate of Defence personnel (if applicable)
- j.** Aadhar card (UID)
- k.** Character certificate (Institution last attended).
- l.** 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.
- m.** Two sets of self-attested photo copy of attached documents and original certificate for verification.

**Verification of educational qualification certificates:**

- Self-attested photocopy of all certificates will be submitted at the time of counseling which will be verified from originals. Mark sheet of Matriculation or equivalent examination will be sent to concerned issuing Board/ Agency with required fee for verification. If any certificate is found fake/false after verification by the concerned Board/Agency, his training will be terminated and his admission at HTI will be cancelled immediately and the paid amount (stipend) will be recovered from the candidate. In such a case fees/charges paid by the candidate will not be refunded and no further clarification will be entertained.
- No fees or cash in any form for any academic activity will be collected by any staff of HEC Training Institute (HTI) under any condition.

**The application forms will be received till 31.07.2018 (up to 5 PM) at the following address:**

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