



**BHARAT HEAVY ELECTRICALS LIMITED**  
**(A GOVT. OF INDIA UNDERTAKING)**  
**(RANIPUR, HARIDWAR)**

Ref No: HR/RTX/FTA/NOV/2013

Dated: 08.11.2013

**ADVERTISEMENT NO. - HWR/03/2013**

BHEL Haridwar invites applications from candidates possessing the following specification to empanel them for engagement on **FIXED TENURE BASIS for 24 months** to meet the requirement of its Medical Department.

| SL | Post              | No of Vacancies | Upper Age Limit<br>(As on 01 <sup>st</sup> November,<br>2013) | Minimum Qualification   |
|----|-------------------|-----------------|---|---|
| 01 | Nursing Assistant | 06              | 32 Years  | Intermediate<br><b>AND</b><br>{ 3 OR 3 1/2 years Diploma in<br>General Nursing & Midwifery<br><b>OR</b><br>B.Sc (Nursing)<br><b>OR</b><br>'A' Grade Certificate in General<br>Nursing and Midwifery } |

**IMPORTANT INSTRUCTIONS:**

- ❖ All candidates applying for the above post should have their Degrees / Diploma / Certificate Courses from recognized institutes.
- ❖ Candidates with Diploma in General Nursing & Midwifery must possess a minimum **ONE year** of relevant POST QUALIFICATION **work experience** in hospital of repute.
- ❖ No such work experience is mandatory for candidates with qualification B.Sc (Nursing) or 'A' Grade Certificate in General Nursing and Midwifery.
- ❖ All candidates applying for the above post must be registered with respective State Nursing / Midwifery Council.

**RESERVATIONS:** The above vacancies are reserved as follows:

| UR | SC | ST | OBC | *TOTAL<br>VACANCIES |
|----|----|----|-----|---------------------|
| 6  | 0  | 0  | 0   | 06                  |

***\*The above number of vacancies is tentative and may vary on review. In that eventuality the number of vacancies reserved for various categories may also undergo revision.***

- ❖ None of the above vacancies is reserved for SC, ST & OBC candidates.
- ❖ Reservation for Physically Challenged and Ex-servicemen candidates will be as per extant Govt. Rules.

**RELAXATIONS:**

- ❖ There is no relaxation for SC, ST and OBC Candidates. If such candidates fulfill the eligibility criteria, they will be treated under the UR category.

- ❖ This age limit is further relaxable by 10 years for Physically Challenged candidates suffering from not less than 40% disability.
- ❖ Age relaxation for Ex-servicemen respectively will be as per extant Govt. Rules.
- ❖ A relaxation of 05 years in Upper Age Limit is also admissible for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir during the period from 01.01.1980 to 31.12.1989.

### **REMUNERATION:**

The consolidated remuneration for the first year shall be Rs. 21340/- per month. For the Second year, the remuneration will be fixed as per the guidelines of BHEL Corporate Office.

### **HEALTH:**

Applicant should have sound health. Before joining, selected candidates will have to undergo medical examination by the Company's Authorized Medical Officer and the appointment will be subject to meeting the health standards prescribed by the Company. The candidates are advised in their own interest that they should get themselves thoroughly examined by a Competent Medical Officer.

### **SELECTION PROCESS:**

Selection Process will consist of Personal Interview. Candidates called for interview shall not be paid any TA / DA.

### **HOW TO APPLY**

- ❖ The applications for selection to the above post will be accepted ONLY ONLINE through our recruitment website <http://careers.bhelhwr.co.in> (Under Online application for Recruitment of Nursing Assistant (FTA)).
- ❖ Interested and eligible candidates should refer to the detailed advertisement available at website <http://careers.bhelhwr.co.in> for all information relating to guidelines for filling and submission of application form, selection and act accordingly.
- ❖ Before filling the online application form, candidates are required to submit a SBI CHALLAN of Rs 100/- as a non-refundable processing fee payable by General/OBC candidates. Candidates belonging to SC/ST categories and Physically Challenged candidates are exempted from payment of fees.
- ❖ No other mode of payment i.e. Cash, Demand Draft, Money Order, Postal Order, Cheques etc. shall be acceptable.
- ❖ The triplicate Challan for payment of processing fee of Rs.100/- can be downloaded from the web site <http://careers.bhelhwr.co.in>
- ❖ The CHALLAN fee can be paid in any of the branches of State Bank of India to the Power Jyoti Account No.30989466064 at SBI, SECTOR 5A (Code No.0586) in favor of Bharat Heavy Electricals Limited, HARIDWAR.
- ❖ The Journal No. given by the bank on payment of fee needs to be entered in the online Application Form.
- ❖ After successful submission of online application on BHEL's recruitment website, candidates will be required to take a print-out of the acknowledgement slip which will be generated by the system and will contain a unique acknowledgement number.
- ❖ This acknowledgement slip along with all the required documents and BHEL copy of SBI CHALLAN ( If applicable) will be required to be sent in an envelope superscribed with "Application for the post of Nursing Assistant (FTA) " so as to reach **on or before 13.12.2013 from normal areas and on or before 20.12.2013 from far flung areas** at the following address:

**SR.MANAGER (HR-RTX)  
ROOM NO.29, HR DEPARTMENT  
MAIN ADMIN BUILDING, HEEP, BHEL  
RANIPUR, HARIDWAR (UK)-249403**

- ❖ Applications sent directly by post without acknowledgement slip, generated after online submission of application form, or without all the enclosures as indicated shall be rejected. Incomplete application forms will not be entertained in this regard.
- ❖ BHEL is not responsible for any postal delays in receipt of applications.
- ❖ For any queries regarding the online filling of the application form may be clarified by mailing at [artrect@bhelhwr.co.in](mailto:artrect@bhelhwr.co.in)

**DOCUMENTS TO BE SENT ALONG WITH THE ACKNOWLEDGEMENT SLIP:**

- a) SBI Challan (If Applicable)
- b) Tenth Class (High School) Marks Sheet/ Certificate (in support of Date of Birth)
- c) Intermediate Marks Sheet & Final Passing Certificate
- d) Marks Sheet of Diploma /Degree/Certificate (Nursing)
- e) Final Passing Certificate of Diploma /Degree/Certificate (Nursing)
- f) Registration Certificate from respective State Nursing/Midwifery Council
- g) Proper Document in proof of Post Qualification Work Experience
- h) Category Certificate [SC / ST ] (If applicable)
- i) Certificate of PH from Competent Authority (If applicable)
- j) Document in proof of having relevant qualification as an Ex – Serviceman (If applicable)
- k) Certificate of J & K Domicile from 01.01.1980 to 31.12.1989 (If applicable)

**NOTE:**

1. PLEASE NOTE THAT PREFERABLY THE EXPERIENCE CERTIFICATE SHOULD BE ISSUED ON AN AUTHENTIC LETTER HEAD BY A COMPETENT AUTHORITY. However in the absence of proper experience certificate, candidates shall be required to send joining letter and relieving order. In case of serving employees, latest salary certificate /Slip (along with joining letter) may be sent in place of relieving order.

**GENERAL INSTRUCTIONS:**

- ❖ The SC, ST, OBC (Non Creamy Layer), J&K Domiciled, Physically challenged candidates and Ex-servicemen should carefully fill up the respective columns, since these details shall not be allowed to be changed later under normal circumstances. Also the category once declared, if found to be false at any later stage will render the candidate liable for suitable action including termination & prosecution. The required documentary proof with respect to the above category should be enclosed with the acknowledgement slip to be sent to us.
- ❖ Candidates employed in Govt./Semi-Govt./Public Sector Undertakings/Nationalized Banks/Autonomous Bodies shall be required to apply through Proper Channel. However, in the event of difficulty, they may send the application directly and produce the relieving order from their organization in the event of selection.
- ❖ The candidates should ensure while applying that they fulfill the essential eligibility criteria and other requirements prescribed for the above post and that the particulars furnished by them are correct in all respects. In case, it is detected at any stage of recruitment process that the candidates do not fulfill the essential eligibility criteria and /or does not comply with other requirements and /or he/she has furnished any incorrect / false information or has suppressed any relevant information / material fact(s), his / her candidature is liable to be rejected. If any of the above shortcomings is/are detected, even after appointment, his/her services are liable for suitable action including termination and prosecution.

- ❖ The Management reserves the right to Revise / Reschedule / Cancel / Suspend the recruitment process, if the need so arises, without assigning any further notice or reason therefor. The decision of the management shall be final and no appeal shall be entertained.
- ❖ The Company reserves the right to reject any application without assigning any reason whatsoever.
- ❖ 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 in Haridwar and Courts/Tribunals / Forums (Jurisdiction Courts) at Haridwar only shall have sole and exclusive jurisdiction to try any such cause / dispute.
- ❖ Applications which are incomplete in any detail or without all the required enclosures or received after the last date for receipt of applications will be rejected and no correspondence on this will be entertained.
- ❖ BHEL does not take responsibility of attaching the documents or processing fee sent separately after the dispatch of the original application form.
- ❖ No correspondence will be entertained from candidates not invited /selected for interview.
- ❖ Candidates are advised to possess a valid e-mail ID, which is to be entered in the on-line application form. They are also advised to keep this e-mail ID active as any important intimation to them shall be provided by BHEL through e-mail for a period of minimum one year.
- ❖ If there is any variation between the English & Hindi versions of the Advertisement, English version may be treated as authentic.
- ❖ Any CORRIGENDUM/CHANGES/UPDATES shall be available ONLY on our website <http://careers.bhelhwr.co.in> and NO INTIMATION SHALL BE GIVEN IN ANY NEWSPAPER/ANY OTHER MEDIA.
- ❖ Any form of canvassing or bringing extraneous pressure will be disqualification and will render the candidate ineligible for selection.

### **IMPORTANT DATES**

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| (a) Commencement of online submission of application                             | <b>08th November, 2013</b>                                 |
| (b) Closing of online submission of applications:                                | <b>28<sup>th</sup> November, 2013</b>                      |
| (c) Last date of receipt of Acknowledgement slips along with required documents: | <b>13<sup>th</sup> December, 2013</b>                      |
| (d) Last date of receipt of Acknowledgement slips from far flung areas:          | <b>20<sup>th</sup> December, 2013</b>                      |
| (e) Tentative Date of Interview:   | <b>20<sup>th</sup> &amp; 21<sup>st</sup> January, 2014</b> |

**SR. Manager (HR-RTX)**