User Manual of BEML Recruitment Portal

- **User need to Login to Internet.**

- **Logon to** https**://www.bemlindia.in/Current_job.aspx**

- **Under Advertisement "KP/S/01/2021" Click Apply Online.**

- **The URL Works well on Google Chrome browsers in Windows 8 and above PC / Laptop.**

Steps

- Screen appears as below

- Click on "Click here for New Registration" if registering first time

BEML LIMITED
Defence & Aerospace | Mining & Construction | Rail & Metro
Schedule 'A' Company under Ministry of Defence
Government of India

Candidate Registration (All Fields are Mandatory)

Advertisement :	<---Select Adv--->
Post Applied For :	Make sure you fullfills all Elligibility Criteria.
Name :	First Name / Middle Name / Last Name — Please do not use any prefix such as Shri/ Mr./ Ms./ Dr./ Mrs. Etc
Category :	<---Select Category---> SC/ST/OBC category should have a valid caste certificate issued by the Competent Authority as per Govt. of India.
Date of Birth :	mm/dd/yyyy DOB as recorded in the Matriculation/10th Standard or equivalent certificate.
Mobile Numer :	Mobile Number should be of 10 digit without starting with 0(Zero).
Email Id :	
Desired Password :	Enter a password of your choice — Length of Password should be 8 to 20 characters.
Confirm Password :	Confirm your password
Verification Code :	84E69C
Enter Verification Code :	Enter characters as in above image
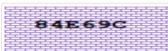
Back   Register

This is the ... of BEML Limited.
A Public Sector ... er the Ministry of Defence,
... it of India

- Fill all the necessary details and Click on "Register"

- Now to Submit application Login using Registration Number and the Password set.

Login If Already Registered

Registration Number

```
Enter Registration Number
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Password

```
Enter Password
```

84E69C

```
Enter characters as in above image
```

Login

- Click on Fill Application Form

Applicant Name	KUMAR SHARA		Registration Number	216124
Post Applied For	Junior E... e-Information Technology		Advertisement Number	KP/S/01/2021
Status	Re... ...u (Complete the Application on or before the last date.)			

Fill Application Form	Print Application Form	Download Admit Card
Go to Form	Print	Downlaod
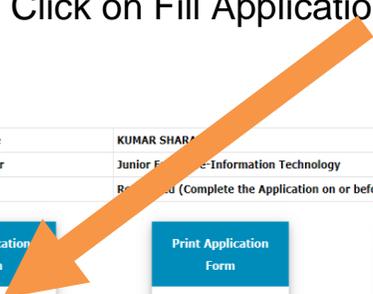
- Then fill the necessary details details as per the applicability
  - Fill Applicant Details

After filling all the fields Click "Save & Next".

- Fill Personal Details

After filling all the fields Click "Save & Next".

- Fill Educational Qualification and Experience Details

After filling all the fields Click "Save & Next".

- Upload Photo and Signature

After filling all the fields Click "Save & Next".

- Fill Other Information.

5) Other Information

Fields marked with (*) are mandatory.

*Are you in Govt. (Civil or Military) Service? If so, furnish details of service. :		○ Yes ● No
*Are you in receipt of any Pension either Military/Civil? If so, furnish details of Pension recieved.:		○ Yes ● No
*State minimum Basic Pay acceptable to you. :		[ ]
*If selected, how soon would you be able to join duty? :		[e.g. : 30 Days]
*Are you willing to service any part of India? :		● Yes ○ No
*Have you been candidate for any other post in this Organization? If so, furnish details. :		○ Yes ● No
*Have applied for appointment , scholarship elsewhere? If so, give details. :		○ Yes ● No
*Do you hold any office of profit in business occupation or part-time employement? If so, give details. :		○ Yes ● No
*Have you been convicted of any criminal offence? :		○ Yes ● No
*Do you take part in Sports/Games/Histrionics? If so, furnish particulars. :		○ Yes ● No
*Do you have any Relative in this Organization? If so, furnish particulars. :		○ Yes ● No

Upload Following Documents in .pdf format not more than 1 MB in size

*Matriculation/10th Standard or equivalent certificate as a proof of Date of Birth (Only .pdf file allowed)	Choose File No file chosen	
*XII th Marks Card (Only .pdf file allowed)	Choose File No file chosen	
*Certificate of Qualifying degree (Final/Provisional)(BE/B.Tech/MCA) (as applicable) (Only .pdf file allowed)	Choose File No file chosen	
*CA - CMA Cirtificates (as applicable) (Only .pdf file allowed)	Choose File No file chosen	
*Identity Proof as mentioned in Personal Details (Only .pdf file allowed)	Choose File No file chosen	
*Detailed Resume (Only .pdf file allowed)	Choose File No file chosen	
* SC / ST/ OBC / PWD / EWS Certificates (as applicable)(Only .pdf file allowed)	Choose File No file chosen	
*Place : [ ]		

[Previous] [Save & Preview]

Note:

- Make sure all mandatory fields are filled.

- In every step you need to Save the data.

- Once Submitted you can take the Print out of the same by clicking on Print Application form in Home page.

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