

BHARAT HEAVY ELECTRICALS LIMITED
(A GOVT. OF INDIA UNDERTAKING)
RANIPUR, HARIDWAR
EMPLOYMENT NOTICE NO. 3/2009

BHEL - the Country's Premier Engineering Organization and a NAVRATNA PSU providing world class products and service in Power, Transportation, Transmission and Electronics Sectors, has 14 Manufacturing Divisions, 4 Power Sector Regional Centers, 18 Regional Offices and number of project sites.

Central Foundry Forge Plant (CFFP), a metallurgical unit of BHEL at Haridwar, manufacturing and supplying various types of steel castings and forgings to vital sectors like Power, Steel, Defence, Nuclear, Space, Shipping, Machine Building and General Engineering is looking for ARTISANS in the following trade: -

S.No.	Trade	No. of posts*
01.	Furnace Operator	09

* The above vacancies are tentative and subject to revision based on final assessment.

In the above mentioned posts, the reservation (Keeping the excess / shortfall in different categories in mind, according to the roster point) is as given below:-

Unreserved	Reserved posts			Total Nos.
	OBC(non creamy layer)	SC	ST	
7	1	1	0	9

The aforesaid reserved vacancies are subject to revision according to prospective assessment of the actual requirement.

QUALIFICATION :- High School (Tenth) pass from board recognised by State / Central Govt.

EXPERIENCE :- Minimum 5 Years experience of working in Electric Arc Furnace of minimum 30 Ton capacity for secondary steel melting. Should be familiar with panel operations - fettling, electrode fixing, slag off etc. The applicants should have acquired this experience after passing High School (Tenth).

DESIRABLE :-

1. Applicants with experience in secondary refining like VAD, VOD, LRF, and slide gate teeming operations will be preferred
2. Working knowledge of Hindi

Contd ...(2)...

UPPER AGE LIMIT (AS ON 01.08.2009):

32 Years

Those candidates, who have experience of **more than 5 years of working in Electric Arc Furnace of minimum 30 Ton capacity for secondary steel melting,** may be given age relaxation. The age relaxation of maximum 07 years may be given to those candidates who have minimum 50 months of continuous / intermittent experience over and above 5 years. If the experience over and above 5 years is less than 50 months, the candidate would be accorded age relaxation on pro-rata basis.

Note: - The minimum experience of 5 yrs. mentioned under the heading Experience and the experience for claiming age relaxation mentioned under the heading Upper Age Limit should be after passing High School (Tenth).

RESERVATION & RELAXATION:

1. SC candidates will be given 5 years age relaxation in upper age limit and OBC (Non- Creamy Layer) candidates will be given 3 years age relaxation in upper age limit. Since there in no reserved vacancies for ST candidates, they can apply under the unreserved category. However no age relaxation will be given to the ST candidates.
2. Ex-Serviceman will be given relaxation and reservation as per Govt. Rules.
3. Relaxation of 5 years in upper age limit is also admissible to candidates who were ordinarily domiciled in the state of Jammu & Kashmir during the period from 1.1.1980 to 31.12.1989.

SELECTION PROCESS:

The eligible candidates will have to appear for objective type written examination at their own expense on the designated date, venue and time. Written examination will be objective and bilingual (Hindi & English) in nature. The candidates short-listed in written examination based on performance and requirement will have to appear for personal interview.

After the written examination, the candidates will be short listed for interview in the ratio of 1:3 to the total number of vacancies in each category. To arrive at the ratio of 1:3 first all the unreserved candidates will be grouped along with those reserved category candidates who have not taken any relaxation with respect to age. The candidates will be arranged in the descending order of the written exam marks and starting from the top, only the required number of candidates will be called for interview. In case of a tie at cut-off marks all the candidates scoring the cut off marks will be called for Interview. From this list, Reserved Category candidates who were grouped with Unreserved category

Contd ...(3)...

but fail to make it to the interview short list will then be taken to their original reserved category for consideration for being short listed for interview in the ratio of 1:3 to the number of reserved vacancies.

Later, at the time of final selection, the same procedure will be followed for all those reserved category candidates considered so far under the unreserved category.

Candidates who are short listed and appear in the interview will be paid second sleeper class to and fro rail fare from the starting station or the mailing address whichever is nearer to the place of interview and back by the shortest route on production of proof of journey.

REMUNERATION AND PERQUISITES:

Selected candidates will work as Temporary Employees at least for a period of 1 year, out of which for the first six months they will be paid daily wages as per notification of the State Government from time to time and consolidated wages for the next 06 months. On successful completion of this period, they will be absorbed in the regular establishment as ARTISAN GRADE-IV at the minimum of the scale of pay of Rs.4800-130-5190-EB-5255-150-7805 (due for revision w.e.f. 01.01.2007) based on review of their performance/ behavior / suitability to remain in the services of the organization as assessed by duly constituted committee. In addition, they will be entitled for uniform, washing allowance, Provident Fund, Medical facilities, Leave Travel Concession, Gratuity etc. as per Company rules.

HEALTH:

The candidates should have sound health. The appointment of the selected candidates will be subject to meeting the health standards prescribed by the Company and on being found medically fit by Authorized Medical Attendant of the Company. The candidates are advised in their own interest that they should get themselves thoroughly examined by a competent Medical Officer before applying against the advertisement

GENERAL INSTRUCTIONS:

- Only candidates having the above mentioned qualification and experience may apply.
- Employees of Govt./Semi Govt. Departments, Public Sector Undertakings/Autonomous Bodies must apply through Proper Channel or produce a "NO OBJECTION CERTIFICATE" at the time of interview otherwise they shall not be interviewed and no TA will be admissible.

NOTE:-Candidates, who have left a PSU after availing Voluntary Retirement, if selected, will be required to return the VRS compensation received to the PSU concerned.

- Though the posts are initially for posting at Haridwar, the selected candidates are liable to be transferred / posted at any of the Company's offices / divisions anywhere in India and abroad.
- Interim inquiries will not be attended to and any form of canvassing will be a disqualification and will render the candidates ineligible for selection.

Contd ...(4)...

- Application Form, legible and completely filled up in designated format will only be accepted.
- Application form should be carefully filled in as no correspondence regarding any change in/further information will be entertained after submission of application.
- Candidates are advised to keep copies of the Photographs used in the application form for future use.
- If at any stage during selection or after selection it is found that the candidate does not fulfill the eligibility conditions and the facts furnished / documents attached are not correct and true, then the candidature/ appointment of the candidate can be cancelled at any time without assigning any reasons.
- BHEL does not take responsibility of attaching the documents or application fee sent separately after the dispatch of the original application form.
- Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only at the place having jurisdiction over Haridwar.
- **Applications which are incomplete, not legible, or without the required enclosures as indicated or received after the due date will be rejected and no correspondence on this will be entertained.**
- **Category such as OBC (Non Creamy layer) / SC should be carefully filled up in the Application form, as this will not be allowed to be changed at a later date .** Also the category once declared, if found to be false at any later stage will render the candidate liable for suitable action including termination and prosecution.
- **If there is any variation between the English & Hindi versions of advertisement, English version may be treated as authentic.**

HOW TO APPLY

Applications, in the prescribed format, may be sent addressed to Deputy Manager (HR), HR Department, Administrative Building, Central Foundry Forge Plant, Bharat Heavy Electricals Limited, Ranipur , Haridwar – 249403 (Uttarakhand). The last date of receipt of applications is **31st August, 2009.**

The candidates should enclose only the following documents along with the application form (no other documents should be enclosed along with the application) :-

1. A non-refundable processing / examination fee of Rs 125/- is payable by General & OBC (Non Creamy Layer) candidates. **SC, ST candidates are exempted from payment of any application fee.**

The payment of fees is to be made in the form of Non-refundable account payee Demand draft in favour of M/s Bharat Heavy Electricals Limited, Haridwar, payable at any scheduled bank in Haridwar (preferably State Bank of India, Ranipur, Haridwar, Branch Code No.-0586). Postal Order etc. will not be accepted. The candidate should mention his Name, Address on the reverse of the Demand Draft.

2. Attested copy of High School(Tenth Class) pass Certificate.
3. Attested copy of High School(Tenth Class) marksheet.
4. Attested copy of Experience Certificate from Competent Authority.
(Candidates should enclose the certificate from the employer on the letter head of the Company, certifying that their experience is in the related area. The candidates have to also submit an undertaking certifying their experience is in the related area. The undertaking is a part of the enclosed Application form.)
5. Attested copy of SC / ST* Certificate (if applicable)
Note : ST certificate is required only for exemption of fees.
6. Attested copy of OBC (Non-Creamy Layer) certificate (if applicable).
(The OBC candidates who do not belong to the Non-Creamy Layer, should submit their application under General Category only.)
7. Attested copy of Certificate of residence in J&K during the period from 1.1.1980 to 31.12.1989 (if applicable).
8. Attested copy of Ex-serviceman certificate (if applicable).
(Attested copy of Combined Certificate of Discharge and Recommendation for Civil Employment)

The candidates should ensure that, if called for the written test, they have the above mentioned certificates in original, otherwise their candidature will be cancelled.

BHEL shall not be responsible for any postal delays in receipt of applications.

Applications received after last date i.e. 31st August, 2009 will not be entertained.

Format of Application Form

Paste your Recent passport size photograph here

1 Applicant's Name in full (in Block Letters)

2 Father/Husband's Full Name

3 Date of Birth(dd/mm/yyyy)

4 Gender (put a (√) mark in the appropriate box) Male Female

5 Religion

6 Address for Communication

District State

Pin Code

Contact No (with STD Code) Mobile No.

E-mail , if any

7 Category under which you are applying (put a (√) mark in appropriate box)

1. Scheduled Caste 3. Unreserved

2. Other Backward Class (Non Creamy Layer)

8 Are you an Ex-Serviceman ? (put (√) mark in appropriate box) if yes write the duration of service

1. Yes 2. No

Service period in Defence Year Months

9 Are you a Ward/Spouse of Serving/Retired/Deceased Employee of BHEL (excluding resigned and those terminated on account of disciplinary action) Put a (√) Mark in the appropriate box

1. Serving 2. Retired 3. Deceased

4. Death during Service 5. Death after Service

10 If Yes write the Staff no of the BHEL Employee

11 Qualification	Board	Year of passing	Total Marks	Marks Obtained	Percentage
High School					

12 Other Additional Qualifications(if any)	Institute/Board	Duration of Course		Total Marks	Marks Obtained	Percentage
		From	To			
ITI/Diploma etc.						
Graduation(B.A./B.Sc./B.Com/Others)						
Post Graduation(M.A./M.Sc./M.Com/Others)						
Any other qualification						

13 Details of the experience of working on Electric Arc Furnace of minimum 30 Ton capacity for secondary steel melting

S.No.	Name of Organisation /Company	Name of Post & Nature of work	PF A/c no. of applicant	Insurance no. of applicant(ESI)	Duration of service	
					From (Date)	To(Date)

All Candidates having above experience must fill up the following Undertaking

14 "I _____ S/D/W of Shri _____ hereby certify that the experience mentioned at SI No 13 above is of working on Electric Arc Furnace of minimum 30 Ton capacity for secondary steel melting. I understand that in the event of any information regarding my experience being found incorrect at any stage during/ after the selection process , my candidature/selection can be cancelled, without assigning any reason thereof."

Signature of the candidate

Those candidates who are seeking age relaxation and have experience of more than 5 years of working in Electric Arc Furnace of minimum 30 Ton capacity for secondary steel melting should necessarily fill column no. 15 & 16

15 Details of the experience (over and above 5 yrs of qualifying experience) of working on Electric Arc Furnace of minimum 30 Ton capacity for secondary steel melting

S.No.	Name of Organisation /Company	Name of Post & Nature of work	PF A/c no. of applicant	Insurance no. of applicant(ESI)	Duration of service	
					From (Date)	To(Date)

16 "I _____ S/D/W of Shri _____ hereby certify that the experience mentioned at S1 No 15 above is of working on Electric Arc Furnace of minimum 30 Ton capacity for secondary steel melting. I understand that in the event of any information regarding my experience being found incorrect at any stage during/ after the selection process , my candidature/selection can be cancelled, without assigning any reason thereof."

Signature of the candidate

17 Computer knowledge if yes give details

18 Details of Application Fees

Demand Draft No _____ Demand Draft Date _____ Name of the bank _____

Self-Undertaking for OBC (Non Creamy Layer) Candidates

19 "I _____ S/D of Shri _____ Resident of Village/Town/City _____ State _____ hereby declare that I belong to the _____ community which is recognised as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in coloumn 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993."

Signature of the candidate

20. I hereby declare that all statements/enclosed documents submitted by me are true and correct to the best of my knowledge and belief. I understand that in the event of any information being found incorrect at any stage during / after the selection process , my candidature/selection can be cancelled, without assigning any reason thereof.

Date

Place

Signature of the candidate

Enclosures :

(put (✓) in front of whatever is enclosed)

1.Demand Draft

2.High School Certificate

3.High School Marksheet

4.Experience Certificate

5.SC/ST/OBC Certificate

6.Ex-Serviceman certificate

7.Certificate of residence in J&K