HOW TO APPLY

A. INSTRUCTIONS

Log on to www.bmrc.co.in. On the main screen of BMRCL website, click on "Careers". A screen appears. Click on "Online Application Form". A screen appears. Please fill up all the details in the application form correctly. Please see "B" Instructions for filling up the application form" of Annexure- 1 to this notification, for detailed instructions to fill up the online application form.

No modifications possible once saved

1. Once you furnish details and press the "Submit" button and receive the message "Saved", you will not be able to modify anything thereafter,

2. Application Number

Once you enter all the details and finally get the message "saved", the system will generate "**Application Number"**. Immediately note the application number on a paper and keep it safely with you, so that even if the system closes for any reason like power failure etc., you can recoup the application by mentioning the application number. However, this will not be possible without application number. Application number is compulsorily required in all communications. No communication shall be entertained without the correct application number. (However, as a further facility, immediately on generation of application number, the same gets sent to your Email ID provided by you while applying. Hence, you can see your application number in your Email ID also.)

3. Fields with (*) mark are mandatory. Unless mandatory fields are filled properly, the application will not be accepted by the system and consequently application number will not be generated.

4. Rejection of the application by the system

Please note that the system will accept the application resulting in generation of application number only if you fulfill all the criteria fixed for the post including age and qualification. If you do not fulfill the prescribed criteria as on the last date for filing the application, you will get the message "APPLICATION REJECTED for non fulfillment of criteria fixed for the post". No correspondence will be entertained in respect of applications so rejected by the system.

5. Essential Educational Qualification

The possession of essential educational qualification prescribed is a must. The candidate should have scored a minimum of 50% marks, in the essential educational qualification prescribed. The said 50% should be computed by averaging marks of

all the examinations in the entire course like Degree / Diploma / ITI as the case may be i.e. total marks obtained in all examinations divided by maximum marks of all examinations.

In case, instead of marks, Grades have been given, the middle figure of the range that the Grade covers should be taken as marks obtained. Eg: If Grade 'A' range is 80 - 100, middle figure : 90 should be taken as marks obtained for each subject and total percentage computed as per above prescribed procedure.

The degree should be from recognized University. The degree should be from recognised University. The Engineering Degree/Diploma should be from an Institute/organisation recognised by AICTE. The ITI Certificate should be recognised by NCVT / SCVT.
Candidates possessing qualification equivalent to the relevant Engineering Degree / Engineering Diploma may apply subject to the condition that they should produce documentary proof obtained from Association of Indian Universities in respect of Engineering degree and from Directorate of Technical Education, Govt. of Karnataka in respect of Engineering Diploma certifying the said equivalence. Such document needs to be produced at the time of Interview. If such document is not produced at the time of Interview the candidate shall be disqualified irrespective of his /her position in the merit list prepared on the basis of the written test. No subsequent representation will be entertained.

Candidates with qualification higher than prescribed need not apply and if it is found at any time that the candidate has not disclosed his higher qualification, BMRCL shall take necessary action for non disclosure/ suppression of information and also may reject forthwith the claim of the candidate for appointment in BMRCL or if already appointed shall be terminated forthwith .

6. **Original Certificates**

   Please note that you are required to possess the following documents on the date of filing the application, in support of various entries made by you in the application:

   a. SSLC/10th Standard/ Matriculation certificate showing your name, father's/mother's name, last name if any, and the Date of Birth.
   b. Certificate and marks cards for educational qualifications mentioned in the application by you.
   c. If you belong to reserved categories i.e. SC / ST / OBC, as mentioned by you in the application, Certificate from the competent authority certifying the same. Please see para No. 1.08 of General Instructions for further details.
   d. Character Certificate given by the Education Institution / Gazetted Officer, which is not older than three months.

All the above documents (as applicable) shall have to be produced in original for verification by the short listed candidates at the time of interview.

7. **Payment of application fee through challan and entering the journal number**

After you "submit" the application and note down the application number generated, click on "Print acknowledgement and Bank Challan" to get the Bank Challan for payment of examination fee. Take a print out of the challan and pay the money at the nearest SBI branch. The Bank will return one copy affixing their "PAID" seal. The Bank will also mention the Bank "**journal number**" on the challan in the slot meant therefor. If this number is not mentioned, please insist that this should be mentioned by the bank.

You need to again visit BMRCL website, click on "Careers". A screen appears. Click on "Enter Bank Journal Number", a screen will appear. Enter your application number in the field (1) and date of birth in field (2) and then press "OK". Your name will appear. Then enter the journal number given by the Bank in field (5). Then click on "Submit" button. Please note that unless you enter this journal number, the application will not be considered as complete and hence will not be accepted by BMRCL.

8. **Acceptance of application by BMRCL**

At the end of 15 days of submitting the application, including generation of application number and entry of Bank Journal number by you, BMRCL will accept the application. To check your application status, after 15 days of entry of Bank journal number on your application, you need to visit BMRCL website, click on "Careers". A screen appears. Click on "Check Application Status". A screen will appear. Enter your application number in the field (1) and date of birth in field (2) and then press "OK". Your name will appear and the status of the application will appear. The words "APPLICATION ACCEPTED" signify acceptance of application by BMRCL. If you do not see this message within 15 days of entry of Bank journal number, contact our help desk at No.080 22969200 / 22969300 for necessary clarification.

9. **Contact**

For any clarification regarding filling up the application, you may contact our Help Desk at No. 080 22969200 and No. 080 22969300. Please note that the Help Desk is not concerned with the recruitment and will be able to clarify only on matters relating to filling up the application.

10. **Hall Ticket - verification of photograph on the Hall ticket and verification of original documents, in the Examination hall**

The examination is likely to be held in <u>April 2010</u>. The date of examination will be announced in newspapers, on our website and an Email will also be sent to the candidate whose application is accepted. The Hall ticket is required to be downloaded on receipt of the said Email / announcement on the website probably from end of March. For this purpose, please go to BMRCL website and click on "Career". A screen appears. Click on "DOWNLOAD HALL TICKET". A screen will appear. Enter your application number in field (1) and date of birth in field (2). And

then click "Print Hall Ticket". The hall ticket will appear on the screen.   The Hall Ticket will contain your name, date of birth and age, post applied for, date of examination and examination centre. It also contains space for photograph. **Please affix a latest colour passport size photograph in the space provided in the Hall ticket**. The Hall ticket comes in duplicate and hence **photograph will have to be fixed on both the copies.** When you go to the examination centre at the appointed time, you need to carry both the Hall tickets duly affixed with photographs.

11. You need to sign on both the copies of the Hall ticket in the space provided, in front of the invigilator and the invigilator shall also sign on both the copies. You shall give one copy to the invigilator and retain the other copy for your record. You should come to the examination with your **original SSLC / Matriculation / 10th Std. marks card** containing your name, father's name / mother's name and date of birth. You should also come with **Original Bank Challan** showing payment made towards BMRCL examination fee. These two are required for verification to eliminate impersonation. If these two are not produced, when asked for by the invigilator, then you will not be allowed to take the written test.