



IMPORTANT INSTRUCTIONS TO THE CANDIDATES

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		
SN	Activity	Date
1	Opening Date for online Registration of Application	25/10/2023 1000 Hrs.
2	Last date for closing of online Registration of Application and submission of online Fee	25/11/2023 1145 Hrs.

INSTRUCTIONS FOR SUBMITTING ON LINE APPLICATIONS

General Instructions:	
1.	Read the Instructions carefully and click on “ Apply Online ” (Hyper Link button) for registration of Online Application of BHEL
2.	For detailed Notification, click at “ Detailed Advertisement ” to download the detailed advertisement. 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.	Vacancies reserved for EWS/SC/ST/OBC(NCL)ESM category are available as per the Govt. of India Guidelines. Regarding the upper age limit and relaxation in age as per the Govt. of India Guidelines, please refer to the detailed Advertisement
5.	Before starting to fill up the on-line application, the candidate should keep at hand the following details/documents: - <ol style="list-style-type: none">a. Details/ documents regarding his/ her educational qualifications as per the eligibility criteria (from 10th/Matriculation onwards) with percentage of marks or CGPA obtained.b. His/Her personal details.c. His/Her scanned certificates like category certificate (EWS/SC/ST/OBC(NCL)/ESM), etc., along with 10th (Matric), essential qualifications certificates & marks sheets and other relevant certificate. All certificates should be of minimum 100 KB and maximum of 1000 KB in PDF/JPG/JPEG format.d. His/Her scanned photograph, signature in JPG/JPEG format only. Digital size of scanned Photograph should be of 3.5 cm (width)x 4.5 cm (height) of minimum 50KB and maximum 80 KB size. Digital size of scanned Signature (with black or blue ink only) should be of 50 KB to 80 KB size. Digital size of should be of 50 KB to 80 KB size.e. The candidate should be ready with the scanned soft copies of relevant statutory certificates and Diploma/Degree certificates including Marksheets required for the post which he / she is applying for and which meet the "Minimum Eligibility Criteria" as mentioned in the Advertisement.

How to Apply:	
I.	Candidates should have a valid personal E-mail ID and Mobile Number. The E-mail ID and Mobile Number entered by the candidate in his/ her Online Application Form <u>should be kept active during the currency of recruitment process.</u> Application Sequence Number, password and all other important communication will be sent on the same registered-mail ID & mobile no. (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 APPLICATIONFORM.ONCE THE FORM IS SUBMITTED, IT CAN'T BE EDITED.
III.	The step by step process for submitting the application form for recruitment for various posts is given below:- Step-I: Registration of Personal Details and Contact details. User-Id and password will be sent to you through e-mail/SMS on registered E-Mail Id and Mobile Number. Step-II: Re-Login to complete the fields of Personal Details, Qualification Details, Declaration, upload relevant documents (photo/signature, relevant certificates, etc.) and submit Application Fee online via SBI e-pay Lite Payment Gateway through Net Banking, Debit Cards, Credit Cards, UPI, etc.
IV.	Application once submitted cannot be withdrawn. Application fee and other charges, as applicable, once paid will not be refunded in any case/circumstances and neither the same shall be held reserved for any other recruitment OR selection process.
STEP-I Registration/Sign-Up	
a.	The candidate should fill up all the required information i.e., Personal Details, Contact Details , etc. correctly.
b.	Candidates agreeing the terms & conditions may apply by clicking 'I Agree' Check box given below and then Re-verify the selected/entered values by clicking the check boxes and Submit button.
c.	After clicking SUBMIT button/ tab, the candidates will receive Application Sequence No. (UserID) & Password on their E-mail ID and Mobile No. Now, candidate has to Click " Go To Application " OR " RE-LOGIN " button (given on top right corner) to reach Step-II.
STEP-II-Filling up of Application	
d.	After signing-up, candidate has to Click on " LOG- IN " button and then Click on " Go To Application " button at top right corner for filling-up Eligibility Criteria, Communication Details, Qualification Details, Documents and Payment sections and Upload Photo/Signature and scanned copies of relevant Certificates. After filling all required details Candidate has to submit the application and pay applicable Fee online via SBI e-pay Lite Payment Gateway through Net Banking, Debit Cards, Credit Cards, UPI, etc.
Instructions regarding scanning of Photograph/ Signature and certificate: - Candidates should upload the scanned (digital) image of their Photograph, Signature and relevant Certificates as per the process given below:-	
e.	<p>i. Photograph image:</p> <ol style="list-style-type: none"> 1. Photograph must be recent passport size colour picture on light background (not older than 03 weeks) 2. The photograph should be taken while looking straight at the camera with a relaxed face. 3. The size of the scanned image of the photograph should be of 3.5 cm (width) x 4.5cm (height) of minimum 50 KB and maximum 80 KB size in JPG/JPEG format only. <p>ii. Signature image:</p> <ol style="list-style-type: none"> 1. The applicant has to sign on a white paper with Black/Blue ink pen. 2. The signature must be signed only by the applicant and not by any other person. 3. Please scan the signature area only and not the entire page. 4. Size of the scanned image file of the signature should be of minimum 50KB and maximum of 80 KB size in JPG/JPEG format only.

	<p>iii. Certificates/Documents:</p> <ul style="list-style-type: none"> • Scanned copies of Caste Certificates (EWS/SC/ST/OBC(NCL)/ESM) and essential qualification certificates & Mark sheets as applicable. • Size of the respective scanned file should be of minimum 100 KB and maximum upto 1000KB in PDF/JPG/JPEG format only.\
f.	<p>After uploading Photograph, Signature and required Certificates/ Document, click on "Preview" tab and check whether particulars filled are correct in all respects. In case of any error, the same can be edited before finally clicking on "Submit" tab. Once the application is submitted, candidates automatically will be redirected to SBI e-pay Lite payment gateway to deposit Application Fee online via SBI e-pay Lite Payment Gateway through Net Banking, Debit Cards, Credit Cards, UPI, etc</p>
h	<p>Guidelines for remittance of Application Fee (if applicable) are as under:</p> <ol style="list-style-type: none"> 1. After filling the application details, the candidate will be re-directed to SBI e-pay Lite gateway to make the online payment of Application Fee. 2. Kindly verify the details and make the payment for Application Fee via different payment modes available on the application portal. 3. After successful payment of Application Fee, candidate will be redirected to his/her application form. <p>Candidate may keep the payment transaction number safe with him/her for future use.</p>
i	<p>Please retain the PRINT OUT of the Application Form with you for future reference.</p>
j	<p>More than one registration/application should not be submitted by any candidate for any particular post. In case of multiple applications for one post by any candidate, only the latest valid (completed) application of that candidate (his/her last eligible application) will be considered and retained as his/her final application and the Application Fee & other charges paid by him/her for the other multiple registration(s)/application(s) will stand forfeited.</p>
*	<p>Please feel free to raise technical queries/ask for clarifications relating to the filling up of ONLINE APPLICATION, via Helpdesk Tab integrated in application portal.</p>
<p>PLEASE REFER TO THE ADVERTISEMENT AND ENSURE YOUR ELIGIBILITY FOR THE POST YOU ARE GOING TO APPLY.</p>	