

GENERAL INSTRUCTIONS: HOW TO FILL THE ONLINE APPLICATION FORM

- 1) Candidates are required to apply online through website: <http://jobapply.in/bel2018de>
- 2) 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 3: - Submit Application (For SC/ST/PwD/Ex-Serviceman)
 - **Make Payment (For other categories) and enter details of payment made through SBI Collect**
Action 4: Print application (For All Candidates exempted from fees)
 Print application (For All Candidates who paid fees through Debit Card / Net Banking)
 Verify Payment Receipt Status and Print application (For All Candidates who paid fees through Cash i.e. SBI Bank)

Step 3: Download the Admit Card for written test

STEP 1: New Candidate to Create Log In

LAST DATE OF ONLINE SUBMISSION IS : 11 July 2018

Login to Apply Online

>>> [Fresh Candidate \(CLICK HERE\) to Create Log In](#)

>>> [Already Logged In Candidate \(CLICK HERE\) to Complete Process](#)

- New Candidate to visit the BEL website and click : [Fresh Candidate \(CLICK HERE\) to Create Log In](#)
- You must have a **valid email ID** for applying online. Remember the password filled here for creating Log In for future use.
- Press the button "Submit". Acknowledgement Email will be sent on the email id filled by you. Kindly check the same and keep a record of that.
- **Note: Once the information filled here will not be changed.**
- The confirmation for the registration will also be sent on your email entered.
- Now click: [Already Registered \(Logged In\) Candidate \(CLICK HERE\) to Apply](#) to log in to fill the application form. Here to log in you have to fill the following:



Log In to Complete Process

Email ID*

Post Applied for **Deputy Engineer**
(Fixed Tenure Basis for a period of 1 years)

Password*

Discipline: --Select--

Enter Verification Code*

EQQLP
(Click here to Refresh, if code is to be changed)

Submit

Essential documents to be made ready

Before starting to fill up the on-line application, keep ready with you the following details/ documents/ Information

- Valid Email ID (This email id shall be used to communicate with the candidate in near future, if required.) & mobile number valid for at least next one year.
- Caste/Tribe Certificate (for SC/ST/OBC as applicable) & Disability certificate (in case of PwD candidate) in the prescribed format issued by the Competent Authority and Ex-serviceman proof (in case of Ex-serviceman candidates).
- All certificates/testimonials in respect of qualifications (all semester/year-wise mark sheet and Degree certificate starting from matriculation onwards).
- Image of scanned photograph in jpg / jpeg format and size should not exceed 50 KB
- Image of scanned signature in jpg / jpeg format and size should not exceed 50 KB

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 3: - Submit Application (For SC/ST/PHP/Ex-Serviceman)

- **Make Payment (For other categories) and enter details of payment made through SBI Collect**

Action 4: Print application (For All Candidates exempted from fees)

Print application (For All Candidates who paid fees through SBI Collect)

➔ Already Logged In Candidate to visit the **website:** <http://jobapply.in/bel2018de> and click on **Careers and login by clicking [Already Registered \(Logged In\) Candidate \(CLICK HERE\) to Apply](#)**

➔ On clicking [Already Registered \(Logged In\) Candidate \(CLICK HERE\) to Apply](#) page will appear which will have buttons indicating 4 actions which are to be completed for submission of online application form:

Action	Status
Click on the buttons given below	
Action-1: Fill Application	Completed
Action-2: Uploading of Photograph/ Signature	Completed
Click here to Preview Application	
Action-3.1: Make Payment	To be Completed
Action 3.2 Enter Detail of Payment Made through SBI Collect	To be Completed
Action-4: Print Application	To be Completed

▶ **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:

Click here to Fill Personal Details (Pending)	Click here to Fill Qualification Details (Pending)	Click here to Fill Experience Details (Pending)
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⇒ While filling the Personal Details, Qualification Details 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, Password, Post Applied For and 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 not be more than 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 not be more than 50 kb.**

► **Action 3.1 : Make Payment and / or Submit Application**

S. No.	Category	Fee Amount (In ₹) (Application Fees + Bank Charges)
01	SC/ST/PWD/Ex-Servicemen	NIL
02	All other categories	₹500/- + Bank Charges

01. **SC/ST/PWD/Ex-Servicemen** has to submit application to complete the online registration process. On submitting; online application number will be issued and candidate to take the print out of the Application Form having this Online Application Number.
02. **All other category candidates are required to make the payment through SBI Collect Payment Gateway only. Keep the Debit Card/Credit Card/Internet Banking 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 category candidate is required to make the payment of ₹ 500/- (Rupees Five Hundred only) plus bank charges (as applicable) 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”.

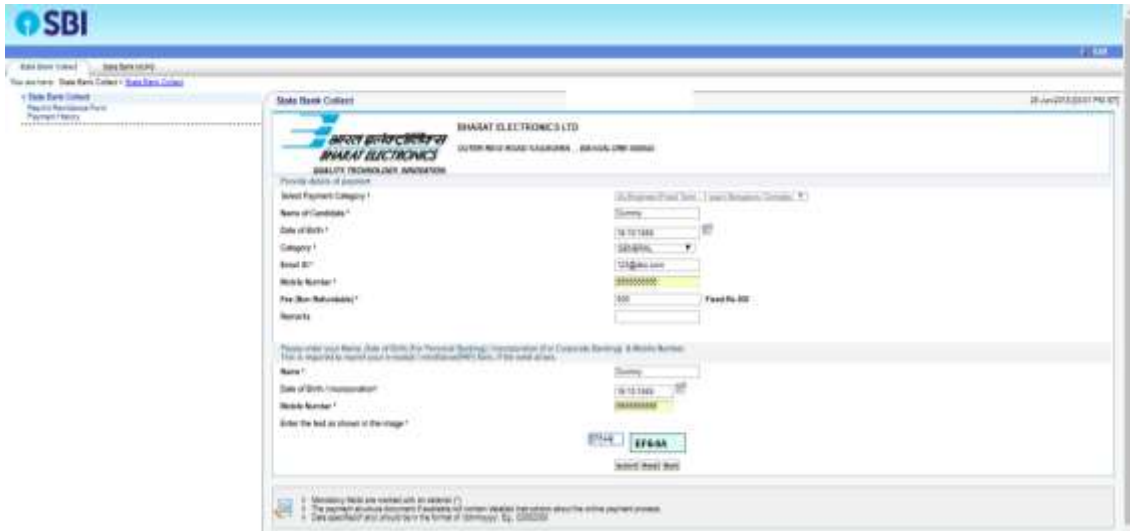
1. Click on the link which will direct the candidate to the SBI Collect payment page.
2. Click on the check box "I have read and accepted the terms and conditions stated above".
3. Click on proceed.



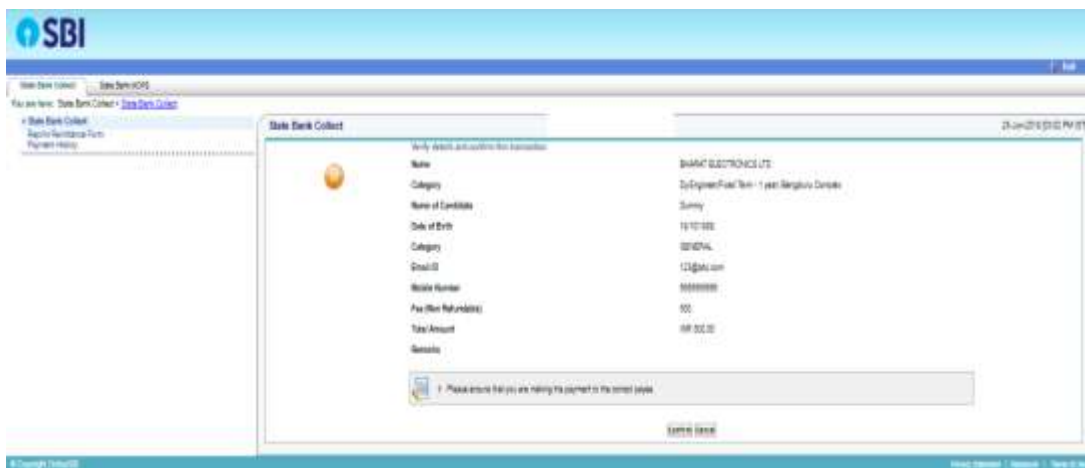
- Select payment category as "Dy. Engineers (Fixed Term – 1 year) Bengaluru Complex".



- Fill the details and click on submit button. (fields with* mark are to be filled compulsorily)



- Check the details and press the confirm button.



- Select any one of the mode of payments, i.e. "net banking" or "card payments" or "other payment modes" as applicable and then proceed for making the fee payment. Download the receipt after successful completion of the payment and keep the same for your records.



8. In case, candidate selects "SBI branch" as payment mode, candidate 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.



9. Sample copy of the pre-printed challan.



(Note: SBI Collect Reference Number (sample number shown above) generated after successful completion of payment has to be entered by the candidate in online application Collect form in **SBI Collect Reference No.** field).

10. After making the payment, candidate has to upload the SBI Collect Challan/Pay-in-Slip (E-Receipt) and submit the SBI collect reference no along with payment date on the website to complete the registration process or in order to take the print out of the application.



NOTE: Fee once paid will not be refunded under any circumstances.

Fees paid by modes other than through Net Banking/Debit Card/Credit Card/SBI Collect 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.

B. Making fees payment directly by logging on to onlinesbi.com

1. Go to www.onlinesbi.com and select: - State Bank Collect.
2. Accept terms and conditions and click on 'Proceed'.
3. Select State of Corporation/Institution - All India.
4. Select Type of Corporation/Institution - PSU - Public Sector Undertaking and press => go.
5. Select PSU - Public sector Undertaking: - Bharat Electronics Limited and press submit.
6. Select Payment Category: - "Dy. Engineer (Fixed Term – 1 year) Bengaluru Complex".
7. Complete the payment as explained above.

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

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)

Now visit the **BEL Registration Portal website:** <http://jobapply.in/bel2018de>

- ⇒ Click on Enter Details of Payment through SBI Collect.
- ⇒ Upload the soft copy of SBI Collect Challan/SBI Collect Pay-in-Slip (E-Receipt) in jpeg. format only 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.

► **Action 4 : Print Application**

- ⇒ After successfully submitting the details as mentioned above, candidate can now be able to take the print out of the application form.
- ⇒ Candidates should also retain their copy of 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 **Already Logged In Candidate (Click Here) to Complete Process**

► **You are NOT required to send hardcopy of Application Form/any documents/receipt to BEL.**

► **On correctly following the above steps, candidate would have completed the application process.**

Download the Admit Card

On the basis of information given in the Online Application Form, Admit Card of provisionally eligible candidates for the written test will be available for download from website: <http://jobapply.in/bel2018de> 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 website: <http://jobapply.in/bel2018de> for downloading Admit Card for 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.