

A. INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM

- 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 and address for communication.

Sl No	Fields		Instructions
01	Select Post*	:	Select the post for which you are applying from the list.
02	Candidate's full name*	:	Enter your full name correctly without any spelling mistake 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. Select the nationality as "Indian" by clicking on "Indian".
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 02.02.2019</u> will be calculated automatically once you click "SUBMIT" Button.
10	Cadre		If you belong to Hyderabad – Karnataka Region select "Local Cadre. If you do not belong to Hyderabad - Karnataka Region select "Residual Parent Cadre"
11	Category*	:	Select the Category i.e. indicating whether you belong to reserved category viz. SC / ST / Cat I, Cat IIa, IIb, IIIa, IIIb. If you do not belong to any of the reserved categories, select GM (General Merit). Next select appropriate category viz. Women, Rural, Ex-Servicemen, Kannada Medium, Project displaced person. If you do not come under any of the above categories select "Others" If there are no posts in the selected category, the candidate will automatically be considered for General Merit.
12	Visible Mark of Identification on Body	:	Please Specify identification marks on your body such as birth mark, mole, scar etc.

SI No	Fields		Instructions
13	Full address for communication*	:	Enter address for communication mentioning door no, street no, area, taluka, district, State and pin code. 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 in this field).
14	Place of permanent residence	:	Please mention village, taluka, district and State. [For eg. "Savadi" village, "Athani" taluk, "Belgaum" district, "Karnataka" State.]
15	Priority wise Preference of Examination Centres*	:	The examination centres will normally be in the four Divisional Headquarters viz. Bengaluru, Mysuru, Belagavi and Kalaburgi. 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.
16	E Mail*	:	Enter your Email address. To ensure correct Email id, you need to enter the same twice and confirm.
17	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 and in case of Mobile No, it should be 10 digit number only</u>
18	Mobile Number**	:	<u>Please note that giving mobile number will enable us to send SMS if required.</u>
19	Knowledge of Kannada*	:	Knowledge of Kannada, to speak, to understand, to read and write is compulsory. Hence appropriately tick against each box provided therefor.
20	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. Candidates possessing qualification equivalent to the relevant stream of ITI / Engineering Degree / Diploma may tick the last box and under next column titled "specify", enter the equivalent qualification possessed by you and then enter details viz. <u>University/ Institute, State/UTI, year of passing and percentage of marks in the appropriate columns.</u>
21			Tick "Send SMS and Email" if you want to receive SMS or Email if any, otherwise click on "Don't Send SMS and Email"
22	Enter Text Shown in the image		Enter the number which is shown in the image
23	SUBMIT	:	After entering all fields up to field No. 22, verify the correctness once again. Read the Declaration / Certificate contained in Field

SI No	Fields	Instructions
		20 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 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.
24	Pop up Messages	: If you have correctly filled the application including all mandatory fields the application number 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. 25. 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.
25	Application Number	: Once you enter all the details and finally get the message "saved", the system will generate " Application Number ". 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.

B. Upload Photo

Please click on "Upload Photo" button to upload recent colour passport size photograph in the JPG format, After clicking Upload Photo button **Upload Photo** window will open

01. Enter Application Number
02. select Date of Birth
03. Click on "Search" button
After validating Application number and Date of Birth
04. Please upload recent colour passport size photograph in the JPG format . File size must be less than 50 kb.
05. Click on "Preview" button. Once you click "Preview" photo will be displayed in field No. 06.
06. Photo will be displayed here.
Ensure that the photo appears clearly in all respects.
If the photo is not clear go back to field No. 04 and Preview once again. If the photo is not uploaded properly you will not be allowed to take the written test.

Click on "UPLOAD" button. Then Photo uploaded successfully message will show then take print Acknowledgment

C. Make Payment

After you “submit” the application and note down the application number generated, click on “Print acknowledgement and Make payment” to make payment of exam fees.

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.

D. Mapping of Application for Maintainer/Section Engineer to Junior Engineer

If you applied for multiple post like “**Maintainer and Junior Engineer**” or “**Section Engineer and Junior Engineer**”, you must map both posts application numbers so that we can try to give same examination centre for both the posts. Please not that you must select exam centre same for both the posts.

01. Please enter your Accepted Application No. of Maintainer/Section Engineer.
02. Please enter your Accepted Application No. of Junior Engineer.
03. Then click on “Update” button then you should get bellow message for successful mapping.
“Application Numbers Mapped and Saved Successfully..”

E. DUPLICATE ACKNOWLEDGEMENT

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

acknowledgement". The duplicate acknowledgement appears. You may take printout of the same.

D. APPLICATION STATUS

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 2 days please send a scanned copy of the Bank Challan to helpdesk@bmrcl.co.in. Contact Help desk at No.080 22969200 / 22969400 for any clarification. Such requests will be entertained only upto 05.02.2019.

E. DOWNLOADING HALL TICKET

Log on to www.bmrcl.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, post applied for, date of examination and examination centre. The Hall ticket comes in duplicate. When you go to the examination centre at the appointed time, you need to carry both copies of the Hall ticket. Please see instruction No. 10 & 11 of Annexure – 1 for details.