

APPLICATION FORM
(To be filled in block letters only)

Post Code	
Post Applied for	

1. Name of the candidate in full : _____
(As per SSLC/ SSC Certificate)
2. Father's Name : _____
3. Date of birth: (DD/MM/YYYY) _____ Age : _____ YY _____ MM (as on 01.03. 2021)
4. Gender: _____ (Male / Female /Transgender) 5. Category : _____ (GEN / OBC / SC / ST / EWS)
6. Indicate (tick) if you are a person with Disability : OH / VH / HH. If yes, degree of disability _____ %
7. Nationality : _____ 8. Religion : _____
9. Aadhar Number: _____
(Attach the self attested copy of Aadhar card)
10. Correspondence Address: _____

City _____ PIN CODE : _____
Telephone No.: _____
11. Permanent Address: _____

City _____ PIN CODE : _____
Mobile No.: _____
12. E-mail Id: _____
(All correspondence will be made to this email id only)
13. **FEE PAYMENT DETAILS (IF APPLICABLE) Note : Attach original DD along with application**
DD Amt (Rs) _____ DD No _____ DD Date _____ Bank Name _____
14. **QUALIFICATION** (from SSLC / SSC onwards) :

Qualification	Discipline	Class Secured	Year of Passing	Institution where studied	AICTE/AIMA approved (Yes/No)
10 th Standard	NA				NA
12 th Standard					NA
Graduation					
Post-Graduation (for the post of Trainee Officer (Finance))					

(Attach the self attested copies of the Mark sheets and degree certificate)

15. CONVERSION OF QUALIFYING MARKS :

(Attach the self attested copy of grade to mark conversion certificate)

Qualification	Semester	Semesters Maximum Marks	Semesters Marks obtained	Percentage (%)
Graduation	1 st			
	2 nd			
	3 rd			
	4 th			
	5 th			
	6 th			
	7 th			
	8 th			
	Total of All Semesters			
Post –Graduation in MBA (Finance) for the post of Trainee officer(Finance)	Total of All Semesters			

Note : 1. The candidates, if their University / institute following an evaluation systems like CGPA / DGPA /OGPA / grading system , have to same to percentage (%) as per their university formula and the same shall be indicated above, The conversion certificate issued by university / Institute is to be Submitted along with application form, compulsorily.

2. Attach the self attested copy of mark sheets of all semesters.

16. EXPERIENCE : (Post qualification experience & most recent to be mentioned first)

Name of the Organization	Service Period (Date)		Post Qualification Experience upto 01.03.2021		Designation	Cost to the Company CTC	Brief on duties & responsibilities / projects handled (use separate sheet for more details)
	From	to	Years	Months			
Total Wok Experience (YY MM)							

Note: 1. Teaching experience will not be considered as 'Work Experience'.

2. Attach the self certified copies of the experience certificate/s with clear mention of all above details.

17. Have you appeared for any previous selections for Appointment in BEL / worked / Working in BEL, if so, please furnish the details brief:

18. Please give particulars of your relative employed in BEL, if any:

Name	Relationship	Designation	Department	SBU / Unit

19. The check list of the following copies of the certificates / documents self – attested and attached to the application in the following order:

SL	Copies of Certificates	Yes / No / Not Applicable
1	SSC / SSLC Makes card as proof of Age	
2	Graduation Marks card (All semesters)	
3	Graduation Final Degree Certificate	
4	Conversion formula for conversion of CGPA / DGPA / OGPA or letter grade to percentage marks & awarded class, duly certified by the University / Institution, wherever applicable.	
5	Post -Graduation Marks Card (for the post of Trainee officer (Finance)	
6	Post -Graduation Certificate (For the post of Trainee officer (Finance)	
7	Post Qualification work Experience Certificate/s	
8	Category Certificate (GEN / OBC / SC / ST / PWD / EWS) In case of OBC candidate –Valid NCL Certificate to be attached	
9	No Objection Certificate (NOC) from Present Employer	
10	Any other certificates / Testimonials they you may desire to place before the selection committee.	

20. Hobbies/Special Interests :

UNDERTAKING

I affirm that the information given above is true and correct. I also affirm that I have acquired the prescribed qualification from AICTE approved College/Institution or a recognized University. Further I undertake that, if at any stage, it is discovered that an attempt has been made by me to willfully conceal or misrepresent the facts stated above, my candidature may be summarily rejected or my engagement be terminated.

Date :

Place :

SIGNATURE OF THE CANDIDATE