

FREQUENTLY ASKED QUESTIONS (FAQs)

1. How do I register?

Go to <https://careers.bhel.in>. Click on “**Recruitment- Engineer Trainees and Executive Trainees (HR & Finance) 2019**” tab. It will direct you to the portal. Download Detailed Advertisement and Instructions to Apply Online and read all the details carefully. Afterwards, click on “**Apply Online**” Tab to start registration.

2. What should I ensure before starting applying online?

Please go through the “Instructions to Apply Online”. The same are available in the recruitment portal, which can be reached by clicking “**Recruitment- Engineer Trainees and Executive Trainees (HR & Finance) 2019**” tab at <https://careers.bhel.in>.

3. What are the documents to be uploaded while filling online application?

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.

4. Where can we download the formats for Other Certificates?

The required formats are available at <https://careers.bhel.in>. They can also be accessed from online form submission portal by clicking on “Required Formats” tab.

5. What are the key dates?

Following key dates may be strictly followed:

- **Commencement of on-line submission of Applications:** 16th April, 2019 (10:00 PM).

- **Closing of on-line submission of Applications:** 6th May, 2019 (11:45 PM).
- **Closing of on-line Payment:** 8th May, 2019 (06:00 PM).
- **Date of Examination:** 25th & 26th May, 2019.

6. Are final year students eligible to apply?

Yes, final year appearing students pursuing qualification as per eligibility criteria mentioned in Detailed Notification can apply. However, they should mandatorily be able to produce their Provisional Degree/All Semester Mark-sheets by 01st July, 2019 or on the date of Interview.

7. What is the fees applicable for applying?

Following fees is applicable for General/OBC/EWS candidates:

Application Fee: INR 500/- **Processing Fee:** INR 300 + GST

However, Application Fee is exempted for SC/ST, Ex-Servicemen and PwD Candidates. Only Processing Fee of INR 300 + GST shall be payable by them.

8. How do we pay the applicable fees?

The applicable fees can be paid online through State Bank (SB) Collect Portal. After successfully submitting the online application, the “Make Payment” tab shall be active within 12 to 24 hours. Thereafter, following steps have to be followed for making payment through SB Collect Portal:

- i. On successful submission of online application, and subsequently clicking on active “Make Payment” tab, 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. 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.
Thereafter, make the online payment via credit or debit card or Net banking and **retain the transaction number for future reference.**

9. Who should be contacted in case of any further clarification?

You may reach us through E-mail:- bhel.helpdesk2019@gmail.com or through toll-free number 1800 209 0820 between 10 AM to 5 PM.