

HEAVY ENGINEERING CORPORATION LIMITED, RANCHI
HEAVY ENGINEERING CORPORATION TRAINING INSTITUTE

Date:21-03-2018

IMPORTANT INFORMATION/INSTRUCTIONS TO THE SELECTED CANDIDATES FOR APPRENTICESHIP TRAINEES 2017-18:

It is hereby informed that your candidature/Online Application against Advt.No. HRD (HTI)/01/2017-01 dated 26.12.2017 has been accepted and you have been selected for the one year Graduate/Diplosma Apprenticeship Trainee 2017-18 session. You are requested to take note and comply with the following details and appear in person for completing your engagement as an Apprenticeship Trainee in HECL, Ranchi.

1. Dates of reporting 22-03-2018 to 26-03-2018 (Excluding Sunday on 25-03-2018)
2. Time of reporting 09:00 am to 04:00 pm
3. Place of reporting: - HEC Training Institute (HTI), Plant Plaza Road, PO- Dhurwa, HEC Campus, Ranchi-834004, Jharkhand. Ph No.- 0651-2401352/2400856

Please read the following details carefully and submit its requirements while enrolling/reporting yourself at HTI, Ranchi on the dates mentioned above.

- a) Before taking admission in HECL, Ranchi as Selected Apprenticeship Trainee the selected candidates **MUST** enroll their details in www.mhrdnats.gov.in and generate their enrollment number and bring the copy of enrollment form for admission.
- b) Three sets of self attested photo copies of your educational qualification (**Matriculation onwards**) with the originals for verification.
- c) Self attested photo copy of Caste Certificate for SC/ST/OBC/PWD, with original for verification.
- d) Aadhar Card and photo copy of it.
- e) Details of the Bank Account held by the candidates.
- f) Documents pertaining to being a ward of HEC Employee/Contact Labour/Hatia Displaced & Affected/Diseased Employee of HEC. Originals with self attested photo copies.
- g) Five numbers of self Pass port size photos.

If any queries regarding above please contact Ph.No 0651-2401352/2400856/2401156

SDGM I/c HTI