

# How to Apply Guide

## Overview

You can register for BET-2019 from the official BCIL website <http://www.bcil.nic.in> ; from **20<sup>th</sup> February 2019 to 22<sup>nd</sup> March 2019**.

Steps for Registration for BET 2019 are as follows:

- Register to create a Profile
- Login with system generated User ID and Password
- Submit Application, process payment (if applicable).

Upon creating a profile, you will receive a User ID and Password on your registered email ID and mobile number. Using these credentials, you can login as Registered Applicant to fill the Application form. The application may be saved at any stage and can be re-visited to complete later. Once the form is submitted, you will not be allowed to edit any details in the Application form.

## Before you register

Kindly follow the instructions below before you start registration:

1. Check your eligibility for BET 2019 by referring to the advertisement on the website.
2. Ensure you have a valid and unique email address and mobile number.
3. “\*” (asterisk) indicates a mandatory field. The boxes marked with this symbol are mandatory.
4. Keep the following information ready information for filling the form as given below:
  - a. Personal details
  - b. Qualifying Exam Mark sheets
  - c. Applicable Certificates to upload
  - d. Scanned images of your passport photo and signature (as per guidelines)

## Step 1: Registration to get User ID and Password

- Go to: <https://www.bcil.nic.in>
- Then click on **‘BET 2019- Apply Online’**
- Then click on **‘New Registration’**, you will be redirected to registration form.

The entries in registration form cannot be changed once submitted, hence, ensure that you enter the required information as below correctly.

- **Name of Candidate:** This should be same as on valid government id proof.
- **Date of Birth:** Use the calendar icon to select the correct date.
- **Email Address:** Should be valid and unique. You will receive your User ID and Password on this email address only.
- **Mobile Number:** Should be valid and unique. You will receive your User ID and Password as an SMS on this number only.

## Captcha

The Captcha box is a special set of characters displayed on the screen. You will need to retype the characters in the box provided. This is a safety feature designed to ensure that a human is entering the details and not a computer program. If you have trouble reading the characters, click on 'Get a new image' to refresh the letters.

## Declaration

By selecting the 'I Agree' checkbox in the *Declaration* section, you are committing to be honest and fair in all your actions and information provided in the Registration Form. It is mandatory to agree to the contents in the Declaration to proceed to *submit* the form.

## Confirmation of Registration

Within minutes of submitting the Registration Form, you will receive a User ID and password on the registered email id from the *Administrator*. Ensure that you check your mailbox immediately and that it is not considered as spam mail.

You will also receive the User ID and Password as an SMS on the registered mobile number. Using these credentials, you may proceed to complete your application.

## This ends Step 1 of the Registration Process

## Step 2: Fill Application Form

Registered Users Click on '**Applicant login**' for Application form with User ID and password received on your email and mobile number.

Please read the important instructions carefully and click on '**Continue**' button.

The Application Form is categorized into the following four sections:

1. Personal Details
2. Qualification Details
3. Document Upload
4. Declaration

Read the **Note** on top of the form before you begin filling the information. You can *Save* and Exit the form any number of times to edit and complete later or *Save & Continue* each section till you submit the application. However, you will not be allowed to continue, if mandatory information is not filled or the required certificates are not uploaded.

Once you have completed the last section, your application is considered complete. Post this, changes to any information provided on the application form is not possible. However, you may print or save the form from the website by login in again.

Please note after the form is submitted, payment has to be made for the test (if applicable). You can login by visiting <https://bcil.nic.in> and proceed with your payment. **Please do not send the hard copy of the application submitted.**

## 1. Personal Details

- Candidate Name and Date of Birth fields will be populated automatically based on the information provided at the time of registering your profile.
- Select **Gender** (Male/Female/Transgender)
- Select the **Category** (General/SC/ST/OBC/EWS)
- Select **Marital Status** (Single/Married)
- Select Yes for **Differentially abled** (if applicable).
- Your **Email id** and **Mobile number** will automatically populate in Application form as filled during Registration process. If you wish to enter Alternate email id and mobile number you can fill details.
- Enter Your **Correspondence Address**, which will be used for communication.
- Enter your **Permanent Address**.

Once this section is complete, click on **Save and Continue** to proceed to next section.

## 2. Qualifying Exam Details

- Select Your **Qualifying Exam** and **respective subject**.
- Please select your Exam status as **Passed or Appearing in 2019**.
- Select your **University Name** and **Percentage of marks** obtained.
- Select **Date of Passing** the Qualifying Examination.

Once this section is completed, click on **Save and Continue** to proceed to next section.

## 3. Documents Upload

### Mandatory Documents:

- Upload your recent passport size photograph (Maximum 80 Kb size, in JPG/JPEG format)
- Upload your recent scanned signature (Maximum 80 Kb size, in JPG/JPEG format)
- Upload your Date of Birth Proof as per guidelines (Maximum 150 Kb size, in JPG/JPEG format). Date of Birth Proof can be the DOB certificate in English or if in regional language then a declaration in English; SSC Certificate; PAN Card; Passport.
- Upload your **Qualifying Marks Certificate** and **Applicants appearing for Exam in 2019** have to upload scan copy of form in qualifying exam certificate duly filled and **signed by HOD/HOI** (Maximum 150 Kb size, in JPG/JPEG format).

### Documents (if applicable):

- Category/Caste Certificate (Maximum 150 Kb size, in JPG/JPEG format).
- Differentially Abled Certificate (Maximum 150 Kb size, in JPG/JPEG format).

#### **Note for Uploading Documents:**

- a) Please use the provided template forms only, for category/caste certificate and qualifying degree certificate. **No other formats will be acceptable.**
- b) The documents are to be uploaded in the mentioned size limits. The system will not accept documents beyond desired size limits.

**Once documents are uploaded, Click on Save and Continue to proceed to next section.**

#### **4. Payment and declaration**

- In this section applicants need to select **Test City Preference**. Applicants can select three different preferences of cities.
- Applicable test fee will be displayed as given below:
  - General, EWS and OBC category – Rs. 1000/-
  - SC, ST and Differentially abled – Rs. 250/-
- Candidate need to select mode of **Payment: Net Banking/Card Payment**
- After this, applicant must read declaration and submit the Application form. Before submitting, candidate must check whether he has filled all the mandatory details.
- For making the payment candidates will be directed to payment gateway.
- Until the payment is made (if applicable), the candidate will not be registered for the test.
- Please download the **Acknowledgement Receipt** for any future communication (if required).