

**Bharat Heavy Electricals Limited**  
**Ramachandrapuram, Hyderabad -502032**  
**(Human Resource Management)**

**Sub: Step by Step process for submitting application for Trade Apprenticeship**

Further to our Circular No: No:HY:HR:TRADE:APP:2016 Dated on 27.08.2016 regarding Trade Apprenticeship, the following step-by-step procedure is given for filling information in on-line portal, for the purpose of clarity. Please also refer screenshots from the website given in this document.

**STEP-1 : For registration**

- 1) Please go through the screen shot of official Apprenticeship Training Portal of Government of India at website [www.apprenticeship.gov.in](http://www.apprenticeship.gov.in) (refer screen shot 1).
- 2) [Log in to www.apprenticeship.gov.in](http://www.apprenticeship.gov.in) to go to the site
- 3) In the said site, find "Apprentice Registration" and click the same for registration.
- 4) Complete the registration by furnishing relevant details and uploading scanned copy of certificates required at appropriate places in the screen and click submit button (refer screen shot 2).
- 5) On submission, you will get the registration number which will also be received in your e-mail id. Please also note down your registration number for future correspondence.

**STEP-2: For Applying for Apprenticeship**

- 1) Again log in to website [www.apprenticeship.gov.in](http://www.apprenticeship.gov.in) or click **Home** in the same web site to go the home page for applying for apprenticeship (refer screen shot 3).
- 2) Find "Establishment Search" or "Apply for Apprenticeship Training" and click (refer screen shot 3).
- 3) You will be directed to "Establishment Search" (refer screen shot 4).
- 4) In State column, select 'Telangana' and in District Column, 'Medak', click "Search" (refer screen shot 4).
- 5) Locate Bharat Heavy Electricals Limited and select the same by clicking (refer screen shot 5).
- 6) You will be directed to Establishment details – Bharat Heavy Electricals Limited (refer screen shot 6).
- 7) In the 'Establishment Trade Details', select the relevant trade applicable to the candidate and click on 'apply' (refer screen shot 6).
- 8) You will be directed to "Apply for Apprenticeship Training" page (refer screen shot 7).
- 9) Fill in the relevant details asked for and click on 'Apply' (refer screen shot 7).

**STEP-3: For sending your Application to BHEL through Post/ courier**

Take a print out of Format given as Annexure-1 to our Circular dt. 27.08.2016, also enclosed herewith at last page. Fill in the same with appropriate details and send by post/ courier along with Xerox copy of SSC, ITI and Caste/ PH certificates to : Address:- Manager/HR-RMX, HRM Dept., Ground Floor, Administrative Building, BHEL, RC Puram, Hyderabad, 502032, duly super scribing on the envelope "Application for Trade Apprentice". The last date for filling in online application is extended to **17.09.2016**. The filled in format should reach us through post on or before **20.09.2016**.

DGM/HR-EEX & RMX





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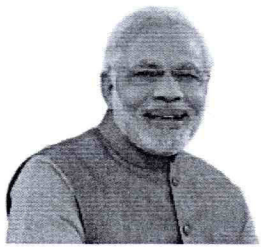
Apprentice Act

APY

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## Welcome to Apprenticeship Training Portal



**Shri Narendra Modi**  
Hon'ble Prime Minister of India

*Millions and Millions of Indian youth should go for acquisition of skills and there should be a network across the country for this and not the archaic systems. They should acquire the skills which could contribute towards making India a modern country. Whenever they go to any country in the world, their skills must be appreciated.*

**- Shri. Narendra Modi (Hon'ble Prime Minister of India)**



**Skill India**  
कौशल भारत - कुशल भारत



**Shri Rajiv Pratap Rudy**  
Minister of State (I/C)



## Apprentice

- Apprentice Registration
- Establishment Search
- Apply for Apprenticeship Training
- Apprentice Profile

## Establishment

- Establishment Registration
- Update Apprenticeship Vacancies
- Apprentice Search
- APY Enrollment
- APY Claim Submission

## RDAT/SAA/AAA

- Contract Approval
- APY Approvals
- Claim Approval

## News &amp; Updates

- National Apprenticeship Promotion Scheme (NAPS) - Revised Notification (0.02 MB)
- National Apprenticeship Promotion Scheme (NAPS) - Guidelines (0.06 MB)

## Registration form for Apprenticeship Training

## Enter Details for Registration

## Personal Details

Candidate Type*	-Select-	
Date of Birth*	dd-mm-yyyy Minimum age should be 14 years.	
Name *		Gender *
Father/Guardian Name *		Mother Name *
Adhar Card No. (UID No.) *		Spouse Name
Category*	-Select-	Is Person with Disability (PwD)*
Name, DOB, Father name to be as given in Birth/School/Govt issued Certificate.		<input checked="" type="radio"/> No <input type="radio"/> Yes



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Pincode\*

Contact No. \*

Email ID \*

Activation link for registration will be sent on this email.

## Qualification Details

 Academic Qualification\* -Select- Attach Document [Choose File](#) No file chosen  
 Upload Doc/Docx/PDF/JPG up to 200 KB

## Technical Qualification (Please fill if applicable)

Name of Institute*	Name of Council/University*
Name of Trade/Course*	Course Start Date* dd-mm-yyyy
Course End Date* dd-mm-yyyy	
<a href="#">Add</a>	<a href="#">Clear</a>

Institute Name	Council/University	Name of Trade	Training Start Date	Training End Date	Is Highest Qualification	Edit
No records found.						

## Trade Preference

Sector\*

 -Select-  
 Agriculture  
 Apparel  
 Automotive  
 Beauty & Wellness

Trade\*

-Select Sector-

Select as 1st Preference	<a href="#">Remove</a>	<a href="#">Click</a>
Select as 2nd Preference	<a href="#">Remove</a>	<a href="#">Click</a>
Select as 3rd Preference	<a href="#">Remove</a>	<a href="#">Click</a>

Upload Your Passport size Photograph \*

[Choose File](#) No file chosen  
 Upload a good quality JPG/JPEG/GIF/PNG up to 200 KB

Enter Captcha Image\*

0 7 6 9 8 Refresh

## Declaration

☐ I hereby declare that the information submitted by me is correct and true to the best of my knowledge. I shall be liable for any disciplinary/punitive action in case any of the details are found to be incorrect.
[Submit](#)[Clear](#)

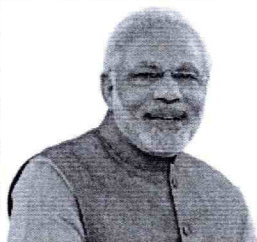




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## Welcome to Apprenticeship Training Portal



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Millions and Millions of Indian youth should go for acquisition of skills and there should be a network across the country for this and not the archaic systems. They should acquire the skills which could contribute towards making India a modern country. Whenever they go to any country in the world, their skills must be appreciated.

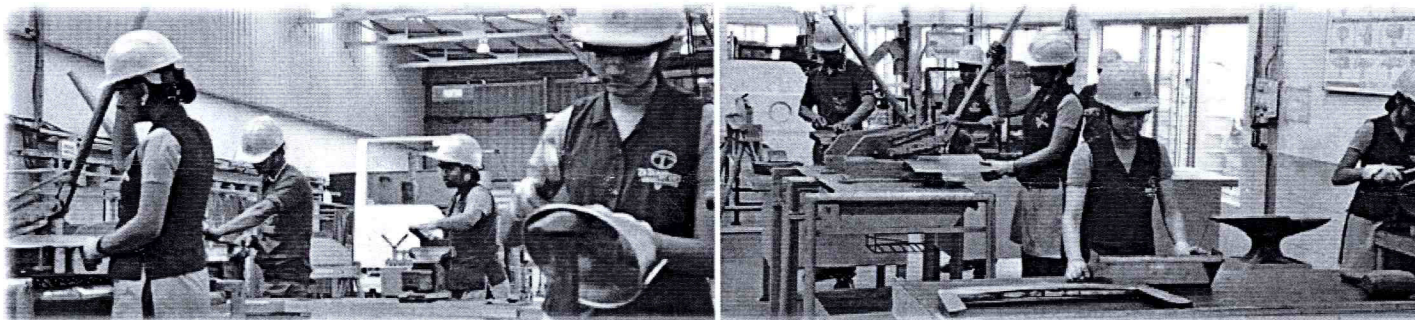
- **Shri. Narendra Modi (Hon'ble Prime Minister of India)**



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## Establishment Search

## Enter Search Criteria

Establishment Name	<input type="text"/>	Region	<input type="text" value="-Select-"/>
State*	<div>Rajasthan Sikkim Tamil Nadu Telangana</div>	District	<div>Karimnagar Khammam Mahbubnagar Medak</div>
BTP Facility Available	<input type="text" value="-Select-"/>	Sector	<input type="text" value="-Select-"/>
Trade Type	<input type="radio"/> Designated <input type="radio"/> Optional	Trade	<input type="text" value="-Select Trade Type-"/>
Seat Available	<input type="text" value="-Select-"/>	Registration Type	<input type="text" value="-Select-"/>
Industry Type	<input type="text" value="-Select-"/>	Establishment Type	<input type="text" value="-Select-"/>
Establishment Category	<input type="text" value="-Select-"/>		
<div>Search</div> <div>Clear</div>			





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Screen shot 5

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Placement

Registration No.	Establishment Name	Address	District	State	Region	Establishment Type	Establishment Category	Registration Type	Industry Type	No. of APY Apprentices	No. of Non-APY Apprentices	Total No. of Apprentices
E01163600016	PEPSICO INDIA HOLDINGS PRIVATE LIMITED	PEPSICO INDIA HOLDINGS PRIVATE LIMITED	Medak	Telangana	RDAT Hyderabad	Private Sector	Large	Factory Registration No.	Manufacturing	0	0	0
E02163600023	EVEREST ORGANICS LTD	EVEREST ORGANICS LTD, SY.NO:38&39, Aror Village	Medak	Telangana	RDAT Hyderabad	Private Sector	Medium	Factory Registration No.	Manufacturing	0	0	0
E02163600036	CLAIRE ENGINEERS PRIVATE LIMITED	JULKAL	Medak	Telangana	RDAT Hyderabad	Private Sector	Medium	Factory Registration No.	Manufacturing	0	0	0
E03163600047	BHARAT HEAVY ELECTRICALS LIMITED	BHEL, HPEP, R.C. PURAM, HYDERABAD	Medak	Telangana	RDAT Hyderabad	Central Public Sector Undertaking	Large	TAN-Tax Deduction Account No.	Manufacturing	0	590	590
E03163600056	TATA COFFEE LIMITED	TATA COFFEE LIMITED, SY NO.62,63,64 &65, BRAHMANPALLY VILLAGE, TOOPRAN MANDAL	Medak	Telangana	RDAT Hyderabad	Private Sector	Medium	Factory Registration No.	Manufacturing	0	0	0
E03163600058	PEPSICO INDIA HOLDINGS PVT LTD	PEPSICO INDIA HOLDINGS PVT LTD	Medak	Telangana	RDAT Hyderabad	Private Sector	Large	Factory Registration No.	Manufacturing	0	0	0
E03163600061	Pennar Industries Limited	IDA, Patancheru,	Medak	Telangana	RDAT Hyderabad	Private Sector	Medium	TIN-Tax Payment Identification No.	Manufacturing	0	0	0
E03163600063	VENTRA LOCOMOTIVES	POLT NO. 23 B, INDUSTRIAL PARK, PHASE I, PATANCHERU	Medak	Telangana	RDAT Hyderabad	Private Sector	Small	MSME-Ministry of Small and Medium Enterprises Registration No.	Manufacturing	0	0	0
E03163600067	LOKESH MACHINES LIMITED	LOKESH MACHINES LIMITED	Medak	Telangana	RDAT Hyderabad	Private Sector	Medium	ESI-Employee State Insurance No.	Manufacturing	0	0	0
E03163600072	GLOBAL GREEN COMPANY LIMITED	VI: VENKATAPUR MDL:KOHIR	Medak	Telangana	RDAT Hyderabad	Private Sector	Medium	Factory Registration No.	Manufacturing	0	0	0
E03163600074	Frigerio Conserva Allana Private Limited	H. No. 1-1-151, Survey No. 325, IDA Aigole Road, Zabeerabad	Medak	Telangana	RDAT Hyderabad	Private Sector	Large	Factory Registration No.	Manufacturing	0	0	0
E03163600075	LOKESH MACHINES LIMITED	LOKESH MACHINES LIMITED	Medak	Telangana	RDAT Hyderabad	Private Sector	Medium	ESI-Employee State Insurance No.	Manufacturing	0	0	0













## Establishment Details- BHARAT HEAVY ELECTRICALS LIMITED

### Details of Establishment



<b>Establishment Registration No.</b>	E03163600047	<b>Establishment Name</b>	BHARAT HEAVY ELECTRICALS LIMITED
<b>Registration Type</b>	TAN-Tax Deduction Account No.	<b>TAN-Tax Deduction Account No.</b>	HYDB00086C
<b>Establishment Category</b>	Large	<b>Strength of Establishment</b>	8507
<b>Establishment Address</b>	BHEL, HPEP, RC. PURAM, HYDERABAD		
<b>State</b>	Telangana	<b>District</b>	Medak
<b>Pin Code</b>	502032	<b>Fax Number</b>	04023186135
<b>Industry Type</b>	Manufacturing	<b>Business Nature</b>	Manufacturing of power generating equipment
<b>Working Days in a Week</b>	6	<b>Hostel Facility</b>	
<b>No. of APY Apprentices</b>	0	<b>No. of Non-APY Apprentices</b>	590
<b>Total No. of Apprentices</b>	590	<b>TIN / TAN</b>	
<b>In-house Basic Training Facility</b>	No	<b>Outsource Basic Training Facility</b>	No
<b>BTP Registration No.</b>		<b>Udyog Aadhar No.</b>	

### Establishment Trade Details

S. No.	Trade	Trade Type	Sector	Type of Apprentices Engagement	Basic Training Facility	AITT Facility	Practical Facility	Total Seats	Available Seats	Apply For Apprenticeship
1	 Machinist	Designated	Production and Manufacturing	ITI/ITC Passed	Yes	Yes	Yes	63	1	 Apply
2	 Carpenter	Designated	Construction	ITI/ITC Passed	Yes	Yes	Yes	10	1	 Apply
3	 Turner	Designated	Production and Manufacturing	ITI/ITC Passed	Yes	Yes	Yes	52	1	 Apply
4	 Instrument Mechanic	Designated	Industrial Auto mation and Inst rumentation	ITI/ITC Passed	Yes	Yes	Yes	2	1	 Apply
5	 Machinist (Grinder)	Designated	Production and Manufacturing	ITI/ITC Passed	Yes	Yes	Yes	7	1	 Apply



## Apply for Apprenticeship Training

Applicant's Registration Number *	<input type="text"/>
Date of Birth *	<input type="text"/> dd-mmm-yyyy
Email Id *	<input type="text"/>
Establishment Registration Number	E03163600047
Establishment Name	BHARAT HEAVY ELECTRICALS LIMITED
Establishment Address	BHEL, HPEP, RC. PURAM, HYDERABAD
Trade Offered	 Turner
Trade Type	Designated
Enter Captcha Image*	<input type="text"/>
	<a href="#">Refresh</a>
<input type="button" value="Apply"/> <input type="button" value="Cancel"/>	
If you have not registered for Apprenticeship Training yet, click <a href="#">here</a> to register yourself.	

## APPLICATION FOR TRADE APPRENTICE

1 Apprentice Portal Registration No.

(As registered in  
www.apprenticeship.gov.in)2 Name (in capital letters)  
As per SSC certificate

3 Father's Name

4 Date of Birth  
(DDMMYY)

5 Caste/Category - Please tick (✓)

Gen

OBC

SC

ST

6 Whether Physically Challenged  
Please tick (✓)

Yes

No

7 If yes, Please tick (✓) the type  
of Disability &  
specify percentage of Disability

Locomotor

Hearing

Visual

Disability Percentage %

8 Address:

H No. \_\_\_\_\_

City: \_\_\_\_\_

Village/ Mandal: \_\_\_\_\_

State: \_\_\_\_\_

Dist: \_\_\_\_\_

Pincode: \_\_\_\_\_

9 Technical Qualification

Examination Passed	Name and address of ITI Institution	Trade	Duration of Course	Year of passing	Total Marks Secured by candidate	Total marks of all subjects	% of marks
ITI			From:  To:				

10 Mobile No.

Landline No.

11 E-mail address:

Signature of the Candidate

Date:

Place:



# **Bharat Heavy Electricals Limited**

**Ramachandrapuram, Hyderabad – 502032**

**(Human Resource Management)**

No:HY:HR:TRADE.APP:2016

Date: 27.08.2016

## **CIRCULAR**

BHEL, HPEP, Hyderabad is inviting applications from all eligible and interested candidates from Telangana State for engaging them as Trade Apprentices. Mode of application is online, as per directives of Govt. of India.

Accordingly, applicant has to register online on DGT website [www.apprenticeship.gov.in](http://www.apprenticeship.gov.in) Screenshot of the website and link is attached for easy reference.

### **Qualification required:**

ITI NCVT Certificate (ELECTRICIAN, ELECTRONIC MECHANIC, FITTER, INSTRUMENT MECHANIC, MACHINIST, MACHINIST GRINDER, MOTOR MECHANIC VEHICLE, MECHANIC REFRIGERATION AND AIR CONDITIONING, TURNER, WELDER, MECHANIC DIESEL, CARPENTER)

### **Procedure to apply:**

1. Visit official website [www.apprenticeship.gov.in](http://www.apprenticeship.gov.in)
2. Click on Apprentice Registration under Apprentice Tab, after submitting online application candidate will receive a mail automatically generated in which registration no. is mentioned.
3. After registration online, apply for BHEL, RC Puram, Hyderabad against the eligible trade on the online portal.
4. After applying online for BHEL, Hyderabad, applicant has to fill the enclosed form given below (Annexure I) along with copy of SSC, ITI and Caste/PH certificates and super scribe the envelope as “Application for Trade Apprentice” and send through post to Manager/HR-RMX, HRM Dept., Ground Floor, Administrative Building, BHEL, RC Puram, Hyderabad, 502032 so as to reach us on or before **17.09.2016**.
5. Statutory reservations will be maintained.
6. 25% of the posts were earmarked for wards of employees, Ex-employees, BLCCS, GVSS & Contract Labour working in the Unit.
7. Candidates from ITIs of Medak District will be given preference.

**LAST DATE FOR APPLYING ONLINE: 15.09.2016**

**Note: 1. Candidates who have undergone Trade Apprenticeship once are not eligible to apply.  
2. No TA/DA will be paid to the applicants who are called for the selection process.**

  
Sandhya Kar

DGM/HR-EEX &RMX

**APPLICATION FOR TRADE APPRENTICE**Annexure- 1

- 1 Apprentice Portal Registration No.

(As registered in  
www.apprenticeship.gov.in)

- 2 Name (in capital letters)  
As per SSC certificate

- 3 Father's Name

- 4 Date of Birth  
(DDMMYY)

- 5 Caste/Category - Please tick (✓)

Gen	OBC	SC	ST
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 6 Whether Physically Challenged  
Please tick (✓)

Yes ☐ No ☐

- 7 If yes, Please tick (✓) the type  
of Disability &  
specify percentage of Disability

Locomotor ☐ Hearing ☐ Visual ☐

Disability Percentage %

- 8 Address:

II No. \_\_\_\_\_

City: \_\_\_\_\_

Village/ Mandal: \_\_\_\_\_

State: \_\_\_\_\_

Dist: \_\_\_\_\_

Pincode: \_\_\_\_\_

- 9 Technical Qualification

Examination Passed	Name and address of ITI Institution	Trade	Duration of Course	Year of passing	Total Marks Secured by candidate	Total marks of all subjects	% of marks
ITI			From:  To:				

- 10 Mobile No.

Landline No.

- 11 E-mail address:

Signature of the Candidate

Date:

Place: