

**Important Instruction before you apply online (Advertisement No: BGCL/OPEN/MISC/4/2025)**

- Please go through the detailed advertisement and ensure that you meet all the eligibility requirements and other conditions specified in the detailed advertisement before you start filling up the application online.
- Since all the applications will be screened based on data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that the candidates have furnished false or wrong information, their candidature will be rejected. Canvassing in any form during any stage of recruitment process will lead to cancellation of candidature.
- Percentage of marks in the essential qualification(s) shall be considered as per rules/ norms of the concerned Institute/ University. Wherever, CGPA/ OGPA or letter grade in a degree is awarded, equivalent percentage of marks should be indicated in the application as per norms adopted by University/ Institute.
- Experience details along with industry type, period served, position title, monthly salary & job responsibilities. In case you have served at different positions in an organization, details of all such positions held in the organization with period served, position title, monthly salary & job responsibilities.
- Category [SC/ ST/ OBC (NCL)/ EWS/ PwBD] once filled in the online application form will not be changed and no benefit of other category will be admissible later.
- Applicants are required to have a valid Email ID and Mobile Number for registering and creating login credentials. Please create a new e-mail ID, if you do not have one, prior to filling up online application.
- Online Application Form is available in English Language, and it can only be filled in English Language.
- Mandatory fields in the online form are marked with \* (asterisk) sign.
- Applicant can click on 'Apply' to fill up the application form.
- An Applicant is required to upload the scanned images of his/her recent photograph and signature in JPG/JPEG format
  1. **a.** Size of the photograph (passport size) and resolution 150-pixel (Width) X 200 pixel (Height)
  2. **b.** Size of the signature and resolution 150-pixel (Width) X 100 pixel (Height)
- Applicant should carefully fill all the information as asked in the application form and click on the declarations checkbox to enable the 'Preview' button before final submission.
- After previewing the details as filled in by the applicant, he/she can either click 'Submit' for final submission or click 'Cancel' button for necessary corrections before final submission.

- **Application once submitted cannot be altered / resubmitted, under any circumstances.** Further, no request with respect to making changes in any data/ particulars entered by the candidate in the Online Application form will be entertained once the application is submitted successfully.
- Candidates belonging to General, EWS and OBC (Non-Creamy Layer) category are required to pay a non-refundable application fee of Rs. 200/- (Rupees Two Hundred only) (excluding applicable Taxes).
  1. **a.** The User Manual for payment of application fees is available at BGCL website (Apply Section) in the following path: <https://bgcl.co.in> → careers → login → user Manual for Payment of Application fee.
  2. **b.** The Application fee once deposited/ paid will not be allowed to be withdrawn and the application fee once paid will neither be refunded on any account, nor would this fee be held in reserve for future exam/ selection.
- Applicant's application (for the candidate belonging to General, EWS and OBC (Non-Creamy Layer)) will not be considered if application fee is not paid for that application.
- After submitting online application, candidate is required to download the application form generated by the system with unique registration number. The same can be downloaded from the site after successful submission of the online application form (Activity section of Home Page). Candidate should put his/ her signature at the space provided and keep the form with him/ her for future reference.
- Candidates belonging to SC/ ST/ OBC (NCL)/ EWS/ PwBD category, will be required to submit relevant caste/tribe certificate/ PwBD certificate in the prescribed format issued by the Competent Authority as prescribed by Government of India, along with the hard copy of the online application form at the time of further selection process. To download the prescribed format please follow the following path: <https://bgcl.co.in> → careers → login → user → Manual for Payment of Application fee.
- Candidates with less than 40% disability will not be considered for any relaxation which is applicable to Persons with benchmark disability candidates.
- Candidates are NOT required to submit hard copy of application form to BGCL at this stage.
- The last date for filling online application form is 1700 hrs of 20.11.2025. However, it is advised to submit your application at the earliest to avoid any last-minute rush
- For any other issues related to online application form you can contact the following-
  1. **Email** [career@bgcl.co.in](mailto:career@bgcl.co.in)
  2. **Contact No** 033-23248078 (From 10:00 AM to 5:00 PM on all working days)