# भारत हेवी इलेक्ट्रिकल्स लिमिटेड
## Bharat Heavy Electricals Limited
(இந்திய அரசு நிறுவனம் / भारत सरकार का उपक्रम / A Government of India Undertaking)

CIN: L74899DL1964GOI004281

(பிஹெச்இஎல் திருச்சிராப்பள்ளி / बीएचईएल तिरुच्चिराप्पल्लि / BHEL Tiruchirappalli)

फोन /Phone : 0431-2574368 | ईमेल /Email : jayam@bhel.in

**HPBP, HUMAN RESOURCE DEPARTMENT**

No.TP: HR: R: AA111          Date:31.08.2024

## CIRCULAR

**Sub: Engagement of Trade Apprentices for the year 2024-25 under the Apprentices Act, 1961.**

BHEL, Tiruchirappalli is inviting applications for engagement of Trade Apprentices, under the Apprentices Act 1961, for the year 2024-25. The Trade, Duration and number of vacancies notified are furnished below:

Table No -1

| Sl. No | Trade | Duration months | Stipend per month (consolidated) | Tentative *vacancies |
|---|---|---|---|---|
| 1. | Fitter | 12 | 8050 | 180 |
| 2. | Welder | 12 | 7700 | 120 |
| 3. | Electrician | 12 | 8050 | 40 |
| 4. | Turner | 12 | 8050 | 20 |
| 5. | Machinist | 12 | 8050 | 30 |
| 6. | Instrument Mechanic | 12 | 8050 | 10 |
| 7 | Motor Mechanic | 12 | 8050 | 10 |
| 8 | Mechanic R & AC | 12 | 8050 | 7 |
| 9 | COPA | 12 | 7700 | 13 |
| | Total | | | 430 |

(* Number of vacancies indicated above is tentative and may increase or decrease in all or any of the trade depending upon requirement which will be at the absolute discretion of the management)

**Age limit:** Minimum 18 years and maximum 27 years, as on 01/09/2024 for **General** candidates. A relaxation of 5 years is admissible to SC/ST candidates and 3 years for OBC (NCL) candidates in the upper age-limit. In the case of physically Challenged persons (with minimum 40% disability), a relaxation of 10 years is admissible in the upper age-limit

**Minimum Educational Qualification**: High School Pass and ITI pass as a **Regular Full Time** candidate of the last three years, from a NCVT/SCVT recognized institute. For all Trades except Welder in Table No1 above NCVT/SCVT certificate is required. For welder trade NCVT shall only be considered.

Candidates who have completed their ITI course in the year **2021, 2022 & 2023** will **ONLY** be eligible for applying in apprenticeship training in 2024. Candidates who have completed ITI through **Distance Learning / Part Time / Correspondence/Sandwich courses shall not be considered** for apprenticeship training in BHEL.

बी एच ई एल

**BHEL**

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**Reservation:** Out of the above training vacancies, 19%, 1%, 27%, 10% and 4% are reserved for SC, ST, OBC (NCL), EWS and Physically Challenged candidates respectively. **Reservation for dependents of regular Employees-Serving/Retired/Deceased will be governed as per Company rules.**

**Selection methodology:** Selection will be based on an assessment test of all eligible candidates, who fulfill the conditions of the notification. Eligible candidates based on the marks secured in the qualifying examination (in the ratio of 1:10 trade wise, category wise of the notified training vacancies) shall be called for assessment test. Merit list will be drawn based on the scores obtained by the candidates in the assessment test. In case of a tie in marks at selection stage, candidate scored higher marks in ITI will be preferred, followed by candidate older in age.

**Minimum Physical Standards:** Candidates selected as apprentices will have to fulfil the minimum physical fitness standard / parameters as specified in the Apprentices Act, Clause 4 of Apprenticeship Rule 1992 and amendments thereof if any.

**Previous Training:** Candidates who have already undergone or currently undergoing apprenticeship training in any other establishment under Apprentices Act 1961 are not eligible to apply.

**Duration of training:** The duration of Apprenticeship Training will be for a period of one year from the date of joining, as per Apprentices Act 1961.

**Registration in Government of India portal**

Candidates must be registered in RDSDE (NAPS) Portal (www.apprenticeshipindia.gov.in) for Trade apprentices. Candidates with RDSDE (NAPS) registration No. alone will be considered for the training.

**How to Apply:**

a) The candidates meeting the prescribed eligibility criteria **have to first register in RDSDE (NAPS) Portal** (www.apprenticeshipindia.gov.in) and note down their RDSDE (NAPS) Registration No. This registration No. is mandatorily required for submitting online application in BHEL portal.

b) After completing registration in www.apprenticeshipindia.gov.in portal, **the candidates have to apply online in BHEL Trichy portal** in the link - https://trichy.bhel.com. The candidates may refer the instructions listed under Annexure-I for submitting the application.

c) Only Online mode of applications will be accepted.

d) Candidate needs to upload the following documents as per the size indicated in the portal -

- Scanned copy of the latest colour passport size photograph
- Scanned copy of signature
- 10th Standard mark sheet
- Consolidated mark sheet of prescribed educational qualification
- Community Certificate (SC/ST/OBC (NCL), EWS, PWD Certificates. OBC (NCL), EWS certificate to be as per latest guidelines of government and not later than one year on any event.
- Aadhaar card
- Candidate's profile home page screenshot of Govt. Portal (www.apprenticeshipindia.gov.in).
- Bank passbook front page as uploaded in Govt. Portal (www.apprenticeshipindia.gov.in). It should be Aadhaar seeded and DBT enabled.

In the absence of any single document, the application shall be summarily rejected. Uploading of Blurred / edited images / incorrect documents will also be summarily rejected .

पंजीकृत कार्यालय : बीएचईएल हाउस, सिरी फोर्ट, नई दिल्ली - 110049 | फोन : 011-66337598 | ईमेल : contactus@bhel.in
Registered Office: BHEL HOUSE, Siri Fort, New Delhi - 110049 | Phone: 011-66337598 | E-mail: contactus@bhel.in

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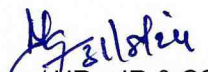
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e) The candidate must have an **active email ID and mobile phone number** which must remain valid for at least next one year.

f) All **future communication with candidate will take place only through website/Email/SMS alerts.**

g) The candidate must ascertain the correctness of all information before filling in the On-line Application Form and its final submission.

h) The candidate shall be wholly/exclusively responsible for the information provided in his/her online application form.

i) Incomplete Applications, applications not fulfilling the eligibility criteria/parameters and applications received in mode/form other than online mode shall be treated as rejected.

j) A copy of on-line application shall be retained by the candidate for reference and produced at the time of Document Verification.

k) Further information regarding eligible list of candidates for appearing in the assessment test, download of hall tickets, final selection list for training, document verification, etc. shall be made available through the websites https://trichy.bhel.com (Click Our services->Apprenticeship Application Portal) or through Email. Candidates are, therefore, advised to keep visiting the websites https://trichy.bhel.com and check their registered Email regularly.

l) Canvassing in any form is liable to render the candidate ineligible.
Candidates who have passed their qualifying examination from government recognized academic institutions located in the state of Tamilnadu will only be considered for selection. In case of non-availability of candidates from the state of Tamilnadu for any branch of study notified, vacancies will be filled up with other candidates as per procedure for such branch/branches.

No TA/DA shall be paid to candidates either for appearing for assessment test, certificate verification or joining the apprenticeship training on selection.

**Upon completion of Apprenticeship period at BHEL Trichy ( a Government of India concern), BHEL shall have no obligation to offer employment to such apprentices nor can an apprentice claim right for employment on the ground of completion of Apprenticeship.** We have requested the District Employment Office to disseminate the information to suitable candidates.

| | |
|---|---|
| Online application opening on | 04/09/2024 at 10:00 Hrs. |
| Online application closing on | 18/09/2024 at 23:45 Hrs. |
| Declaration of candidates list for assessment test | 19/09/2024 |
| Date of assessment test | will be informed later |

Sr. Manager / HR – IR & CSR

Distribution: All Employees through Mail Desk, Notice Boards & Web portals.

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Annexure – 1

Instructions for online registration in Apprenticeship portal.

A) **Steps to be followed by the applicants for registration in Apprenticeship portal.**

a) Go to www.apprenticeshipindia.gov.in portal.

b) Click "Register" and Choose "candidate"

c) Fill up all the personal details and Click submit button.

d) Now a 10-digit unique registration number is displayed on the browser window. This 10-digit number should be noted and this 10-digit number should be filled in BHEL online apprentice portal. Simultaneously, an activation link will be sent the registered email id of the applicant for activation purpose.

e) Login to the registered email and open the mail with the subject "User activation" and click activate button, upon which activation is completed.

f) Then go to www.apprenticeshipindia.gov.in portal.

g) Now login by using the registered mail id/Registration number and password.

h) Click "profile" tab to complete your profile details using EDIT and ADD Buttons.

i) Aadhaar Verification is mandatory for the creation of online apprenticeship contract. Hence, candidates are requested to ensure their name in the Aadhaar Card similar to the one recorded in their SSLC mark sheet.

j) Candidates must ensure that while registering on apprentice portal, their Aadhaar details including Aadhaar number, Date of Birth, gender, spelling of name of self/father etc. are correct. The details should also match with their SSC Certificate. Also, ensure that your profile is completed using Aadhaar verification stage. In case of discrepancy, please get the Aadhaar corrected from concerned agency.

k) Along with Aadhaar verification e-KYC verification is also mandatory in Apprenticeship registration. Candidates need to fill Bank details & IFSC code correctly for e-KYC verification.

Instructions for online submission of application in BHEL portal

A. **Registration in BHEL Portal**

a) Go to https://trichy.bhel.com portal.

b) Click the link "Apprenticeship Application Portal (TRICHY)".

c) Click the link "Register" from the menu.

d) Read the instructions listed carefully and accept by clicking "I agree".

e) Fill in the registration form and submit by clicking "REGISTER".

f) One Time Password (OTP) will be sent to registered email ID and mobile number.

g) Create a new password using OTP received in registered email ID & mobile number.

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**B. Data filling and submission of application**

a) Login to the portal using the new password.

b) Fill in the application form.

c) Upload scanned copy of the following-

- Scanned copy of the latest colour passport size photograph,
- Scanned copy of signature,
- 10th Standard mark sheet
- Consolidated mark sheet of prescribed educational qualification,
- Community Certificate (SC/ST/OBC (NCL), EWS, PWD Certificates. OBC (NCL), EWS certificate to be as per latest guidelines of government and not later than one year on any event.
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- Candidate's profile home page screenshot of Govt. Portal (www.apprenticeshipindia.gov.in).
- Bank passbook front page as uploaded in Govt .Portal (www.apprenticeshipindia.gov.in). ). It should be Aadhaar seeded and DBT enabled.

Submit the application and save a copy for submission at the time of document verification.

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