

## HOW TO APPLY

### A. INSTRUCTIONS

Log on to [www.bmrc.co.in](http://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 then you have to upload photo,

#### **2. Application Number**

Once you enter all the details and finally get the message "saved", the system will generate "**Application Number**". Immediately note down 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 years in the entire course like Engineering Degree / Diploma / ITI as the case may be i.e. total marks obtained in all years 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 / Diploma should be from an Institute/organisation recognised by AICTE. The ITI certificate should be recognized by NCVT / SCVT. In case of Ex-Servicemen candidates, the equivalent certificate should be issued by the Armed Forces.

Candidates possessing qualification in the equivalent stream to the relevant Engineering Degree / Diploma / ITI may apply subject to the condition that they should produce documentary proof obtained from competent authorities / Directorate of Technical Education, Govt. of Karnataka in respect of Engineering Degree / Diploma and NCVT/SCVT certifying the said equivalence. Such document needs to be produced at the time of verification. If such document is not produced at the time of verification 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.

## **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/10<sup>th</sup> 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 / Cat I, Cat IIa, IIb, IIIa, IIIb 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. If you belong to Ex-servicemen category, Certificate of Discharge issued by the Competent Authority in Army / Navy / Airforce indicating date of joining, date of discharge and rank held, along with other details (please see para 1.08 of General Instructions).
- e. Character Certificate obtained from Educational Institution / Gazetted Officer on or after date of Employment Notification.
- f. Eligibility certificate issued by the Assistant Commissioner of the area, if applied for posts earmarked for Local Cadre i.e. posts reserved for candidates belonging to Hyderabad – Karnataka region (Bidar, Kalaburgi, Yadgir, Raichur, Koppal and Bellary districts)

All these documents (as applicable) shall have to be produced in original along with one set of photo copies for verification by the short listed candidates.

## 7. Payment of application fee through on line payment / challan

Please note that if you apply today then you can make payment from 11.00 AM onwards on the next day. If you try to make payment immediately after the application is submitted it will not be possible as your information will not be available with the Bank.

Click on “Make Payment” a screen will appear . Tick terms and conditions, then click on Proceed. A screen will appear, Enter application number . then it will display category for payment, name, mobile number and date of birth automatically. Check the details whether information displayed is correct or not. Then select mode of payment (net banking / debit card / credit card / (SBI branches) challan). Then proceed to make payment by clicking on SUBMIT.

In case there is a time gap and the page is refreshed then a screen will appear and you will have to Select Karnataka under State of Corporate/ Institution, and select PSU under type of Corporate / Institution, then click on GO. Then select Bangalore Metro Rail Corporation Limited then click on Submit and proceed thereafter.

Those who are making payment at SBI Branches (through Challan) should take a print out of challan and pay the fees at the nearest SBI branch. **All SBI branches shall start accepting the challan from 04.01.2019.** The last date for payment of application fee by all modes is **04.02.2019**

You need to again visit BMRCL website, click on “Careers”. A screen appears. Click on “Check payment status”. Enter the details and check the status.

Step by step screen shot for making payment is available in the website.

## 8. Acceptance of application by BMRCL

To check your application status, 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 8 days of payment, send payment details to [helpdesk@bmrc.co.in](mailto:helpdesk@bmrc.co.in). Helpdesk contact No.080 22969200 for necessary clarification.

Last date for seeking clarification regarding rejection of application is **05.02.2019**. No such requests will be entertained after this date.

## 9. Contact

For any clarification regarding filling up the application, you may contact our Help Desk at No. 080 22969200 /22969400 or email [helpdesk@bmrc.co.in](mailto:helpdesk@bmrc.co.in). 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 on-line application form.

## 10. Hall Ticket - verification of photograph on the Hall ticket in the Examination hall

The Written Test will be held on **Sunday, the 24<sup>th</sup> February 2019**. The Hall ticket should be downloaded from **16<sup>th</sup> February 2019** onwards. 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 in duplicate. The Hall Ticket will contain your name, date of birth, post applied for, date of examination and examination centre. When you go to the examination centre at the appointed time, you need to carry both copies of the Hall ticket.

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. If the Hall Ticket is not produced then you will not be allowed to take the written test.