

Notice

Ref. No. BCCL/HRD/12/ 457

Date- 15/3/2012

Sub:- Crash Programme on "Computer Proficiency" for Employees of BCCL

Applications are being invited for attending a 6(Six) day CRASH PROGRAMME on "Computer proficiency" for BCCL employees with an aim to improve the efficiency level at technology leverage in office management in the company. The applicants should fulfil the following criteria for attending the course:

- i) The Applicant should be holder of at least Matriculate certificate or equivalent
- ii) He/She must have served the company for at least 3 (Three) years.
- iii) He/She should have aptitude for computer application and should have experience in computer typing with reasonably good speed and accuracy. The applications for participation in the programme should be accompanied with the format as attached herewith and must be forwarded duly by Area Personnel Manager or Head of personnel (HR) of the concerned department.

The applications along with the duly filled in format should be sent to GM(HRD), Kalyan Bhawan, Jagjiwan Nagar, Dhanbad- 826003 latest by 31.03.2012

GM(HRD), BCCL

Kalyan Bhawan

**Proforma for Application desiring to attend
"Crash Programme on Computer Proficiency"**

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|------------------------------|
| Photograph |
| Duly attested by Official |

| Particulars | (To be filled up by Applicant) |
|--|--------------------------------|
| Name in Full | |
| Father's/ Husband's name | |
| Employee No. | |
| Date of Birth | |
| Date of Appointment in the company | |
| Present place of posting | |
| Designation/Grade/Cat | |
| Date of coming to present designation/ Grade/ Category | |
| Actual work being performed at present | |
| Academic Qualification (To be supported with document) | |
| Experience of work in computer application | |

Signature of Applicant with date

Signature of APM/ HOD(HR)/HOD