

All Candidates must have a prior look at the online Advertisement and application form. Ensure that all the required details are available with them before filling up the online application form. Only the candidates who will be taking GATE-2016 in the relevant engineering discipline advertised by BHEL are eligible to apply.

STEP 1: For General Candidates / OBC (Non-Creamy Layer) Candidates

Note: SC/ST, Ex-Servicemen and Physically challenged candidates are exempted from payment of processing fee.

Download the Triplicate SBI Challan copy and fill the required details.

The challan has three parts:

- An Applicant's copy
- BHEL copy
- Bank Branch copy

After filling the details in the above challan, it has to be deposited with the **non-refundable** processing fee of Rs. 250/- at any of the SBI branches all over the country.

It may be ensured that the Banker's Seal / Signature of the signing authority are available on the challan.

On deposit of fee through challan, SBI will allot a unique **Journal no.** which is to be mentioned in the on-line application form.

STEP 2: (For all candidates)

All eligible candidates are required to fill in the ONLINE application form and submit the same.

- Before online submission, Gen/OBC candidates should have paid the non-refundable processing fees and should have the Journal No. given by the Bank as the same would be required to be filled in application form.
- SC / ST, OBC, Physically Challenged, J&K Domiciled candidates and Ex-Servicemen should carefully fill up the respective columns, since these details will not be allowed to be changed later.

STEP 3: (For all candidates)

After submitting the application ONLINE, a unique Acknowledgement Number will be allotted to the candidate and he/she will then be required to download the acknowledgement slip.

- On downloading, Candidates will get two copies of acknowledgement slip and one copy of address to which acknowledgement slip is to be sent.
- Retain the Applicant copy of Acknowledgement Slip for future reference and send the BHEL copy with photograph (preferably same photograph used in GATE-2016 Application form) pasted on the slip along with BHEL Challan copy, if applicable and self-attested documents as below:

1. Xth Class Certificate (as DOB Proof)
2. Category Certificate(If Applicable)
3. PH Certificate(If Applicable)
4. ExSM/ J&K Domicile Certificate(If Applicable)

The above documents are to be sent to the address as given in the address slip i.e

**Sr. DGM (HRM)
BHARAT HEAVY ELECTRICALS LIMITED
BOILER AUXILIARIES PLANT,
RANIPET - 632 401
TAMIL NADU**

Milestone Dates:

- Online submission of application commence: **04th January, 2016.**
- Last date of On-line submission: **1st February, 2016.**
- **Last date of receipt of Acknowledgement Slip and documents at BHEL Ranipet - 08th February, 2016.**
- Candidates residing in Far flung areas, last date - **15th February, 2016.**

NOTE:

- BHEL is not responsible for any postal delays in receipt of applications.
- Far Flung areas: defined for candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep or abroad.
- While sending the Ack. Slip, such candidates should positively super-scribe on the envelope "Candidate from _____ (Name of the State)".
- Departmental Candidates (BHEL Employees) should send their application through their HR department.
- Candidates presently employed in Central/ State Government, Autonomous bodies, PSUs may apply through Proper channel or submit No-Objection Certificate at the time of interview from their employer, if they qualify upto the stage of interview.
- The candidates are advised to retain a copy of acknowledgement slip and challan copy for future reference.

NOTE:

Candidates are advised in their own interest to post the Acknowledgement Slip immediately after submitting the application online in order to ensure receipt at the BHEL office in Ranipet before the last date for such receipt.