

Important steps for filling Online Application form for recruitment of Executive Trainee in BBNL through GATE-2017:

Eligible and interested Applicants are advised to read the full **Advt. No. BBNL/HR/01/2016 Dated 27th September 2016** available under **careers page** on our web site www.bbnl.nic.in. Applicants are required to apply online only.

No physical copy of the application is required to be sent to BBNL.

Caution: Concealing/falsification/misleading of any information in the online application may lead to disqualification of the candidature from current and future recruitments of BBNL and the same would be criminal offence for which appropriate legal action can be taken.

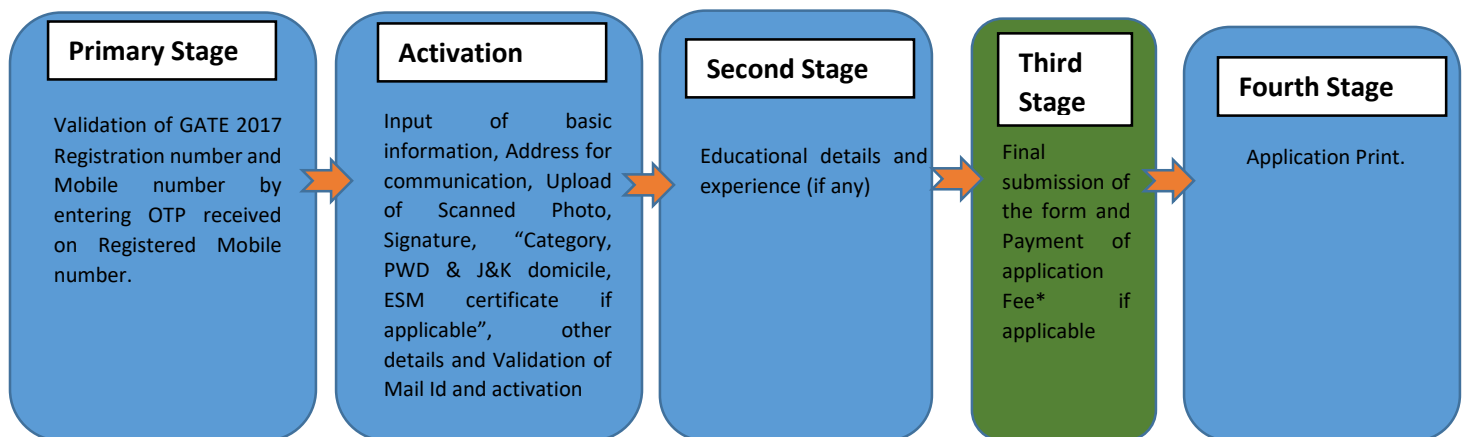
Pre-requisites for Applying Online:

- i. Candidates should have a valid GATE-2017 Registration Number.
- ii. Candidates should have valid e-mail ID and Mobile Number which should be kept active till the declaration of results. It will help them in getting call letter and advices etc., via email.
- iii. Keep ready scanned image of passport size photograph (same as used for GATE-2017 Registration) in .jpg/ .jpeg format in size of 20-50 Kb and 4.5cm x 3.5 Cm in dimension.
- iv. Scanned image of signature in .jpg/ .jpeg format in 10-20 kb in file size and 4.5cm x 3.5 Cm in dimension.
- v. **Certificates wherever applicable are to be uploaded in pdf form and the size of the pdf file should not exceed 250 Kb**

Note: Application is not completed unless the applicant has uploaded, photograph, Signature and made the payment of recruitment fee of Rs. 500/- plus applicable bank transaction charges. (SC/ ST/ PWD category candidates are exempted from payment of application fees)

Step by step instruction

- i. Applicant can click on **“Apply Now”** to apply fresh to BBNL.
- ii. The Stages of online registration are as follows:



- iii. In the Preliminary Registration page, Fill up the GATE 2017 registration number and Mobile Number and click on **“Next”**. **The candidate should keep the mobile number active till declaration of results.** The GATE-2017 Registration Number and mobile number of the candidate shall be validated at this stage.
- iv. The next stage is the activation, where the email- ID of the applicant will be validated. In the activation page, fill in the other details like Name, Father’s Name, Date of Birth, Community, Email ID, GATE-2017 Registration number, Mobile no., and address for communication/permanent address and other details. The details should match that of 10th Class certificate. Applicant will not be able to proceed to the next step if they have not given valid GATE-2017 Registration ID, Email ID and mobile no. On submission of details as in point iv, an email will be received in the registered email-ID with a link for activation, on clicking the link, the registration process will proceed on to next stage. **In case of non-receipt of Email verification link, applicant may check the mail in SPAM folder.**
- v. The applicant can proceed to the **second stage** of registration next through ‘Candidate Login’ menu from the home page of on line registration portal and login with their GATE 2017 Registration number and Date of birth. In this stage applicants have to fill in their Educational details, experience details if any.
- vi. Next the applicant proceed to the **Third Stage** of registration where applicant may pay the application fee (where applicable) through one of the following modes:
a) Credit/Debit Card, Net banking (Transaction Charges Extra)
b) Bank Challan (Along with Transaction Charges if applicable)
Applicant can download the Punjab & Sind BANK Challan prefilled with their specific details and make the payment in any branch of Punjab & Sind Bank. After making the payment the candidate may login again through the Applicant Login Menu and submit the form finally.

Except for the online mode candidate have to wait for three days after making their payment for the verification to be completed. **Once the payment is validated, the BBNL registration ID will be generated and the candidate will not be able to edit the form thereafter.** Accordingly candidates must verify the details filled up thoroughly before making the final submission of the application forms.

- vii. In the fourth stage of registration, the applicant can take the print out of their application for future reference. Only when the payment is verified, the Applicant will be able to print the applications.

Important Note:

- The scanned file should be in 100 dpi colour as JPEG format and file size should be between 20 to 50 kb for Photo and 10-20 kb for signature. The size of the PDF File to be uploaded should not exceed 250 kb.
- Sample images will be displayed in the preview to help candidates to compare and check the quality of their images. Candidates can submit the template if the preview is clear. Otherwise they can repeat the process. Applicants may note that if the photo, signature are improper the candidature will be rejected. (Refer to instructions for uploading)
- After the final submission, applicants can print out their application for reference. The application printout **need not be** sent to the BBNL.