

APPLICATION FORM FOR THE POST OF TRAINEE OFFICER
(LIBRARY)

Advt. No. : 383/HR/TOL/REC/25-26 dated 18.02.2026

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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 01.02.2026)

4. Gender: _____

5. Indicate (tick) if you are a Person with Benchmark Disability (PwBD): OH / VH / HH.

If yes, degree of disability _____ %

6. Nationality: _____

7. Religion: _____

8. Permanent Address:

District: _____ State _____ Pin _____

Code: _____

Telephone No. : _____ Mobile _____

No: _____

Correspondence Address:

District: _____ State _____ Pin _____

Code: _____

Telephone No. : _____ Mobile _____

No: _____

9. E-mail Id (in Block letters):

(All correspondence will be made to this email id only)

10. QUALIFICATION (from SSLC/SSC onwards):

Qualification	Discipline	Class Secured	Year of Passing	Institution where studied
10th Standard (SSLC / SSC)				
12th Standard / Diploma				
Graduation				
Post Graduation				
Others if any				

- Note :** 1. Academic or Teaching experience and Research work experience will not be considered.
2. The work experience declared above will be considered as one of the parameter to short-list for written test.

11. POST QUALIFICATION EXPERIENCE DETAILS :

(Start with the present one & separate sheet may be used & enclosed if applicable)

Name of the organization/s	Employment details		Experience		Designation	Cost to the Company	Brief on duties & responsibilities handled (Use separate sheet for more details)
	From	To	From	To			
	DD/M M / YYYY	DD/M M / YYYY	DD/M M / YYYY	DD/M M / YYYY			

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

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

Name	Relationship	Designation	Department	SBU/Unit

14. FEE PAYMENT DETAILS (IF APPLICABLE)

SBI collect reference No.*	Date of Payment	Amount

* Separate SBI collect reference No. to be generated & attached for each Job code applied.

15. Any other relevant information :

16. The following copies of the Certificates are to be self-attested and attached to the application in the following order:

Sl. No.	Copies of Certificates	Yes / No / Not Applicable
1	Self-attested copy of SSLC/Matriculation Certificate (proof of age)	
2	Self-attested copy of PUC/12th Class/Diploma Marks Card.	
3	Self-attested copies of Graduation/Post Graduation Marks cards for having passed all semesters/years.	
4	Valid document for conversion of CGPA to percentage & class.	
5	Self-attested copies of Provisional/Final Degree Certificate	
6	Post qualification work experience certificate/s from previous to till current employer. Where current employment certificate is not produced, the Offer of current appointment, latest salary slip and Employee ID proof should be compulsorily enclosed to determine the No of years of experience.	
7	A separate write up mentioning the details of Duties and Responsibilities in the current and previous jobs.	
8	Disability certificate for PwBD candidates (if applicable) certificate should be latest and strictly in the prescribed formats.	
9	No Objection Certificate (if applicable) for Candidates working in PSUs /Government / Quasi Government organizations.	
10	Online Payment Receipt – if applicable	
11	Any other Certificates / Testimonials (if any, may be attached)	

UNDERTAKING

I affirm that the information given above is true and correct. I further undertake that, if at any stage, it is discovered that an attempt has been made by me to wilfully conceal or misrepresent the facts stated above, my candidature may be summarily rejected or my engagement be terminated.

Date:

Place:

SIGNATURE OF THE CANDIDATE