



HEAVY ENGINEERING CORPORATION LIMITED

HEC TRAINING INSTITUTE

Plant plaza road, Dhurwa, Ranchi-834004

ISO 9001:2015

**Induction of 116 nos. trainees under CTS (Craftsmanship Training Scheme)
equivalent to ITI for session 2019-20 and 2019-21.**

We intend to induct **116 nos.** of trainees under Craftsmanship Training Scheme (CTS) equivalent to ITI in the approved trades of Electrician, Fitter, Machinist and Welder. The training session is likely to be started from August 2019.

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

| Sl. No. | Trade. | Unit | Duration of course | Total seats. | Remarks |
|--------------------|-------------|------|--------------------|--------------|--|
| 1 | Electrician | 1 | 2 Years. | 20 | As per letter no. MSDE-19/02/2018-CD, Dated – 26/02/2019 |
| 2 | Fitter | 2 | 2 Years. | 40 | |
| 3 | Machinist | 1 | 2 Years. | 16 | |
| 4 | Welder | 2 | 1 Year. | 40 | |
| TOTAL NO. OF SEATS | | | | 116 | |

Selection and Eligibility Criteria for admission:

- 1) Age as on 1st July 2019 should be minimum fourteen (14) years and maximum 40 (forty) years and relaxation in maximum age is applicable for SC/ST/OBC/PH as per the guidelines of Government of Jharkhand.
- 2) The eligibility criteria for applying the candidates will be class 10th pass under 10+2 system / matriculation or equivalent from a recognized Board or Council.
- 3) No separate written test will be conducted for admission under Craftsmanship Training Scheme (CTS).
- 4) Admission shall be taken by preparing the merit list considering the marks secured in class 10th examination 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 those, whose results are based on CGPA, the percentage of marks will be calculated by multiplying 9.5 with the CGPA obtained by the candidates.
- 5) An additional weightage of 10% (Ten percent) marks of the percentage of marks in class 10th under 10+2 system / matriculation or equivalent will be added in the percentage of marks obtained in class 10th under 10+2 system/ matriculation or equivalent out of total/aggregate 100% for the wards of HEC:-
(I) Employees (ii) Ex- Employees (iii) Contract Labour and (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.

- 6) The reservation for SC (Scheduled Caste) = 10%, ST (Scheduled Tribe) = 26%, OBC (Backward Class and Extreme Backward Class) = 14%, EWS (Economically Weaker Section) = 10% and PH (Physically Challenged) horizontally in all categories = 04%, shall be given in accordance with the concurrent or latest regulations of Govt. of Jharkhand. The UR (Unreserved) category will be considered for 40%. In this category also PH reservation will be considered horizontally as per rules.
- 7) **Exchange process of reservation in admission-**
- A) When the prescribed number of candidates belonging to the SC (Scheduled Caste) are not available in the merit list, the seats will be filled up by candidates belonging to the ST (Scheduled Tribes) candidates, similarly if the candidates belonging to ST (Scheduled Tribes) are not available in the merit list, the seats will be filled up by the candidates belonging to the SC (Scheduled Caste). In case of the candidates belonging to the SC and ST both categories are not available in the merit list then the training places will be filled up by candidates belonging to the OBC (Other Backward Classes). If the prescribed number of training places could not be filled up in the above given manner then the training places will be filled up by candidates belonging to the Others (General) category.
- B) When the prescribed number of candidates belonging to **EWS (Economically Weaker Section)** could not be filled up by the merit list then the training places will be filled up by candidates belonging to the Others (General) category.
- C) Candidates, who are domicile of Jharkhand, shall only be eligible to get the reservation as per the policy of Govt. of Jharkhand.
- 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. The first list of 116 candidates according to their merit will be displayed on Notice board/ HEC website i.e. www.hecltd.com (Trade & category wise) and will be called for counselling. If vacant seats are available after the date & time of the first list's counselling, then second list will be prepared based on the merit list (trade & category wise) and will be displayed on Notice Board/ HEC website i.e. www.hecltd.com. If after counselling date and time of second merit list, seats are still remaining vacant then to fulfill the vacant seats within time, an open round counselling will be conducted.
- Open-Round counselling for admission under CTS for session 2019-20 and 2019-21 against vacant seats will be uploaded on HEC website i.e. www.hecltd.com
- In Open-Round counselling Candidates will advise to go through the following processes: -
- The eligible candidates will be called for this open round counselling strictly by 09:30 am on the scheduled date at HTI (HEC Training Institute, Plant Plaza Road, Ranchi- 4) along with the required documents mentioned in the advertisement.
 - No candidate will be allowed on any pretext/ ground after 09:30 am on the scheduled date of counselling.
 - Admission will be taken Discipline and Category wise strictly 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 have to deposit a sum of Rs.1000/- (Rupees One thousand only) either through Bank Demand Draft (DD) in favour of "**HEAVY ENGINEERING CORPORATION LIMITED**" payable at "**RANCHI**" from any nationalized Bank or through **swipe machine** available at HEC Headquarters, Ranchi for Medical Examination fees before admission.

- The candidates have to bring all required documents in original and two sets of self attested Photocopies of each as per the documents mentioned in the advertisement.
 - Candidates are advised to visit www.hecltd.com for any amendment/ more details.
- 9) A Window advertisement for induction of 116 Craftsman Trainees under CTS (Craftsman Training Scheme) for session 2019-20 and 2019-21 with specified size for publication in two local newspapers in Hindi daily (Dainik Jagran / Dainik Bhaskar) and one in English in The Times of India Daily.
- Advertisement and Application form for admission will be available at HEC Website i.e. www.hecltd.com and HTI Office.
- 10) 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 candidates 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.
- 11) Candidates will be allowed to join the course after counseling and medical fitness test.

Fee structure for the current session:

| 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 st Year | 15000.00 |
| 08 | Development Fee | Annual 2 nd 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 |

- 12) All selected candidates will have to undergo Pre-admission Medical Examination at our Medical Division. The medical examination Fee will be [levied @ Rs. 1000/-](#) per candidate at the time of counselling.

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

General instructions: -

- a) Application form for admission will be available at HEC Website i.e. www.hecltd.com and HTI Office (HEC Training Institute, Plant Plaza Road, Dhurwa, Ranchi-4) by the payment of Rs. **750/-** (Rupees Seven hundred fifty only) for General (others) OBC and EWS categories through Bank Demand Draft in favour of **HEAVY ENGINEERING CORPORATION LIMITED** Payable at **Ranchi** or through swipe machine available at HEC Head Quarter. No application form fee will be charged from SC, ST and PH categories but they will have to submit their relevant certificates / documents.
- b) Availability of admission Forms :- **17.05.2019 to 10.06.2019**
- c) Last date for receiving admission form: - **12.06.2019 (up to 5pm).**
- d) Expected date for the publication of First merit list – **21.06.2019**
- e) Expected date for the publication of Second merit list – **02.07.2019**
- f) Expected date for the announcement of Open Round – **17.07.2019**
- g) Counselling Date-
(i) **27.06.2019- 1st Merit list**
(ii) **08.07.2019- 2nd Merit list**
(iii) **22.07.2019- Open round**
- h) Last date of admission for 1st and 2nd round counselling - **15.07.2019**
- i) Last date of admission for Open round counselling - **29.07.2019**
- j) Session start date - **01.08.2019**
- k) Training starts - **16.08.2019**
- l) In-complete Application forms will not be considered.
- m) The candidate who fails to attend the due date of counselling, his/her candidature will be treated as cancelled.
- l) Institute has no responsibility for employment/ higher training after completion of the course in the organization.

Note:- For details and any changes/modifications please visit our website www.hecltd.com

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

- I. Marks sheet and Admit card of class 10th pass/ 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 (non creamy layer)] issued by a competent authority.
- V. PH certificate (if applicable) issued by civil surgeon/ competent authority.
- VI. EWS certificate (if applicable) issued by a competent authority.
- VII. Certificate of HEC employee/ Ex. Employee/ Hatia displaced/ Ward of Diseased employee/ Contract worker (If applicable).
- VIII. Aadhar card (UID).
- IX. Character certificate (Institution last attended).
- X. A bank Demand Draft for Rs.1000/- (Rupees One thousand only) in favour of **HEAVY ENGINEERING CORPORATION LIMITED** Payable at **RANCHI** or swipe machine at cash counter of Headquarters HEC Ltd. has to submit at the time of counselling for medical examination fees.
- XI. Two sets of self-attested photo copy of attached documents and original certificates for verification.

Verification of educational qualification certificates:

The self-attested photocopy of all certificates will be submitted to be verified from the originals and Mark sheet of Matriculation or equivalent examination will be sent to concerned 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 refunded 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 **12.06.18 (up to 5 Pm)**, either at **HTI Counter** or by **post** addressed to:

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



HEAVY ENGINEERING CORPORATION LIMITED

HEC TRAINING INSTITUTE

ISO 9001:2015

Plant plaza road, Dhurwa, Ranchi-834004

Form No.

Admission Form for CTS

Session 2019-20 and 2019-21

Paste a recent
Passport size
coloured
photograph

(Name and address are required to fulfil in CAPITAL letters.)

1. Full Name :

(a) In Hindi :

(b) In English :

2. Mother's name :

3. Father's name :

4. Guardian's name (if any) :

5. Date of Birth : Day Month Year

In words:

6. Aadhar No. :

7. Gender: Male/Female :

8. Email-ID :

9. Correspondence address: Mob. No.:

10. Permanent address: Mob. No.:

11. Whether you are ST/SC/OBC/PH/EWS : _____(If yes, attach certificates)

12. Details of Educational qualification: -

| Examination passed | Year | Board/University | Full Marks | Marks obtained | % of marks | Remarks |
|-----------------------------|------|------------------|------------|----------------|------------|---------|
| Matriculation or Equivalent | | | | | | |
| Intermediate | | | | | | |
| Graduate | | | | | | |

13. Candidates have to attach self-attested photocopy of the following documents with the admission form:

- (i) Mark sheet and admit card of matriculation or equivalent.
- (ii) School/college leaving certificate
- (iii) Recent passport size coloured photograph (5 Nos.)
- (iv) Caste (SC/ ST and OB) Certificate, if applicable.
- (v) PH certificate (if applicable).
- (vi) EWS (Economical Weaker Section) certificate, if applicable.
- (vii) Certificate of HATIA displaced/ HEC Diseased Employee, if applicable.
- (viii) Character certificate (Institution last attended).
- (ix) Aadhar card (UID).

14. Weather your Father/Mother is /was working in HEC. If yes:

Name of Father/Mother:

P. No.:

Designation:

Place of Posting:

15. I _____ S/o, D/o, Mr. _____

declare that the details filled up in admission form are true to the best of my knowledge and believe. I assure that I will follow the rules and regulations of the HEC Ltd.

Signature of Father/ Mother/ Guardian

Full signature of the applicant

Date:

Date:

Contact No. -

Contact No. –

16. RECOMMENDATION OF HOD/ I/c PERSONNEL

Certified that Sri. _____ S/o, D/o, Sri. _____

_____, P. No. _____ Designation _____

is / was working as a regular/ contract basis in Shop/Dept. _____

Plant _____. The applicant is son/daughter of Sri. _____

In the available official record and date of birth of Applicant mentioned in the official record
Is _____.

Signature of I/c personnel

Signature of HOD

Name:

Name:

Designation:

Designation:

Stamp:

Stamp:

- Incomplete admission form will not be considered.
- Admission forms will be accepted on or before **12.06.2019 (up to 5 Pm)**, addressed to:

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

FOR OFFICE USE ONLY

1. Date of submission of admission form: _____

2. No. of certificates attached:

3. If selected-

Form No.

Signature of authorised person

Signature of Principal/ I/c-HTI

ACKNOWLEDGEMENT

Form No.

Received admission form from _____ for the admission
under CTS session 2019-20 & 2020-21 on _____

Signature of receiving officer

