ADVERTISEMENT NUMBER - BL/CHRD/RECT/O1/2019

HOW TO APPLY

Candidates should apply only apply online through www.blrecruit.in

(Hard copy of application will not be received)

(i) Before applying, candidates should keep scanned images of their photograph and signature ready (see the instruction on photo/signature upload given on the website).

(ii) Please fill in all information very carefully and review the same before submission. Once data is submitted in the application, no change can be done.

(iii) A valid e-mail ID and Mobile Number are mandatory for registration and email ID should be kept active for further communication at least till the selection process is over. Candidates are advised to read "Advertisement" and "How to Apply" carefully and then fill the online application form with utmost care as no correspondence regarding changes/modifications will be entertained later.

You are first required to visit the above-mentioned website where following information are available:
a. Advertisement
b. How to Apply
c. Guide to Online Registration
d. FAQ

(iv) The "Guide to Online Registration" shows each step to be followed. Perform the steps one by one to complete the online registration process. It's a sequential process where the next step will only get activated after successful completion of the previous step. Therefore, candidates are required to complete each step carefully and validate their candidature.

(v) Candidates should enter their details in the correct place and while entering data they should follow the sequence (Instructions- Personal Details- Qualification Details- Experience Details) of the registration form to get better output. Once each of the tabs in the form is filled up, and photograph & Signature has been uploaded, candidates should save their details by clicking "Submit". After submitting the candidate will be able to preview the details of what they have entered.

(vi) Depending on the selections made in categories like Caste/Tribe/ Community/ Ex Servicemen Status/ PwBD/ EWS additional upload is mandatorily required. The format of certificates needed to upload are available in the upload section. Please upload all certificates in the format given in the website only.

(vii) Once the candidate clicks on "Submit" (this submission explicitly indicates that no further changes/modification will be allowed), the system will ask whether the candidate wishes to preview his/her application form and apply for final submission. The Candidate will get a Registration Number and a Password which are to be noted for future references. The system will also send an email indicating the password. (So, be careful while entering your email id during filling up online application form).

(viii) The Candidate is now a registered candidate. He/ She can login now and see a list of vacancy. They are required to click on the "Apply Now" button after reading the qualifying criteria.

(ix) If the candidate's experience and qualification matches with the job criterion, their application will be automatically accepted and he/ she will receive a confirmation email and sms.

(x) After applying the system will immediately show the candidate "PAY NOW" option if the candidate is required to pay. The candidate must click on "Pay Now" and pay the application fee.

(xi) Candidates are requested to apply for the position within due time and not wait for the last date to submit their application. In case there are some issues on the last date due to heavy traffic of applicants, Balmer Lawrie shall not be liable for non-submission of any application.

Mode of   Payment:

a. Online Mode: There would be three options in online payment mode which are Credit Card, Debit Card and Internet Banking. Applicant will be redirected to third party payment gateway or respective bank with the requisite amount to pay. After completion of payment it will be again redirected to www.blrecruit.com with a transaction id and transaction status. If transaction status is successful, applicant may log into the website again to check the updated payment status. If amount is debited from the bank account/card and transaction is not successful, applicant needs to wait three banking days to verify payment status again in the website.

b. The online application process is completed only after the payment status shows that the requisite fees has been paid. If, even after five days of making the payment, your page shows a "Pending" status, get in touch with us at the following email is query@blrecruit.in.

c. After completing the online application, candidates should take a print out of the application form. The printout, along with self-attested photocopies of all relevant documents pertaining to the eligibility, qualification, experience, research & publication are to be produced on the date of exam.

d. The certificates/documents will be required to be submitted at the time of the examination. All original certificates/documents etc. in support of claim(s) made by the candidates should be produced, as and when required by the Company, failing which the candidature may be rejected.

Note: Candidates are advised at their own interest to apply on-line well before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of link-related problems. Balmer Lawrie does not bear any responsibility for the candidates not being able to submit the application form or application fee due to any link related problems on the last day.