



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/BEL2026KotdwarHavildarSecurity>
- 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

Essential documents to be made ready

STEP 2: Already Logged in Candidate to Login to perform following actions to complete the process of filling online application form

ACTION 1: Fill application form

ACTION 2: Uploading Photo/Signature

ACTION 2.1: Uploading of Live Photograph using Webcam

ACTION 2.2: Uploading Documents

ACTION 3: Submit Application

ACTION 4: Print application

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/BEL2026KotdwarHavildarSecurity>

- 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 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).
- ❖ Scanned Copies of following documents (in pdf format):
 - Recent color passport size photograph.
 - SSLC marks card and any other valid document as proof of date of birth.
 - SSLC marks card in case any other document is uploaded in support of proof of date of birth.
 - Candidates belonging to SC/OBC/EWS need to submit their certificate in the prescribed format.
 - Candidates belonging to OBC (NCL) category are required to submit the Community Certificate in the prescribed format issued by the Competent Authority for applying for posts under the Government of India on or after 01.08.2025 and valid EWS Certificate for the year 2026-27/2026 by the Competent Authority. (Prescribed formats are made available on the website: (www.belindia.in)). Income Certificate will not be considered as OBC Certificate.
 - No Objection Certificate from your present employer (employed in Govt. /Quasi Govt. /PSU) if applicable.
 - Experience Certificate, Discharge certificate, if applicable. Discharge book issued by the Indian Armed Forces/Concerned Authority clearly indicating the medical category, date of discharge and exemplary / very good records – SHAPE-I or equivalent.
 - Candidates presently employed in the Armed Forces and yet to be discharged need to submit documentary proof in support of their Medical Category, Character and probable date of discharge.

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 Live Photograph using Webcam
Action 2.2		Uploading of Documents
Action 3		Submit Application
Action 4		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/BEL2026KotdwarHavildarSecurity>

- ➡ 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 2.1: Uploading of Live Photograph using Webcam**

Candidate is required to upload the live image in the online application form. For this, he / she is required to allow access to webcam to capture the live image. While capturing the image, candidates should ensure that there must be proper light, face should be complete and clearly visible. Candidate should not be wearing any sunglasses or any kind of fancy eye accessory, also there should be no HAT. While capturing the image, he / she should be looking in webcam, and the face should not be hidden by any external objects. Once captured, candidate should click on Upload and finally on the Proceed Next button to move to another step.

► **Action 2.2: 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:

- Recent color passport size photograph
- SSLC marks card and any other valid document as proof of date of birth.
- SSLC marks card in case any other document is uploaded in support of proof of date of birth.
- Candidates belonging to SC/OBC/EWS need to submit their certificate in the prescribed format.
- Candidates belonging to OBC (NCL) category are required to submit the Community Certificate in the prescribed format issued by the Competent Authority for applying for posts under the Government of India on or after 01.08.2025 and valid EWS Certificate for the year 2026-27/2026 by the Competent Authority. (Prescribed formats are made available on the website: (www.belindia.in). Income Certificate will not be considered as OBC Certificate.
- No Objection Certificate from your present employer (employed in Govt. /Quasi Govt. /PSU) if applicable.
- Experience Certificate, Discharge certificate, if applicable. Discharge book issued by the Indian Armed Forces/Concerned Authority clearly indicating the medical category, date of discharge and exemplary / very good records – SHAPE-I or equivalent.
- Candidates presently employed in the Armed Forces and yet to be discharged need to submit documentary proof in support of their Medical Category, Character and probable date of discharge.
- Document of Registration and number from the District Sainik Welfare Board.

Click on **“Save & Proceed to Submit Application”**.

Action 3: Submit Application

- ⇒ Candidates applying for the posts of Havildar Security are exempted from making the payment; Hence, all these candidates are required to SUBMIT application to complete the online registration process.
- ⇒ 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**”.
- ⇒ On submitting online application form, application number will be generated along with the Application Form. Candidate to take the printout of the Application Form having the Online Application Number.

Candidate should keep note of the same as this will be required for the further recruitment process.

▶ 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 **To 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.

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