



BHARAT ELECTRONICS LIMITED
NDA Road, Pashan, Pune – 411 021

Bharat Electronics Limited, a Navaratna category Central Public Sector Enterprise and India's leading professional Electronics Company, under Ministry of Defence, Government of India, requires experienced professionals for the post of Trainee Engineer / Officers – 11 posts (Electronics, Mechanical, Electrical, Civil, Finance) and Project Engineers / officers – 07 posts (Electronics, Mechanical, HR) on short term basis for its Manufacturing Unit located at NDA Road, Pashan, Pune.

Sl	Post	Discipline : No. of Posts	Reservation	Upper age limit as on 01.08.2020 *	Minimum Post Qualification Experience as on 01.08.2020	Post Code
1	Trainee Engineer - I	BE/B.Tech/B.Sc (Engg) Electronics : 02 Mechanical : 04 Electrical : 01 Civil : 02	GEN - 07 SC - 01 OBC - 02 EWS - 01	25 Years	1 Year	TE - I
2	Trainee Officer-I	Two years Full time MBA Finance : 02				TO - I
3	Project Engineer - I	BE/B.Tech/B.Sc (Engg) Electronics : 03 Mechanical : 03	GEN - 05 SC - 01 OBC - 01	28 Years	2 Years	PE - I
4	Project Officer-I	Two years Full time MBA / MSW HR : 01				PO - I

* **AGE** : The upper age limit will be relaxable for SC, ST candidates by 5 years and for OBC candidates by 3 years. For candidates belonging to PWD category having minimum 40% disability or more will get 10 years relaxation in upper age limit in addition to the relaxation applicable to the categories mentioned above.

Terms of Engagement & Remuneration :

Trainee Engineer-I will be engaged initially for a period of One year which may be extended upto maximum of Three years (including initial period) based on requirement and individual performance . Candidates will be paid a consolidated remuneration of Rs. 25,000/-, Rs. 28,000/-and Rs. 31,000/- for 1st, 2nd, and 3rd year of contract respectively.

Project Engineer-I will be engaged initially for a period of Two years which may be extended up to maximum of Four years (including initial period) based on requirement and individual performamnce. Candidates will be paid a consolidated remuneration of Rs. 35,000/-, Rs. 40,000/-, Rs. 45,000/- and Rs. 50,000/- for 1st, 2nd, 3rd year and 4th year of contract respectively.

In addition to above a consolidated amount of Rs. 10,000/- per year will be paid towards expenses like medical insurance premium, attire allowance, stitching charges, footwear allowance etc. The additional amount shall be paid in two instalments. First instalment will be processed in the first month's salary after joining and the second instalment will be paid after completion of 6 months from the date of joining.

Qualification : Full time BE/ B.Tech/ B.Sc Engg (4 years) course from AICTE approved Institute / University in the relevant disciplines of Engineering. For HR and Finance disciplines full time MBA, MSW in HR and MBA Finance course from AIMA recognised Institute / University. First Class in the indicated qualification for General, OBC and EWS candidates and Pass Class for SC, ST and PWD candidates.

In case any University / Institute following an evaluation system of CGPA / DGPA / OGPA or letter grade, the candidate, wherever applicable, it is mandatory for the candidate to submit percentage (%) conversion certificate issued by university / institution and awarded class along with the application.

Post qualification Experience (as on 01.08.2020) :

- 1. Minimum 1 Year post qualification relevant industry experience is mandatory to apply for the post of Trainee Engineer - I.**
- 2. Minimum 1 Year post qualification relevant experience is mandatory to apply for the post of Trainee Officer-I in Finance discipline.**
- 3. Minimum of 2 years of post qualification relevant industry experience is mandatory to apply for the post of Project Engineer / Officer – I.**

Please note following:

- 1. Academic / Teaching experience will not be considered.**
- 2. Minimum Mandatory relevant experience will be given weightage of 2.5 and 1.25 marks will be given for additional relevant industrial experience of every six months but limited to max 10 marks.**
- 3. One year completed apprenticeship training will be considered as experience.**

Candidates with experience in any of the following areas will be preferred.

Mechanical :

Experience for Trainee Engineer (Mechanical):

Hands on experience in any of the areas like Designing / Assembly /Production Planning and control / Quality control/ Purchase /Material handling & inventory control/ Product Support/ Plant maintenance activities including Air conditioning and compressors.

Experience for Project Engineer (Mechanical):

Hands on experience in any of the areas like Designing of various parts / Assembly of systems & sub systems /Production Planning and control / Quality control activities/ Purchase of various parts /Material handling & inventory control/ Customer handling & Product Support/ Handling of Plant maintenance activities including Air conditioning and compressors etc

Electronics :

Experience for Trainee Engineer (Electronics):

Hands on experience in any of the areas like Embedded Systems, digital signal processing, Image Processing and Power Electronics design, assembly, testing.

Experience for Project Engineer (Electronics):

Hands on experience in any of the areas like Embedded Systems, digital signal processing, Image Processing, Power Electronics design, assembly, testing, using test instruments like network analyser, spectrum analyser, Signal generators, RF power meters, Quality Assurance area such as preparation of project documents, updating stores database, inspection of electrical and electronic components/spares, coordinating with customers for clearance etc.

Electrical

Hands on experience in areas like operation / maintenance of Electrical installations such as 11 KV receiving station / Sub-Station / DG Set/HT< switch gear panels, cabling work, control panels, understanding of elect. Drawings, measurements and billings, Work estimation and execution of infrastructure projects etc.

Civil

Execution of civil project works, knowledge of civil drawings, measurements, estimation, billing, Quality control tests, knowledge of Auto CAD.

Finance :

Hands on experience in areas like Budgeting, Costing, Book Keeping, GST, Exposure to MS Office etc.

HR

HR Generalist to implement a variety of human resource program / policies.

Industry experience in HR / HRD processes such as Competency Mapping, arranging the Training and Development (T&D), effectiveness of T&D interventions etc

Good understanding of general HR Policies & procedures.

Good knowledge of employment / labour laws

Excellent knowledge of MS Office

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

Criteria	Weightage
Aggregate Marks secured in BE/ B.Tech/ B.Sc Engg (4 years) / MBA / MSW in the relevant disciplines	75% or 75 Marks
Relevant Post Qualification experience: 2.5 marks will be allocated for minimum experience stipulated for the post. 1.25 marks will be allocated for every additional experience of 6 months subject to a maximum of 10 marks.	10 Marks
Interview for shortlisted candidates (Video - Based)	15 Marks
	100 Marks

- **In case any University / Institute following an evaluation system of CGPA / DGPA / OGPA or letter grade, the candidate, wherever applicable, it is mandatory for the candidate to submit percentage (%) conversion certificate issued by university / institution and awarded class along with the application.**
- Candidates will be shortlisted in the order of merit based on their aggregate marks obtained in the degree in required qualification and number of years of experience as indicated herein above in the ratio of 1:5. Only those candidates who are shortlisted will be called for the interview.
- The names of candidates shortlisted for interviews will be available on our company's website.
- Candidates who have been shortlisted for the interview will receive interview call only by email.

- Interview will be through Video based and separate instructions for interview will be provided in Interview call to short listed candidates.
- The results of the final selection will be available on BEL website.
- Provisional appointment order will be issued to the selected candidates by email.

General conditions :

- Only Indian nationals need to apply.
- Application fee for the post of Project Engineer / Officer is Rs. 500/- and Rs. 200/- for Trainee Engineer / Officer to be remitted by DD in favour of “Bharat Electronics Limited” payable at Pune is required to be attached along with application. SC/ST/PWD candidates are exempted from payment of application fee.
- One candidate can apply for only ONE POST in one application.
- Candidates employed in Govt./Quasi Govt. and Public Sector Undertaking is required to submit the application through proper channel or produce ‘**No Objection Certificate**’ along with the application without which such candidate will not be considered for the selection process.
- The number of posts indicated above may vary based on the actual requirement at the time of selection.
- Applications that are incomplete, not in the prescribed format, not legible, without the required/mandatory enclosures/attachments will be summarily rejected without assigning any reason and no correspondence in this regard will be entertained. There will be no separate communication to any candidates on their non-consideration at any stage of the selection process.
- It is mandatory for the candidates who are already working with any of the units of Bharat Electronics Limited to send their application through the respective HR or if it is revealed during the selection process that the application was not forwarded by the respective HR, such application will be summarily rejected or candidate will be out of selection process without assigning any reason and no correspondence in this regard will be entertained. There will be no separate communication to any candidates on their non-consideration at any stage of the selection process.
- The above opening is for Bharat Electronics Limited, NDA Road, Pashan, Pune-411 021. However, selected candidate may be required to serve in other location/s also, if need arises, as per Company’s requirement.
- Candidates are required to provide their one valid e-mail ID which shall be entered in the application form. Information pertaining to the interview will be sent to the shortlisted candidates only by e-mail. BEL will not be responsible for bouncing of any e-mail sent to the candidate. All correspondence will be done through e-mail only.
- BEL reserves the right to debar the candidates at any stage of selection process, if the candidature is not found suitable.
- Candidates claiming to be belonging to SC/ST, OBC, EWS, PWD category are required to submit the latest certificate in the prescribed proforma (available in Company’s website www.bel-india.in) issued by the prescribed authority along with the application. Certificate in any other proforma or issued by an authority other than the prescribed authority will not be accepted.
- Candidates belonging to OBC category should produce the certificate dated on or after 01.08.2019 along with Non Creamy Layer Certificate.

- Appointment of the provisionally selected candidate will be subject to being found Medically Fit by the Company's medical authorities as per the medical fitness standards laid down by the Company. The candidate who is called to report on selection should get himself/herself medically examined by a Civil Surgeon/Asst. Civil Surgeon and submit the medical report as per the requirement of the Company.
- Candidates with relevant disability of not less than 40% only will be eligible for reservation and relaxation as PWD. PWD candidates are required to submit Disability Certificate issued by the Medical board in the prescribed format (available in Company's website www.bel-india.in) along with the application.
- **In case any University / Institute following an evaluation system of CGPA / DGPA / OGPA or letter grade, the candidate, wherever applicable, it is mandatory for the candidate to submit percentage (%) conversion certificate issued by university / institution and awarded class along with the application.**
- The admission at all/any stage of selection process will be purely provisional. Mere issue of interview call to the candidate will not imply that his/her candidature has been cleared by BEL. BEL reserves the right to debar / disqualify any candidates at any stage of the selection process for any reason whatsoever. Mere applying for the post shall not be deemed as selection.
- **Canvassing in any form will result in disqualification at any stage of the selection process.**
- Please ensure that the applicant fulfils all the eligibility criteria as stipulated in the advertisement. In case applicant fails to meet any of the eligibility criteria as stated in the advertisement for the post, his/her candidature will be cancelled at any point of selection process. The decision of the management in this regard would be final. Candidate must go through all instructions and eligibility criteria carefully before submission of Application fee. Application Fees once paid will not be refunded in any case/circumstances.

Interested candidates shall apply in following manner :

STAGE -1

Candidates meeting the above criteria shall e-mail "**the Scanned Copy of filled in application**" clearly mentioning the post for which he/she is applying and the **information in Excel file (.xls/.xlsx only, format not to be altered or convert it in PDF while sending email)** in the prescribed format available on BEL website] to contengr-1@bel.co.in.

STAGE -2

After email as per stage -1, Candidates are required to send hard copy of the duly filled in application form & Excel file print out (as e-Mailed) & Demand Draft along with the following self-attested photocopies of the documents (one set in following mentioned sequence) immediately by Speed Post only to **Sr. Dy. General Manager (HR&A), Bharat Electronics Limited, N.D.A.Road, Pashan, Pune- 411021**, Maharashtra State so as to reach it on or before **15.09.2020**. Any Hard Copy Application received after 15.09.2020 will not be considered for the selection process.

Envelope shall be Superscribed with Post Code applied for and the senders Name.

Documents to be attached along with Application Hard Copy :

- a) Filled in application form, downloaded from the BEL website.
- b) Demand Draft as applicable
- c) Certificate / Marks Sheet issued by Board for Matriculation / Higher Secondary in support of proof of age.
- d) All certificates (starting from Matriculation / Class X) in support of educational qualifications. (Candidates having part-time or correspondence course in prescribed qualification are not eligible).
- e) Conversion formula for conversion of CGPA / DGPA / OGPA or letter grade to percentage marks & awarded class, duly certified by the University / Institution, wherever applicable.
- f) A copy of latest OBC certificate / a copy of SC/ST/EWS certificate.
- g) Non Creamy Layer Certificate for OBC candidates.
- h) Disability certificate, if the candidate belongs to PWD category.
- i) No objection certificate if employed in Government / Quasi Government and Public Sector undertakings.
- j) Experience certificate from the previous and present employer.
- k) Two passport size colour photographs.

The last date for receipt of duly completed application along with required documents is 15.09.2020. Any application received after 15.09.2020 will not be considered for the selection process.
