

## A. INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM

- There are 24 fields in the application form and 24 instructions therefor. Of this, 20 are to be filled by the candidate. Before filling up each field, read the instructions concerned and fill up accordingly. Enter all the details correctly and carefully.
- You cannot use any special characters, only alphabets/numerals, as the case may be, should be used, except for entry of Email ID in Field 15, and address for communication in Field 12.

<b>SI No</b>	<b>Fields</b>	<b>Instructions</b>
01	Select Category of Post*	: Select the category of post for which you are applying from the list.
02	Candidate's full name*	: Enter your full name correctly as appearing in the SSLC / X Std. / Matriculation Marks Card including initials, surname if any.
03	Father / Guardian's Name*	: Enter your Father / Guardian's name correctly
04	Mother's Name *	: Enter your Mother's name correctly.
05	Nationality*	: Only Indian nationals are eligible to apply. If you are not an Indian national do not apply. Select the nationality as "Indian" by clicking on "Indian" only if you are an Indian citizen.
06	Religion*	: Select your religion from the list by clicking on the religion. If your religion is not in the list then click on "others" and specify the Religion.
07	Gender*	: Select the Gender
08	Marital status	: Select the Marital Status
09	Date of Birth*	: Click on date and select the date. Then click on month and select the month. Click on year and select the year. Please ensure that date month and year selected by you are correct as they appear in the SSLC / X Std. / Matriculation Marks Card. <u>Age as on 01.01.2010 will be calculated automatically once you click "SUBMIT".</u>
10	Category*	: Select the Category i.e. indicating whether you belong to reserved category viz. SC / ST / OBC. If you do not belong to any of the three reserved categories, select GM (General Merit).
11	Visible Mark of Identification on Body	: Please Specify identification marks on your body such as birth mark, mole, scar etc.
12	Full address for communication*	: Enter address for communication fully describing door no, street no, area, taluka, district, State and enter pin code. For District and State, select from the list. Since all our correspondence with you will be to this address, correct and adequate address should be given. Pin code is a must. (Name of the candidate will be taken as given against field No. 2. Therefore name need not be entered).
13	Place of permanent	: Please mention village, taluka, district and State. [For eg. "Savadi"]

SI No	Fields	Instructions
	residence	village, "Athani" taluk, "Belgaum" district, "Karnataka" State.]
14	Priority wise Preference of Examination Centres*	: The examination centres will normally be in the four Divisional Headquarters viz. Bangalore, Mysore, Belgaum and Gulbarga. Some centres may get cancelled or added. Therefore select your centers according to your priority. For this purpose enter the priority number in the space provided against each centre. Priority number must be from 1 to 4 in order of preference. Do not repeat any number. However BMRCL reserves the right to allot any centre of its choice which shall be binding on the candidate.
15	E Mail*	: Enter your Email address. Since all communications will essentially be through Email, it is very important that correct Email address is given. To ensure correct Email id, you need to enter the same twice and confirm. <b> BMRCL's responsibility towards sending communication shall stand fulfilled, once Email is sent to the Email address given.</b>
16	Landline number**	: Enter landline Telephone number with STD Code or mobile number or both. Entering at least one of the two numbers is compulsory. <u>While entering the phone numbers, do not enter any special characters such as - , ( ) +, space. The number should be continuous &amp; in case of Mobile No , it should be 10 digit number only</u>
17	Mobile Number**	: Please note that giving mobile number will enable us to send SMS if required.
18	Knowledge of Kannada*	: Knowledge of Kannada, to speak, to understand, to read and write is compulsory. Hence appropriately tick against each box provided therefore.
19	Essential Qualification prescribed*	: You will find the list of qualification/s prescribed for the post. Tick the appropriate box <input type="checkbox"/> for the qualification which you possess and then enter details viz. University/Institute, State/UTI, year of passing and percentage of marks in the appropriate columns.  <u>If you do not possess prescribed qualification listed, but possess equivalent qualification, wherever such equivalent qualification is admissible as per the Employment Notification, tick the last box <input type="checkbox"/> and under next column titled " specify", enter the equivalent qualification possessed by you and then enter details viz. University/Institute, State/UTI, year of passing and percentage of marks in the appropriate columns.</u>
20	Experience	: Please mention your experience details like organisation name, nature of work, experience in months in respect of last 4 organisations. All other experience may be mentioned in the column "Others".
21	SUBMIT	: After entering all fields up to and including field No. 20, verify the correctness once again. Read the Declaration / Certificate contained in Field 21 and then click on "Submit". This will signify that you have confirmed / agreed to the said Declaration / Certificate. If all the entries are correct, it will ask, "Yes / No" to

SI No	Fields	Instructions
		confirm the data entered by you in the application. Please select “Yes” if you want to confirm. Select “No” to modify data in the application and submit again.
22	Pop up Messages	: If you have correctly filled the application including all mandatory fields the <b>application number</b> gets generated. If there are any mistakes, a message gets displayed for carrying out required corrections. Please correct wherever necessary and submit again. This process needs to be repeated till the application is filled correctly resulting in the message “saved”. This message viz. ‘saved’, signifies that you have successfully filled the application. This also results in generation of application number in field No. 23. Please note that if you do not fulfill the criteria prescribed for the post, the application gets rejected as explained under instruction No. 4 at Annexure – 1.
23	Application Number	: Once you enter all the details and finally get the message “saved”, the system will generate “ <b>Application Number</b> ”. 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.)
24	Print Acknowledgement and Bank challan	: After you note down the application number click on “Print acknowledgement and Bank Challan” to get the acknowledgement and Bank Challan for payment of examination fee.  A challan for payment of examination fee prescribed, will appear on the screen in duplicate. Please note that same application number also appears on the challan as Registration Number. Take a print out of the challan and pay the money at the nearest SBI branch available. The Bank will return one copy affixing their “PAID” seal. <b>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.</b>

### C. DUPLICATE ACKNOWLEDGEMENT AND BANK CHALLAN

If you want duplicate acknowledgement and Bank Challan (blank), on the main screen of BMRCL website, click on “Careers”. A screen appears. Click on “Download Duplicate acknowledgement and Bank Challan”. A screen appears. Enter application number and date of birth. Then click on “View acknowledgement &

Bank Challan". The duplicate acknowledgement and bank challan (blank) appears. You may take printout of the same.

#### **D. INSTRUCTIONS REGARDING ENTERING JOURNAL NUMBER IN THE SLOT GIVEN THEREFOR ON THE APPLICATION FORM**

On the main screen of BMRCL website, click on "Careers". A screen appears. Click on "Enter Bank Journal Number". A screen appears. It contains 7 fields. Following are the instructions for each field.

01.	Enter Application number	:	Enter the correct application number
02.	Enter Date of Birth	:	Enter your date of birth as mentioned in the application form.
03.	OK	:	Click on "OK".
04.	Applicant's Name	:	Your name will appear here, after you click "OK" as above.
05.	Enter Bank Journal Number	:	Enter the Bank journal number mentioned by the bank in the challan.  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.
06.	SUBMIT	:	Click on this button for submission of Bank Journal Number.
07.	APPLICATION STATUS	:	Status of the application will appear here.

#### **E. APPLICATION STATUS**

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.

#### **F. DOWNLOADING HALL TICKET**

Log on to [www.bmrc.co.in](http://www.bmrc.co.in). 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 on "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. Please see instruction No. 10 of Annexure – 1 for details.