

गाज़ियाबाद इकाई / GHAZIABAD UNIT

APPLICATION FORM

(To be filled in block letters only)

Affix your
Recent
Photograph

Post Applied for	PROJECT OFFICER (HR)-I
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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 01.03.2023)
(Attach the self attested copy of proof of birth date)
4. Gender : _____ (Male / Female / Others) 5. Category : _____ (UR / EWS / OBC)
(Attach the self attested copy of caste certificate)
6. Indicate (tick) if you are a Person with Benchmark Disability. If yes, degree of disability _____ %
(Attach the self attested copy of PwBD certificate)
7. Nationality : _____ 8. Religion : _____
9. Aadhar Number: _____ 10. Marital Status : _____
(Attach the self attested copy of Aadhar card)
11. Correspondence Address: _____

PIN CODE : _____
Telephone No.: _____
12. Permanent Address : _____

PIN CODE : _____
Mobile No.: _____
13. E-mail Id: _____
(All correspondence will be made to this email id only)
14. FEE PAYMENT DETAILS (IF APPLICABLE) Note : Attach original SBI Payment receipt along with application
SBI Receipt No _____ Receipt Date _____
15. QUALIFICATION (from SSLC / SSC onwards) :

Qualification	Branch	Percentage & Class Secured	Year of Passing	Institution where studied	AICTE Approved Yes / No
10 th Standard	NA				NA
12 th Standard					NA
Graduation					
Post Graduation					
Other Higher Education/Professional Qualification					

16. CONVERSION OF QUALIFYING MARKS :

(Attach the self attested copy of CGPA / DGPA / OGPA grade to mark conversion certificate)

Qualification	Semester	Semesters Maximum Marks	Semesters Marks obtained	Percentage (%)
Post graduation	Total of All Semesters			

- Note :** 1. The candidates, if their University / institute following an evaluation systems like CGPA / DGPA / OGPA / grading system , have to calculate 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.

17. Are you working in PSUs/Government/Quasi Government organizations : YES/NO

18. EXPERIENCE : (Details of Post qualification experience upto 01.03.2023 & most recent to be mentioned first)

Name of the Organization	Service Period (Date)		Duration of service		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. Attach the self certified copies of the experience certificate/s with clear mention of all above details, failing which the duration of service will not be considered as relevant experience for the post.

19. Have you appeared or applied for any other post/ previous selections for Appointment in BEL in last one year , if so, please furnish the details in brief:

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

Name	Relationship	Designation	Department	SBU / Unit

21. 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	Recent passport size photograph to be attached at the space provided in application form	
2	SSC / SSLC Marks card as proof of Age	
3	Graduation Marks card (All semesters)	
4	Graduation Final Degree Certificate	
5	Post Graduation Marks card (All semesters)	
6	Post Graduation Final Degree Certificate	
7	Conversion formula for conversion of CGPA / DGPA / OGPA or letter grade to percentage marks & awarded class, duly certified by the University / Institution, wherever applicable.	
8	SBI Payment receipt, if applicable	
9	OBC category certificate, if applicable should be in non-creamy layer format for applying for posts under Government of India dated on or after 01.03.2022.	
10	EWS certificate,if applicable	
11	No Objection Certificate (NOC) from present Employer	
12	Work experience certificates as per details mentioned	
13	Any other relevant document	

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