



स्टील अथॉरिटी ऑफ इण्डिया लिमिटेड  
STEEL AUTHORITY OF INDIA LIMITED  
इस्को इस्पात संयंत्र  
IISCO STEEL PLANT

Ref. No- HRD/2023/111

Date: 30.03.2023

HRD CENTRE/ मानव संसाधन ववकास केंद्र  
CIRCULAR/ परिपत्र

**VOCATIONAL TRAINING-2023 (May- July 2023)**  
**Application Procedure for B.Tech/Diploma Students**

**Duration:** 14 Days (Including Sunday & Closed Holidays)

**Training Time:** 09:00 AM to 01:00 PM

**Reporting Venue:** Confluence (Opposite Burnpur Post Office)

**Last Date of Application:** 20.04.2023

**Application Process:**

1. Obtain original request letter from college, to be addressed to the CGM (HRD) (mentioning contact details of the college).
2. Application form to be filled up only by SAIL ISP employee (Guardian), which is to be forwarded by the departmental HOD (DGM & above). Please refer **Annexure-1** for the Application format.
3. Candidates are required to carry two self-attested copies of Aadhar Card, 2 passport size color photographs, Copy of college ID card. All the mentioned documents are required to be submitted on the day of reporting.
4. Preference will be given to the wards/dependents of SAIL ISP employees.
5. Candidates are required to submit one project report and to maintain minimum of 80% attendance, to receive the Vocational Training Certificate after the Training completion.
6. During the training period, Employees/Guardians will remain responsible for the local transportation, local staying arrangement & safety of the candidates inside the plant.
7. HRD Centre doesn't charge any fees for providing the vocation Training.
8. HRDC will provide safety helmet on returnable basis. Candidates must wear their own safety shoes during the training.
9. The batch details will be shared with the Candidate/Guardian through email, after the approval from competent authority. For any clarification, please call/Whats App HRD Coordinator, Rakesh Kr Singh, Sr Manager (HRD): Mob. No.: 9434776417 or Sri B Mondal, OCT (HRD), Mob. No.: 8617507596/03412722373.

(P.K. Kerketta)  
CGM (HRD)

**Distribution - Standard**

Application Letter for Vocational Training (B.Tech/Diploma)

To,  
CGM (HRD)  
HRD Centre, SAIL ISP

**THROUGH: PROPER CHANNEL**

Respected Sir,

I(Name) .....P.No.....Designation (& Department) .....  
..... want to enroll my (candidate's relationship with Guardian) .....  
as a vocational trainee at SAIL-ISP, Burnpur during (month).....

Name of the candidate	Degree (Branch)	College/Institution Name	Mobile No. & Email Id (Candidate)

I hereby declare that Safety and Transportation of the candidate within the works area during the training period will be my responsibility.

Date:

Yours faithfully

Name:.....

Mobile No:.....

Email ID:.....

**Enclosure:** Request letter from college in original.

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**For office use only:**

Application No.: HRD/VT/2023/

Date:

(Signature)