

Frequently Asked Questions (FAQs)

I have studied BCA , am I eligible to apply against the post of ST (HR)?	No, only candidates with prescribed marks in Bachelor's Degree in Business Administration/ Social Work/ Business Management from a recognised University/ Institute are eligible to apply against the post of ST (HR).														
In my Degree Course only CGPA / GPA / SGPA or letter grade has been awarded in place of percentage of marks. Can I enter the grade in my application?	<p>Candidates, who have been awarded CGPA / GPA / SGPA or letter grades, should convert the grades to % and provide only the equivalent percentage of marks in the application form. e.g.</p> <table><tr><td>Yr</td><td>CGPA (a)</td><td>Equivalent % = a*100</td><td>Cumulative score (%) as per BHEL:</td></tr><tr><td>I Yr</td><td>5.6/6</td><td>93.33</td><td rowspan="3">=(93.33+81.66+85)/3 =86.66%</td></tr><tr><td>II Yr</td><td>4.9/6</td><td>81.66</td></tr><tr><td>III Yr</td><td>5.1/6</td><td>85</td></tr></table>	Yr	CGPA (a)	Equivalent % = a*100	Cumulative score (%) as per BHEL:	I Yr	5.6/6	93.33	=(93.33+81.66+85)/3 =86.66%	II Yr	4.9/6	81.66	III Yr	5.1/6	85
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While submitting application on line, I have noted that only year wise marks are to be entered while my Institution gives marks on semester basis. What should I do?	All those candidates who have passed the qualifying exam on semester basis should add the marks/GPA for all the semesters falling in one year for example if institute follows the 6 month semester system, one has to add the marks of the first and second semester and enter in the First year field, similarly total of the third and fourth semester may be entered in Second year field and so on. It is irrespective of the pattern and weightage of marks being adopted by different institutes/ colleges/ universities.														
I had submitted my application and sent the Acknowledgement Slip along with challan copy and other relevant documents. But I have not received any acknowledgement from your end. I would like to know whether my Acknowledgement Slip has reached your Office?	You can visit the Latest Status on this website and get the status of your application by filling in your Acknowledgement Number and Date of Birth.														
Can I send a Cheque/ DD in lieu of challan copy along with the Acknowledgement Slip?	Payment should be in the form challan form only. No other form of payment is acceptable.														
Can I send my acknowledgement slip with Challan & Documents by ordinary post or should I send by Registered Post/Courier/Speed Post?	You can choose any mode of posting. However, you should ensure that the documents reach us on or before the last date at the specified address.														
Should I enclose any self-addressed/stamped envelope along with the Acknowledgement Slip?	You need not enclose any self-addressed/stamped envelope along with the Acknowledgement Slip.														
I am a SC/ST/OBC candidate but don't have the caste certificate, can I apply as a General candidate?	If you so desire, you may apply as General Candidate (if eligible for Gen category) giving your category as "Gen". In such an event, your														

	candidature will be considered as "GEN" and no change in category shall be allowed at a later date.
Will any Travelling Allowance be paid to me for attending the Interview of ST (HR) position?	Candidates called for interview will be reimbursed up to 2 nd class sleeper to and fro train fare from their starting station or mailing address, within India, whichever is nearer to the place of interview, by the shortest route, on production of proof of journey. For candidates travelling from abroad, it will be paid from port of disembarkation to interview centre.
I am an Ex-serviceman and I have completed my diploma in Mechanical Transport Fitter. Am I eligible to apply for Supervisor Trainee (HR)?	No, Only those candidates possessing full time regular bachelor's degree in business administration/ Social work/ business from recognized University/ Institute shall be eligible to apply for ST (HR).
I have submitted my application on line, but have forgotten the Acknowledgement Number and also did not take a print out of the Acknowledgement Slip. What do I do?	You may visit our Latest Status page on this web site and follow the instruction for obtaining your Acknowledgement Number. Using this Acknowledgement Number you may also take two print out of the Acknowledgement Slip, as required
I have an MBA in HR but I don't possess BSW/BBA/BBM. Am I eligible to apply against ST(HR) position?	No, only candidates with BBA/BBM/BSW are eligible to apply against ST(HR) position.

My aggregate % of marks in BBA degree as given in my final year marksheet provided by my college is 75.8%. However when I fill my year-wise marks in BHEL's online application form, my percentages as computed by the system comes to 75%. Explain the discrepancy?

It is reiterated that in the BHEL online form, the aggregate of marks of all years/ semesters means average of marks/ GPA of all the years/ semesters without taking into account the weightage, if any, given to any particular subject/ year/ semester by the Institute or University. This is explained below for 3 year BBA :

Year of Degree	Actual Marks obtained by a Candidate		Calculation as per College system after assigning weightages			Calculation as per BHEL system – Aggregate % without any weightages	
	Max Marks	Marks Obtained	Weightages Assigned	Max Marks	Marks Obtained	Max Marks	Marks Obtained
I Year	100	80	75%	75	60	100	80
II Year	100	75	25%	25	18.75	100	75
III Year	100	70	50%	50	35	100	70
Total	300	225		150	113.75	300	225
Aggregate %	75%		113.75/150*100 = 75.8%			157/300 * 100 = 75%	