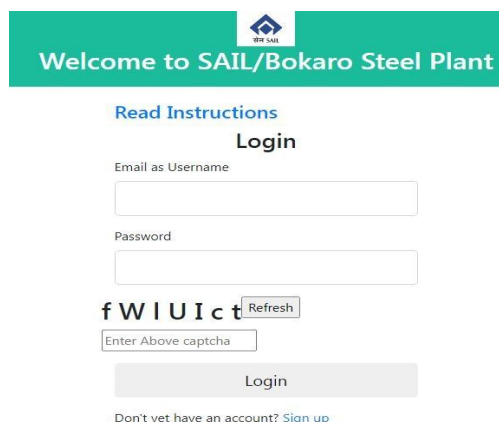


INSTRUCTIONS FOR FILLING ONLINE VT APPLICATION FORM

1. Before filling up the form candidates are advised to carefully go through the detailed Guidelines (Annexure#1)
2. Please sign up at VT.BOKAROSTEEL.IN



3. After signing up, a system generated activation link will be sent to your user ID (i.e. Regd. Email ID). Click on the Link and proceed further for registration online.
4. Again revisit to SAIL/BSL VT module through VT.BOKAROSTEEL.IN and meticulously *fill up Part-A of the form* and submit it. After submission a reference number will be generated by the system. Keep this reference number for all future use. Subsequently, take a print and *get the Part B filled offline. Get it signed from a BSL employee* duly stamped and the same must be endorsed by an executive of Bokaro Steel Plant of Grade E4 and above for further consideration.

Category A: Wards of on roll and Ex-employees of BSL

- a) Please submit the hard copy of the application form(as mentioned in point no 3) along with **College Recommendation Letter in original issued by the College/University/Institutes in their official letter head along with seal Date of issue and reference number.**
- b) Aadhar Card (self-attested),
- c) Student ID card (self-attested),
- d) For wards of *on roll employee* kindly enclose Copy of the front page of Medical Book & page showing validity period and *as ward of Ex-employee* enclose Copy of the Separation Order.
- e) Two stamp size photographs

Note: Please carry your Original Aadhar card and College/University/Institutes ID card during your VT period.

Category B: Non BSL

Please submit the above application form (as mentioned in point no 3) along with

- a) **College Recommendation Letter in original issued by the College/University/ Institutes in their official letter head along with seal Date of issue and reference number.**
- b) Aadhar Card (self-attested),
- c) Student ID card (self-attested)
- d) Two stamp size photographs

Note: Please carry your Original Aadhar card and College/University/Institutes ID card during your VT period.

5. After verification of the aforementioned documents submitted in “ New Entrant Cell (NEC), HRD, SAIL/BSL, Bokaro Steel Plant, Bokaro,Jharkhand-827001”, a SBI collect Payment link will be sent in the respective e-mail ID of the candidates within two (02) working days. You are advised to make payment of respective amount for the course chosen by you through the SBI Collect link, so provided, within three days. Keep a copy of E-payment receipt made at SBI Collect Link as a proof of payment with you for further verification.
6. After confirmation of the payment, you will receive an e- mail with regards to your reporting time /date/venue and the training schedule on your registered email ID within two (02) working days.
7. Registration of students shall be done in Batches fortnightly, starting on **MONDAY**. The registration activities include clicking of photography, verification of the documents so submitted with original i.e. **College Id/Card**, E-receipt of SBI Collect, Residential Proof (Aadhar Card) etc. at the time of reporting.
8. Kindly note that your photograph will be clicked by officials of BSL HRD VT Cell for issuance of valid Gate Pass from the authority concerned during your VT period in BSL, Bokaro.

Guidelines for Vocational Training Scheme at Bokaro Steel Plant

Coverage:

Students studying in Engg./Mgmt./Medical / Polytechnics/B.Com/B.Sc/BA./BBA/BCA who are:

Category A: Wards of on rolled and Ex employees of BSL

Category B: Non BSL

Training process:(Schedule and Vacancy)

Vacational Training period shall be from April to December of every year and training shall be from 9:00AM to 05:00 PM.

Number of VTs to be taken in a batch will be limited to 150 numbers.

Types of training

a) Vocational Training (Observation)

- For Engg. / Polytechnics(Fes)/B.Com/B.Sc/BA
- Period : 02/04 /06/08 weeks only.
- Trainees will be allocated departments based on their curriculum and shall be directed to report concerned Training Engineer/ Executive deputed by the department for further training and visit of the shop floor.

b) Vocational Training (Project based):

- For Engg./Diploma/MBA(HR/Materials/Marketing/Finance etc.)/BBA/MCA/ Law/Medical/Para-Medical/B.Com students
- Period : 04/08/12/16/20/24 weeks only.
- Concerned department may give the topic for Project.
- Project based trainees will be allocated guides under whom they shall complete the project training. After completion of training they shall submit the soft copy of the Project report to their respective guide and HRD/NEC.

Training activities

- Registration of student shall be done in batches, *fortnightly*, starting on **MONDAY**. These include activities like clicking of photography, verification of documents submitted i.e. College I/Card, e-receipt of SBI Collect, Residential Proof (Aadhar Card) etc.
- Classes shall be held on "Overview of Bokaro Steel Plant" and "Safety Awareness". Thereafter, the trainees' shall be provided training schedule, attendance card, photo-gate pass (duly signed by CISF) and safety helmets.
- **The Trainees shall be issued with a learning diary** and report of the same to be submitted at the end of training to HRD/NEC.

Plant Visit :

For Observation Training:

- Trainees will not be allowed to go to shop floor.
- Trainees will go on an observation tour along with the training engineer to observe the department from outside with the help of Training Engineer/Escort.
- Visit will be thrice in a week only; It will be Monday and Tuesday alternate.

For Project Training:

- Training with the help of Project guide
- Visit will be thrice in a week only; it will be Monday and Tuesday alternate.

Training Completion:

- The training of each batch shall conclude on the last day of the week (Saturday).
- On this day all trainees shall submit a copy of their /Feedback/Training report (soft copy)/Project report (soft copy) at HRD.
- Certificate of completion of training shall be sent in respective email ID. **In the certificate their conduct during the training period shall also be certified as “Good”/ “Satisfactory”/ “Average”.**

Training charges:

OBSERVATION TRAINING			PROJECT BASED TRAINING		
Weeks	Category - A	Category - B	Weeks	Category - A	Category - B
02	500	800	04	1200	5500
04	750	1600	08	2400	6500
06	1000	2400	12	3600	7500
08	1250	3200	16	4500	8500
			20	5000	9500
			24	5500	10500

- GST as applicable.
- Excludes Bank service charge.
- **Training charges are non-refundable, so meticulously decide your type of training before paying the amount.**

Miscellaneous:

- Transport facility shall be provided to all trainees.
- Trainees will be issued a photo gate pass fastened with strap, and gate pass is to be worn by them at all times during the training, In case of loss of gate pass, the concerned trainee shall file a FIR with the local police. Thereafter, the trainee shall apply for duplicate gate pass along with a copy of the FIR filed and DEPOSIT Rs 100/- online to State Bank of India through their multi-modal payment portal “STATE BANK COLLECT” THROUGH’ Net Banking or credit/Debit card or other specified payment modes.