

## **INSTRUCTIONS FOR FILLING UP ON-LINE APPLICATION FORM**

(PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE PROCEEDING FOR ON-LINE REGISTRATION FOR “BSNL SPECIAL LATERAL DIRECT RECRUITMENT FOR Sr. DGM and GM/PGM/CGM IN TELECOM OPERATIONS STREAM IN BSNL ON IMMEDIATE ABSORPTION BASIS”).

1. On-line registration of application is mandatory for the above recruitment.
2. For on-line registration, applicants are requested to log in at website [www.externalexam.bsnl.co.in](http://www.externalexam.bsnl.co.in) and can register themselves by giving valid e-mail id and any password. The applicants are also requested to remember this e-mail id and password for future use.
3. The applicants are allowed to submit only one on-line application.
4. The on-line registration will open from 27<sup>th</sup> January, 2012 to 14<sup>th</sup> February, 2012. No request for extension of time for on -line registration will be considered.
5. The applicants can apply for one post or more than one post.
6. In the application form, the post/posts for which the applicant wants to apply should click (√) Mark in the relevant post(s).
7. Application form must be filled based on the information which has been taken on official record, i.e., Service Book.
8. The fields marked (\*) in red in the application form are mandatory and needs to be filled compulsorily at the time of registration.
9. The applicant may give his/her mobile number in the space provided for this purpose.
10. The e- interview letters will be up-loaded on the website [www.externalexam.bsnl.co.in](http://www.externalexam.bsnl.co.in) and the same may be downloaded by the applicants from the said site.
11. In case of any difficulty in filling up the on-line application form, the applicants are requested to contact the Recruitment Cell, BSNL Corporate Office, New Delhi at Telephone No. 011-23766167 during office hours or send e-mail on e-mail id: [recttcell@bsnl.co.in](mailto:recttcell@bsnl.co.in).
12. After filling up on line application form, the applicants first click on Preview button to view the filled in form and if required, applicants can edit/modify before submitting the same.
13. Registration No. will be self generated by the system after submission of the on-line application form by the applicant. Thereafter, the print out of the requisite number of copies of filled in application form can be obtained.

14. Then the applicants will paste his/her photograph and sign the application form(s). One Advance Copy of the completed application form should be sent by Registered Post/Speed Post to AGM(DE), BSNL Corporate Office, Room No. 222, Eastern Court, Janpath, New Delhi - 110 001. The envelope containing application form should be marked **“Special Lateral Direct Recruitment for Sr. DGM and GM/PGM/CGM (Telecom Operations Stream) in BSNL”** in bold letters on top of the envelope. The other copy of the completed application form (duly signed by the applicant) should be submitted through proper channel in the concerned circle office/controlling unit for onward transmission to AGM(DE), BSNL Corporate Office, Room No. 222, Eastern Court, Janpath, New Delhi - 110 001.
15. All information/updates relating to this recruitment shall be posted on BSNL website [www.bsnl.co.in](http://www.bsnl.co.in) / [www.externalexam.bsnl.co.in](http://www.externalexam.bsnl.co.in) . Therefore, the applicants, in their own interest, are advised to visit BSNL website [www.bsnl.co.in](http://www.bsnl.co.in) / [www.externalexam.bsnl.co.in](http://www.externalexam.bsnl.co.in) from time to time.

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