

Instructions for Filling Online Application Form

Promotion from Non-Executive to Executive Cadre – Junior Manager (2026)

Step 1: Accessing the Application

- Access the application through the designated **LINK**.
- Use **Internet Explorer** for optimal performance.
- Carefully go through the **Policy/Rules** governing promotion from Non-Executive to Executive cadre before starting the application.
- Complete the application well in advance to avoid last-minute technical/network issues.
- **Note:** No offline/alternative mode of application is available.

Step 2: Login Process

- Click on “**Apply Now**”.
- Enter your credentials:
 - **Username:** SAIL Personnel Number
 - **Password:** HRMS Password (Default: *hrms2018*)
- Click on “**Sign In**”.
- If using the default password, you will be prompted to change it.
 - After changing, log out and re-login with the new password.
- In case of forgotten password, contact your **HR Officer** for reset.

Step 3: Application Structure

The application consists of five parts:

- **Part A:** Employee Details (*Auto-filled*)
- **Part B:** Details to be filled by the applicant
- **Part C:** Photograph Upload
- **Part D:** Signature Upload
- **Part E:** Declaration

If any information in **Part A** is incorrect, contact your **Plant/Unit Nodal Officer** for correction before proceeding

Step 4: Filling Part B (Applicant Details)

B-1: Stream & Qualification Selection

- Select the appropriate **Stream**:
 - Technical
 - Non-Technical
- Select qualification based on eligibility:

Stream	Qualification
Technical	Degree in Engineering or equivalent
	Diploma in Engineering / B.Sc
	Matric / Matric + ITI / NAC (NCVT)
Non-Technical	Specified Professional Qualification
	Graduate or equivalent

- Based on selection, **Exam Stream (GPOE/GFM)** will auto-populate.
- Select qualification strictly as per actual eligibility. **Incorrect entries may lead to rejection.**
- Choose equivalent qualification category as per **Annexure I & II** of Promotion Rules.
- For Non-Technical professional qualifications:
 - First select **Department**
 - Then select **Qualification Category**

B-2 to B-11: Other Details

- **B-2:** Enter qualification exactly as per official records.
- **B-3:** Indicate PM Shram Award status (Yes/No).
- **B-4:** Enter date of entry in **S-6 grade (DD/MM/YYYY)**.
- **B-5:** Confirm/select current department.
- **B-6:** Indicate **PwBD** status (if applicable, select category).
- **B-7:** Select preferred written test center (Plant/Unit location or nearest available center).
- **B-8:** Enter valid mobile number.
- **B-9:** Enter active email ID.
- **B-10:** Indicate if working under **CMLO Mines** (provide details if Yes).
- **B-11:** Confirm willingness for transfer (tick declaration).

Step 5: Save Details

- Click **“SAVE”**.
- Ensure pop-up confirmation: **“Record updated and saved.”**

Step 6: Upload Photograph (Part C)

- Upload recent passport-size photograph: Format: JPG , Max size: 40 KB
- Verify using **“View”** option.

Step 7: Upload Signature (Part D)

- Upload signature: Format: JPG , Max size: 40 KB
- Verify using **“View”** option.

Step 8: Declaration (Part E)

- Tick the declaration checkbox to confirm correctness of information.

Step 9: Final Review

- Click **“SAVE”** again.
- Carefully review all details before submission. Incorrect information may lead to rejection.

Step 10: Submission & Print

- Click **“SUBMIT”** after ensuring accuracy.
- Click **“PRINT”** and take a printout.
- Sign the printed form and submit it to the **HR Officer** of your respective unit/shop/floor.

Step 11: Application Status

- Status will be visible above **Part A**.
- For queries, contact your **HR Officer**.

Important Instructions

- Fill the application **carefully and accurately**; no corrections will be allowed later.
- Ensure correctness of **qualification details and entry in S6 grade**, as it determines exam stream (GPOE/GFM).
- Any incorrect information may result in **rejection at initial stage**.

All the Best!