



(Revised)

**Instructions for Personal Interview for the recruitment of Executive Trainee in BBNL**

(Reference Advertisement No: BBNL/HR/01/2016 Dated 27<sup>th</sup> September 2016)

1. The applicants whose Registration numbers and name are appearing in the list of shortlisted applicants selected provisionally for Personal Interview (posted on BBNL website) shall report for the same at the following venue as per schedule mentioned in the list.

**BBNL Corporate Office  
Room No 306, 3rd Floor, C-DoT Campus,  
Mandigaon Road, Mehrauli, New Delhi-110030**

2. The candidature for Personal Interview is subject to meeting eligibility criteria as mentioned in our Advertisement No. BBNL/HR/01/2016 dated 27<sup>th</sup> September, 2016.
3. In case of claiming age relaxation: Requisite certificate for age relaxation (whichever is applicable) SC/ST/OBC (Non- creamy layer in the current date)/ J & K Domicile/Ex- service man/PWD) obtained in the prescribed format form Competent Authority.
4. The applicants must bring all the certificates etc. in original, with one set of attested copies in support of age, educational qualification, failing which they will not be allowed, repeat, they will not be allowed to appear in Interview.
5. **Age:** Min. 21 years and Max. 27 year fixed as on the date of commencement of online submission of application to BBNL i.e. 15th January, 2017. Relaxation in upper age limit is available to OBC (NCL) candidates to the extent of 3 years. It will be relaxed to 5 years for SC/ST candidates. For PWD candidates, it will be 10 years over and above category relaxation (10 years for a PWD General category, 13 years for a PWD OBC (NCL) category etc.). For J&K Domicile /Ex-Servicemen/Victims of riots, it will be as per Govt. of India directives.
6. In case the Applicants are already serving in Central/State Government Services/Public Sector Undertaking/Autonomous Body then they should bring a “**NO OBJECTION CERTIFICATE**” from their office failing which they will not be allowed to appear in the interview.
7. Candidates coming under SC/ST/OBC category must produce caste/class certificate, issued by the competent authority, at the time of personal interview, failing which their candidature will be cancelled. In Case of OBC candidates, should they be required to be considered under relaxed conditions, they must produce OBC caste certificate (showing the sub caste and a clause of non- creamy layer) in the prescribed Performa as required for the purpose of implementation of reservation in Central Government Undertaking as per the Central list of OBC categories and issued by the Competent Authority, which should not be more than one year old.
8. **The call for interview may not be treated as offer of appointment.**
9. No additional time will be given and the candidature for not producing their original certificate/testimonials on the date of verification is liable to be cancelled.
10. Your candidature is “purely provisional” subject to subsequent verification of original documents and also fulfilling the eligibility conditions as advertised.
11. The candidate shall ascertain themselves before proceeding for Interview that they are meeting all the eligibility criteria/conditions as stipulated in the advertisement. Candidates, who do not satisfy the eligibility conditions, will be liable to be disqualified at any stage of recruitment/selection.
12. BBNL reserves the right of postponing or deferring the date (s) of Interview for which necessary intimation will be published on website. No claims will be entertained against cancellation charges of ticket or otherwise.



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13. If any of the particulars stated by you in the application on verification is found to be incomplete or incorrect, or if you are found to have willfully suppressed any material fact/information relevant to the consideration of your case without prejudice to any other action that may be taken in consequence thereof, your candidature will be summarily rejected.
14. Candidates are requested to leave the premises after their Interview is over and ensure that they have collected their original certificates.
15. While every care has been taken in preparing the results, the possibility of inadvertent errors cannot be ruled out. BBNL does not undertake responsibility of such errors and reserve the rights to rectify the same later on.
16. **BBNL will not entertain any request for change of date and time schedule of Personal Interview.**
17. The candidates are advised to make necessary arrangements for his/her travel/stay well in advance, so as to reach the specified venue on time.
18. **Eligible outstation candidates belonging to the SC/ST categories will be reimbursed to and fro travel fare at actual, up to the maximum of Second Class (Sleeper) rail or Bus(Non A/C) fare, by shortest route on submission of proof of travel to the place of interview provided that the distance traveled is not less than 30 Kms. These candidates are required to fill in the travel claim form (which will be available at the venue during the selection process) and submit the same along with the proof of travel, at the time of selection process.**

**List of certificates to be produced for Personal Interview:-**

1. GATE 2017 Score Card.
2. Secondary School Certificate indicating Date of Birth as proof of Age.
3. Senior Secondary School Marksheet.
4. Degree Certificate, Proof of passing final Degree exam.
5. Consolidated and Semester-wise Mark Sheet of Degree Examination. Where only CGPA/OGPA is awarded in the Mark Sheet, the candidate will have to produce the certificate/document issued by the University indicating conversion formula of the university for an equivalent percentage of marks.
6. Caste Certificate of SC, ST and or OBC as applicable.
7. Caste Certificate for OBC, in the format prescribed for Recruitment to Central Govt. Service (With Latest Non-creamy layer Certificate). Caste should be in Central List. Certificates should be current with sub-caste and non-creamy layer clause and not more than one year old.
8. NO OBJECTION CERTIFICATE from the present Employer if working in Central Govt., Autonomous body or Public Sector Undertaking.
9. One set (self-attested) photocopy of all the above documents.
10. Two Passport size Coloured photographs. The Photographs must resemble the photograph uploaded at the time of online registration.