



No.HRD/Trainee/2018-1589

Dated: 11th April 2018

Applications are invited for on job training for the following disciplines and areas with minimum qualifications as follows:

Minimum Qualification	Area	Discipline
Engineering Graduates / Post Graduates	Production / Quality / Maintenance / Design / Marketing & Business Development / Maintenance / Projects	Mechanical, Metallurgy, Production, Manufacturing, Electrical, Electronics, Instrumentation, Civil, Chemical, Industrial Engineering
Bachelors Degree / PG Degree / PG Diploma / Other Professional Courses	Finance / HR / Marketing / P&A / Law / Company Secretariship / Fire & Safety / Town Administration / Systems / Public Relations	Management, Computer Science, Computer Applications, Law, Company Secretaryship, Mass Communication, Fire & Safety, Chartered Accountancy, Cost Accountancy
Engineering Diploma and Advanced Diploma	Production / Quality / Maintenance / Design / Marketing & Business Development / Maintenance / Projects	Mechanical, Metallurgy, Production, Manufacturing, Electrical, Electronics, Instrumentation, Civil, Chemical, Tool & Die, Foundry Engineering

- The trainee shall be covered under Group Insurance scheme that shall be arranged by HEC.



- **No stipend will be payable to the trainees during the period of their training. However, Rs. 50 per day shall be paid for out of pocket expenses. The payment shall be released at the end of the month subject to attendance.**
- **Canteen facilities will be extended to the trainees during their period of training at subsidized rates.**
- **The trainees will be required to remain medically (physically & mentally) fit as per the requirement.**
- **During the period of training, the trainees cannot engage themselves in any other outside activity.**
- **The trainees will strictly follow the timings of their place of work and may also be required to come in shifts.**
- **If any trainee is found to be habitual late comer or is found to remain absent without information continuously for more than seven days, his/her training will be terminated.**
- **The trainees can be placed at any Department/Shop of HEC during the period of training.**
- **The trainees will have to make their own arrangement of staying in Ranchi during their training period. The trainees will also have to make their own conveyance arrangements during the training period.**
- **The trainees will perform on-the-job training assigned to them.**
- **The liability of HEC shall be limited to providing training at HECL only.**
- **After completion of the training period, the trainees will not be entitled for any regular/permanent/contractual employment in HEC, Ranchi. They will not be entitled for any benefits as given to the other employees of the organization.**



- **Depending upon the requirements of the Corporation, the management reserves the right to fix the number of trainees for each discipline.**

**Duration of training: Minimum of six months, which can be extended up to one year on the request of the trainee / requirement of the Company.**

**Selection: The candidates will be required to submit their applications against the advertisement and their suitability and knowledge will be assessed by a duly constituted committee.**

**Certification: After completion of the training, HEC shall provide a Certificate to all successful trainees.**

**The aspiring candidates are requested to send their application in the format to The in-Charge-HRD, H E C Ltd., Dhurwa, Ranchi-834004 latest by 05:00 PM of 30th April 2018.**