

**BHARAT ELECTRONICS LIMITED
MACHILIPATNAM UNIT
(Advt. No. 05/2021-22)**

Bharat Electronics Limited, Machilipatnam, a Navarna Company and India's premier Professional Electronics Company under the Ministry of Defence, is looking for competent personnel for the following job locations on temporary basis. The details of the post are given below:

Post(s)	No. of vacancies	Reservation	Consolidated remuneration per month	Job Location
Trainee Officer (Official Language) – I	02	Unreserved – 02	1 st Year – Rs. 30,000/-	Machilipatnam -01 & Navi Mumbai - 01
			2 nd Year – Rs. 35,000/-	
			3 rd Year – Rs. 40,000/-	

In addition to the remuneration indicated above, a consolidated amount of Rs. 12,000/- per year will be paid towards expenses like insurance premium, attire allowance, stitching charges, footwear allowance etc. The additional amount shall be paid in two equal installments i.e., First installment to be processed in the first month's salary after joining and the second installment will be paid after completion of 6 months from the date of joining.

TENURE OF ENGAGEMENT

Initial engagement will be for a period of **2 years** which may be extended up to a maximum of ONE year (Maximum tenure of 3 years) based on requirement and performance of the Trainee Officer (OL) after obtaining the requisite approval.

The period of engagement will come to an end on completion of the prescribed period.

EDUCATION QUALIFICATION AND AGE LIMIT:

Post(s)	Educational Qualification	Upper age limit as on 01.02.2022
Trainee Officer (Official Language) – I	<ul style="list-style-type: none"> Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level or equivalent degree exam conducted by Voluntary Hindi Organizations recognized by Government of India 	28 years
	OR	

- Master's degree of a recognized University in any English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level

OR

- Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;

OR

- Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of an examination at the degree level;

OR

- Master's degree of a recognized University in any subject other than Hindi or English with Hindi and English as a compulsory or elective subject or either of the this as a medium of examination and the other as a compulsory or elective subject at the degree level;

From recognized Indian University# with 55% and above marks in aggregate of all years / semesters.

Universities / Institutes awarding degrees in CGPA / OGPA / Grade-point must provide method of conversion to percentage.

University incorporated by an Act of the Central or State Legislature in India or other Educational Institutions established by an Act of Parliament or declared to be deemed as universities under section 3 of University Grants Commission Act, 1956.

JOB SPECIFICATIONS

- Translation and typing of various documents from Hindi to English and vice-versa
- To assist OL Officer in organizing OL Meetings/ Workshops / Programs
- Maintaining files and records relating to OL

LEAVE

Trainee Officer (Official Language) will be entitled for 01 Casual cum Sick leave per month. Apart from this, they will also be eligible for paid holidays declared for respective Units/Offices (including OH) based on the location of posting.

MEDICAL BENEFITS & LIFE INSURANCE

Insurance coverage of **Rs. 2 lakhs** for Medical cover and **Rs. 5 lakhs** for Life cover shall be obtained by concerned Trainee Officer at the time of joining and copy of the policy shall be submitted to HR. Responsibility for subsequent renewal of insurance policy during the tenure with the Company is vested with the Trainee Officer and the premium to be paid to Insurance company shall be borne by the individual. In the event of extension of tenure, it will be mandatory for the concerned Trainee Officer to submit the copy of the renewed Insurance Policy to HR.

SELECTION PROCEDURE

Candidates who meet the eligibility criteria w.r.t. qualification and experience will be allotted weightage as follows:

CRITERIA	WEIGHTAGE
<p style="text-align: center;">Criterion 1</p> <p>Percentage of marks obtained in the Qualifying degree which is an aggregate of all semesters / all years</p> <p style="text-align: center;"><i>CGPA / OGPA / Grade-point score shall be converted to percentage of marks.</i></p>	75% or 75 Marks
<p style="text-align: center;">Criterion 2</p> <p>Any relevant work experience in the area will be awarded with 1.25 marks for every completed 6 months. The maximum marks in this criterion is limited to 10 Marks</p> <p>Fresher's with no relevant work experience will be awarded NIL marks in the criterion</p>	10 Marks
Interview (Video-based)	15 Marks
TOTAL	100 Marks

Candidates have to compulsorily provide the CGPA / OGPA / Grade-point to percentage of marks as per the guidelines provided by their University / Institute.

- Candidates will be shortlisted in the order of merit based on marks obtained in the qualifying degree and number of years of experience as indicated above (out of 85 marks) in the ratio of 1:5 category-wise. Only those candidates shortlisted will be called for the video-interview.
- The names of candidates shortlisted for video-interviews will be notified on the careers section of BEL India i.e., www.bel-india.in.
- The call letters for the shortlisted candidates will be communicated to the individuals over e-mail.

APPLICATION FEE

Post (s)	Application Fee	Exemption
Trainee Officer (Official Language)-I	Rs. 200/-	Candidates belonging to SC/ST/PwBD are exempted from payment of application fee

Instructions for making payment:

- Go to www.bel-india.in
- Click on Careers
- Click on Recruitment – Advertisements
- Click on Link for online payment of Application fee
- Accept terms and conditions and click on Proceed
- Select Payment category: Rect of Trainee Officer (OL)-I - Machilipatnam Unit
- Provide the details of payment
- Complete the payment
- Take print of the payment receipt and attach it with the application form.

Candidates may go through all instructions and eligibility criteria carefully before remitting Application Fee and submitting the application. Fee once paid will not be refunded.

Candidates are advised to visit **Careers** section of www.bel-india.in regularly for latest updates.

ABBREVIATIONS

- OBC (NCL) : Other Backward Class (Non-Creamy Layer)
EWS : Economically Weaker Section
SC : Scheduled Caste
ST : Scheduled Tribe
PwBD : Persons with Benchmark Disabilities

OTHER TERMS & CONDITIONS AND GENERAL INSTRUCTIONS:

- a. Only Indian Nationals are eligible to apply.
- b. Candidates belonging to OBC/SC / ST / EWS categories should meet the eligibility norms notified for UR category for consideration against unreserved (UR) vacancies. In other words, OBC/SC / ST / EWS candidates applying for unreserved posts shall be considered under general standard of merit and no relaxations (except payment of application fee for SC / ST / PwBD candidates) shall be available for the candidates.
- c. The Caste / Disability Certificate should be strictly in the format available on the BEL website failing which, candidates will be considered under 'General' category, provided they are otherwise meeting all other criteria stipulated for General Candidates.
- d. Request for change of Mailing address / E-mail ID / Category / Discipline as declared in the application will not be entertained.
- e. Candidates may go through all instructions and eligibility criteria carefully before remitting Application Fee and submitting the application. Fee once paid will not be refunded.
- f. All future correspondence with candidates shall be done through e-mail only. BEL will not be responsible for bouncing of any e-mail sent to the candidate.
- g. Candidates employed in Central / State Government department, Central / State PSUs or Semi-Government Organization must produce No Objection Certificate (NOC) at the time of video-Interview. In case, the candidate fails to produce NOC from his / her present employer at the time of Video-Interview, his / her candidature will not be entertained.
- h. The prescribed qualification and other eligibility criteria are the minimum and mere possession for the same does not entitle candidates to appear in Selection process. BEL's decision shall be final in this regard.
- i. List of candidates shortlisted for Video-Interview and the list of candidate(s) selected for engagement for the above posts will be displayed in **Careers** section of www.bel-india.in
- j. There will be no separate communication to any candidates on their non-selection at any stage.
- k. The posts indicated above may vary based on the actual requirement at the time of selection. Canvassing in any form will result in disqualification. BEL reserves the right to debar/disqualify any candidate at any stage of the selection process for any reason what soever.



- I. Since the reservation points are not reserved for SC/ST, SC/ST candidates applying for the post must ensure that they are meeting the eligibility criteria set out for General candidates. However, they are exempted from payment of Application Fee.
- m. Any revision, clarification, addendum, corrigendum, time extension etc. to the above advertisement will be hosted on the careers section of BEL website and no separate notification will be issued in the press. Candidates are advised to visit the website regularly to keep themselves updated.
- n. Based on the preference opted by the candidate in the application form, one candidate will be posted to Machilipatnam Unit and other candidate to Navi Mumbai Unit

The advertisement is made available in bilingual (English and Hindi). In case of any misinterpretation of the advertisement the English version is to be referred and that is final.

HOW TO APPLY:

Interested candidates may send the prescribed application available on the Company's website (bel-india.in) through post/ courier, super-scribing on the envelope the name of the post applied for along with the following self-attested documents:

- SSLC / SSC / 10th Standard marks card (as proof of Date of Birth)
- Master's Degree certificate (as applicable). In case of CGPA / OGPA / Grade- point, the candidates are required to indicate the formula for conversion of CGPA / Credits to percentage in accordance with the respective University norms.
- All educational qualification certificates and Final consolidated marks sheet.
- Caste / Community / Disability certificate in case of candidates belonging to SC/ST/PwBD are required to submit the certificate in the prescribed format.
- Post-qualification experience certificate(s) from previous / current employer. Where current employment certificate is not produced the offer of current employment, latest pay slip and employee ID proof should be compulsorily attached.
- Candidates if working in PSUs / Govt. organizations should compulsorily submit 'No Objection Certificate' at the time of application or interview.
- Application Fee Receipt, if applicable

The Duly filled in application along with the above said documents should be sent to Manager (HR), Bharat Electronics Limited, Ravindranath Tagore Road, Machilipatnam – 521001, Andhra Pradesh on or before 20.04.2022 through post / courier. Applications received after the closing date / without the above said enclosures will be summarily rejected.

Last date for receipt of applications is 20.04.2022.

For all the information and updates candidates need to visit website www.bel-india.in.



एक कदम स्वच्छता की ओर



QUALITY. TECHNOLOGY. INNOVATION

For any queries / clarifications please call Helpdesk No. 08662527203/406 or mail to rectmc@bel.co.in. Last date for submission of the applications is 20.04.2022
