



# BHARAT HEAVY ELECTRICALS LTD.

(A Govt. of India Undertaking)

Power Sector: Project Engineering Management

Plot No. 25, Sector: - 16 A, NOIDA-201301 (UP)

Telephone: 0120-4368512, Fax: 0120-4329027

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 Centres, 18 Regional Offices and number of projects sites.

BHEL Project Engineering Management is looking for **DRAUGHTSMAN** in **CIVIL** discipline. The break-up of posts is as given below:-

Unreserved	Reserved posts			No. of Posts
	SC	ST	OBC (Non-Creamy Layer)	
17	04	02	07	30

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

Out of the above 30 vacancies, 01 is reserved for Physically Challenged (Locomotor or Hearing Challenged and Visually Challenged) candidates.

**QUALIFICATION:** - Matric /SSLC + National Trade Certificate (NTC) plus National Apprenticeship Certificate (NAC) in Civil trade with not less than 60% marks for General and OBC candidates and not less than 55% marks for SC/ST candidates in both NTC and NAC.

**EXPERIENCE:** 2 years of experience in detailing of steel structure and concrete structure.

**DESIRABLE:** The candidates having a working knowledge of CAD System will be given weightage in the interview.

**DESCRIPTION OF DUTIES:** Drafting and checking of drawings, preparation of Ash-Built drawings / bills of material, estimation of materials and resolving of inter-disciplinary / inter-face problems at the time of freezing of layouts of Thermal Power Plants, handling and storing of documents / record etc.

**UPPER AGE LIMIT:** 27 years as on 01.01.2009.

**RESERVATION & RELAXATION:**

- SC/ST/OBC (Non-Creamy Layer) / Ex-Servicemen and Physically Challenged (Locomotor, Hearing & Challenged) candidates will be provided reservation as per the Govt. guidelines.
- SC & ST 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.
- For Physically Challenged category, the General Candidates will be accorded a total of 10 years age relaxation, SC-ST candidates a total of 15 years age relaxation and OBC (Non-Creamy Layer) a total of 13 years as per rules.
- Ex-Servicemen will be given relaxation and reservation as per Govt. Rules.
- 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 01.01.1980 to 31.12.1989.

**MODE OF SELECTION:**

The mode of selection of candidates shall be personal interview. However, if the number of eligible applications received is in excess of 1:6 to the no. of vacancies, Written Test shall be conducted only for the purposes of short listing candidates in the ratio of 1:3 for being called for interview, on the basis of their Written Test Marks. In the event of receiving good response of applications the maximum no. of candidates to be called for written test will be in the ratio of 1:20 to the no. of vacancies.

In case of written test the candidates will have to appear for written examination at their own expenses 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.

To arrive at the ratio of 1:6 first all the unreserved candidates will be grouped along with those reserved category candidates who have not taken any relaxation with respect to age /marks ( in both ITI & NAC ). These candidates will be arranged in descending order of the percentage of marks obtained in the NAC and starting from the top, only the required number of candidates will be called for written examination. In case of a tie at cut-off percentage of marks all the scoring the cut off marks will be called for the Written Exam.

Out of this list, Reserved category candidates who were grouped with Unreserved category but fail to make it to the written exam short list will then be taken to their respective original categories for consideration for being called for written exam in the ratio of 1: 6 to the number of reserved vacancies.

Physically Challenged candidates shall be invited for written exam by according 5%age point relaxation in the cut off %age determined for each category. ( For example if cut off %age is 75 then for Physically Challenged candidates cut off %age will be arrived by according relaxation of 5 percentage points i.e.  $75 - 5 = 70$  )

However, all Ex -Serviceman, who posses certificate relevant to respective advertised ITI trade issued by the Forces, will be called for written exam, if otherwise eligible.

After the written examination, the candidates will be short listed for interview in the ratio of 1: 3 to the number of vacancies in each category.

**Those 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 near to the place of interview and back by the shortest route on production of proof of journey.**

After the written exam, the candidates will be arranged in the descending order of the written exam marks in each category. First, candidates who appeared under the unreserved category will be short listed in the ratio of 1:6 to the number of unreserved vacancies for being called for interview. These candidates will be arranged in descending order of the marks obtained in the written examination 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 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 1:6 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.

**EMOLUMENTS AND OTHER BENEFITS:** Selected candidates will be placed as **DRAUGHTSMAN 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). In addition, they will be entitled to 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

The definition of Loco motor Disability, Hearing Impairment & Visually Challenged for reservation in the matter of vacancies for Physically Challenged candidates for recruitment in BHEL will be as per the Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995

**The Physically Challenged** candidates are required to furnish duly stamped Medical Certificate in relation to their disability from Government Hospital or Medical Board attached to Special Employment Exchange for the handicapped.

**GENERAL INSTRUCTIONS:**

- Only candidates having the above mentioned qualification 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.
- Interim inquiries will not be attended to and any form of canvassing will be disqualification and will render the candidates ineligible for selection.
- 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 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 of dispute arising out of this advertisement and / or an application in response thereto can be instituted only at the place having jurisdiction over Uttar Pradesh.
- **Applications which are incomplete, not eligible, 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, ST, Physically Challenged 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(can be downloaded from website:[www.bhel.com](http://www.bhel.com) or [www.bhelpem.com](http://www.bhelpem.com)) duly filled in and completed in all respect should be sent by speed post / courier to Sr. Manager (HR), BHEL / Power Sector, Project Engineering Management, Human Resources Department, PPEI Building, Plot No.25 Sector: - 16 A, NOIDA-201301 (UP), latest by **15.02.2009.**

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

1. Copy of Tenth Class (High School) Certificate
2. A non -refundable processing / examination fee of Rs 125/ payable in two installments i.e (Rs 50/- at the time of sending the Application form and Rs. 75/- at the time of written test/ interview) is payable by General & OBC candidates. **SC, ST and Physically Challenged 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, payable at Delhi. The candidate should mention his Name, Category on the reverse of the Demand Draft. Draft should be sent along with the application only. If application and draft are sent separately BHEL does not take the responsibility for linking draft with application.

**The candidates should ensure that, if short listed for the interview, they have the following original certificates, otherwise their candidature will be cancelled:-**

1. Tenth Class (High School) Certificate
2. ITI Marksheet.
3. Apprenticeship Certificate (NAC) – approved from NCVT.
4. Experience Certificate
5. Certificate of residence in J & K during the period from 1.1.1980 to 31.12.1989 ( If applicable)
6. SC –ST Certificate (if applicable)
7. OBC (Non – Creamy Layer ) Certificate (if applicable)  
(The OBC candidates who do not belong to the Non – Creamy Layer, they should submit their application under General category only.
8. Latest Physically Challenged Certificate (if applicable)  
(If Handicap is 40% or more)
9. Ex- serviceman Certificate (if applicable)  
Copy of Combined Certificate of Discharge and Recommendation for Civil Employment)

**BHEL is not responsible for any postal delays in receipt of applications.**

**Applications received after last date 15.02.2009 will not be entertained**