

Instructions for filling up the online application form for promotion of Non-Executive to Executive cadre –JO-2024

STEP	ACTION									
1	<ul style="list-style-type: none"> • Access the LINK. • It's recommended to use INTERNET EXPLORER for optimal performance. • Familiarize yourself with the Policy/Rules governing Non-Executive to Executive promotions before initiating the application process. • Please complete the application well in advance to avoid any potential technical or network issues. • There is no alternative way/method to apply for the promotion other than the online. 									
2	<ul style="list-style-type: none"> • To begin the application process, click on "Apply Now" button. • Enter your username and password. • Your username is your SAIL Personnel Number, and your password is the same as your HRMS password. The default password is "hrms2018". • Once you've entered your username and password, click on "Sign in." • If you're using the default password (hrms2018), the system will prompt you to change it. • After changing your password, logout and start the process again with the new password. • If you forget your password, please contact the Personnel Officer to reset it. 									
3	<ul style="list-style-type: none"> • The application consists of five parts: A, B, C, D, and E: A- Details of the employee (already filled) B- Details to be filled by the applicant. C- Photograph D- Signature E- Declaration • <i>If any information in part A is incorrect, please contact Plant/Unit Nodal officer and get modified it before further processing of the application.</i> 									
4	<ul style="list-style-type: none"> • In Part B – serial- 1 consists of three sections. B-1 • First, select the stream where you wish to apply, considering your eligibility qualification and area of posting: Non-Technical or Technical. • Then, choose your qualification in the Technical/Non-technical stream based on the following criteria: <table border="1" data-bbox="298 1696 1229 1969"> <thead> <tr> <th data-bbox="298 1696 578 1755">Qualification</th> <th data-bbox="578 1696 1229 1755">Qualification based on eligibility criteria</th> </tr> </thead> <tbody> <tr> <td data-bbox="298 1755 578 1885" rowspan="3">Technical</td> <td data-bbox="578 1755 1229 1797">Degree in Engineering or equivalent</td> </tr> <tr> <td data-bbox="578 1797 1229 1839">Diploma in Engineering or equivalent/ BSc</td> </tr> <tr> <td data-bbox="578 1839 1229 1885">Matric or Matric+ITI</td> </tr> <tr> <td data-bbox="298 1885 578 1969" rowspan="2">Non-Technical</td> <td data-bbox="578 1885 1229 1927">Any specified Professional qualification</td> </tr> <tr> <td data-bbox="578 1927 1229 1969">Graduates or equivalent</td> </tr> </tbody> </table>	Qualification	Qualification based on eligibility criteria	Technical	Degree in Engineering or equivalent	Diploma in Engineering or equivalent/ BSc	Matric or Matric+ITI	Non-Technical	Any specified Professional qualification	Graduates or equivalent
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	<ul style="list-style-type: none"> • NOTE- After selecting the eligibility qualification, the exam stream will automatically be displayed as GPOE/GFM/GPM, which will be your exam stream. • Choose the eligibility qualification based solely on your actual qualification, as providing <u>incorrect information</u> may lead to the rejection of your application. • Next, select the categories of equivalent qualification based on Annexure-I & II of the Rules of promotion from non-executives to executives. For Non-Technical specified professional qualification, first select your department of posting for eligibility criteria, and then select the category of qualification. <ul style="list-style-type: none"> • B-2- Fill in the qualification exactly as per the official records. This information must be provided by the applicant. • B-3- Select "YES" if you are a PM Shram award winner, otherwise select "NO". • B-4- Please enter your date of entry in S6 grade in DD/MM/YYYY format. • B-5- Please fill in your current department of posting. • If the department displayed is correct according to HRMS, proceed; otherwise, select your department from the dropdown options. • B-6- Please indicate whether you are a Person with Benchmark Disability (PwBD) or not. If you are, please select the sub-category of disability. • B-7- Choose your preferred written test center. It must be your plant/unit location. For CMO/Mines/Collieries/other units, select the nearest location available as your center. • B-8- Enter your mobile number in the provided field. Make sure to input a valid and reachable mobile number for communication purposes. • B-9- Provide your working email ID in the designated field. This email address should be regularly monitored for any communication regarding the JO process. • B10- Place a checkmark in the box to declare that you have no objection to transfer.
14	<ul style="list-style-type: none"> • After completing the necessary fields, click on the "SAVE" button. A pop-up message will appear on the screen indicating "Record updated and saved."
15	<ul style="list-style-type: none"> • Part C - upload your recent passport-size photo in jpg format with a maximum file size of 40 KB. • After uploading, you can view your photograph by clicking on the "View" tab.
16	<ul style="list-style-type: none"> • Part D- upload your signature in jpg format with a maximum file size of 40 KB. • After uploading, you can view your signature by clicking on the "View" tab.
17	<p>Part E - Tick the box to confirm your declaration.</p>
18	<ul style="list-style-type: none"> • After reviewing your application, click on "SAVE" again to ensure that all information is saved properly. • It is essential to double-check the application before submitting it to the Personnel Department. <u>Any incorrect information may lead to the rejection of your application.</u>

STEP	ACTION
19	<ul style="list-style-type: none"> • If all the information in the application form is accurate, proceed to SUBMIT the form to the Personnel Department. • Click on the "PRINT" button and obtain a printout of the application form • Sign the printout and submit the printed application to the Personnel Officer of your respective shop, floor, or area.
20	<ul style="list-style-type: none"> • Application status will be indicated above Part A of the application form. • For any clarification regarding the status of the form, please contact your Personnel Officer. • After acceptance of the application by the Personnel Department, one can use "Final View" button to check whether any modifications were made by the Personnel Department to the application or not. <p style="text-align: center;"><u>ALL THE BEST</u></p>

Important instructions-

- All candidates must fill out the application form attentively and sincerely, as corrections cannot be made at a later stage.
- Ensure that all information, especially qualifications, is entered correctly, as any inaccuracies may result in being assigned to a **different exam stream** (GPOE/GFM/GPA).
- Any incorrect information may lead to the rejection of the application in the initial stage. Therefore, please review the application carefully before submitting it to Personnel.