GENERAL INSTRUCTIONS FOR FILLING THE ONLINE APPLICATION FORM

You are required to fill up all the details indicated in the online application form. If any of the mandatory (*) fields are left unfilled you cannot submit the application.

SECTION A - PERSONAL & CONTACT DETAILS

Sl. No. 1: **NAME OF CANDIDATE**

Sl. No. 2:   **GENDER :** Please use the drop down to select the applicable detail

Sl. No. 3: **DATE OF BITH:** Please use the drop down / Calendar to select the applicable details

Sl. No. 4: **MARITAL STATUS:** Please use the drop down to select the applicable detail.

Sl. No. 5: **RELIGION :** Please use the drop down to select the applicable detail.

Sl. No. 6: **CATEGORY:** Please use the Drop down to fill the detail.

Sl. No. 7: **PERSON WITH DISABILITIES (PWD):** Please use the drop down to select YES/NO. If YES use the drop down to select the nature of Disability (OA- One Arm, OL- One Leg, B- Blind, PB- Partially Blind, D- Deaf, PD- Partially Deaf). Also fill the Percentage of disability. Disability less than 40% are not considered as PWDs.

Sl. No. 8: **EX-SERVICEMAN:** Please use the drop down to select the applicable detail.

Sl. No. 9: **NATIONALITY:** Please use the drop down to select the applicable detail.

Sl. No. 10: **STATE OF DOMICILE:** Please use the drop down to select the applicable detail (Applicable to Indian Nationals Only)

Sl. No. 11: **FATHER'S NAME & MOTHER'S NAME :** Please write the Full name**.**

Sl. No. 12: **E-Mail:** Please write a valid email ID, also one (1) alternate email id also can be given**.**

Sl. No. 13: **ADDRESS OF COMMUNICATION:** Please write present / address for communication as indicated
  ⇨   ADDRESS-1 : House No./Building / Flat No. /Door No. / Street / Name of Building
  ⇨   ADDRESS-2 : Village/Post
  ⇨   CITY   : District / City
  ⇨   STATE   **:** Please use the Drop down to select the applicable detail.
  ⇨   PIN CODE   : Please write the correct Pin Code.

Sl. No. 14: **CONTACT NO**: Please write a valid Land line Phone number with STD Code either Residential / Office, Also one mobile number to be given.

SECTION B- EDUCATIONAL DETAILS
The candidate has to fill the Educational Qualification starting from Highest qualification to lowest. Example : M Tech→ B.Tech → Diploma etc. In case candidates possessing any other qualification including Degree/Diploma/Certificate Courses, please click on **add Qualification** tab.

Sl. No. 15: **QUALIFICATION**:

⇨ DISCIPLINE   : Please write the name of Discipline.
⇨ UNIVERSITY /INSTITUTION   : Please use the Drop down to select the applicable University, If Other Please writes the name of Univ.
⇨ MONTH/YEAR OF ENROLMENT : Please use the Drop down to select the Month & Year.
⇨ MONTH / YEAR OF PASSING   : Please use the Drop down to select the Month & Year.
⇨ MODE OF STUDY   : Please use the Drop down to select the Mode of Study.
⇨ DIVISION   : Please use the Drop down to select the Division.
⇨ PERCENTAGE   : Marks obtained in the qualifying exam (aggregate).

For entering multiple qualifications please click **"add"** qualification tab after entering the first qualification.

SECTION C

Sl. No. 16.**EXPERIENCE DETAILS:**
        The candidate has to fill the Experience details starting from current employment to previous employments.

⇨ ORGANISATION   : Please write the full name of the Company.
⇨ TYPE OF ORGANISATION : Please use the Drop down to select the type of Organisation (i.e. Govt, PSU, Pvt)
⇨ DESIGNATION   : Please write the Current Designation as on date.
⇨ EMPLOYMENT PERIOD   : Please use the Calendar to select the applicable details
⇨ PAYSCALE   : Please write the Pay Scale as on date (Applicable for Govt, PSU candidates only)

For entering multiple experience please click **"add"** experience tab after entering the current employment.

⇨ CTC   : Please write the Annual Cost to Company as on date
⇨ EXPECTED CTC   : Please write the Expected CTC.
⇨ TOTAL EXPERIENCE   : Please write the total experience in months.
⇨ TOTAL PQ EXPERIENCE   : Please write the total Post qualification experience in months.

BRIEF WRITE UP ABOUT KEY ACOMPLISHMENTS.

Brief and bullet point description of Career Role with Key Accomplishment, Process Expertise etc.

SECTION D
Sl. NO. 17 **PAYMENT:**
Eligible and interested candidates (Not applicable for SC/ST/ PWDs) need to pay a fee of ₹.100/- (for applying multiple positions, separate payments to be made for each position) by downloading the challan available in the BEML website and by remitting the same **only in State Bank of India** in the **BEML Account no. 31006750220. <u>Candidates applying for multiple positions have to make separate payments for each of the positions.</u>**

⇨ BRANCH CODE: Please write the Branch Code of the Bank where the Application fee was remitted.
⇨ JOURNAL NO : Please write the Journal Number given by the Branch where the Application fee was remitted.
⇨ DATE OF REMITTANCE
⇨ AMOUNT

INTERNAL (BEML) Candidates : If you are an internal candidate please select **YES** or else select **NO**.

SUBMIT: The details can be verified and edited here if required. After the candidate is satisfied with all the details provided, he/she click on the Submit button at the end of this section. No changes can be made after submitting the Application.

PRINT : After submission of the online application form, an Acknowledgement Slip with the unique Registration ID will be generated. The candidate must take a print of the Acknowledgement Slip, paste an recent self attested passport size photo in the space indicated, put his/her signature in the place provided and **keep the acknowledgement copy along with the Challan** to be produced as and when called for by BEML Limited.

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