

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



The screenshot displays the BEML Limited website interface. At the top, there is the BEML logo with the tagline 'NEW FRONTIERS, NEW DREAMS' and the text 'BEML LIMITED Defence & Aerospace | Mining & Construction | Rail & Metro Schedule 'A' Company under Ministry of Defence Government of India'. Below this is a navigation bar with 'Home' and 'Vacancy/Notification Details'. The main content area shows a table of job advertisements with the following data:

Sl. No.	Advertisement No.	Post Name	Start Date	Last Date	Status
1	KP/S/01/2021	Junior Executive-Finance	17/05/2021	01/06/2021	Registration Open
2	KP/S/01/2021	Junior Executive-HR	17/05/2021	01/06/2021	Registration Open
3	KP/S/01/2021	Junior Executive-Information Technology	17/05/2021	01/06/2021	Registration Open
4	KP/S/01/2021	Desktop Support Engineers	17/05/2021	01/06/2021	Registration Open
5	KP/S/01/2021	Network Support Engineers	17/05/2021	01/06/2021	Registration Open

To the right of the table is a sidebar titled 'Login If Already Registered'. It contains a 'Registration Number' field with a placeholder 'Enter Registration Number', a 'Password' field with a placeholder 'Enter Password', a CAPTCHA image showing '874ADP', a field for 'Enter characters as in above image', a 'Login' button, and a 'Click here for New Registration' button. An orange arrow points from the 'Click here for New Registration' button to the text in the next step.

Note

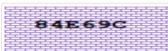
- This site can be best viewed in latest version of Google Chrome, Mozilla Firefox and Internet Explorer, etc.
- Pop-Up blockers should be disabled.
- Make sure JavaScript must be enabled for your browser.
- For any issues Please contact following email id's / Phone Number.
 1. Anitha k - anithak@cto.beml.co.in - 9845920306.
 2. Kumar Sharath - kumarsharath@beml.co.in - 9660063391.

This is the official website of BEML Limited. A Public Sector Undertaking under the Ministry of Defence, Government of India.

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

Home **User Registration**

Candidate Registration (All Fields are Mandatory)

Advertisement :	<---Select Adv--->	
Post Applied For :		Make sure you fulfill all Eligibility Criteria.
Name :	First Name <input type="text"/> Middle Name <input type="text"/> Last Name <input type="text"/>	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 <input type="text"/>	DOB as recorded in the Matriculation/10th Standard or equivalent certificate.
Mobile Numer :	<input type="text"/>	Mobile Number should be of 10 digit without starting with 0(Zero).
Email Id :	<input type="text"/>	
Desired Password :	Enter a password of your choice <input type="password"/>	Length of Password should be 8 to 20 characters.
Confirm Password :	Confirm your password <input type="password"/>	
Verification Code :		
Enter Verification Code :	<input type="text"/>	Enter characters as in above image

[Back](#) [Register](#)

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A Public Sector Enterprise under the Ministry of Defence,
Government 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

Password

[Login](#)

- Click on Fill Application Form

Applicant Name	KUMAR SHARMA	Registration Number	216124
Post Applied For	Junior Executive - Information Technology	Advertisement Number	KP/S/01/2021
Status	Registered (Complete the Application on or before the last date.)		

Fill Application Form

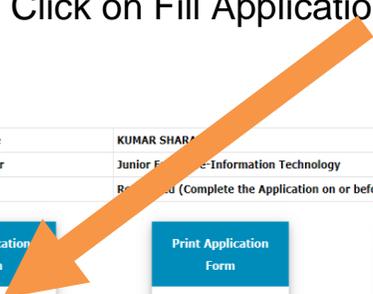
Go to Form

Print Application Form

Print

Download Admit Card

Download



- Then fill the necessary details as per the applicability
 - Fill Applicant Details

1) Applicant Details

Fields marked with (*) are mandatory.

Applicant Name :	SUHEEL K	Post Applied For :	Junior Executive-Information Technology
Date of Birth :	18-04-1991 Age : 30 Years	Category :	OBC
Mobile Number :	8660063391	Email ID :	kumar.sharath1991@gmail.com
*In case of working in Govt/Quasi-Govt Organizations/ PSU, whether applied through proper channel :		<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Not Applicable	
*Gender :	<input checked="" type="radio"/> Male <input type="radio"/> Female	*Marital Status :	-----Select-----
*Religion :		*Sub Caste :	
*Nationality :		*Annual Family Income : (In Lacs)	Specify in Lacs
*Person with Disability :	No	Disability Type :	NA
Nature of Disability :	NA	Disability Percentage (%) :	NA
Certificate No. :	NA	Date of Issue :	mm/dd/yyyy
*Place of Birth :			

[Save & Next](#)

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

- Fill Personal Details

2) Personal Details

Fields marked with (*) are mandatory.

*Identity Proof Type:	<----Select ID Type----->	*Identity Proof No. :	
*Father/Husband/Guardian/'s Name:		*Father/Husband/Guardian/'s Occupation :	
*Communication Address		*Permanent Address <input type="checkbox"/> Same as Communication Address	
*Address :	Enter Your Full Address	*Address :	Enter Your Full Address
*Country :	Country	*Country :	Country
*State :	State	*State :	State
*City :	City	*City :	City
*PIN :	PIN	*PIN :	PIN

Give Your Family Members Details					Languages Known					
Name	Age	Relation	Occupation	Location	Edit/Delete	Name	Read	Write	Speak	Edit/Delete
Enter Name	Enter Age	<----Select---	<----Select---	Enter location	Add	Enter Name	<----Select----->	<----Select----->	<----Select----->	Add

[Previous](#) [Save & Next](#)

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

- Fill Educational Qualification and Experience Details

3) Educational Qualification & Experience Details

Fields marked with (*) are mandatory.

***Educational Details From 10th/SSC Onwards**

Qualification	Subjects/Degree Name	University/Institution Name	Mode of Study	Years Studied	Date of Passing	Percentage Grade/CGPA	Class Division
<--Select-->			e.g., Regular/Private		mm/dd/yyyy		
Add More							

***Experience Details (Starting from 1st Employment)**

Org. Name/Assignment Details	From Date	To Date	Total Exp. (In Years)	Service Type	Post Held	Annual CTC	Monthly Take Home(Approx)	Nature of Work
	mm/dd/yyyy	mm/dd/yyyy		<--Select-->				Specify upto maximum 1000 characters
Add More								

Training/Certification Details

Nature of Training	From Date	To Date	Brief Description	Edit/Delete
Enter Training Name	mm/dd/yyyy	mm/dd/yyyy	Give details up to maximum 1000 characters.	Add

***Skills Possessed**

Give details maximum upto 1000 characters.

[Previous](#) [Save & Next](#)

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

- Upload Photo and Signature

4) Photo & Signature

Fields marked with (*) are mandatory.

***Upload your photograph : Only .jpg/.jpeg/.png formats are allowed**

[Choose File](#) No file chosen

Note :

- Photograph must be a recent passport size colour picture.
- Photo should be clearly visible in the adjacent box.
- Dimensions 150 x 120 pixels (preferred).
- Size of file should not be more than **50 KB**.

***Upload your signature : Only .jpg/.jpeg/.png formats are allowed**

[Choose File](#) No file chosen

Note :

- The applicant has to sign on white paper with Black/Blue Ink pen only.
- Signature should be clearly visible in the adjacent box.
- Dimensions 240 x 100 pixels (preferred).
- Size of file should not be more than **50 KB**.
- Signature in CAPITAL LETTERS shall NOT be accepted.

[Previous](#) [Save & Next](#)

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. :	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Are you in receipt of any Pension either Military/Civil? If so, furnish details of Pension received.:	<input type="radio"/> Yes <input checked="" type="radio"/> No
*State minimum Basic Pay acceptable to you. :	<input type="text"/>
*If selected, how soon would you be able to join duty? :	<input type="text"/> e.g. : 30 Days
*Are you willing to service any part of India? :	<input checked="" type="radio"/> Yes <input type="radio"/> No
*Have you been candidate for any other post in this Organization? If so, furnish details. :	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Have applied for appointment , scholarship elsewhere? If so, give details. :	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Do you hold any office of profit in business occupation or part-time employment? If so, give details. :	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Have you been convicted of any criminal offence? :	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Do you take part in Sports/Games/Historionics? If so, furnish particulars. :	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Do you have any Relative in this Organization? If so, furnish particulars. :	<input type="radio"/> Yes <input checked="" type="radio"/> 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)	<input type="button" value="Choose File"/> No file chosen
*XII th Marks Card (Only .pdf file allowed)	<input type="button" value="Choose File"/> No file chosen
*Certificate of Qualifying degree (Final/Provisional)(BE/B.Tech/MCA) (as applicable) (Only .pdf file allowed)	<input type="button" value="Choose File"/> No file chosen
*CA - CMA Certificates (as applicable) (Only .pdf file allowed)	<input type="button" value="Choose File"/> No file chosen
*Identity Proof as mentioned in Personal Details (Only .pdf file allowed)	<input type="button" value="Choose File"/> No file chosen
*Detailed Resume (Only .pdf file allowed)	<input type="button" value="Choose File"/> No file chosen
* SC / ST/ OBC / PWD / EWS Certificates (as applicable)(Only .pdf file allowed)	<input type="button" value="Choose File"/> No file chosen
*Place : <input type="text"/>	
<input type="button" value="Previous"/> <input type="button" value="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.
