



BHARAT HEAVY ELECTRICALS LIMITED
TIRUCHIRAPPALLI - 14
HUMAN RESOURCE MANAGEMENT

No: TP: HR: R: GA 2023

Date: 16.11.2023

CIRCULAR

**Engagement of Graduate Apprentice for the year 2023-2024 -
under the Apprentices (Amendment) Act, 1973.**

As per notification of Board of Apprenticeship Training, Southern Region (BOAT-SR), BHEL provides one-year Apprenticeship Training to fresh Degree Holders under the provisions of the Apprentices (Amendment) Act 1973. Number of training vacancies to be filled for the year 2023-2024 is as below:

TABLE-1

Sl. No.	Discipline	Vacancies*	Minimum Educational Qualification
1	Accountant	6	Passed in 10+2, and Graduation in Commerce (B.Com.) as a regular full time candidate
2	Assistant-HR	10	Passed in 10+2 and Graduation in Arts (B.A.) as a regular full time candidate
3	Civil Engineering	34	Passed in 10+2 and Graduation in Engineering/ Technology as a regular full time candidate.
4	Computer Science Engineering	9	
5	Electrical & Electronics Engineering	6	
6	Electronics & Communication Engineering	23	
7	Mechanical	91	
Total		179	

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

Age limit: Minimum 18 years and maximum 27 years, as on 01/11/2023 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: As specified above with minimum 70% marks for UR/OBC(NCL)/EWS candidates and minimum 60% marks for SC/ST Candidates, from a Government recognized Institution/University.

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

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: As per Company rules.

Selection methodology: Selection will be based on an assessment test of all eligible candidates, who fulfil the conditions of the notification. Eligible candidates based on marks secured in the qualifying examination 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 Degree 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 (Amendment) Act, 1973 are not eligible to apply. Candidates who had training or job experience for a period of one year or more after the attainment of prescribed qualifications shall not be eligible for being engaged as Apprentice.

Duration of training: The duration of Apprenticeship Training will be for a period of one year from the date of joining, as per Apprentices (Amendment) Act, 1973.

Stipend payable: Rs.9000/- per month (Consolidated) will be paid as stipend in the entire training duration

Registration in Government of India portal: Candidates must be registered in MHRD NATS New Portal (<https://nats.education.gov.in>) for Graduate apprentices. Candidates with BOAT Student Enrolment No. alone will be considered for the training.

How to Apply:

- a) The candidates meeting the prescribed eligibility criteria **have to first register in Ministry of Education/GOI portal** - <https://nats.education.gov.in> and note down their 12 digits long unique Student Enrolment No. This 12-digit Student Enrolment No. is mandatorily required for submitting online application in BHEL portal.
- b) After completing registration in <https://nats.education.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 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 in any event not more than one-year-old
 - Aadhaar card
 - Candidate's profile home page screenshot of Govt. Portal (<https://nats.education.gov.in>).
 - Bank passbook front page as uploaded in Govt. Portal (<https://nats.education.gov.in>).Applicable documents pertaining to the applicant must be uploaded. Uploading of Blurred / edited images / incorrect documents will be summarily rejected.
- 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.
- i) Canvassing in any form is liable to render the candidate ineligible.

Candidates who have passed their qualifying examination from Govt. recognised 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 for either appearing for assessment test, certificate verification or joining the apprenticeship training upon 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.

Online application opening on	17/11/2023 at 10:00 Hrs.
Online application closing on	01/12/2023 at 23:45 Hrs.
Declaration of candidates list for assessment test	02/12/2023
Date of assessment test	will be informed later


Sr. Manager (HR- IR, Rectt., & CSR)

Distribution:

All Employees through Mail Desk, Notice Boards & Web portals

Instructions for online submission of application in BHEL, Trichy 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.

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 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 in any event not more than one year old.
 - Aadhaar card
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Submit the application and save a copy for submission at the time of verification.