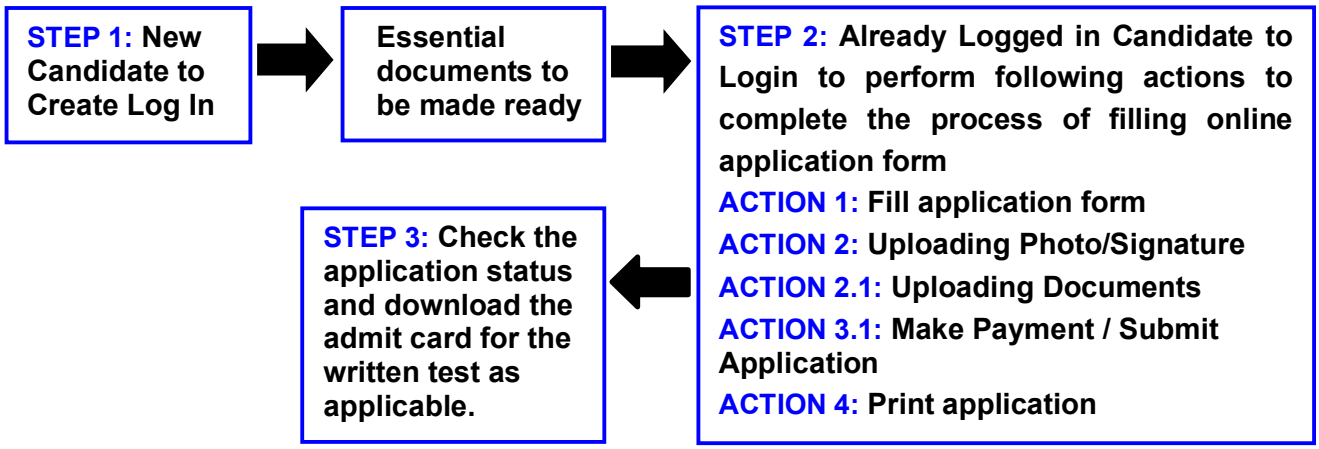
भारत इलेक्ट्रॉनिक्स
BHARAT ELECTRONICS

GENERAL INSTRUCTIONS: HOW TO FILL THE ONLINE APPLICATION FORM

1) Log on to BEL website **https://bel-india.in** and navigate to the Careers section > Opportunities.
2) Click on the link provided in this section for Online Application/Click Here to Apply **https://jobapply.in/BEL2025MachilipatnamJAHR**
3) Entries in the application form shall be required to be filled only in English.

STEP BY STEP PROCESS TO FILL ONLINE APPLICATION FORM



STEP 1: New Candidate to Create Log In

- New Candidate to visit the BEL website > Careers section > Job Opportunities **and** click: **Fresh Candidate (CLICK HERE) to Create Log In** **https://jobapply.in/BEL2025MachilipatnamJAHR**
- You must have a **valid email ID** for applying online. Remember the password filled in here for creating Log In for future use.
- Fill in all the personal details and press the button "Submit" to complete your registration.
- Acknowledgement Email will be sent on the email id filled in by you. Kindly check the same and keep a record of that.
- **Note: Once the information filled in here will not be changed.**
- Now click: **To Complete Registration Process** to log in to your account to fill the application form. Click here to log in you must fill the following:
  - Email ID
  - Post Applied For
  - Password

Essential documents to be made ready

- Before starting to fill up the on-line application, have with you the following details / documents / Information.
  - E-Mail ID (valid at least for one year).
  - Mobile No (valid at least for one year).
  - Personal and Educational qualification details.
  - Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format). Size (50kb).

- ❖ Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size (50kb).
- ❖ Debit Card/ Credit Card / Internet Banking / UPI / SBI Challan details for online payment.
- ❖ Scanned Copies of following documents (in pdf format):
- ❖ Documentary proof of Date of Birth (Matriculation/10th/12th/HSC Certificate).
- ❖ Final/Provisional Degree/ Graduation/Diploma, etc., as applicable.
- ❖ Conversion certificate for CGPA into percentage, if applicable.
- ❖ Experience Certificates / documents in support of experience, if applicable.
- ❖ Caste Certificate in respect of reserved categories in the prescribed format in respect of SC/ST and OBC Non-Creamy Layer.
- ❖ Income and asset certificate in respect of EWS in prescribed format
- ❖ Declaration of Non-Creamy Layer Status in respect of OBC (NCL) candidates in prescribed format.
- ❖ PWD Certificates in case of Persons with Disability candidates in prescribed format.
- ❖ Scribe certificate, if applicable.
- ❖ Valid Employment Exchange Registration card in Employment Exchange of Andhra Pradesh State.

STEP 2: Already Logged In candidate log in to complete the process of filling online application form

Action 1	⇨	**Fill Application form**
Action 2	⇨	**Uploading of Photograph and Signature**
Action 2.1	⇨	**Uploading of Documents**
Action 3	⇨	**Make Payment/Submit Application**
Action 4	⇨	**Verify Payment Receipt Status/Print application**

- Already Logged In Candidate to visit the **BEL website-> Careers section > Job Opportunities** and login by clicking **To Complete Registration Process** https://jobapply.in/BEL2025MachilipatnamJAHR

- On clicking **To Complete Registration Process** page will appear which will have buttons indicating 4 actions which are to be completed for submission of online application form:

Action 1: Fill Application (Click on the button to fill application form)

⇨ Fill the details on the online application form. Since your eligibility will be screened based on the information furnished by you, you are required to exercise sufficient care to correctly furnish the **Personal Details, Qualification Details, and Experience Details** in the sequence as given below:

⇨ While filling out the Personal Details, Qualification Details, and Experience Details, please save the information by clicking the button “SAVE”.

⇨ In case you wish to edit any information, you can do that by log in again using Email-ID, Mobile No, Post Applied For, and Password, after editing the information, make sure to save the information again by clicking the button “SAVE”.

⇨ **Note: The information filled will not be saved unless the button “SAVE” is clicked.**

Action 2: Uploading Photograph and Signature

⇨ **Upload Photograph** - Photograph must be a recent passport size colour picture. Make sure that the picture is in colour, taken against a light-coloured, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. Caps, hats, and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. **The image should only be in .jpg or .jpeg format. Size of file should be between 50 kb.**

⇨ **Upload Scan of Signature** - Sign on white paper with Black ink pen and scan it. Please scan the signature area only and not the entire page and ensure that the size of the scanned image is not more than 50 kb. Please note that this signature would appear on the Admit Card, and if it does not match the signature on the answer sheet at the time of the written test and at the time of Interview, the candidature will be cancelled. **The image should only be in .jpg or .jpeg format. Size of file should be between 50 kb.**

▶ Action 2A: Uploading of Documents

Candidate is required to upload the scanned copies of all the relevant documents with regard to age, qualification, work experience, scale, CTC, Disability (as applicable) and other documents as asked for. Scanned Copies of documents (in PDF format), as follows:

- ❖ Documentary proof of Date of Birth (Matriculation/10th/12th/HSC Certificate).
- ❖ Final/Provisional Degree/ Graduation/Diploma, etc., as applicable.
- ❖ Conversion certificate for CGPA into percentage, if applicable.
- ❖ Experience Certificates / documents in support of experience, if applicable.
- ❖ Caste Certificate in respect of reserved categories in the prescribed format in respect of SC/ST and OBC Non-Creamy Layer.
- ❖ Income and asset certificate in respect of EWS in prescribed format
- ❖ Declaration of Non-Creamy Layer Status in respect of OBC (NCL) candidates in prescribed format.
- ❖ PWD Certificates in case of Persons with Disability candidates in prescribed format.
- ❖ Scribe certificate, if applicable in prescribed format.
- ❖ Income and asset certificate in respect of EWS in prescribed format.
- ❖ Valid Employment Exchange Registration card in Employment Exchange of Andhra Pradesh State.

Click on "Save & Proceed to Submit Application".

▶ Action 3.1: Make Payment and / or Submit Application

S. No.	Post	Fee Amount (In INR) (Application Fees + Bank Charges)
01	Junior Assistant (HR)	INR 295/- (Inclusive of 18% GST)

1. **SC/ST/PWD/Exsm** are exempted from making the payment; Hence, all these candidates are required to SUBMIT application to complete the online registration process. On submitting online application number will be issued and candidate to take the printout of the Application Form having the Online Application Number.
2. **All other category candidates are required to make the payment through SBI Collect Payment Gateway only. Keep the Debit Card/Credit Card/Internet Banking/UPI details handy.**

⇨ Candidate to read the undertaking and accept the same.

⇨ In case you wish to edit any information pertaining to Personal Details, Qualification Details and/or Experience Details; you can do that by log in again using Email-ID, Password, Post Applied For and after editing the information, make sure to save the information again by clicking the button "**SAVE**".

General/OBC/EWS category candidate is required to make the payment through State Bank Collect facility of SBI as per steps given below:

- Read the undertaking and accept the same.
- Now click on "**Proceed to SBI Collect Payment**".

A. Making Fees Payment by Clicking On "Proceed to SBI Collect Payment".

1. Click on the link which will direct the candidate to the SBI Collect payment page.
2. Select Category – PSU Public Sector Undertakings.
3. Select Bharat Electronics Limited.

4. Fill in all the details and click on the NEXT button. *(fields with* mark is to be filled compulsorily)*
5. Check the details and press the confirm button.
6. Select any one of the modes of payments, i.e. "net banking" or "card payments" or "other payment modes" as applicable and then proceed to make the fee payment. **Download the E-Receipt after successful completion of the payment and keep the same for your records and for uploading on BEL website.**
7. In case, candidate selects "SBI branch" as payment mode, he/she is required to download the pre-printed challan and deposit the fee amount (including applicable bank commission) in any of the **SBI Branches** and obtain seal and signature of the bank official on the challan (depositor copy) before leaving the bank counter and retain the same for your records and for uploading on BEL website.
8. After making the payment, the candidate is required to upload the SBI Challan/e-Pay-in-Slip (E-Receipt) in jpg. Format of less than 250 KB, fill the SBI collect reference no. along with payment date on the BEL website to complete the registration process to get the application number and to take the printout of the application.

(Note: SBI Collect Reference Number generated after successful completion of payment must be entered by the candidate in online application form in ***SBI Collect*** **Payment** ***Reference No.*** field).

(**Note: SBI Collect Reference Number generated after successful completion of payment along with the payment date and soft copy of the E-receipt / Bank Challan must be entered/uploaded by the candidate in online application form, failing which your registration process stands incomplete, and the candidate will not be able to go for further selection process**.)

NOTE: Fee once paid will not be refunded under any circumstances.
Fees paid by modes other than through Debit Card/Credit Card/ Net Banking/UPI/SBI Challan as indicated above will not be accepted and the applications of such candidates will be rejected forthright, and the payment made shall stand forfeited.

While making the payment, please do not use back button (i.e. ←) at the browser unless specifically allowed at online SBI. In case the back button is operated, candidate must complete the payment as mentioned in "A" above.

Mere submission of application fee through SBI Collect payment Gateway will not mark your registration process as complete. Candidates must log on to BEL website again and complete the payment process using Action-3.2 as explained below.

NOTE: Once the payment has been made, you will not be allowed to change/modify any information.

- **Action 3.2: Enter Details of Payment through SBI Collect** (For All Candidates who paid fees through SBI Collect Payment Gateway)
  Now visit the **BEL Registration Portal website.** Click on Enter Details of Payment through SBI Collect.
- ⇨ Upload the soft copy of SBI Challan/SBI Collect e-Pay-in-Slip (E-Receipt) in jpeg. format of less than 250 KB.
- ⇨ Enter the **SBI Collect Reference No. and Date of making the payment**.
- ⇨ On submitting the above information "**Application No**." will be generated along with Application Form. ***This "Application No." issued is subject to the reconciliation of the payment made by you with the State Bank of India. Keep checking the Status of Your Application.***

Candidates should keep note of the same as this will be used for downloading admit card.

Note: Omission of Action-3.2 will mark your registration process as incomplete. Hence, the candidate should take utmost care and not forget to complete Action-3.2 after making the payment of application fee through SBI Collect Payment Gateway.

- **Action 4: Print Application**

⇨ After successfully submitting the details as mentioned above, the candidate can now be able to take the printout of the application form.

⇨ Candidates should also retain their copy of the printed application form, Payment Receipt, as they can be asked to produce it for future reference.

⇨ Candidates can take re- print of the Online application form by clicking T**o Complete Registration Process**

- **You are NOT required to send hardcopy of Application Form/any documents/receipt to BEL.**
- **On correctly following the above steps, the candidate would have completed the application process.**

Download the Admit Card

Based on information given in the Online Application Form, Admit Cards of provisionally eligible candidates for the written test will be available for download from BEL website as per schedule given on the website. Keep checking the website regularly for any updates.

Download Admit Card – On the due date for Admit Card, re-login to the BEL website to download Admit Card for the written test, containing the details of the time schedule, venue.

Print Admit Card - Take a printout of the Admit Card. Candidates will not be allowed to appear in the written test without a valid Admit Card.

NOTE: Candidates are advised to regularly check the website for updates.