



**BHARAT HEAVY ELECTRICALS LIMITED**  
**TIRUCHIRAPPALLI-14**  
**Human Resource Management**

No.TP:HR:R:AA108

31/03/2021

**CIRCULAR**

Sub: Engagement of Trade Apprentices

A notification has been sent to the District Employment Exchange, Tiruchirappalli for sponsoring candidates on or before **14.04.2021** for engagement as Trade Apprentices under the Apprentices Act 1961. The specifications and the number of vacancies notified are furnished below: -

Sl. No	Trades	Duration in months	Stipend per month (consolidated)	Tentative vacancies
1.	Fitter	12	Rs.8050	112
2.	Welder (G&E)	12	Rs.7700	58
3.	Turner	12	Rs.8050	7
4.	Machinist	12	Rs.8050	12
5.	Electrician	12	Rs.8050	26
6.	Wireman	12	Rs.8050	2
7.	Electronic Mechanic	12	Rs.8050	2
8.	Instrument Mechanic	12	Rs.8050	2
9.	AC & Refrigeration	12	Rs.8050	2
10.	Diesel Mechanic	12	Rs.7700	3
11.	Programme & System Administration Assistant	12	Rs.7700	8
12.	Carpenter	12	Rs.7700	2
13.	Plumber	12	Rs.7700	2
14.	Mechanic (Motor Vehicle)	12	Rs.8050	8
15.	Assistant (Human Resources)	12	Rs.9000	2
16.	Accountant	12	Rs.9000	4
17.	MLT Pathology	15	Rs.7700/- p.m. for 1st year & Rs.8050/-for remaining 3 months.	1
	Total			253

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.

**Minimum Educational Qualification:**

Sl.	Trades	Educational Qualification
1	For trades mentioned under Sl. Nos 1 to 14 in the table no – 1 above.	Passed 10th class examination under 10+2 system education or its equivalent and passed prescribed training (1year & 2 year courses depending on trade) in ITI in the respective trade either under NCVT or SCVT stream. The applicant should have passed regular full time course in or after the year 2018.
2	Assistant (Human Resources) (Sl. No. 15)	Passed regular full time Bachelor Degree in Arts(BA) or Bachelor Degree in Business Administration (BBA) from recognised University or after the year 2018.
3	Accountant (Sl. No. 16)	Passed regular full time Bachelor Degree in Commerce (B.Com) from recognised University on or after the year 2018.
4	MLT Pathology (Sl. No. 17)	Passed regular full time 12 <sup>th</sup> class examination in the last 3 years (i.e. 2018,19,&20 under 10+2 system of education with Physics, Chemistry & Biology.

**Reservation:** Out of the above training vacancies, 19%, 1%, 27%, 10% and 4% are reserved for SC, ST, OBC, EWS and Physically Challenged candidates respectively

**Age limit: Between 18 and 27 years as on 10/04/2021.** A relaxation of 5 years is admissible to SC/ST candidates and 3 years for OBC candidates in the upper age-limit. In the case of physically Challenged persons, a relaxation of 10 years is admissible in the upper age-limit.

**Minimum Physical standards:** As prescribed in 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 (Amendment) Act 1973 are not eligible to apply.

**Registration in Government of India portal:** This is compulsory for submitting application for all trades and the candidates may refer the instructions listed under Annexure-1 for submitting the application.

**How to Apply:**

The candidates meeting the prescribed eligibility criteria may first register in MSDE/GOI portal - [www.apprenticeshipindia.org](http://www.apprenticeshipindia.org) (Refer Annexure 1) and note down their 10 digits long unique apprenticeship registration number. This 10-digit apprenticeship registration number is mandatorily required for submitting online application in BHEL portal.

- a) After completing registration in [www.apprenticeshipindia.org](http://www.apprenticeshipindia.org) portal, the candidates may apply online in BHEL Trichy portal in the link - <https://trichy.bhel.com>. The candidates may refer the instructions listed under Annexure 1 for submitting the application.
- b) Only Online mode of applications will be accepted.
- c) Candidate needs to upload, scanned copy of the latest color photograph, scanned copy of signature, consolidated copy of the documents namely proof of date of birth (X Standard certificate/mark sheet), consolidated mark sheet of prescribed educational qualification, Caste Certificate, Aadhar card and Bank passbook front page without fail. In the absence of any single document, the application shall be summarily rejected.
- d) Shortlisted candidates based on marks secured in the examinations conducted for the prescribed qualification and community reservation guidelines will be intimated by E-mail / SMS for appearing for certificate verification at HRDC, BHEL, Trichy as per their turn in the schedule.
- 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 on-line mode shall be treated as "Rejected".
- j) A copy of on-line application shall be retained by the candidate for reference and produced for verification at the time of Document Verification.
- k) Further information regarding shortlisting of candidates for document verification, final selection list for induction, 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 academic institutions (ITIs/Colleges/Schools as the case may be) situated 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 trade/trades, the vacancies will be filled up with other candidates as per procedure for such trade/trades.

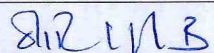
No TA/DA shall be paid to candidates either for appearing for certificate verification or joining the apprenticeship training on selection.

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.

Apprentices will be selected for April 2021 batch. We have requested the District Employment Office to disseminate the information to suitable candidates.

**Key Dates:**

ONLINE APPLICATION OPENING DATE	01/04/2021
ONLINE APPLICATION CLOSING DATE	14/04/2021
PUBLICATION OF SHORTLISTED CANDIDATES LIST	16/04/2021
TENTATIVE CERTIFICATION VERIFICATION	21/04/2021 Onwards
TENTATIVE JOINING DATE	Will be intimated to selected candidates

  
Manager (HR- R, W & S)

**Distribution:**

All Employees through Mail Desk & Web portals

**I Instructions for online registration in Apprenticeship portal ([www.apprenticeshipindia.org](http://www.apprenticeshipindia.org)).**

- a) Go to [www.apprenticeshipindia.org](http://www.apprenticeshipindia.org) portal.
- b) Click "Register" and Choose "candidate"
- c) Fill up all the personal details and Click submit button.
- d) A 10-digit unique registration number will be generated. Simultaneously, an activation link will be sent to the registered email id of the applicant for activation purpose.
- e) Complete your registration by clicking on the user activation link sent to your registered mail ID.
- f) Login again to [apprenticeshipindia.org](http://apprenticeshipindia.org) portal using the registered mail id/Registration number.
- g) Click "profile" tab to complete your profile details using EDIT and ADD Buttons.
- h) 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.

**II Instructions for online selection of establishment in Apprenticeship portal.**

- a) Login to [www.apprenticeshipindia.org](http://www.apprenticeshipindia.org) portal
- b) Click on "Apprentice opportunities" menu.
- c) Type "E05203301009" in "search by establishment name" field then click "Bharat Heavy Electricals Limited High Pressure Boiler Plant & Seamless Steel Tube Plant Trichy-14".
- d) Select the Trade applicable to you.
- e) Click "Apply" button after selecting the trade.
- f) In the the pop up dialog box select the primary training location and click ok.

**III Instructions for online submission of application in BHEL, Tiruchy 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.
- a) Login to the portal using the new password.
- b) Fill in the application form.
- c) Upload scanned copy of the following.
  - a. passport size photograph
  - b. signature
  - c. Bank passbook front page
  - d. Aadhaar card
  - e. 10<sup>th</sup> mark sheet
  - f. Consolidated mark sheet of respective trade.
- d) Submit the application and save a copy for submission at the time of document verification.