

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 signup at VT.BOKAROSTEEL.IN

Welcome to SAIL/Bokaro Steel Plant

[Read Instructions](#)

Login

Email as Username

Password

f W I U I c t [Refresh](#)

Enter Above captcha

[Don't yet have an account? Sign up](#)

3. After signed up an activation link will be sent to your user ID (Regd. Email ID). Click to the link.
4. Re visit to VT.BOKAROSTEEL.IN and *fill in the Part-A of the form* and submit it. After submission a reference number will be generated by system. Keep the reference number for all future use. Take a print of submitted form and *get the part B filled and signed by a BSL employee* and get it duly forwarded by an E4 and above executive of Bokaro Steel Plant.
5. After submission of aforesaid details a confirmation e-mail in your registered e-mail ID shall be sent for making payment within 7 days of your VT start date.

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

- a) Please submit the above hard copy of the application form (as mentioned in point no 4) along with Original printed college recommendation letter in College/University/Institutes official letter head with seal Date of issue and reference number,(NOTE:-THE COLLEGE LETTER ADDRESSED TO CGM/GM/DGM,HR-L&D BOKARO STEEL PLANT SHALL BE ACCEPTABLE ONLY)
- 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* enclosed Copy of separation order.

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. 4) along with

- a) ORIGINAL printed college recommendation letter Issued by College/University/Institutes in their official letter head with seal Date of issue and **reference number** addressed to CGM/GM/DGM (HR-L&D) Bokaro Steel Plant.
- b) Aadhar Card (self-attested),
- c) Student ID card (self-attested)

Note: Please carry your **ORIGINAL AADHAR CARD** and College/University/Institutes **ID CARD** during our VT period.

6. After verification of submitted documents a SBI collect Payment link will be sent in respective email ID of student within two (02) days. You are advised to make payment of respective amount through the SBI Collect link within three days.
7. After confirmation of payment, you will receive a mail for reporting time /date/venue, training schedule on your registered email ID within two (02) days.
8. Kindly note that Photography for issuance of gate pass will be clicked by officials at BSL HR-L&D VT cell office.
9. Registration of student shall be done in batches, fortnightly, starting on **MONDAYS**. 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.

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)

Vocational Training period shall be from **April to December** of every year and training shall be from 9:00AM to 01:00 PM.

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

Types of training

a) Vocational Training (Observation)

- For Eng./MCA/Mgmt./Medical/Polytechnics /B.Com/B.Sc/BA/BBA/BCA.
- 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 Eng./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 **Hard copy** of the Project report to their respective guide and HR-L&D/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 the trainees must submit the report of the learning at the end of training to HR-L&D/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.

For Project Training:

- Training with the help of Project guide
- Visit will be thrice in a week only.

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 (softcopy) 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, except when cancelled by Company.

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 “STATEBANK COLLECT” THROUGH’ Net Banking or credit/Debit card or other specified payment modes.