Frequently Asked Questions (FAQs)

This is only for the Guidance of Candidates.

1. My password doesn't work / I have forgotten my password?

   Please click on the Forgot Password text on the login window. Enter your Registration ID which has been previously mailed to your registered email id. Click on the Get Password button. Your User ID and Password will be mailed to your registered email id.

2. I requested a new password but I didn't receive an e-mail

   Please send a mail to query@blrecruit.in with your Registration number.

3. How can I be notified of your current vacancies?

   All new vacancies will be visible on the Vacancy List tab with a 'new' tag once you login with your registered username.

4. When I upload documents I get an error message?

   It is important to use the correct format as mentioned under each line item. Anyother format will not be accepted by the system. The attachment size must be within the required range also mentioned under each attachment item to upload or system will restrict the file from being uploaded.

5. I have a technical problem; can I send an application by e-mail?

   We do not accept applications sent by e-mail. Please send the issue and we will revert to you soonest. Please be aware that Recruitment Support operatinghours is Monday to Friday 09:30 until 18:30 and that no applications will be accepted after thedeadline for application defined in the vacancy.

6. Can applicants change or delete their application after they have submitted it?

   No – an applicant cannot withdraw their application at any time.

7. If an applicant missed the closing date, can they submit a late application in the system?

   No, Vacancies are published on the web for a sufficient window to allow candidates plenty of time toapply. Delaying the short listing process in order toaccept late applications slows down the recruitment process and increases the risk that you will losequality candidates that have submitted their applications on time.

8. What happens if the website is down?

   Please try after some time. However, we will request you to apply for the position within due time and not wait for the last date to submit your 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.

9. How can I see the list of applications that I have submitted?

   You can view the applications you have submitted applications for by clicking on "My Applications" which gives you an overview of the number of applications you currently have open,together with the reference numbers of the positions and status.

10. How can I check my eligibility for a position?

    Please read the NOTICE for recruitment for the position you want to apply for that is available on the Notice board section of this Portal.

11. Till when can I apply online for the positions?

    Please check the closing date for registration in the NOTICE which is available on the Notice Board.

12. Who can apply online for a particular discipline ?

    Please refer the Advertisement for eligibility criterion.

13. Are there any detailed instructions to guide an applicant for submitting an onlineapplication?

    Please click on the tab "Guide to Online Registration" on the main page of the portal.

14. What should I do if there is lot of delay in accessing the page?

    Please log out and try after sometime.

15. Is it necessary to fill up the details related to pin code/ Mobile No./email?

    Yes, all the three fields are mandatory to fill.

    Pin Code – to communicate with you with physical document

    Mobile No. – to Send OTP for registration

    Email ID – to send registration confirmation and updates.

16. Does my mobile number and email id need to be unique or can there multiple applications with the same email / mobile?

    Mobile No. and Email ID should be UNIQUE. Duplicate Mobile No. or Email ID will not be allowed during Online Registration.

17. Can I make more than one application?

    No. You can make only one application for one particular position. But you can submit applications against multiple positions depending upon your eligibility.

18. Do I have to pay fee for writing this examination?

    Yes you are required to pay the application fee as per the amount given in the notice. The applicants only belonging to SC/ST/ PWD/ ES Categories shall be exempted from payment of Application Fees.

19. How can I check if my application process is complete and received by BL?

    You will get a SMS and Email for successful Online Registration. Further you will get another SMS and email as and when your roll no / exam venue etc. is allocated.

20. I have submitted the Online Application. Should I send the printout of the application to the BL by post/by hand?

No. You need not send the hardcopy printout of application. However you need to carry the print out of your application, duly signed, when you appear for the written examination.

21. I am filling up the various sections in the Online Portal and the process is yet to be completed. I want to change the filled up information in one/many places.How should I do this?

Until you submit and confirm, you can edit your inputs details in Online Portal. Once you have submitted the details, the same cannot be edited.

22. I have submitted my Online Application. I have made some errors. What should I do to remove these errors? or "I want to change my uploaded photograph and signature?"

Once you complete the registration process, confirmed and submitted the application, no changes can be made.

23. In which format should the scanned photograph and signature be?

In can be in any of the following formats – JPEG, JPG, GIF, PNG. The size of each of the images has to be between 5KB to 30KB, else it may not upload properly.

24. Should the photograph be in Black & white or should it be in colour?

The photograph has to be in color – else the application can be rejected at any stage. Special instruction is given on portal for Photograph and signature images. Please go through in details.

25. What should be the size of the scanned photograph and the signature?

Photograph Size: 45 mm X 35 mm (mm = millimeter). Size of the attachment should be between 5kb and 100kb. Signature – size of image should also be between 5kb and 100kb.

26. How do I upload my signature / photograph/ Mark sheet / Qualification certificate / Caste certificate?

Save the images on your system. There is an upload option in the registration template where you will have to browse and give the path to these files.

27. My photograph and signature uploaded on the Portal are not appearing to be proper. What should I do?

You can change the same anytime till you confirm and submit the application.

28. What other documents am I supposed to upload in the Application, besides my Photograph and Signature?

- Xthstd / SSC /Matriculation certificate /mark sheet issued by concerned education Board as proof of date of birth.
- Caste/ Tribe/ Disability/ Income certificate as applicable.

29. I did not receive the e-mail intimation for successful submission of my Online Engagement Application?

Email to us atquery@blrecruit.comand we will try and respond to your query as soon aspossible.

30. After filling up the Online Application, I got a Blank Screen / Internet got disconnected / My PC closed / hanged / shutdown. Is my application saved?

No, your application is not saved till you click on final confirm button to saveyour application.

31. How do I know that my Online Application is saved and have been received ONLINE by BL?

Once it is saved, your will receive a SMS and Email on your registered Mobile No. and email Id.

32. What details should I retain after completion of submission of my Online Application?

A printed copy of the application and your Registration number.

33. What details should I provide while making correspondence in the Web Portal?

Your registration no, Name, and DOB

34. Can I take the print out of my finally submitted application after the prescribed closing date?

Yes, the download completed application tab will remain active till the exam date.

35. I am facing problem in completing my Online Application. How should I resolve my problem?Please send an email to query@blrecruit.com– with the problem faced and they will revert to you with a solution.

36. Where do I contact for any queries related to the Online Application portal for which I have successfully submitted my online application?

For any query related to:

Online Registration, please Email to – query@blrecruit.com