



HEAVY ENGINEERING CORPORATION LIMITED

HEC TRAINING INSTITUTE

ISO 9001:2015

Plant plaza road, Dhurwa, Ranchi-834004

Advt. No. CTS/2019-04

Date:-16/10/2019

Induction of 48 nos. of trainees for trade COPA (Computer Operated Programming Assistance) under CTS (Craftsmanship Training Scheme) equivalent to ITI for session 2019-20

The HEC HTI intent to induct 48 nos. of trainees for trade COPA (Computer Operated Programming Assistance) under CTS (Craftsmanship Training Scheme) equivalent to ITI for session 2019-20. The training session is likely to be started as per academic session.

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

Sl. No.	Trade.	Unit	Duration of course	Total seats.	Remarks
1	COPA	2	1 Year (Two Semester system)	48	GOI approved Vide DGET-6/4/1/99-TC (Pvt.), dated - 23/11/2001
TOTAL NO. OF SEATS				48	

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 age relaxation for SC/ST/OBC/PH is applicable as per the guidelines of Government of Jharkhand.
- 2) The eligibility criteria for applying the candidates will be minimum class 10th pass under 10+2 system / matriculation or equivalent from a recognized Board or Council.
- 3) Both male and female candidates are eligible to apply for trade of COPA.
- 4) No separate written test will be conducted for admission under Craftsmanship Training Scheme (CTS) for trade COPA.
- 5) Admission will be taken by preparing the merit list considering the marks secured in 10th class 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.
- 6) An additional weightage of 10% (Ten percent) marks will be added in the percentage of marks in class 10th under 10+2 system / matriculation or equivalent out of total/aggregate 100% by the wards of HEC:-
(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.
- 7) The reservation for SC (Schedule Caste) =10%, ST (Schedule Tribe) =26%, OBC-(Annexure-I) - 08%, OBC-(Annexure-II)- 06%, PH (Physically Challenged) = horizontally in all categories, UR (Unreserved) =40% and 10% EWS (Economically Weaker Section) shall be given in accordance with the concurrent or latest regulations of Govt. of Jharkhand. Candidates who are domicile of Jharkhand, only eligible to get the reservation as per the policy of Govt. of Jharkhand. Recent Caste certificate should be produced which should not before then the year of 2016

8) Distribution of 48 No. of seats:

Other (40%)	ST (26%)	OBC (14%)	SC (10%)	EWS (10%)	PH (4%)
19	12	07	05	05	02 seats horizontally

9) Mode of Selection:-

- A merit list (Trade & Category wise) of total reported candidates up to 11.00 am will be prepared for admission. The candidates will be admitted to fulfil the allotted seats within the prescribed date of admission.
 - The applying candidates may participate in open round counselling strictly on time by 09:00 am to 11.00 am on the scheduled date (19.10.2019) at HTI (HEC Training Institute, Plant Plaza Road, Ranchi- 4) along with the required documents mentioned in the advertisement.
 - No candidate will be allowed in any pretext/ ground after 11:00 am on the scheduled date of open round counselling.
 - Admission will be taken Discipline and Category wise strictly on the basis of merit against the 48 nos. of seats among the reported candidates in 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) 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.
- 10) Advertisement and Application form for admission will be available at HEC Website i.e. www.hecltd.com and HTI Office.
- 11) In case of the candidates having same or equal marks in class 10th pass / Matriculation or equivalent then first preference is to be given to female candidates then their (among the male candidates) 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.
- 12) Candidates will be allowed to join the course after counseling and medical fitness test from HEC Medical Division.

13) How to apply:-

- i) Application form for admission will be available at HEC Website i.e. www.hecltd.com and HTI Office. Application Form Fee (General, OBC and EWS only) Rs.750 (Rupees seven hundred fifty only). No application form fee will be charged from SC, ST and PH categories but they will have to submit their relevant certificates / documents.
- ii) Complete filled up form must be submitted at HTI Office up to 18/10/2019 (5:00 pm) by the applicant with all required document.

14) The existing fee structure for the current session. as 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 st Year	15000.00
08	Tuition Fee(General & OBC only)	Monthly	750.00
09	Late fine for tuition fee	Per month	100.00
10	Caution Money for Workshop (Refundable)	One Time	1000.00
11	Caution Money for Library (Refundable)	One Time	500.00
12	Certification Verification Fee	One Time	200.00
13	Medical Examination Fee (at the time of counselling)	One Time	1000.00

- 15) 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.

16) 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.

17) General instructions: -

- a) Advertisement and Application form for admission will be available at HTI Office (HEC Training Institute, Plant Plaza Road, Dhurwa, Ranchi-4, Jharkhand)) by the payment of Rs.**750/-** (Rupees Seven hundred fifty only) for General (others) OBC and EWS categories 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 :- 17.10.2019 to 18.10.2019(up to 4.00 pm)
- c) Last date for receiving admission form: - 18.10.2019 (up to 5.00 pm).
- d) Date of Open round counselling: - 19.10.2019 (entry from 9.00 am to 11.00 am)
- e) Last date of admission: - 21.10.2019 and no delay admission will be entertained.
- d) In-complete application forms will not be considered.
- e) The candidate who fails to attend the due date of counselling, his/her candidature will be treated as cancelled and no delay admission will be entertained.
- f) Institute has no responsibility for employment/ higher training after completion of the course / training in the organization.

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

18) 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 and recent Caste certificate should be produced which should not be before then the year of 2016.
- 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. Receipt of [Rs.1000/- (Rupees One thousand only)] 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.

19) 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 18.10.2019 (up to 5.00 pm) **at HTI Counter**
- addressed of HTI:

(P.K.Behera)
Chief of HTI
HEC TRAINING INSTITUTE (HTI)
Plant Plaza Road, Dhurwa,
Ranchi- 834004 (Jharkhand)