

Recruitment of Supervisor Trainee (Finance) – 2021

IMPORTANT INSTRUCTIONS TO THE CANDIDATES

NOTE:

1. CANDIDATES IN THEIR OWN INTEREST ARE ADVISED NOT TO WAIT TILL THE LAST DATE AND TIME TO SUBMIT THEIR APPLICATIONS. BHEL SHALL NOT BE RESPONSIBLE IF CANDIDATES ARE NOT ABLE TO SUBMIT THEIR APPLICATIONS DUE TO THE LAST MINUTE RUSH.
2. PLEASE RETAIN THE PRINT OUT OF THE APPLICATION FORM WITH YOU FOR FUTURE REFERENCES.
3. PLEASE DO NOT SEND HARD COPY OF THE APPLICATION FORM OR ANY DOCUMENTS TO THE OFFICE OF BHEL.

Important Dates:

Opening date & time for online registration of application (Stage-I)	05th April,2021 at 10:00 AM
Last date of close of registration, submission of application and submission of Online Application Fee through Debit/Credit Card/Net Banking/Wallets (Step-I & II)	26th April,2021 at 11:45 PM

Instructions For Submitting Online Applications

General Instructions:

1.	Read the Instructions carefully and select " I Agree " and Press ' Start ' button to proceed further.
2.	For detailed Notification, please refer to the detailed Advertisement on the website. Please read it carefully before filling the on-line application.
3.	The number of vacancies is tentative and may increase or decrease at sole discretion of BHEL.
4.	Category [(UR)/EWS/OBC(NCL)/SC/ST] once filled by candidate in the online application form will not be changed. Vacancies reserved for EWS/OBC(NCL)/SC/ST category are available as per the applicable Govt. of India Guidelines. Regarding the upper age limit and relaxation in age as per the applicable Govt. of India Guidelines, please refer to the detailed notification.
5.	Before starting to fill up the on-line application, the candidate should keep at hand the following details/documents: - a) His/Her educational qualifications as per eligibility criteria (from 10th/ Matriculation onwards/ B. Com Degree/ Marksheets) with percentage of marks obtained (please calculate percentage from CGPA / OGPA in advance as per university conversion formula. b) His/Her personal details. c) Scanned relevant certificates like Caste certificate etc., respectively for EWS/SC/ST/OBC/PWD/J&K/Ex Serviceman for Fee/Age relaxation under 1000 KB in PDF/JPG format. d) His/Her scanned photograph and signature should be in JPG/JPEG format only and maximum digital size of scanned Photograph (4.5 cm x 3.5 cm) and Signature (with black or blue ink only) should be under 80 kb.

How to Apply:

I.	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).
II.	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 APPLICATION FORM. Once the form is submitted, it can't be edited.
III.	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 you through e-mail on registered e-Mail Id and contact number.

	Step-II: Re-Login to complete the fields of Personal Details, Qualification Details, Declaration and upload relevant documents (photo/signature etc.) and submit Fee online via SBI (if applicable) through net banking, debit cards or credit cards.
IV.	Application once submitted cannot be withdrawn and fee once paid will not be refunded in any case, neither shall be held reserved for any other recruitment nor selection process in future.
STEP-I Registration/Sign-Up	
a)	Candidates agreeing the terms & conditions may apply by clicking 'I Agree' Checkbox given below and pressing the 'Start' button
b)	The candidate should fill up all the desired information i.e. Personal Details, Contact Details etc. correctly.
c)	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 Application	
d)	After sign-up, candidate has to Re-login and Click on "Go To Application" tab at top right corner for filling-up Personal Details, Qualification Details, Eligibility Details, and Upload photo/signature and scanned relevant certificate and submission of Fee (<i>As applicable</i>) through Online mode via Debit card, Credit card or Internet Banking through SBI.
e)	<p>Instructions regarding scanning of Photograph/ Signature and certificate(s): - Candidates should upload the scanned (digital) image of their photograph, signature and relevant certificates as per the process given below. The applicant should note that only Jpg/jpeg format is acceptable:</p> <p>i. Photograph Image:</p> <ul style="list-style-type: none"> • 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 100 kb in jpg/ jpeg format only. <p>ii. Signature image:</p> <ul style="list-style-type: none"> • The applicant has to sign on white paper with Black/Blue 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 100kb in Jpg/jpeg format only. <p>iii. Other Certificate:</p> <ul style="list-style-type: none"> • Scanned relevant certificates respectively for EWS/SC/ST/OBC/PWD/J&K/Ex-Serviceman for Fee/Age relaxation • Scan of Degree/ Marksheet certificates should be clearly visible. • Size of file should be up to 1000 kb in PDF/JPG/JPEG format only.
f)	After uploading Photograph, 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 Click on "Submit" tab. Once the application is submitted, candidates automatically will be redirected to SBI gateway to deposit total Application fee of INR 300/- & Processing Fee of Rs. 200+GST (for UR/EWS/OBC) or Processing fee of INR 200+GST/- (for SC/ST/Ex-Serviceman/PWD) through Debit Card/Credit Card/Net Banking. Candidate may generate payment acknowledge slip for future reference.
g)	<p>Guidelines for remittance of fee are as under:</p> <ul style="list-style-type: none"> • Post submission, the candidate will be re-directed to SBI gateway to make the online payment of application fees. • Kindly verify the details and make the payment for application fees via the different payment modes. • Post successful payment of application fees, candidate will be redirected to his application form. <p>Candidate may keep the payment transaction number safe with him for future use.</p>
h)	Candidates are advised not to attempt for registration more than once. In case of multiple registrations, the one with the 'Highest Application Sequence Number/ (the last eligible application)' will be considered as a final application.
*	Technical queries/ clarifications relating to the filling up of ONLINE APPLICATION, please feel free to contact the helpdesk at Email: bhel2021exam@gmail.com and Phone: 022 – 61306210 (Will be active from 5 th April, 2021 onwards only