

BMC A&C Recruitment 2024

REGISTRATION GUIDE

Overview

You can register for **BMC A&C Recruitment Exams 2024** on the official website.

[https://portal.mcgm.gov.in/for-prospects/careers-All/Recruitment/Assessment & Collection](https://portal.mcgm.gov.in/for-prospects/careers-All/Recruitment/Assessment%20&%20Collection) from 20th September 2024, 15:00 to 10th October 2024, 23:59. The registration steps are as follows:

- Register to generate unique User ID and Password.
- Log in with the generated User ID and Password to fill in the Application form.
- Submit Application form after entering details and making online payment to complete the registration and application process.

During registration, the mobile number and email address provided by the candidates will be verified through an OTP sent to that mobile number and email address. **Once the OTP is verified**, the User ID and the Password will be sent on the registered email address and or on the registered mobile number to complete the registration process. Using these credentials, you can login as a Registered User to fill up the Application form. Applicants do not have to complete the application form in a single session. Applicants can save their current session and login later to complete their Application Form. This can be done multiple times.

Once the payment is made and the Application Form is submitted, applicants will not be allowed to make any changes. You can only view and print the Application Form after submitting the Application Form. Details are available on the Application submission page.

Before You Register

Kindly follow the instructions given below before you start registering for BMC Recruitment Exams 2024.

1. Check your eligibility for BMC Recruitment Exams 2024 by referring to the Eligibility document on the website.
2. Ensure that you have a valid and unique email address and mobile number. Please ensure that you retain this email address and mobile number until the **BMC A&C Recruitment Exams 2024** process is completed as all official communications will be done using this email address and mobile number only.
3. "*" (asterisk) indicates a mandatory field. The fields marked with this symbol must be filled in or you will not be allowed to submit your application for BMC Recruitment Exams 2024.

Gather all the information you need for filling the form before registering. Candidates are encouraged to skim through all sections (i.e., Personal Details, Additional Details, Qualification Details, Experience, Post

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Selection & Payment) to figure out the requirements during the application process. Scanned images of your passport size photo and signature are required for uploading. The photo should not be more than six months old and should have a white background. *Please carefully verify the accuracy and authenticity of the information submitted as part of BMC A&C Recruitment Exams 2024 application form. For all subsequent recruitment processes, the information provided in this Application form will be taken as final and no request for change will be entertained at any future stage.*

Step 1: Registration for User ID and Password

On the website, **BMC A&C Recruitment Exams 2024** in click the 'Register' button under **New User Registration** header to create your user profile. The Registration form window will open in your browser.

Note: The recommended browsers to fill the Application form are:

- Mozilla Firefox (version 85 to 102)
- Google Chrome (version 80 to 103)
- Microsoft Edge (version 80 to 103)

Index Page Link:- [Welcome | Index \(digialm.com\)](#)

Registration Link :- [BMC Ward Inspector Recruitment 2024 Form \(digialm.com\)](#)

Login Link - [Applicant Login \(digialm.com\)](#)

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The registration form to create your User Profile appears as shown below.

REGISTER TO GET USER ID AND PASSWORD / यूजर आयडी आणि पासवर्ड मिळवण्यासाठी नोंदणी करा

Personal Details / वैयक्तिक माहिती

Note/ टीप: The details below should be entered as it appears in the Educational Certificate awarded to you. Ensure to carry the ID Proof at the Examination center having the same as stated below. / खालील तपशील आपल्याल देण्यात आलेल्या शैक्षणिक प्रमाणपत्रात दिसत असल्याने प्रविष्ट करावा. खाली नमूद केल्याप्रमाणे आयडी प्रूफ परीक्षा केंद्रावर घेऊन जाण्याची खात्री करा.

Candidate First Name / उमेदवाराचे पहिले नाव: *	Candidate Middle Name / उमेदवाराचे मधले नाव:	Candidate Last Name / उमेदवाराचे आठनाव: *
<input type="text" value="Candidate First Name / उमेदवाराचे पहिले नाव"/>	<input type="text" value="Candidate Middle Name / उमेदवाराचे मधले नाव"/>	<input type="text" value="Candidate Last Name / उमेदवाराचे आठनाव"/>

Note/ टीप: Please enter your name strictly as per your certificate/marksheet of Matriculation/10th/SSC without any salutation(Dr., Mr., Ms., Mrs., Shri, Smt., Prof. etc.). If you don't have Last Name then you should fill your First Name as Last Name.
टीप: कृपया तुमचे नाव मॅट्रिक/10वी/एसएससीच्या प्रमाणपत्र/मार्कशीटनुसार कोणतेही अभिवादन न करता (डॉ., मिस्टर, मिसेस, मिसेस, श्री, श्रीमती, प्रा. इ.) एंटर करा. जर तुमच्याकडे आठनाव नसेल तर तुम्ही तुमचे नाव आठनाव म्हणून भरावे.

Have you ever changed your name? / तुमच्या नावात बदल झाला आहे का? *	Father's Name / वडिलांचे नाव: *	Mother's Name / आईचे नाव: *
<input type="radio"/> Yes <input type="radio"/> No	<input type="text" value="Father's Name"/>	<input type="text" value="Mother's Name"/>

Date of Birth / जन्मतारीख: *

Note: Please Please enter your D.O.B strictly as per your Educational Certificates. / कृपया आपल्या शैक्षणिक प्रमाणपत्रानुसार आपली जन्मतारीख कॅटेकोरपणे प्रविष्ट करा.

Age as on 28-08-2024 / 28-08-2024 या दिनांकास वय
0 Years 0 Months 0 Days

Note/ टीप: Please enter your active Mobile Number and Email ID. Candidate should hold the same mobile number during the entire process of this recruitment. कृपया तुमचा सक्रिय मोबाईल क्रमांक आणि ईमेल आयडी प्रविष्ट करा. या भरतीच्या संपूर्ण प्रक्रियेदरम्यान उमेदवाराने तोच मोबाईल क्रमांक धारण केला पाहिजे.

Gender / लिंग: *	Mobile Number / मोबाईल नंबर: *	Confirm Mobile Number / मोबाईल क्रमांकाची पुष्टी करा: *
<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgenders	<input type="text" value="+91"/> <input type="text" value="Mobile Number / मोबाईल नंबर"/>	<input type="text" value="+91"/> <input type="text" value="Confirm Mobile Number / मोबाईल"/>

Alternate Mobile Number / पर्यायी क्रमांक प्रविष्ट करा:	Email Address / ई-मेल आयडी: *	Confirm Email Address / ईमेल आयडीची पुष्टी करा: *
<input type="text" value="+91"/> <input type="text" value="Alternate Mobile Number / पर्यायी"/>	<input type="text" value="Email Address / ई-मेल आयडी"/>	<input type="text" value="Confirm Email Address / ईमेल आयडीची पुष्टी करा"/>

Exam Centre choice No.1/ परीक्षा पावणी केंद्र जिल्हा पसंती १: *	Exam Centre choice No. 2/परीक्षा पावणी केंद्र जिल्हा पसंती २: *	Exam Centre choice No. 3/ परीक्षा पावणी केंद्र जिल्हा पसंती ३: *
<input type="text" value="Test Center District Preference 1"/>	<input type="text" value="Test Center District Preference 2"/>	<input type="text" value="Test Center District Preference 3"/>

The entries on this form cannot be changed once submitted, hence, please ensure that you enter the required information correctly.

- **Name of Candidate:** This should be the same as it appears in 10th/SSC Certificate.
- **Date of Birth:** Use the calendar icon to select the correct date
- **Email Address:** Should be valid and unique. You will receive your User ID on this email address only.
- **Mobile Number:** Should be valid and unique. You will receive an OTP to verify your mobile number and your Password as an SMS on this number only.
- **Matriculation Roll/Seat Number:** This should be the same as it appears in 10th/SSC Certificate.
- **Matriculation Year of Passing:** This should be the same as it appears in 10th/SSC Certificate.

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- **Test Center District Preferences:** Please Select Test centers based on your convenience, with preference 1 with Highest Priority & preference 3 with least priority.


OTP: To complete the registration process, generate the OTP by clicking on Generate OTP button. You will be redirected to CAPTCHA to fill and submit. To verify the mobile number, enter the OTP received and click on “Validate the OTP” tab. After validation, you will be able to submit the registration form and Candidate will receive the User ID and Password on the registered email address and or on the registered mobile number.

CAPTCHA

The CAPTCHA box (as displayed) is a special set of characters displayed on the screen. You will have to retype the characters displayed in the box provided. If you have trouble reading the characters, click the ‘Get new image’ link to refresh the letters.

Captcha Authentication

Note : Please enter the image text in the textbox provided and click on Submit to get OTP.



Submit Close

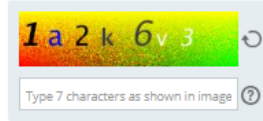
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Declaration

Declaration

I hereby declare that the above information is true to the best of my knowledge. I agree that the information provided by me is correct to the best of my knowledge and the above information is to be used for reference by the Commissioner Food & Drug Administration Maharashtra State (Mumbai). Before applying I have ensured that I am eligible for this post and I have read and understand all the instructions mentioned in the advertisement and I agree to follow them./वरील माहिती माझ्या माहितीप्रमाणे खरी आहे असे मी जाहीर करतो. मी दिलेली माहिती माझ्या माहितीप्रमाणे योग्य आहे हे मी मान्य करतो आणि वरील माहिती अपुक्त अत्र व औषध प्रशासन महाराष्ट्र राज्य (मुंबई) द्वारे संदर्भसाठी वापरली जाणार आहे. अर्ज करण्यापूर्वी मी खात्री केली आहे की मी या पदासाठी पात्र आहे आणि मी जाहिरातीत नमूद केलेल्या सर्व सूचना वाचल्या आणि समजून घेतल्या आहेत आणि मी त्यांचे पालन करण्यास सहमत आहे.

I Agree / मी सहमत आहे



Note: Captcha is case insensitive. / कॅप्चा केस असंवेदनशील आहे.

REVERIFY

By selecting the 'I Agree' checkbox in the *Declaration* section, you are committing to be honest and fair in all your actions and that the information provided in the BMC Recruitment Exams 2024 Registration Form is correct and true. Providing wrong information can lead to cancellation of your right to appear in the examination or to be considered for the admission process as mandated by the appropriate authority. It is mandatory to agree to the contents in the Declaration to proceed to *submit* the form.

Confirmation of Registration

Within minutes of submitting the Registration Form, you will receive your Login Details on the registered email address from the Administrator with the subject line **BMC A&C Recruitment Exams 2024 Successful Registration**. Ensure that you check your mailbox immediately. If you do not receive the email within a reasonable period, please check your spam folder.

You will also receive the Login Details as an SMS on the registered mobile number. Using these credentials, you may proceed to complete your application for **BMC A&C Recruitment Exams 2024** by clicking on the link given in the email. You may also login from the BMC Website.

After Successful Registration your registration details will be shown, you can directly click on Post Selection to fill the application form or can login again with provided User ID & Password.

This marks the completion of **Step 1** of the Registration Process.

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Step 2: Login to BMC Website

Using the system generated User ID and Password that you have received at the completion of Step 1 above, you can login as a “Registered Candidate” on the website and fill the Application Form for **BMC A&C Recruitment Exams 2024**.

Index Page Link:- [Welcome | Index \(digialm.com\)](#)

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Login Link - [Applicant Login \(digialm.com\)](#)

In future, if you forget your User ID/Password, click the *Forgot User ID/Password* button on the *Registered Candidate login* window. The User ID/Password will be sent to your registered email address, and not on the registered mobile number.

After login to the website, you will be redirected to the Applicant Details page. The Applicant’s personal details will be displayed on this page. Next to Personal Details, a link “Go to Application Form” is available. Click this link to go to the application page.

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Step 3: Fill Application Form

The Application Form is categorized into the following Four sections:

- Personal Details
- Additional Details
- Qualification & Experience
- Document upload & Payment

Once you login kindly click on Post Selection & Click on “Click here to apply” Icon to add post details

After Clicking on “Click here to apply” Application page will open, please proceed with Post Selection from the dropdown & also select Applying Category.

After selecting post kindly fill your basic details, Domicile, Nationality, Caste categories details, Identification details, provide your consent & proceed further by clicking Save & Next

After Clicking Save & Next, Additional details page will appear kindly enter you Reservation details

After filling all the reservation details kindly fill other details and Answer question in yes or No.

After selectin Save & Next Communication Details Tab will appear kindly fill your address details.

After filling Additional Details, you have to fill Qualification & Experience details this will be totally dependent on the minimum Qualification required for a post. Kindly fill the form according to the Qualification required for that post.

Select Marathi Language Question And insert Details for 10th /12th Details

Insert Your Degree Details (Check Advertisement for Minimum Qualification Requirement), Also fill Experience required for the post.

Insert your Experience Details (Check Advertisement for Minimum Experience Requirement)

After filling Qualification & Experience details, kindly upload your recent Photo & Signature & all the necessary documents required for this post then click all the declarations provided at the end of the form and then make the payment.

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Read the instructions at the start of the form before you begin filling the information. You can Logout and exit the form any number of times to edit and complete later or Save & Continue each section till you submit the application. However, you will not be allowed to continue if mandatory information is not entered, or the required Certificates are not uploaded.

After you complete the last section, i.e., Payment, your application for BMC A&C recruitment Exams 2024 will be considered complete and you will receive a confirmation mail. After this, changes to any information provided on the application form is not possible. You can only print or save the form from the website. Details are available on the application submission page.