



बैंक नोट पेपर मिल इण्डिया प्रा. लिमिटेड

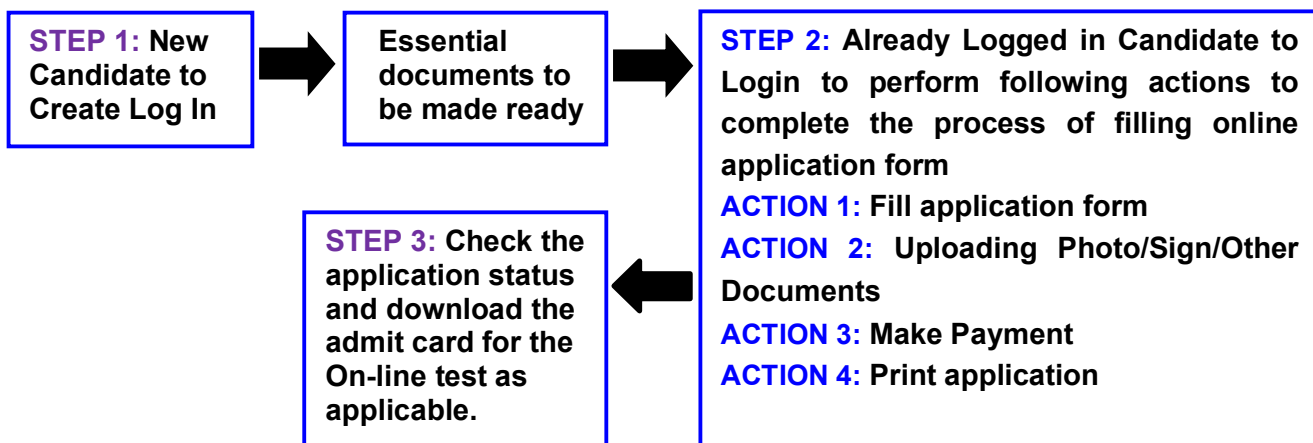
BANK NOTE PAPER MILL INDIA PVT LIMITED

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GENERAL INSTRUCTIONS: HOW TO FILL THE ONLINE APPLICATION FORM

- 1) Log on to BNPM website <https://www.bnpmindia.com/> and navigate to the Careers section > Current Career Opportunities.
- 2) Click on the link provided in this section for Online Application/Click Here to Apply.
- 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 BNPM website > Careers section > Recruitment Advertisement and click: **Fresh Candidate (CLICK HERE) to Create Log In**
- You must have a **valid email ID and mobile no** 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.
 - a) E-Mail ID (valid at least for one year).
 - b) Mobile No (valid at least for one year).

- c) Personal and Educational qualification details.
- d) Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format). Size (50kb).
- e) Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size (50kb).
- f) Scanned copy of Left Thumb Impression in jpg format. Size (100kb)
- g) Scanned copy of Candidate's handwritten declaration as per the format given in Uploading od Photo and Sign step in jpg format. (Size 300kb)
- h) Debit Card/ Credit Card / Internet Banking details for online payment.

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 Photo, Sign and other documents
Action 2		Make Payment
Action 4		Verify Payment Receipt Status/Print application

➡ Already Logged In Candidate to visit the **BNPM website-> Careers section > Recruitment Advertisement** and login by clicking **To Complete Registration Process**

➡ 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 in 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, Experience Details, and Additional Details** in the sequence.

⇒ 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.**

⇒ **Upload of Left Thumb Impression** – Take your left thumb impression with blue/black ink on a plain white paper. Please scan the thumb impression area only and not the entire page and ensure that the size of the scanned image is not more than 50 kb. The left thumb impression must be on a white background, and it must have clear Impression of lines (not blurred or smudged). **The image should only be in .jpg or .jpeg format. Size of file should be between 100 kb.**

- ⇒ **Upload of Handwritten Undertaking** – The handwritten declaration has to be in the candidate's handwriting and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left-hand thumb impression below the typed declaration and upload the document as per specifications.) The original copy must be scanned in color on plain white paper. **The scanned handwritten declaration should only be in .jpg or .jpeg format. Size of file should be between 300 kb.**

▶ **Action 3.1: Make Payment**

Amount of Application Fee and Intimation Charges payable:

S. No.	Category	Application Fees (In INR)	Intimation Charges (In INR)
01	SC/ST/PWD	Nil	200/- (plus applicable bank charges, if any)
02	All other (including OBC & EWS)	600/- (plus applicable bank charges, if any)	

1. **SC/ST/PWD** are required to make the payment of Rs. 200/- (Bank Charges also applicable) as Intimation Charges towards their provisional registration.
 2. **All other categories (including OBC & EWS)** are required to make the payment of Rs. 600/- (Bank Charges also applicable) as Application and Intimation Charges towards their provisional registration.
 3. **All candidates are required to make the payment through Bill Desk 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, Experience Details, and/or Additional 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**".
- ⇒ Put the details of your Debit Card / Credit card / Net Banking to proceed for the payment.
- ⇒ Once your payment is confirmed, the system will direct you to the final application form. You will receive an auto-generated Online Application Number, once you have successfully made the payment.

After making the successful payment, the candidate will get a preview of application along with Application Number. Candidates are advised to get a printout of the filled-up application for record.

- ⇒ The candidate should retain his/her Application Number carefully for generation of admit card and for any other information regarding selection procedure etc.
- ⇒ Fee once paid will not be refunded under any circumstances.
- ⇒ Fees paid by modes other than Bill Desk Payment Gateway 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 above.

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

▶ **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**

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

- ▶ **You are NOT required to send hardcopy of Application Form/any documents/receipt to BNPM.**
- ▶ **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 On-line test will be available for download from BNPM 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 BNPM website for downloading Admit Card for On-line 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 On-line test without a valid Admit Card.

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