

# Meghalaya Energy Corporation Limited

(A Government of Meghalaya Undertaking)

Office of the Director, Human Resource Development Centre

Umiam-793103, Ri-Bhoi District, Meghalaya

Corporate Identification No. U40101ML2009SGC008374

Phone: 0364-2570333 E. Mail: [hrdc.meecl@gmail.com](mailto:hrdc.meecl@gmail.com)




## **SHORT ADVERTISEMENT**

No. MeECL/HRDC/TRG-49/Pt-II/2023-24/02

Dated. 17<sup>th</sup> November, 2023.

The Meghalaya Energy Cooperation Limited (MeECL) desires to engage Graduates (General Stream) i.e B.A., B.Sc., B.Com., etc as Apprentices for a period of 1 (one) year .The details are available in MeECL website [www.meecl.nic.in](http://www.meecl.nic.in).

The last date of submission of forms along with necessary documents is on the 15<sup>th</sup> December, 2023.

  
Addl. Director (HRDC)  
MeECL, Umiam

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## ADVERTISEMENT


No. MeECL /HRDC/ TRG-49/Pt-II/2023-24/03

Dated 17<sup>th</sup> November, 2023

The Meghalaya Energy Corporation Limited (Me.E.C.L) desires to engage Graduates (General Stream) i.e B.A., B.Sc., B.Com .,etc as Apprentices for a period of 1 (one) year in the following category:

Sl. No.	Category of Apprenticeship Training	Qualification	Nos. of Apprentice	Stipend per month
1.	Graduate (General Stream) Apprentices	Possess a Degree in Arts.	8 (Eight)	Rs.9000/-
		Posses a Degree in Law.	2 (Two)	
		Possess a Degree in Science.	10 (Ten)	
		Possess a Degree in Commerce.	10 (Ten)	

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Addl. Director (HRDC)

MeECL,Umiam

Memo No. MeECL /HRDC/ TRG-49/Pt-II/2023-24/03

Dated 17<sup>th</sup> November, 2023.

Copy to:-

1. The Director (Corporate Affairs), MeECL, Shillong.
2. The Director (Distribution), MePDCL, Shillong.
3. The Director (Generation), MePGCL, Shillong.
4. The Director (Transmission), MePTCL, Shillong.
5. The Director, Board of Practical Training(Eastern Region) (BOPTER) under the Ministry of Education, Govt. of India, Department of Higher Education, Block EA, Sector-I, Salt Lake City, Kolkata.
6. The Chief Account Officer, MeECL, Shillong.
7. The Executive Engineer (MIS) MePDCL, Shillong with a respect to upload the Advertisement in the MeECL website ([www.meecl.nic.in](http://www.meecl.nic.in)).
8. Notice Board.

Addl. Director (HRDC)

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## Office of the Director, Human Resource Development Centre

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### Following are the instructions/eligibilities for candidates to be engaged for apprenticeship training:

1. Applicant should be resident of Meghalaya.
2. The service conditions of the apprentices so selected would be governed by The Apprentice Act 1961 as amended from time to time.
3. Reservation for SC/ST/OBC and physically challenged (in identified trades) will be applicable.
4. Self attested Photostat copies of following Documents to be attached along with application form:
  - (i) EPIC/Passport
  - (ii) Consolidated Mark sheet/ last mark sheet of essential qualification obtained. If the Institute / University assigns grades, conversion certificate if any, from respective University/College for calculating percentage of marks.
  - (iii) D.O.B document – 10th Standard Certificate or Birth Certificate issued by the Municipality or such appropriate authority.
  - (iv) Passport size photographs: 2 (Two) Nos.
  - (v) Caste certificate in the prescribed format in support of the claim of belonging to SC/ST/OBC duly issued by competent authority.
  - (vi) Certificate of Physical Challenge (if applicable)

### **5. Conditions of Eligibility:**

- 5.1 The candidate must have an active email ID and Mobile Number and EPIC card & PAN Card
- 5.2 **The Candidates must get himself / herself enrolled / registered with Board of Practical Training, through online enrolment at National Apprenticeship Training Scheme, in [www.mhrdnats.gov.in](http://www.mhrdnats.gov.in) and poses a valid enrolment ID generated after successful enrolment within a specified period of three years after passing qualifying examination.**
- 5.3 No Graduate holder who has training or job experience for a period of one year or more after the attainment of any of these qualifications mentioned shall be eligible for being engaged as an apprentice under the Act.
- 5.4 A person who has been a Graduate apprentice under the Act and in whose case the contract of apprenticeship was terminated for any reason whatsoever shall not be eligible for being engaged as an apprentice again under the Act without the prior approval of the Apprenticeship Adviser.
- 5.5 A person with Previous job experience of one or more years after passing minimum qualifying examination shall not be eligible unless approved by Apprentice Advisor of Board of Apprenticeship Training / Practical Training (BOAT/BOPT).
- 5.6 The year of passing (YOR) will be 2021, 2022 & 2023.

### **6. Age Limits:**

Maximum age 24 years as on 30.01.2023 but not less than 18 years. Age relaxation is allowed for Scheduled Caste/ Scheduled Tribe/ Other Backward Classes/ Persons with Disability/ Ex-servicemen, as per applicable Govt. of India rules.

7. The selected candidates after joining the apprenticeship training will be referred as Apprentice trainees. The Apprentice trainees should attend the apprenticeship training regularly as per Training schedule.
8. The Apprentices are required to follow the working timings and holidays of MeECL during the period of training. Disciplinary Procedures will be initiated for unsatisfactory conduct, behaviour or not meeting the requirements of training during the entire period of training and termination or cancellation or notation of training will be at the sole discretion of Director/Addl. Director, HRDC, MeECL, Umiam.
9. Every graduate undergoing apprenticeship training shall have the following obligations, namely:
  - a) To attend the practical training regularly consciously and diligently at his/her place of training;
  - b) To carry out all lawful orders of his/her employer and superiors in the establishment;
  - c) To carry out his/her obligations under the contract of apprenticeship which shall include the maintenance of such records of his work as may be prescribed.

- d) The continuance of payment of stipend to an apprentice shall be subject to the work and Conduct of the apprentice being satisfactory.
- e) Where the work and conduct of the apprentice is not satisfactory, the employer shall report the matter to the apprenticeship adviser and with his consent may stop continuance of payment of stipend to the apprentice.
- f) Hours of training and admissibility of leaves -the weekly and daily hours of work of an apprentice while undergoing practical training in a workshop shall be such as may be prescribed. An apprentice shall be entitled to such leave as may be prescribed and to such holidays as are observed in the establishment in which he is undergoing training.
- g) Conduct and discipline- In all matters of conduct and discipline, the apprentice shall be governed by the rules and regulations applicable to employees of the corresponding category in the establishment in which the apprentice is undergoing training. Apprentices are trainees and not workers:
10. The process of training will be purely practical training as per the training modules against each subject/Discipline/trade with evaluation and feedback at the end of quarter.
11. Every graduate apprentice who completes his/her apprenticeship training to the satisfaction of employer shall be granted a certificate of satisfactory completion of apprentice training by the employer. However, the apprentice trainees shall receive from BOPTER a certificate of proficiency in the respective training.
12. The contract of apprenticeship shall terminate on the expiry of the period of apprenticeship training.
13. Disciplinary procedure will be initiated by employer if the Apprentice is not showing interest in training. In the event of premature termination of Contract of Apprenticeship for failure on the part of apprentice to carry out the terms and condition of the contract, the surety at the request of apprentice hereby guarantees to employer the payment of such amount towards the cost of training.
14. Leaves are applicable as per Apprentice act 1961 and its amendments.
15. It shall not be obligatory on the part of MeECL to offer any employment to any apprentice who has completed the period of his/her apprenticeship training in his/her establishment, nor shall it be obligatory on the part of the apprentice to accept an employment under the employer.
16. Director/Addl. Director, HRDC, MeECL, Umiam is the sole and ultimate authority with all discretionary powers and relaxations if any for all decisions with regard to overall conduct of Apprentice Training. All representations if any should be made only to Director/Addl. Director, HRDC, MeECL, Umiam in all matters of conduct of Apprentice Training.
17. Period of apprenticeship training: The period of apprenticeship training, shall be one year from date of agreement for all the apprentice trainees.
18. Only those candidates whose applications are shortlisted will be contacted. No communication will be done with other applicants. Canvassing of any kind will be a disqualification.
19. Those short listed candidates will be required to appear for original certificate verification at their own cost. No travelling allowance nor transport / accommodation will be provided for attending the certificate verification. Candidates have to make their own arrangements for attending the certificate verification. Further, candidates have to produce the prescribed physical fitness certificate from medical practitioner at their own cost.
20. Selected candidates who found physically fit has to execute a contract of apprenticeship with the employer
21. Selection letter will be issued to the candidates who signed the apprentice contract form. Date of joining the apprentice training will be the date of signing the Apprentice agreement form.
22. Selected candidates have to report to the training on the date stipulated in the selection letter at their own cost. No travelling allowance nor transport / accommodation will be provided for joining the training and during the process of training. A candidate has to make their own arrangements for transport accommodation and food during the period of training.
23. Use application form for apprentice training. All fields are compulsory and no blank should be left. Incomplete applications forms and application forms not in prescribed format and without signatures and applications without prescribed enclosures will not be considered and no communication will be done with such applicants.


  
(R. Majaw)  
Addl. Director (HRDC),  
MeECL, Umiam

**UNDERTAKING**

I submit that, I \_\_\_\_\_ Son / Daughter of \_\_\_\_\_

Declare that I am in good state of health and all the above information is true and correct and Information is not will fully suppressed or omitted. Further, I am not involved in any criminal /Civil cases/ Proceedings.

Place:

  
Signature of candidate

Date:

## Application Form for Apprenticeship Training in MeECL

1. Full name (in Capital Letters and Please do not use any initials)

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2. Date of Birth :-

Year	Month	Date

3. Place of Birth :-

Village / Town	Police Station	District	State

4. Father's / Mother's Name:-

*(Please do not use any initials)*

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5. A. Permanent Address in full :

B. Present Address in full :


6. Contact Number:

7. Alternate Contact Number:

8. Apprenticeship applied for [Degree in General Stream]:

B.A/B.SC/B.COM:

9. NATS Enrolment Number:

The Candidate must get himself / herself enrolled/ registered with Board of Practical Training through online enrolment at BOPTER in [www.portalbopter.com](http://www.portalbopter.com) and poses a valid enrolment ID generated after successful enrolment within a specific period of three years of passing qualifying examination.

[www.portalbopter.com](http://www.portalbopter.com)



Click Student Enrolment

10. Educational Qualifications:

(i) Name of Institution & Address:

(ii) Date of Passing [2021/2022/2023] :   
*(Candidates who passed the qualifying examinations before the year 2021 are not eligible)*

(iii) Percentage of Marks obtained (overall):   
*[CGPA/Grade or any other form are to be converted to percentage, else application will be summarily rejected]*

11. Are you a member of SC / ST ?, If yes, indicate accordingly