

INSTRUCTIONS TO APPLY ONLINE

1. Candidates must apply online through the website the link available on <https://careers.bhel.in> under tab "Current Openings". Applications received through any other mode will not be accepted and will be summarily rejected.
2. Candidates should have a valid personal e-mail ID and mobile number. It should be kept active during the entire recruitment process. Registration number, password, and all other important communication will be sent on the same registered e-mail ID (please ensure that email sent to this mailbox is not redirected to your junk / spam folder).
3. Candidates should take utmost care to furnish the correct details while filling in the on-line application. **YOU CAN EDIT THE INFORMATION BEFORE SUBMISSION OF STEP-I and STEP-II. Once the form is submitted, it can't be edited.**
4. Before applying online, candidate will be required to have a scanned (digital) image of his/her recent passport size colored photograph, signature and all relevant documents/details relating to eligibility criteria viz. Caste certificate {(SC/ST/OBC(NCL)/EWS)}, disability certificate etc. for uploading as per the specifications given below.
5. The step by step process for submitting the application form for the **Recruitment for various posts on regular basis** is given below:

Step-I: Registration of Personal Details, and Contact details. User-Id and password will be sent to candidates through e-mail on registered e-Mail Id and contact number.

Step-II: Candidates to Login to complete the Personal Details, Qualification Details, Declaration.

Step-III: The payment of Application Fee through Online mode via Debit card, Credit card or Internet banking through State Bank Collect System of State Bank of India which shall be active within 12 to 24 hours after submission of form at Step-II.

Step-I: SIGN UP

- a. Candidates agreeing the terms & conditions may apply by clicking 'I Agree' Checkbox and pressing the 'Start' button.

- b. The candidate should fill up all the desired information i.e. Personal Details, Contact Details etc. correctly.
- c. Candidate should Sign-up by filling-up Post applied, Name of applicant, Mobile No. and E-mail ID. After clicking SUBMIT button/ tab, the candidates will receive Application Sequence No (User ID) & Password on their E-mail ID. Now, candidate has to Click "Log Out" tab (given on top right corner) and re-log in for Step-II. On completion of Step-I, Sign- Up mail will be received in candidate's registered email id and mobile number confirming his signed-up along with the User ID (application sequence No.) and password.

Step-II: FILLING-UP OF PERSONAL DETAILS, ELIGIBILITY DETAILS, QUALIFICATION DETAILS AND UPLOAD PHOTO, SIGNATURE AND OTHER CERTIFICATES (IN ANY) & SUBMIT

- a. After signed-up, candidate has to Re-login and Click on "Go To Application" tab for filling-up Personal Details, Qualification Details, Eligibility Details, and Upload photo/signature and scanned relevant certificate etc.
- b. Instructions regarding scanning of Photograph/ Signature and certificate: Candidates should upload the scanned (digital) image of their photograph, signature and relevant certificate as per the process given below. The applicant should note that only Jpg/jpeg format is acceptable:

i. Photograph Image:

Photograph must be a recent passport size colour picture on light background (not older than 03 weeks)
Look straight at the camera with a relaxed face. The size of the scanned image should be up to 80 kb in jpg/ jpeg format only.

ii. Signature image:

The applicant has to sign on white paper with Black ink pen.
The signature must be signed only by the applicant and not by any other person.
Please scan the signature area only and not the entire page.
Size of file should be up to 80kb in Jpg/jpeg format only.

iii. Other Certificate

Scanned relevant certificates respectively for EWS/SC/ST/OBC/PWD/J&K/Ex-Serviceman for Fee/Age relaxation.

Size of file should be up to 500kb in PDF/JPG/JPEG format only.

- c. After uploading Photo, Signature images and relevant certificate (if applicable), Click on "Submit" button, then Application will be submitted and following will be shown on the screen: **"Your application has been successfully submitted and Payment is pending"**.

Step-III: ON-LINE FEE DEPOSITING PROCESS IN STATE BANK OF INDIA (SBI) THROUGH SB COLLECT SYSTEM

Candidate needs to re-login and click the link/tab: "Make Online Payment" which will be active within 12-24 hours after submission of the application. Once SB Collect of State Bank of India portal is opened, then DO NOT click Refresh or Back Button.

IMPORTANT, PLEASE NOTE:

*After uploading Photo Signature and related document, Click on "Pre-View" tab and check whether particulars filled are correct in all respects. In case of any error, the same can be edited before finally clicking "SUBMIT" tab. Once Submit Tab is clicked then Application will be submitted and It will be showing on screen "Your application has been successfully submitted". In addition, sms/e-mail shall also be received by the candidate. **The Application Fee tab: "Make Payment" will be active within 12 to 24 hours of submitting application form.***

**Application Fees Rs 500 and Processing Fees Rs 300 +GST for UR/EWS/OBC and;
Only Processing Fees of Rs 300+GST for SC/ ST/ PWD/ EXSM**

Steps to be followed in SB Collect portal for Online Payment:

- i. System will redirect you on **BHEL Recruitment 2019** page of State Bank Collect Portal.
- ii. Please select fees category **"BHEL Recruitment 2019"** then submit.
- iii. Enter Application Sequence Number and click on submit Button.
- iv. Kindly check & confirm the details shown on the screen i.e. Application Seq. No., Candidate Name, Applied Post, Category and Fees amount, etc., then click on submit/confirm Button.

v. Select the Online Payment Option.

Kindly make the online payment via credit or debit card or Net banking and **retain the transaction number for future reference.**

6. After submitting the online application, Candidates are advised to keep with them the copy of the e-receipt as a token of remittance of fee for future reference.
7. After depositing the application fee through online mode, you may check the status of application form after one day. In case the same is not reflecting, you can mail to Helpdesk mail id: bhel.helpdesk2019@gmail.com Or **call Phone No.: 1800 209 0820** with scanned copy of e-receipt about the same.
8. Candidates are not required to submit to BHEL, either by post or by hand, the printouts of their online applications or any other document. **CANDIDATES TO RETAIN THE PRINT OUT OF THE REGISTRATION FORM AND E-RECEIPT WITH YOU FOR FUTURE REFERENCES**
9. Candidates are advised to submit only single online application. However, if somehow, he/she submits multiple online applications, then he/she must ensure that online application with the higher "Registration Number" (i.e. lastly submitted) is complete in all respects including fee.

The applicants, who submit multiple online applications, should note that only the online application with higher "Registration Number" (i.e. lastly submitted) shall be entertained by the BHEL and fee paid against one "Registration Number" shall not be adjusted against any other "Registration Number".

10. **Application once submitted cannot be modified; therefore, utmost care should be taken to furnish the correct details before submitting the online application.**
11. Candidates are required to keep active their Email-ID and Mobile Number registered in online application till the completion of this recruitment process. BHEL will send communications only at the registered email ID/mobile of the candidates.
12. Candidates are advised in their own interest to apply online much before the closing date and not wait till the last date to avoid the possibility of congestion in server to log on etc.