

## **IMPORTANT : General Information and Instructions**

- i) Only Indian Nationals are eligible to apply.
- ii) Candidates fulfilling the above eligibilities and other norms mentioned in this advertisement as well as on the site may apply in the format as given in the website (<http://www.epostindia.org> ). SC / ST / OBC (non-creamy layer)/PH candidates must attach photocopy of the required certificate in the form prescribed by the Govt. of India.
- iii) All qualifications should be full time regular courses from a recognized Indian University/Institute approved by AICTE.
- iv) Candidate has to apply either Online or to Post Bag No.99 ,Kolkata G.P.O.,Kolkata-700001
- v) The upper age limit is relaxed by 3 years for OBC (non-creamy-layer), 5 years for SC/ST candidates and 10 years for PH-General,13 years for PH-OBC, 15 Years for PH-SC/ST.
- vi) No registration fee will be charged from SC/ST & Physically challenged category candidates.
- vii) SC/ST and Physically challenged candidates will be paid to and fro Sleeper class rail fare by the shortest route (on production of required document) for appearing in interview.
- viii) Candidates working either in Government Department or Public Sector Undertakings must apply through proper channel.
- ix) Candidates appeared in their final examinations may also apply subject to the condition that they have to submit the final results by 1<sup>st</sup> July 2008 to 05<sup>th</sup> July 2008.
- x) **All candidates,whether applied ONLINE or Directly to Post Bag, has to Download his/her Call Letter, Test Guidelines etc for appearing in the test from the website [www.epostindia.org](http://www.epostindia.org) ONLY,which shall be notified on the website . Call Letters will not be sent by post. The probable time for download shall be one month from the last date of closure of advt.,i.e.03/05/2008 .Please visit the website for latest updates in this regard from time to time.**
- xi) Candidates who have applied online are advised to keep the E-Mail ID to be entered compulsorily in the online application form and should remain active for at least one year. No change in the E-mail ID will be allowed once entered. All future correspondences would be sent to them via E-mail only.
- xii) Candidates not fulfilling the requirement specified in this advertisement need not apply.
- xiii) Mere fulfilling the minimum eligibility criteria will not entitle a candidate to be called for Test/Interview/Appointment.
- xiv) Legal jurisdiction will be of Ranchi in case of any cause/dispute.
- xv) Place, Venue and time of written test will be printed on the Admit cards to be downloaded from the site.
- xvi) **CAUTION** : If at any stage of the recruitment process, it is detected that the candidate has given wrong information of submitted false documents or does not possess the desired qualification or has resorted to unfair means in the examination or found guilty of arranging impersonation or creating disturbance affecting the smooth conduct of examination at the venues, will be liable to be disqualified, prosecuted and debarred for all appointments in HEC and his candidature will be rejected forthwith.
- xvii) Applicants should give clear and complete postal address of correspondence. HEC will not be responsible for any postal delay / wrong delivery / non-delivery of any communication at any stage of the recruitment process. While HEC will exercise every care to avoid errors in the entire process of the recruitment, it shall not take liability for any error as may inadvertently occur.

- xviii) Candidates should note that only the date of birth as recorded in the Matriculation / Secondary Examination Certificate on the date of submission of application shall be accepted by HEC and no subsequent request for the change will be considered or granted.
- xix) Incomplete or unsigned applications or signature in capital letters or applications without the photograph, fee / less fee or late applications or not fulfilling any of the eligibility criteria, will be rejected summarily. No communication in this regard will be made with the applicants.
- xx) No request for change of center, date & time of examination will be entertained. Although, candidates have been advised to indicate their choice of center for appearing in the written examination, HEC reserves the right of allocation of candidates to the centres as it may deem fit for the conduct of examination and no further request for any change shall be entertained in this regard.
- xxi) The written test for Technical, Finance and HR shall be held on the same day. The candidate should have sound health. Before joining, candidates will have to undergo medical examination by the H.ECL Medical Board and the decision of the board will be final and binding. No relaxation in health standards is allowed

**HEC reserves the right to reject any application or cancel the candidature, without assigning any reason thereof.**

The decision of HEC in all matters relating to eligibility, acceptance, rejection of the application, issue of call letters, penalty for false information, mode of selection, conduct of written examination, allotment of examination centers, interview, verification of testimonials and selection will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection.

Sd/-  
Sr Dy General Manager I/c P&A  
Administration & Personnel Division,  
Heavy Engineering Corporation Limited  
PO – Dhurwa, Ranchi-834004