

STANDARD OPERATING PROCEDURE (SOP)

For Candidate Registration on **BFSI Employment Exchange Portal (BEEP)**

1: REGISTRATION ON BEEP

1. Register yourself on BEEP using the **same email ID** that is linked to your **NATS/NAPS profile**.
2. Create a **password** and complete the registration process.

2: LOGIN TO YOUR ACCOUNT

1. After successful registration, **log in** to the BEEP Portal using your **registered email ID** and **password**.
2. The system will redirect you to the **application form**.

3: FILL THE APPLICATION FORM

1. Fill in the required details carefully in the following sections:
 - Applicant Personal Details
 - Applicant Educational Details
 - Applicant Address Details
 - Upload Documents (optional at this stage)
 - Select Preference: Internship, Apprenticeship, or Job

Note: Only a few fields are mandatory (*) to speed up the registration process. Documents can be uploaded later during the profile update stage after eligibility confirmation.

4: SUBMIT THE BASIC APPLICATION

1. After entering basic details, click **Submit**.
2. A pop-up window will appear — check the box with the text “**Kindly Confirm the above detail and disclaimer.**”
3. Once you select the checkbox, another confirmation pop-up will appear with the message:
— “***Are you sure you want to submit your application? After submission, your basic details will be frozen.***”
4. Click **OK** to confirm submission, or **Cancel** to review and edit your details before resubmitting.
5. Once submitted, your **profile dashboard** will appear.

5: APPLY FOR OPPORTUNITIES

1. After successful submission of your basic application, you will be redirected to your BEEP Dashboard.
2. Browse the **Latest Opportunities** section to view available options for Apprenticeship, Internship, or Job.
3. Only available opportunities will be visible on dashboard.
4. Click on the **Check eligibility** button for your desired opportunity.
5. **Kindly refer detailed Opportunity Notification attached with Opportunity Box for the Age and Education eligibility criteria for that opportunity.**

a. If you are not eligible for the selected opportunity, a pop-up will appear:

— “*You are not eligible for NATS/NAPS.*”

b. If you are eligible for the selected opportunity, a pop-up will appear:

— “*ELIGIBLE to APPLY for NAPS/NATS.*”

6: STEP-BY-STEP PROCESS FOR COMPLETING YOUR APPLICATION

Note: *Kindly note that only the email ID linked to your NATS/NAPS profile will be eligible to view and proceed further for the opportunity on BEEP. Therefore, ensure that the same email ID is used on both the NATS/NAPS portal and BEEP to continue further.*

- **STEP 1:** First, it is mandatory to apply for this opportunity on the NATS or NAPS portal (or both, as applicable based on eligibility) on or before the closing date mentioned in the job post and the detailed opportunity advertisement released by the establishment.
 - **STEP 2:** Once you have successfully applied on the NATS/NAPS portal as per your eligibility for this opportunity, the “Apply Now” button will be enabled within 24 to 48 hours, allowing you to proceed further and complete your application on the BEEP portal.
1. Add the required details marked with *, for example: NATS ID and NAPS ID.
 2. Upload the **Supporting Documents** (Aadhaar, marksheet, caste certificate, etc.), if not already uploaded.
 3. Click **Submit**.
 4. The system will redirect you to the **Preferred Location Selection** window. Select your State preference and District preferences with Locations (if available). Only locations with vacancies will be shown. Selection of multiple states is not allowed. Selection of different districts with different locations is allowed within your chosen state preference.
 5. Click **Submit**.
 6. Make the **Exam Fee Payment** (if applicable) to proceed further.
 7. After successful payment, your application status will be updated under the **My Applied Opportunities** section on your BEEP profile.

6: IF YOU ARE NOT ELIGIBLE

1. If you receive the message “**You are not eligible for NATS/NAPS,**” you cannot proceed with this particular opportunity.

Kindly refer detailed Opportunity Notifications attached with Opportunity Box for the Age and Education eligibility criteria for that opportunity.

2. You may explore and apply for other available opportunities listed in the **Latest Opportunities** section (if available).

7: APPLICATION REVIEW

1. BFSI will verify your application and take action according to your provided details/ documents and eligibility.
2. The possible statuses will be updated accordingly as and when required:
 - Approved
 - Rejected
 - Pending
 - On Hold
3. **Regularly check your BEEP Portal “Dashboard” and the “My Applied Opportunities” section for further updates and procedures.**
4. **Regular updates and notifications will appear under the “My Applied Opportunities” section.**
5. **Keep checking your registered email as well for any kind of further process, notification, exam-related updates, or results.**

8: GRIEVANCE & TECHNICAL SUPPORT

If you have any query or grievance, raise your query from the Grievance section.

9: COMPLIANCE & ACCURACY

Ensure all details and documents provided are **correct and valid**.

NOTE: ANY KIND OF EXAM FEES PAID IS STRICTLY NON-REFUNDABLE UNDER ANY CIRCUMSTANCES.

! Incorrect or invalid information may lead to *rejection of your application*.