



**Bharat Heavy Electricals Limited**

(A Govt. of India Undertaking)  
Power sector-Project Engineering Management  
PPEI Building, Sector 16-A, Noida  
**Human Resource Department**

**APPLICATION FORM FOR VOCATIONAL TRAINING IN BHEL-PEM, NOIDA.**

**(Part - A : To be filled in by training incharge of Institution/College)**

To,

Dated : .....

Head (HR)  
BHEL,PEM, Noida-201 301

Sir,

**Sub: Request for Providing Vocational Training.**

It is requested to provide training to the student, whose particulars are mentioned below:

Name of the student : .....

Father's/Mother's name : .....

Permanent address : .....

Date of Birth : ..... Sex : M/F

College / Institute : .....

Discipline / Branch : ..... % Marks/CGPA till this semester .....

Period of Training : ..... Weeks/Months ( From ..... To ..... )

Please affix recent photograph of the student

I will be responsible for the proper conduct of the student during his/her training in BHEL.

Name : .....

Designation : .....

Signature : .....

**Part-B : For BHEL, PEM Internal Process**

**(To be filled by Training Co-ordinator)**

Recommended/Not Recommended for acceptance in PEM .....

Period & Date : ..... to .....

Trg. Co-ordinator : ..... Head HR : .....

Head PEM : .....



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**Norms for Acceptance of Application for Vocational Training in PEM**

The norms for vocational training are considered only for B.Tech/B.E./MBA[HR] students. Training for Finance/ ICWA Trainees are not covered by these norms.

1. At any point of time, maximum **35** students shall be accepted for training in PEM. Only in exceptional cases higher number of students may be accepted with prior acceptance of concerned DHs. Department wise break-up is as follows :-

C&I	Elect.	Civil	MPL	MAX	MSE	HR
04	06	07	08	03	04	03

2. Students from reputed institutes shall be accepted for vocational training in the following order of precedence :
  - IIT's
  - NIT's
  - Central /State Govt. institutions.
  - Other AICTE approved institutions.
3. Generally final year students shall only be accepted. In exceptional circumstances pre-final year students may be accepted provided vacancies exist.
4. Preference shall be given to wards of BHEL employees.
5. Training duration shall generally be 6-8 weeks.
6. Training shall be provided only at the official request of the T&P Department of the institute on letter head / E-mail and when it is part of the course curriculum.
7. Evaluation criteria for accepting request for vocational training in PEM shall be in following order:
  - (a) Vacancy in respective department.
  - (b) Wards of BHEL employees. [Separate undertaking in prescribed format to be given in support of the same].
  - (c) Institute.
  - (d) Academic record of the applicant in the course being pursued.

**UNDERTAKING**

(for ward of BHEL Employee)

I, ..... Staff No..... designation .....  
department ..... hereby, declare that Mr./Ms. .... Student is  
my Son/Daughter.

(Sign. of the Employee)

(Sign. of the Student)