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HEAVY ENGINEERING CORPORATION LIMITED

HEC TRAINING INSTITUTE

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

No.HEC/HTI/CTS/2021-468 Dated: -25.06.2021

Sub: - **Induction of 206 nos. of trainees under CTS (Craftsmanship Training Scheme) for session 2021-22 and 2021-23 in HEC Training Institute (HTI) Ranchi, Jharkhand**

Heavy Engineering Corporation Limited (HEC), Ranchi, a Central Govt. Public Sector Enterprise was established in the year 1958. It is one of the largest Engineering Complex in India. It manufactures and supplies capital equipment's, machines and renders turnkey project execution services required for the core sector industries. It has complete manufacturing set up which includes casting & forging, fabrication, machining, assembly, testing, erection and commissioning - all at one location backed by a team having strong design- engineering and latest technology. Also, the company is having its own Training Institute named as HTI (HEC Training Institute), which is developing & completing the ITI course and afterwards, the company is providing ATS (Apprenticeship Training Scheme) and NATS (National Apprenticeship Training Scheme) in their respective own workshop and plant areas.

HEC management have invited the application from for engagement of 206 nos. of trainees under CTS (Craftsmanship Training Scheme) for session 2021-22 and 2021-23 in HEC Training Institute (HTI) Ranchi, Jharkhand against advertisement, No. HEC/HTI /CTS/2021-468, dated: - 25.06.2021 in the approved trades of Electrician, Fitter, Machinist, Welder, COPA (Computer Operated Programming Assistance) and Sewing Technology (Tailoring).The training session is likely to be started from September 2021.

The break-up of the vacant seats under Craftsmanship Training Scheme (CTS) for session 2021-22 and 2021-23 are as follows:

Sl. No.	Trade.	Unit	Duration of course	Total seats.	Remarks
1	Electrician	1	02 Years.	20	GOI approved Vide DGET-6/4/1/99-TC (Pvt.),dated - 23/11/2001
2	Fitter	2	02 Years.	40	
3	Machinist	1	02 Years.	16	
4	Welder	2	01 Year.	40	
5	COPA	2	01 Year.	48	
	Sewing Technology (Tailoring)	2	01 Year.	42	Letter no.5/training(Private)-17/2020-79 at C-131
TOTAL NO. OF SEATS				206	

- **Note**: To start the admission under Sewing Technology (Tailoring), if machines and required tools are available before admission process.

1) **Mode of selection and Eligibility Criteria for admission**: -

- Candidates should have 10th pass under 10+2 system / matriculation or equivalent from a recognized Board or Council for all trades except welder trade& Sewing Technology (Tailoring) and 8th class examination passed for trade of welder & Sewing Technology (Tailoring) from a recognized Board or Council or School of Central/State Government or its equivalent..
- No separate written test will be conducted for admission under Craftsmanship Training Scheme (CTS).
- The Selection will be done on the basis of % (percentage) of the marks obtained in the 10th class examination passed under 10+2 system or its equivalent from a recognized Board or Council of Central/State Government or its equivalent hereinafter stated as Matriculation for all trades except welder

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& Sewing Technology (Tailoring). And the qualification for Welder & Sewing Technology (Tailoring) trade should be 8th class passes from a recognized Board or Council or School of Central/State Government or its equivalent. If 10th pass candidate apply for welder & Sewing Technology (Tailoring) trade then priority will be given to the 8th class examination pass and in absence of the same, 10th class examination passed candidates may be considered for the same

- For those candidates, whose results are based on CGPA, the percentage of marks will be calculated by the candidates, formula / method recommended by the Board/Council.
- A merit list (Category wise) of total eligible candidates will be prepared manually by HTI for counselling and admission in the CTS course. The candidates will be admitted to fulfill the allotted seats within the prescribed date of admission by issuing different merit lists one by one.
- In the first merit list, 164 candidates will be called for first round counselling by uploading the same on **HEC website** www.hecltd.com.(Category wise) and on Notice Board of HTI to fulfill the allotted seats within the prescribed date and time.
- After first round counselling, date and time of first merit list, if seats are still vacant then second merit list will be prepared based on the merit list (Category wise) and uploaded on **HEC website** www.hecltd.com. and on Notice Board of HTI for second round counseling.
- After the counselling date and time of second merit list, if seats are still vacant then for fulfillment of all vacant seats as per the advertisement, an open round counselling (Category wise) will be done for avoiding further delay of commencement of classes, as well as the session as per NCVT norms and guidelines.

a) Open Round Counselling: -

- Those candidates, who fail to attend the first and second round counselling they may also be allowed to participate in the open round counselling.
- The open round counselling is scheduled to be held on **07.09.2021 to 09.09.2021** strictly on merit basis with as per records of HTI Main Gate entry, attendance time from 09.00 am to 12.00 am. Failing the time schedule no any candidate will be entertained for counselling on the same date.
- After 12.00 am a merit list will be prepared (Category wise) wise of all the eligible reported candidates and accordingly counselling will be done for the same.
- After successful completion of open round counselling no further counselling will be entertained to avoid the session delayed.

b) In Open-Round counselling, Candidates are advised to go through the following processes: -

- The all applied eligible candidates may participate in open round counselling strictly on time by 09:00 am to 12.00 am on the scheduled date **07.09.2021 to 09.09.2021** at HTI (HEC Training Institute, Plant Plaza Road, Ranchi- 4, Jharkhand) along with the all required documents.
- No candidate will be allowed on any pretext/ ground after 12.00 am on the scheduled date of counselling.
- Admission will be taken, strictly category wise, from **07.09.2021 to 09.09.2021**, on the basis of merit against the vacant seats, among the eligible reported candidates at scheduled date and time.
- No claim will be entertained against filled up vacant seats.
- Selected candidates will have to deposit a sum of Rs.1000/- (Rupees One thousand only) 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 or through Net Banking, at the time of counselling to the following details:

Name of the organization	HEAVY ENGINEERING CORPORATION LIMITED
Name of the Banker	STATE BANK OF INDIA
Name of Branch & Address	Hatia (0207), Dhurwa, Ranchi-834004
Bank Account No.	11026359617
IFS Code	SBIN0000207

- Candidates will be allowed to join the course after counseling and medical fitness test from HEC Medical Division.

- The candidates have to bring all required documents in original and two sets of self attested Photo-copies of each.

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- The candidates have to bring 05 (five) no. of recent colored passport size photographs.
- Candidates are advised to visit **HEC website** www.hecltd.com. for any amendment/ more details.

2) Process for the seniority:-

In case of the candidates having same or equal marks in class 10th pass/Matriculation or equivalent then their seniority will be decided according to the date of birth in favour of older candidate. Again in the case of candidate having same date of birth then their seniority will be decided as per the first letter of the first name of the candidate as English alphabet.

3) **Weightage**: -

An additional weightage of 10% (Ten percent) marks of the total marks obtained will be added in the obtained marks by the candidate in their qualifying 10th pass examination, in case of wards of HEC: (i) Employees (ii) Ex-Employees (iii) Contract Workers (IV) Hatia displaced families and (v) Dependent of the deceased employees subject to maximum 100 % i.e. after adding 10% it must not exceed 100%.

4) **Age Limit**: –

Age of the applicant as on 31st July 2021 should be minimum fourteen (14) years and maximum 40 (forty) years and age relaxation for SC/ST/OBC is applicable as per the guidelines of Government of Jharkhand.

5) **Reservation**:

The reservation for SC (Schedule Caste) = 10%, ST (Schedule Tribe) = 26%, OBC (Backward Class and Extreme Backward Class) = 14%, EWS (Economically Weaker Section) = 10%, UR (Unreserved) = 40% and PH (Physically Challenged) = 4% horizontally in all categories, shall be given in accordance with the concurrent or latest regulations of Govt. of Jharkhand.

6) **Application Fee**: -

Others, OBC (NCL), EWS	Rs. 750/- (Rupees Seven hundred) fifty only
SC, ST and PWD (Persons with Disability)	Fee Exempt.

7) Admission Fee structure:

The fee structure for the current session as approved earlier for previous session is as follows:

Sl. No.	Type of Fees	Payment mode	In Rs.
1	2	3	4
01	Registration Fee	One Time	300.00
02	Magazine Fee	One Time	400.00
03	Library Fee	One Time	500.00
04	Examination Fee	One Time	6000.00
05	Sports Fee	One Time	500.00
06	Development Fee	Annual 1st Year	15000.00
07	Development Fee	Annual 2nd Year	15000.00
08	Annual Convocation Fee	One Time	500.00
09	Tuition Fee(General, EWS & 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

- Total fee will be deposited at the time admission.

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

All monthly fees and charges will be deposited cashless i.e. either through cheque or demand draft drawn in favour of **Heavy Engineering Corporation Limited,** payable at **Ranchi** or swipe machine available at cash counter of Headquarter HEC Ltd. from 10th day to 20th 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 receipt for their records. If the

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candidate fails to deposit the fees till 20th day of the month a penalty/fine of Rs.100/- per month will be charged.

9) **General Instructions**: -

i) Application Form for admission under CTS (Craftsmanship Training Scheme) can be downloaded from HEC website www.hecltd.com / career page and also the same can be obtained from HTI (HEC Training Institute) from **25.06.2021 to 31.07.2021**.(8.00am to 5.00pm)

ii) **Process for submission of application form**:
Complete filled up application form along with the documents mentioned at point no. '10' is required to be sent through speed post / registered post / by hand, in an envelope clearly mentioning the Advertisement No., Name of trainee, category at the top, to the following address – Principal, HEC Training Institute (HTI), Plant Plaza Road, Dhurwa, Ranchi-834004 (Jharkhand) latest by **31.07.2021 (up to 5:00 pm).** In case of late receipt or incomplete application, the same may summarily be rejected / cancelled.

iii) All information regarding Process of admission and application forms are available at **HEC website** www.hecltd.com. / career page.

iv) Company / Organization have no responsibility for any employment or other advance training after the completion of the training.

v) Company has the right to terminate 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.

vi) If any trainee remains absent without information, action as deemed fit including discontinuation of training programme.

vii) **If trainee wants to cancel their admission due any reason after taking admission than their admission fee in not refunded**.

viii) **Application fee is non refundable.**

10) Documents required with the application :

The following documents are to be attached along with the application form as applicable: -

A) Matriculation/10th pass certificate/ provisional certificate & School leaving/ Collage leaving certificate is mandatory to produce at the time of admission otherwise NO-Admission will be entertained in any circumstances.

B) Mark sheet of Matriculation or equivalent. (as a Date of birth certificate)

C) Caste certificate [SC/ST/OBC (Non-creamy layer)] issued by a competent authority.(If applicable)

D) PWD (Person with disability) certificate (if applicable) issued by civil surgeon/ competent authority.

E) EWS certificate issued by a competent authority. (If applicable)

F) Certificate of being ward of HEC: employee/ Ex. employee/ Contract Worker, Hatia displaced/ Dependent of Diseased employee. (If applicable).

G) Aadhar card (UID).

H) Receipt of payment for application fee (HTI copy of challan or Demand Draft).

I) Self undertaking (Enclosed in application form)

11) **Counselling & Document verification**:-

Candidates have to bring the following documents in original for verification and two sets of self-attested photocopy at the time of counselling: -

i) Matriculation/10th pass certificate/ provisional certificate.

ii) Mark sheet of Matriculation or equivalent. (as a Date of birth certificate)

iii) Recent passport sized colored photograph - 5 nos.

iv) Caste certificate [SC/ST/OBC (Non-creamy layer)] issued by a competent authority.(If applicable)

v) PWD (Person with disability) certificate (if applicable) issued by civil surgeon/ competent authority.

vi) EWS certificate issued by a competent authority. (If applicable)

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vii) Certificate of being ward of HEC: employee/ Ex. employee/ Contract Worker, Hatia displaced/ Dependent of Diseased employee (If applicable).

viii) Aadhar card (UID).

ix) Receipt of payment for application fee (HTI copy of challan or Demand Draft).

x) Self undertaking (Enclosed in application form)

xi) School leaving/ Collage leaving certificate.

NOTE:

1) A Bank Demand Draft (DD) of Rs.1000/- (Rupees One thousand only) in favor of **HEAVY ENGINEERING CORPORATION LIMITED** payable **at RANCHI** of any Nationalized Bank or by swipe machine available at HEC Headquarters, Ranchi has to be deposited for medical Examination fees for all selected candidates.
2) **Without School leaving/ Collage leaving certificate, admission will not be entertained**.
3) For details or any changes/ modifications please visit HEC website www.hecltd.com
4) For any queries may please be contact during office hour only to: **06512400856**

12) **Verification of educational qualification certificates**:

The self-attested photocopy of all certificates will be submitted to be verified by the originals and Mark sheet of Matriculation or equivalent examination will be sent to concern issuing Board/Council with required fee for verification. Any candidate, whose certificate is found fake/false after verification from the concerned Board/Council, will be terminated from further training and his candidature from HTI will be cancelled immediately. No amount will be refund against their paid fees. 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 31.07.2021 (up to 5 pm), either HTI Counter or by post addressed to:

General Manager
HEC TRAINING INSTITUTE (HTI)
Plant Plaza Road, Dhurwa,
Ranchi- 834004 (Jharkhand)

Important Dates:

Sl. No	Particulars	Date
1.	Expected date of availability of application Forms	25.06.2021
2.	Last date for receiving application form	31.07.2021(up to 5.00pm)
3.	Expected date of publication of first merit list	16.08.2021
4.	Expected Counselling date for first merit list.	23.08.2021
5.	Expected date of publication of second merit list	27.08.2021
6.	Expected Counselling date for second merit list	31.08.2021
7.	Expected Date of publication of Open Round Counseling (if seats will remain vacant)	03.09.2021
8	Expected date of Open Round Counselling.	07.09.2021 to 09.09.2021
9.	Date of reporting of selected candidates based on 1st , 2nd and Open Round Counselling at HTI 10.00am	13.09.2021
10	Expected Date of starting of session.	20.09.2021

Note: The above mention dates may change as per the guidelines of DGT (NCVT), New Delhi.

GM/HTI