

# FREQUENTLY ASKED QUESTIONS

Sl. No.	QUERY	CLARIFICATION															
1.	Is the application /registration form available offline?	No. Interested and eligible candidates can apply only through the ONLINE mode available at BEL website: <a href="http://bel-india.in">http://bel-india.in</a> OR <a href="https://jobapply.in/BEL2023AUGDEGZB">https://jobapply.in/BEL2023AUGDEGZB</a>  No other means / mode / format of application will be accepted.															
2.	What is the age limit to apply?	Candidate should be 28 years of age as on <b>01 September, 2023</b> .															
3.	What are the age relaxations for various categories?	The age relaxation for various categories is: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Sl.</th> <th style="text-align: center;">Category of Candidate</th> <th style="text-align: center;">Relaxation</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">(a)</td> <td style="text-align: center;">General</td> <td style="text-align: center;">-----</td> </tr> <tr> <td style="text-align: center;">(b)</td> <td style="text-align: center;">OBC (NCL)</td> <td style="text-align: center;">03 Years</td> </tr> <tr> <td style="text-align: center;">(c)</td> <td style="text-align: center;">SC</td> <td style="text-align: center;">05 Years</td> </tr> <tr> <td style="text-align: center;">(d)</td> <td style="text-align: center;">PwD</td> <td style="text-align: center;">10 years</td> </tr> </tbody> </table>	Sl.	Category of Candidate	Relaxation	(a)	General	-----	(b)	OBC (NCL)	03 Years	(c)	SC	05 Years	(d)	PwD	10 years
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4.	What all documents or information should be kept ready by a candidate before applying?	Candidate should have: <ol style="list-style-type: none"> <li>a. Valid e-mail ID,</li> <li>b. Latest passport size photograph in digital format (jpg or jpeg file only of less than 50 kb size).</li> <li>c. Scanned image of his/her Signature in digital format (jpg or jpeg file only of less than 50 kb size).</li> <li>d. Details of Qualification and Experience.</li> <li>e. Debit Card/Credit Card/Internet Banking for making payment.</li> </ol>															
5.	What if I do not have an email Id?	It is mandatory to have a valid e-mail id since all the future communication with the candidate shall be through e-mail.															
6.	How do I register for the online application	You have to register for the online application process with your name, date of birth, a valid e- mail id and a password. The name, date of birth and e-mail id provided at the time of registration cannot be changed or corrected throughout the application process. Please ensure to fill your name and other details correctly as per your educational certificates.															
7.	What if I forget my log-in Id and password or want to change them in future?	The name and e-mail id provided at the time of registration cannot be changed or corrected throughout the application process. If you provide a valid and active e-mail id, the log-in id which is same as the e-mail id given at the time of registration will be mailed to that e-mail address after you register for the online application system. Your password is also sent in this mail, which you can refer if you forget the password. An auto generated mail will be sent to your registered email id with details of your registration made.															

8.	What are the methods to pay Application Fee?	Candidate can make the payment of INR 400/- (plus 18% GST) through SBI Collect payment gateway by using any one of the following options: a. Debit Card b. Credit Card c. Net Banking
9.	Which category candidate has to pay the application fee?	General / OBC / EWS candidates will be required to pay non-refundable application fees of INR 400/- (plus 18% GST) through online mode only. Fee shall not be accepted in any other form.  SC / ST / PWD candidates are exempted from paying application fee.
10.	I have made the payment but didn't get the online application number, what should I do in this case?	If you have tried making the payment online, but have not got the online application number, it means your registration is not successful, and you have to make the payment again to complete your registration process.
11.	I was making the payment, the amount got deducted, but application number was not generated.	While making the payment, if the amount got deducted from your bank account, but you did not get the application number, in this case you have to make the payment again to complete your registration process. And the already deducted amount will be refunded back to your source account after the due reconciliation of the payment with the bank.
12.	I have made the payment, but the application process is showing as incomplete. What shall I do in this case?	After making the payment, and e-Pay-in-slip/Challan will be generated on the SBI Collect payment gateway. Candidate has to download the e-Pay-in-slip, come back to the BEL website where you are filling your application form. Click on Step 3.2 Enter Details of Payment Made through SBI Collect, upload the Pay-in-slip / challan, enter Payment Reference No. and Payment date, click on submit details and complete the process. Once you follow all the steps mentioned above, then only your application number will be generated and you can take the print out of your final application form.
13.	What is an auto generated application number?	An auto generated Application Number is a unique number allotted to you on successful submission of online application form and will appear on print version of the application form.  This Number will be required for accessing, downloading and printing the written examination call letter.
14.	I wanted to make corrections in the application form but I have made the payment and noted the error only after that.	Candidates are requested to take utmost care while filling in the details in online application form. There is no provision for correcting the details entered in the online application form once the application is submitted. Application Form cannot be edited once you have made the payment. It can only be edited only before final submission of application form. No such request will be entertained by email. In case you wish to carry out change in any information, you may apply afresh with different email ID.
15.	I want to change the category applied in the application form but I have made the payment and submitted the application.	Candidates are requested to take utmost care while filling in the details in online application form. There is no provision for correcting the details entered in the online application form once the application is submitted. Application Form cannot be edited once you have made the payment. It can only be edited only before final submission of application form. No such request will be entertained by email. In case you wish to carry out change in any information, you may apply afresh with different email ID.

16.	I did not receive the email intimation for registration of my application?	"Email-ID / User ID", "Date of Birth", "Post Applied" and "Password" are also sent by auto-response confirmation emails. Delivery of these emails purely depends upon the correctness of E-Mail ID provided, Policy of your E-Mail Service Provider to accept and divert such emails under Bulk or Spam Mails or bounce back of such mails without accepting it due to heavy number of emails generated by our Applications. Therefore, please do not expect replies from us, if you do not receive such confirmation.
17.	Which are the documents to be sent?	No scrutiny of applications for the eligibility and other aspects will be undertaken at the stage of written examination, therefore, the candidature will be provisional only and subject to scrutiny at appropriate stage. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible before applying. Copies of supporting documents will be sought at the stage of document verification only from those candidates who will be shortlisted for the next stage. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and BEL's decision shall be final.
18.	I did not receive the acknowledgement/ reply to my email communication?	"Reply to" Email Id for the Application is created for the convenience of the candidates for genuine communications. Please do not use this address to send back the emails for "Acknowledgment" etc. Our Email Server is configured to delete such emails automatically.
19.	How a candidate is going to receive the Admit Card for the written test?	Admit Card of the eligible candidate will be uploaded on BEL website <a href="http://bel-india.in">http://bel-india.in</a> No other communication like post / courier / newspaper notification will be sent.
20.	Do I need to take the print-out of the Admit Card for the written test?	Yes. Candidate should take the print-out of the valid Photo Admit Card for the written test using Online Application Number and other details asked and bring the same at the time of examination.

*All correspondence with candidates shall be done through e-mail only. All information regarding schedule / written examination / admit cards etc. shall be provided through e-mail / uploading on the website of BEL. Responsibility of receiving, downloading and printing of written examination / admit card / any other information shall be of the candidate only. BEL will not be responsible for any loss of e-mail sent, due to invalid / wrong email ID provided by the candidate or for delay / non-receipt of information if a candidate fails to access his / her e-mail / website in time.*