



**BOKARO POWER SUPPLY COMPANY (P) LIMITED**  
(A Joint Venture of SAIL & DVC)  
Hall No. M-01, Old Administrative Building, Ispat Bhawan, Bokaro Steel City-827001  
Company's website: [www.bpscl.com](http://www.bpscl.com)

**Advertisement No.: BPSCL/HR/Rect/2026/01**

**Date: 09.02.2026**

BOKARO POWER SUPPLY COMPANY (P) LIMITED (BPSCL) is a Joint Venture of Steel Authority of India Ltd. & Damodar Valley Corporation, and registered under the Company's Act 1956. The main business of the company is steam and power generation with present capacity of 338 MW power and 2180 TPH steam generation. The Company has been established for catering to the captive steam and power requirements of SAIL, Bokaro Steel Plant. It has also ventured into Solar Power generation sector with installation of several Rooftop Solar PV units with an aggregate capacity of 2.1 MWp. The Plant and Office are situated at Bokaro Steel City, Jharkhand.

BPSCL invites applications from young, energetic, result- oriented & promising talent for filling up the following post in Executive grade for its Plant at Bokaro Steel City, Jharkhand:

**1. Details of Post:**

**Assistant Manager (E-1): 15 Nos. (In the pay scale of Rs. 50,000–3%–Rs. 1,60,000/-)**

Name of the post & grade	No. of Posts	Reservations				
		UR	SC	ST	OBC (NCL)	EWS
Assistant Manager (Boiler Operation Engineer) (E-1)	15	8	2	1	3	1

**2. Reservations:**

- The reservation of posts for SC/ST/OBC (non-creamy layer)/EWS category shall be as per Presidential Directives/Govt. Guidelines.
- Candidates belonging to reserved categories may also apply against the unreserved posts, provided they fulfil the eligibility criteria for unreserved category.
- The SC/ST candidates will be required to produce Caste Certificate in the prescribed format issued by the Competent Authority at the time of Interview.
- The OBC (non-creamy layer) and EWS Candidates are required to submit the requisite certificate OBC (non-creamy layer)-caste certificate and EWS-Income and Assets Certificate respectively in the prescribed format issued by the competent authority on or after 01/04/2025 and a self-declaration at the time of Interview. OBC candidates belonging to 'Creamy layer' are not entitled to OBC concession and such candidates have to indicate their category as Unreserved.
- If the SC/ST/OBC (non-creamy layer)/EWS certificate has been issued in a language other than English/Hindi, the candidates will be required to produce a self-certified translated copy of the same either in English or Hindi at the time of Interview.
- Category once entered in the online application form, will not be allowed to be changed and no benefit of other category will be admissible later on.

**3. Eligibility Criteria:**

S. No	Name of the Post & Grade	No. of Post(s)	Upper Age Limit(as on 05.03.2026)	Essential Minimum Qualification
1	Assistant Manager (BOE) (E-1)	15	30 years	<ol style="list-style-type: none"><li>B.E./B.Tech.(Full time) in Mechanical/Electrical/ Chemical/Power Plant/Production/Instrumentation Engg. from Govt. Recognised University/Institution with minimum 65% marks (average of all semesters/years) for GEN/OBC(NCL)/EWS and 55% (average of all semesters/years) for SC/ST/ candidates.</li><li>Boiler Operation Engineer certificate issued by Central/State Boiler Board</li></ol>

**Guidelines:**

- (i) Candidates who have not acquired the prescribed qualification etc, as mentioned above, on or before the closing date for submitting application i.e. **05.03.2026** need not apply.
- (ii) The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all subjects in all semesters/years by aggregate maximum marks multiplied by 100.
- (iii) Wherever the University/Institution prescribe CGPA score instead of percentage, the CGPA score will be converted into equivalent percentage as per norms of the University/Institution to determine the eligibility. The candidate will have to produce a copy of these conversion norms with respect to his/her university/ Institution at the time of Interview. If no norms are specified by the University/Institution, the CGPA score will be converted into percentage on proportionate basis, e.g. the CGPA of 8.3 out of 10 will be treated as 83%.

**4. Age Relaxation:**

- (i) The maximum age is relaxable by 5 years for posts reserved for SC/ST candidates and by 3 years for posts reserved for OBC (Non-creamy Layer) candidates.
- (ii) Departmental candidates (employees of BPSCL) will be given relaxation of 10 years over and above the upper age limit. However, the upper age limit for the departmental candidates will be 45 years, irrespective of the category of the candidate.

**5. Emoluments and other benefits:**

Name of the Post	Grade	Scale of Pay
Asst. Manager (BOE)	E-1	Rs.50,000–3%–1,60,000/- On successful completion of one year probation, they shall be placed in E-1 grade in the Scale of Pay Rs.60,000–3%–1,80,000/-

- (i) In addition to Basic Pay and Industrial Dearness Allowance, employees are also entitled to get Perquisites under cafeteria approach, as applicable, Contributory Provident Fund, Gratuity as per Payment of Gratuity Act, 1972, Medical Treatment for self and entitled dependents etc., as per rules of the Company. In addition, House Rent Allowance will also be paid if company accommodation is not available.
- (ii) Allotment of Company Accommodation to you would be made in accordance with the applicable House Allotment Rules. As per the rules, HRA would not be payable, if Company accommodation is available for allotment. You will be liable to pay house rent, electricity/water/other charges as applicable and damages, if any, in respect of the quarters/hostel allotted to you.
- (iii) Your appointment in the Company will be treated as fresh recruitment (if not a departmental candidate) and the company will not bear any liability on account of leave salary, pension contribution, notice period pay etc., to your former employers, if any.

**6. Mode of Selection:**

- (i) For the post of Asst. Manager (BOE) (E-1), candidates will be required to appear for Computer Based Test (CBT). However, candidates may be required to appear for Interview (without CBT) depending on the number of applications received for the post(s) as per the policy of the Company. Based on the marks obtained in CBT, candidates will be shortlisted post-wise/category-wise for Interview in the ratio of 1:3, i.e. for one post three candidates will be called. If the cut-off marks, so arrived at, are obtained by more than one candidate – all of them will be called for Interview. The same shall be intimated to the eligible candidates through Call Letter/ Email/SMS and BPSCL website.
- (ii) For final selection, merit list will be drawn by combining the scores of Computer Based Test (CBT) and Interview with the weightage of 80:20 in that order or as per the merit list of Interview (as the case may be).
- (iii) The minimum qualifying marks in the CBT for unreserved/EWS posts will be determined based on 50 percentile score. For SC/ST/OBC (non-creamy layer) posts, the minimum qualifying marks will be 40 percentile score.
- (iv) CBT/Personal Interview will be held at the centres spread across the country as may be decided by the management.

**7. Medical Standards:**

You will be examined by the Company's Medical Board and your appointment is subject to your being found

medically fit by the Board as per medical standards laid down for the post. The minimum medical standards prescribed, among others, are as under:

Parameter	Required Standard	
	Male	Female
Height (minimum)	155 cm	143 cm
Weight (minimum)	45 kg	35 kg
Visual	Myopia and Hypermetropia, if any, not to exceed $\pm 4.00$ in each eye and no squint or colour blindness, partial or full	

The medical standards indicated above are minimum pre-requisites. Before applying, candidates must ensure that they possess the above-mentioned physical standards. However, selection of candidates will be subject to being found medically fit for the post by the Medical Officer of the Company as per prescribed rules of the company. The decision of the Company's Medical Board regarding your fitness, or otherwise, shall be final and binding.

#### 8. Payment of Application Fees:

S. No.	Name of the Post	Application & Processing fees for UR/OBC/EWS candidates (Rs.)	Application & Processing fee for SC/ST/ Departmental Candidates (Rs.)
1	Assistant Manager (BOE)	500/-	Nil

- Candidates will have to bear bank charges if any, in addition to the applicable Application/Processing Fee.
- The candidates shall have to apply online and at the time of submission of online application, the candidates will be required to pay Application/Processing Fee (as the case may be) through online mode. Fee shall not be collected by any other mode.
- Fee once paid shall not be refunded under any circumstances.

#### 9. How to Apply (For detailed Instructions, Please Refer Annexure-A):

Eligible and interested candidates would be required to apply online through BPSCL's website: [www.bpscl.com](http://www.bpscl.com) (under **Our People/Careers**). **No other means/mode of application will be accepted.** Candidates may click at the link of the post they are applying for and submit information online in the appropriate fields.

Before registering their application on the website, the candidates should note and ensure the following:

- Candidates are advised to read the instructions carefully before online submission of application, which will be available in the website itself.
- Candidates applying for the post should ensure that they fulfil all the eligibility criteria as per the advertisement. Their admission at all stages will be purely provisional, subject to their satisfying the prescribed eligibility criteria, which will be verified at the time of Interview with original documents, Pre Employment Medical Examination & Joining. However, if on verification at any stage of the selection process, it is found that they do not fulfil any of the eligibility criteria or are unable to produce valid documentary proof in support of the eligibility criteria, their candidature for the post will be cancelled forthwith.
- Candidate should have valid personal e-mail ID & working Mobile Number, which should remain valid & active till completion of the entire selection process.
- Please refer Annexure-A for detailed guidelines regarding Application Registration, Payment of Fees, Document Scan & Upload.**
- Candidate must write his/her name as it appears in the Matriculation certificate or equivalent examination. In case of candidates who have changed their name, they will be allowed to appear for CBT/Interview or subsequent stages of selection process, if & only if, they are able to produce original Gazette notification their original marriage certificate/affidavit in original.

\* Mere issue of Admit Card for CBT **OR** Call Letter for Interview (as applicable) or Offer of Appointment (issued prior to Pre-employment Medical Examination) will not imply acceptance of candidature. Candidature of a registered candidate is liable to be rejected/cancelled at any stage of recruitment process, even on joining or thereafter, if any information provided by the candidate is found to be false or not in conformity with the eligibility conditions/criteria or if candidate fails to produce valid documentary proof in support of his/her eligibility or if candidate is found unfit in the Pre-employment Medical Examination.

#### 10. **Process for Submission of application form:**

- Go to BPSCCL **"Our People/Careers"** page at [www.bpscl.com](http://www.bpscl.com)
- Read the advertisement carefully to be sure about eligibility.
- Go through the User Manual available on the site (**Annexure-A**) and follow the steps as mentioned.
- Click the link <https://ibpsreg.ibps.in/bpscoct25/> for apply.
- The above steps are only indicative. Candidates are required to adhere to the steps as displayed on the on-line screen for making payment.

**After applying online, candidate is required to download the system generated Registration Slip with Application ID and is to be retained for future reference/submission.**

**Note:** While filling the online application, candidates must carefully follow all the steps and must read the on- screen instructions very carefully. Incomplete application, application without photograph, signature & required certificate(s)/document(s) (wherever applicable)/application not fulfilling the eligibility criteria will be summarily rejected. No communication in this regard will be entertained from the applicant. The decision of BPSCCL in all matters relating to eligibility, acceptance, rejection of the application, issue of call letters will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection. Fees once paid cannot be refunded under any circumstances. Candidates are therefore, advised to verify their eligibility before paying the application fees & fill-in the payment details carefully.

#### 11. **Important:**

All correspondence with candidates shall be done through e-mail/SMS only. All information regarding examination/interview/Admit Card/result of CBT or call letters/intimation regarding final selection etc. shall be provided through email/SMS or uploading on BPSCCL website. The candidate will be responsible for receiving, downloading and printing of Admit Card for CBT or call letter for Interview (as applicable) or letter for pre-employment Medical Examination or any other information. BPSCCL will not be responsible for any loss of email/SMS sent, due to invalid/wrong email ID/Mobile Number provided by the candidate or for delay/non receipt of information if a candidate fails to access his/her email/ mobile/BPSCCL website in time or due to network related data loss. Candidates will be allowed to appear in the CBT/ Interview only if they possess valid **Admit Card/Call Letter** with identifiable photograph of the candidate.

#### 12. **Conduct of Examination:**

- Exam (CBT): Provisionally eligible candidates will be required to appear for objective type test (CBT) consisting of multiple choice questions at any of the centres decided by the Management.**
- Test Structure:**

Sl No.	Post	Duration	Test Structure		No. of Questions
1	Assistant Manager (Boiler Operation Engineer) (E-1)	90 Mins	Part A (30 Mins)	i. Reasoning Ability	10
				ii. Quantitative Aptitude	10
				ii. General Awareness	05
			Part B (60 Mins)	Professional Knowledge	50

#### 13. **General:**

- a. Candidate must be an Indian National.
- b. Essential requisite qualification should be from an Indian University/Institute recognized by AICTE/appropriate statutory authority.
- c. Candidates with Degree not having approval by the AICTE/appropriate statutory authority are not eligible to apply for the posts. Candidates in this connection are advised to bring proof of AICTE approval in the form of a print-out of AICTE notification from their website showing the name of the College/Institution and the course or any other documentary proof issued by the College/University/Institution. The onus lies on the candidate to prove his/her eligibility in all respects by submitting the required documents.
- d. Candidates not fulfilling the requirements specified in this advertisement need not apply.
- e. Candidature of a candidate is liable to be rejected at any stage of recruitment process or even on joining, if any information provided by the candidate is found to be false or not in conformity with the eligibility criteria. The candidate shall be wholly/exclusively responsible for the information/details so filled/provided in his/her online Application Form & the document(s) provided.
- f. Candidates will be considered for being called for the CBT/Interview based on the information provided by them in their online applications. **The information w.r.t. qualification, experience, age, category etc. uploaded on the application portal shall be verified with their respective original documents at the time of Interview and in the event of any deviation, the candidature of the candidate shall be liable for rejection without any further reference.** As Date, Time & Place of CBT / Interview will be intimated to eligible candidates through email/SMS &/or BPSCL website, candidates should ensure that information provided in the application are correct and periodically check the BPSCL website for updates (if any).
- g. Applications received after the closing date i.e. **05.03.2026** will not be considered. BPSCL will not be responsible or any loss/delay/wrong delivery/non-delivery of communication at any stage of recruitment process.
- h. Posts advertised are tentative. BPSCL reserves the right to reject any application(s) OR cancel/restrict/modify/alter the requirements/recruitment-selection process as advertised, if need so arises, without issuing any further notice or assigning any reason thereof; in which case BPSCL shall not be liable to compensate the applicant for the consequential damages.
- i. The examination centres allotted to the candidates shall be binding and no request for change of examination centre will be entertained. However, BPSCL reserves the right to cancel or add any centre as may be required.
- j. There shall be biometric scanning and verification of the candidates during different stages like CBT/ interview/ pre-employment medical examination and joining.
- k. Candidates should retain the copy of E-receipt of Application and/or Processing Fee as they can be asked to produce it for future reference.
- l. Any Corrigendum/Addendum/Notice etc. (if any), w.r.t. this advertisement will be made available on website **www.bpscl.com** only. Candidates are therefore, advised to refer to the above website periodically for updates (if any).
- m. Filling up of vacancies is solely at the discretion of the management based on suitability of candidates and no claim shall be admissible for appointment, if these vacancies are not filled due to unsuitability of available candidates or insufficiency in number of candidates.
- n. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for depositing the application and/or processing fee to avoid the possibility of disconnection/inability/failure to log on to the BPSCL website on account of heavy load on internet/website jam. BPSCL does not assume any responsibility for the candidates not being able to submit their applications within the closing date of application on account of the aforesaid reasons or for any other reason beyond the control of the BPSCL.
- o. **Candidates employed in Govt. Departments/PSUs/Autonomous Bodies shall have to produce NOC from the employer at the time of Interview. In case of selection, candidates will be required to produce proper discharge certificate/release order from the employer at the time of taking up the appointment.**

p. **Payment of Travelling Expenses:**

- i. No Travelling Expenses would be payable to candidates called for CBT and Pre-Employment Medical Examination.
  - ii. For the post of Asst. Manager (Boiler Operation Engineer) outstation candidates attending the Interview at the specified location will be reimbursed single to and fro AC-3 Tier Rail fare along with reservation and Tatkal booking charges (if any), from the place of correspondence address to the venue of Interview by the shortest route, on production of proof of journey, provided the distance covered by rail or road is more than 30 kilometres each way.
  - iii. For candidates travelling by a class/mode higher than the entitlement or by road, reimbursement will be restricted to the fare corresponding to the entitled class only.
- q. Bringing influence at any stage of the selection process or using of unfair means will disqualify the candidate from selection.
- r. Court of jurisdiction for any dispute will be at Bokaro Steel City.
- s. In case of disparity in English & Hindi version of advertisement, English version will prevail.

**14. Other Conditions:**

- a. Your services shall be governed by Service Rules including the Company's Conduct, Discipline & Appeal Rules, administrative orders of the Company and any other rule that may be enforced from time to time during the period of training and thereafter when you are regularized.
- b. You will be liable to be posted to any part of India as per requirement of the Company to render your services.
- c. Your services are liable to be transferred to any other place where the Management may have its existing office or establish/open its branch/office/unit later on. Upon such transfer, the rules & regulations of services applicable to such post or place of transfer will become applicable to you.
- d. You shall faithfully serve the Company, obey its lawful commands, keep its secrets diligently and carefully, learn/performance such work and business as may be entrusted to you, attend to your work regularly during such hours as may be prescribed, and perform such duties as may be assigned from time to time.
- e. You shall be responsible for charge and care of the Company's money, goods, stores and any property entrusted to you or in your hands, and shall truly and faithfully account for or hand over or deliver to the proper person all money, goods, stores and property which shall at any time come to your hands or under your charge on account of the Company.
- f. You shall devote your whole time to your duties and shall not carry on or be concerned in any other business/trade/profession/occupation whatsoever. You shall not take out any patent for any invention made by you during the period of your service without prior permission of the Company.
- g. If you are found acting in a manner prejudicial to the interest of the Company or violating rules, regulations of the Company or the terms & conditions of the service or indulging in activities amounting to misconduct in terms of Service Rules including the Company's Conduct, Discipline & Appeal Rules or you are convicted in any Court of Law for any offence including moral turpitude, you shall be liable to Disciplinary Action including dismissal/termination as per Rules of the Company.
- h. You will retire from the service of the Company on attaining the age of superannuation as applicable under the rules of the Company. Dues, if any, towards the Company shall be adjusted from the Final Settlement at the time of separation.
- i. If you are married, you will furnish a declaration to the effect that you do not have more than one wife/husband living and that you will not contract another marriage without first obtaining permission of the Company notwithstanding that such subsequent marriage is permissible under the personal law applicable to you.
- j. In case of any dispute on interpretation of any part of this letter or rule governing your service, howsoever arising, the decision of the Company shall be final and binding.
- k. As per BPSCCL Conduct, Discipline and Appeal Rules, "No employee shall bring or attempt to bring outside influence to further his/her interest in respect of matters pertaining to his/her service in the Company." Such actions are construed as misconduct and shall be viewed very seriously by the Management and action would be initiated as per rules of the Company.
- l. You may be posted to perform shift duties in your assigned area of work, if required.
- m. The above terms and conditions are not exhaustive, you will be governed by the Rules and Policies of the Company

as framed from time to time.

**14. Important Dates:**

<b>Event</b>	<b>Date</b>
Start of on-line application	09.02.2026
Closing date for on-line application	05.03.2026

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**DOWNLOAD OF CALL LETTER**

Candidates will have to visit the **BPSCL** website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (xiii) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

**CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 1.5 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

**IDENTITY VERIFICATION**

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Ration Card and Learner's Driving License are **not** valid id proof.

**Note:** Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

**CENTRE CLAUSES :**

1. The examination will be conducted online in venues given in the respective call letters.
2. No request for change of centre/venue/date/session for Examination shall be entertained.
3. BPSCL, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
4. BPSCL also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
5. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and BPSCL will not be responsible for any injury or losses etc. of any nature.
6. Choice of centre once exercised by the candidate will be final.



If sufficient number of candidates does not opt for a particular centre for "Online" examination, BPSCL reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, BPSCL reserves the right to allot any other centre to the candidate.

## **OTHER CLAUSES**

1. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
2. Decision of BPSCL in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the BPSCL in this behalf.
3. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
4. BPSCL would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by BPSCL in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, BPSCL reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
5. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any BPSCL recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

## **6. Process for Arriving at Scores**

The Scores of Online Examination are obtained by adopting the following procedure:

(i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.

(ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores\*

\* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

(iii) Testwise scores and scores on total is reported with decimal point upto two digits.

Note: Cutoffs are applied in two stages:

- i. on scores in individual tests
- ii. on Total Score

7. As per policy, the tests/question papers are not disclosed to anybody other than the candidates only during the examination. The test papers are also not shared with anybody even after the examination.

Please note that a candidate is allowed to appear only once in the online examination for a post. Multiple appearance in online examination will result in cancellation of candidature. In case more than one call letter has been generated, candidates are advised to appear only once for one post on the date and at the time mentioned on the respective call letter.

## **HOW TO APPLY**

### **DETAILED GUIDELINES/PROCEDURES FOR**

- A. APPLICATION REGISTRATION**
- B. PAYMENT OF FEES**
- C. DOCUMENT SCAN AND UPLOAD**

**Candidates can apply online only from 09.02.2026 to 05.03.2026 and no other mode of application will be accepted.**

### **IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should-

- (i) scan their :
  - photograph (4.5cm × 3.5cm)
  - signature (with black ink)
  - left thumb impression (on white paper with black or blue ink)
  - a hand written declaration (on a white paper with black ink) (text given below)  
ensuring that the all these scanned documents adhere to the required specifications as given in Point 'C' to this Advertisement.
- (ii) Signature in CAPITAL LETTERS will NOT be accepted.
- (iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)
- (iv) The text for the hand written declaration is as follows –  
*"I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."*
- (v) The above mentioned hand written declaration has to be in the candidate's hand writing and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)
- (vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges
- (vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. **BPSCL** may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

### **APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE : 09.02.2026 to 05.03.2026**

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

#### **A. Application Registration**

1. Candidates to go to the BPSCL website **www.bpscl.com** click on the option "APPLY ONLINE" under **Our People/Careers** which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and

displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before 'COMPLETE REGISTRATION'.
10. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

## **B. PAYMENT OF FEES**

### **ONLINE MODE**

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take a **printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

## **C. Guidelines for scanning and Upload of Documents**

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

#### Photograph Capture

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
- On selecting “Capture Photo” option, candidates’ webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting “Click here to Scan” option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

#### Do’s and Don’ts of Photo Capture

##### Dos:

- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.

##### Don’ts

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
  - Ensure that the size of the scanned image is not more than 20kb

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm \* 3 cm (Width \* Height)
  - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm \* 5 cm (Width \* Height)
  - File Size: 50 KB – 100 KB
- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

#### Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

#### Procedure for Uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it

- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

**Note:**

- (1) In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
- (2) After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
- (3) Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
- (4) Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
- (5) If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- (6) Candidates should ensure that the signature uploaded is clearly visible
- (7) After registering online candidates are advised to take a printout of their system generated online application forms.

## **Procedure for Uploading the documents**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration
- Click on the respective link "Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

**Note:**

- (1) In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.

- (2) After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.
- (3) After registering online candidates are advised to take a printout of their system generated online application forms.

#### .ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been ) found guilty of –

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or
- (iii) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (iv) resorting to any irregular or improper means in connection with his/ her candidature or
- (v) obtaining support for his/ her candidature by unfair means, or
- (vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
  - (a) to be disqualified from the examination for which he/ she is a candidate
  - (b) to be debarred either permanently or for a specified period from any examination conducted by **BPSCL**
  - (c) for termination of service, if he/ she has already joined the **BPSCL**.