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BHARAT ELECTRONICS LIMITED

(A Govt. of India Enterprise under the Ministry of Defence)

Advt. No. 17556/HR/Recruitment/LL/2024 dated 09.10.2024

Bharat Electronics Limited (BEL) a Navaratna Company and India's premier Professional Electronics Company with a portfolio of over 350 different products in the areas of Military Communication, Radars, Naval Systems, C4I Systems, Weapon Systems, Homeland Security, Telecom and Broadcast, Electronic Warfare, Tank Electronics and Electro Optics requires the following personnel:

Post(s)	No. of posts	Reservation	Pay Scale & CTC	Upper age limit as on 01.10.2024	Minimum no. of years of relevant post-qualification experience as on 01.10.2024
Assistant Manager (Legal) – E-III grade	03	UR-02 OBC (NCL)- 01	50,000 - 3% - 1,60,000 CTC: 15 lacs (approx.)	32 years	4-5 Years Post Qualification Experience
Probationary Officer (Legal) – E-II grade	03	UR-01 OBC (NCL)- 01 SC- 01	40,000 - 3% - 1,40,000 CTC: 12 lacs (approx.)	25 years	-
Senior Assistant Officer (Legal) – E-I grade (Fixed Tenure for 5 years)	02	UR-01 OBC (NCL)- 01	30,000 - 3% - 1,20,000 CTC: 9 lacs (approx.)	40 Years	Should be in JCO grade at the time of leaving the Army/Navy/Air force /Central Paramilitary organizations

QUALIFICATION

Post	Qualification	Percentage
Assistant Manager (Legal) in E-III grade	Bachelor's Degree in Law (LL.B / B.L) from recognized Indian University approved by Bar Council of India, New Delhi or integrated 5 year course in Law. Candidates with LLM will be preferred.	First Class for General/ OBC/ EWS candidates and Pass Class for SC/ ST/ PwBD

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Probationary Officer (Legal) in E-II grade	Bachelor's Degree in Law (LL.B / B.L) from recognized Indian University and approved by Bar Council of India, New Delhi or integrated 5 year course in Law.	First Class for General/ OBC/ EWS candidates and Pass Class for SC/ ST/ PwBD
Senior Assistant Officer (Legal) in E-I grade on Fixed Tenure Basis	Bachelor's Degree in Law (LL.B / B.L) from recognized Indian University and approved by Bar Council of India, New Delhi or integrated 5 year course in Law. Candidates with LLM will be preferred	Pass Class

Please Note:

a. Candidates whose discipline/ specialisation mentioned in their relevant Degree Certificates do not tally with the discipline/ specialisation prescribed in the advertisement will not be considered for selections.
b. **In case of CGPA or credits system of assessments, the candidates are required to attach the formula for conversion of CGPA/ Credits to percentage in accordance with the respective University norms.**

MANDATORY Post-qualification Experience (4-5 Years) as on 01.10.2024 for E-III post:

- Working knowledge in Labour laws, Land Laws, Contract drafting and management, RTI Act etc.
- Basic knowledge of Practice & Procedure in Civil and Criminal proceedings;
- Drafting: Preparing, reviewing, vetting of statements to be filed in various Courts / Tribunals etc; Reviewing and Vetting of Agreements / Contracts such as Technical Collaboration Agreement, End User License Agreement, Technology Transfer Agreement, Lease deed, Sale Deed, Service Agreement, Security bond, Indemnity bond, Guarantee Bond, Non-Disclosure Agreement; Memorandum of Understanding, etc;
- Good Negotiation Skills; and
- Liaison with external legal counsel for legal opinion on specific issues.
- Candidate must possess excellent verbal and written communication skills
- Conversant in use of computers and MS Office Tools.

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

Relaxations: The age relaxation for OBC (NCL) candidates is 3 years and SC candidates is 5 years over and above the upper age limit set for General (Unreserved) category. For Persons with Benchmark Disabilities (PwBD) having minimum 40% disability or more will get 10 years relaxation in addition to the upper age limit set for the category.

For the posts of Senior Assistant Officer (Legal) in E-I grade on Fixed Tenure Basis the tenure shall be for a initial period of 5 years extendable for 5 +5 years based on business requirement and performance of the individual.

METHOD OF SELECTION:

Selection will be through a Written Test for candidates who meet the eligibility criteria followed by an Interview, only for those candidates who qualify in the Written Test. Based on the Written Test score, candidates will be shortlisted for interview in the order of merit in the ratio 1:5 for E-II/E-I post and 1:7 for E-III post.The minimum qualifying marks for General/OBC/EWS candidates is 35% and 30% for SC/ST/PwBD candidates in both written test and interview separately.

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HOW TO APPLY:

a) Candidates who are desirous of applying for the above posts indicated in the advertisement may apply online by clicking the link provided against the advertisement and click on https://jobapply.in/bel2024CCBNG. **The last date to submit online applications is 30.10.2024.**

b) Candidates are required to read all the instructions given in the advertisement and enter all information correctly in the online application form and verify the same before submission, as changes shall not be permitted after submission of the application form.

c) In case a candidate submits more than one application for the same post, the application against which payment is deposited shall only be considered. Further, if a candidate submits two applications with payment for the same posts, the application with the latest registration number shall only be considered.

d) If candidates are employed in BEL, they shall submit prior intimation to their respective SBU/Unit HR.

Enclosures

i. SSLC / SSC / 10th Standard marks card (as proof of Date of Birth)
ii. LL.B / B.L 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;
iii. Final consolidated marks sheet & Degree Certificate;
iv. Caste / Community / Disability certificate in case of candidates belonging to OBC(NCL)/SC/PwBD are required to submit the certificate in the prescribed format;
v. Post-qualification experience certificate(s) from previous / current employer. Where current employment certificate is not produced the offer of current employment, latest month payslip and employee ID proof should be compulsorily attached;
vi. Candidates if working in PSUs / Govt. organizations should compulsorily submit 'No Objection Certificate' at the time of application or interview.
vii. Physical copy of payment receipt of SB Collect (online mode / through SBI Branch)
viii. Identity Proof (Aadhar card / Driving License / Voter ID)

Application fee:

Post (s)	Application Fee	Exemption
Assistant Manager (Legal) – E-III grade	Rs. 600/- + 18% GST	Candidates belonging to SC/ST/PwBD/Ex-Servicemen are exempted from payment of application fee
Probationary Officer (Legal) (Legal) – E-II grade	Rs. 600/- + 18% GST	
Senior Assistant Officer (Legal)– E-I grade	Exempted	

a) Candidates are required to remit an amount of Rs. 600/- plus 18% GST towards application fee through SBI Collect (through online mode or through SBI Branch).

b) Candidates are requested to read the details and screenshots for making the payment.

c) Candidates can also make the payment by approaching SBI branch. Candidates are required to select SBI branch in the payment option and download & print the challan generated through SBI Collect and deposit the application fee of Rs. 600/- plus 18% GST + bank charges in any SBI Branch. The candidate should ensure to obtain the seal and signature of the bank official.

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d) Candidates have to enter the "**SBI Collect Reference No.**" generated after payment, in the Application Form. SC/ST/PwBD candidates are exempted from payment of application fee.

e) Candidate may go through all instructions and eligibility criteria carefully before remitting application fees and sending the application. **Fees once paid will not be refunded under any circumstances.** Candidates may take note that no cheque, DD or cash will be accepted towards payment of application fee.

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

SBI Collect link (https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=14842) with be active from 09.10.2024 to 30.10.2024 for application fee payment.

GENERAL INSTRUCTIONS:

a. Internal candidates of BEL are not eligible to apply for E-III post.

b. Only Indian Nationals are eligible to apply.

c. Academic / Teaching / Research work experience will not be considered as relevant post-qualification experience.

d. Candidate should possess Experience certificates / Documents issued by the previous and present employer clearly indicating period of employment and post held.

e. The decision of the Selection Committee with respect to professional post-qualification experience will be final. Work experience indicated without supporting documents will not be considered and is liable to be rejected / cancelled without any prior intimation.

f. Applications received by post after the last date will be summarily rejected without assigning reasons.

g. Short listing of candidates will be carried out purely based on the information declared by candidates in the application form. If at any further stage of selection, it is found that candidates have declared false information w.r.t. their credentials, BEL reserves the right to debar them at any stage of selection.

h. Candidates belonging to OBC (NCL) / SC / ST categories should meet the eligibility norms notified for UR category for consideration against unreserved (UR) vacancies. In other words, OBC (NCL) / SC / ST 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.

i. Incomplete applications / applications not in prescribed format / applications without supporting documents as brought out in **'HOW TO APPLY'** paragraph will be summarily rejected without assigning reasons thereof.

j. 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.

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k. Request for change of mailing address / E-mail ID / Category / Degree as declared in the application form will not be entertained.

l. **Travelling Allowance (TA) at Interview stage:** Outstation candidates will be reimbursed to & fro rail fare by shortest route either from your correspondence address or from actual place of departure whichever is less, on production of tickets/supporting documentary proofs in respect of onward journey. The travelling allowance payment is restricted to AC Chair car/ III Tier AC for grades E-I to E-III posts.

m. 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.

n. Merely fulfilling the minimum requirement of qualification and experience will not vest any right on the candidates to be called for the Interview/ Written Test. The admission at all / any stage of selection process will be purely provisional. Mere issue of admit card / interview call letter/provisional offer of appointment to the candidate will not imply that his / her candidature has been cleared by BEL. BEL reserves the right to debar / disqualify any candidate at any stage of the selection process for any reason what so ever and also reserves the right to cancel / restrict / enlarge / modify or alter the recruitment or selection process, if need so arise without issuing any further notice or assigning any reason thereafter.

o. Post qualification experience certificate(s) from previous to till current employer to be produced. The joining/appointment letter and relieving letter (wherever applicable) needs to be attached to determine the number of years of post-qualification experience. Where current employment certificate is not produced the joining/appointment letter, first and latest pay slip and employee ID proof should be compulsorily attached to determine the number of years of experience. In case, fail to enclose the supporting documents the application will be summarily rejected without assigning any reason and no correspondence in this regard will be entertained.

p. Candidates employed in Central / State Government department, Central / State PSUs or Semi-Government Organization must produce No Objection Certificate (NOC) at the time of Interview. In case, the candidate fails to produce NOC from his / her present employer at the time of Interview, his / her candidature will not be entertained.

q. The prescribed qualification and other eligibility criteria are 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.

r. List of candidates shortlisted for written test / interview / final selected for the above posts will be displayed in ***Careers*** section of www.bel-india.in.

s. There will be no separate communication to any candidates on their non-selection at any stage.

t. 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 whatsoever.

u. 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.

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

For queries related to advertisement & payment of application fee, contact us at corprec@bel.co.in or 080-25039300.

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BHARAT ELECTRONICS LIMITED
(A Govt. of India Enterprise under the Ministry of Defence)

Advt. No. 17556/HR/Recruitment/HR/2024 dated 09.10.2024

Bharat Electronics Limited (BEL) a Navaratna Company and India's premier Professional Electronics Company with a portfolio of over 350 different products in the areas of Military Communication, Radars, Naval Systems, C4I Systems, Weapon Systems, Homeland Security, Telecom and Broadcast, Electronic Warfare, Tank Electronics and Electro Optics requires the following personnel on permanent basis:

Sl. No.	Post / Grade	Relevant /Required Education Qualification & Discipline	No. of Post(s)	Upper age limit as on 01.10.2024	CTC / Pay scale	Reservation	Post Qualification Experience on 01.10.2024
1.	Assistant Manager (HR) / E-III Grade	MBA/MSW/PG Degree/PG Diploma in Human Resource Management / Industrial Relation/ Personal Management	06	32 Years	15 Lakhs (approx.) / 50,000 - 3% - 1,60,000	UR-2 OBC (NCL)-2 SC-1 ST-1	4-5 Years Post Qualification Experience
2	Probationary Officer (HR) / E-II Grade	MBA/MSW/PG Degree/PG Diploma in Human Resource Management / Industrial Relation/ Personal Management	05	25 Years	12 Lakhs (approx.) / 40,000 - 3% - 1,40,000	UR-2 EWS-1 OBC(NCL)-1 ST-1	-

1.0 <u>EDUCATIONAL QUALIFICATION</u>:

Two years MBA/MSW/PG Degree / PG Diploma in Human Resources Mgt./Industrial Relations / Personnel Mgt. In case of dual degrees of HR with another specialization, dual degree shall be accepted with HR as a major subject. In case where degree does not specify HR as major subject, the candidate should have studied at least 5 out of the 8 subjects listed below:

- Labour Laws
- Organization Behavior
- Human Resources Management
- Management Principles and practices
- Human Resource Development
- Industrial Relations
- Recruitment & Selection
- HR Analytics

Please Note:

a. First Class for General/ OBC/ EWS candidates and Pass Class for SC/ ST/ PwBD (Person with Benchmark Disability) candidates from an AICTE approved College/ Institute or a recognized University will be considered.

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b. Candidates whose discipline/ specialisation mentioned in their relevant Degree Certificates do not tally with the discipline/ specialisation prescribed in the advertisement will not be considered for selections.

c. **In case of CGPA or credits system of assessments, the candidates are required to attach the formula for conversion of CGPA/ Credits to percentage in accordance with the respective University norms.**

2.0 UPPER AGE RELAXATION:

The age relaxation for OBC (NCL) candidates is 3 years and SC/ST candidates is 5 years over and above the upper age limit set for General (Unreserved) category. For Persons with Benchmark Disabilities (PwBD) having minimum 40% disability or more will get 10 years relaxation in addition to the upper age limit set for the category..

Age relaxation for Ex-Servicemen will be as per Government Guidelines.

3.0 REMUNERATION:

Pay scale for the post of Assistant Manager (HR) / E-III is Rs. 50,000-3%-1,60,000 and for the post of Probationary Officer (HR) / E-II is Rs. 40,000-3%-1,40,000. In addition to Basic Pay, other allowances like Dearness Allowance, House Rent Allowance, 35% of the Basic Pay as perquisites, Performance Related Pay (PRP), Group Insurance, Medical facilities and Provident Fund as per the Company's rules will be part of the remuneration package.

4.0 SELECTION PROCEDURE:

a. Candidates have to carefully enter the details in the application and attach the documents as prescribed. In case, the details mentioned do not tally with supporting documents, the candidates application will be rejected without any prior intimation.

b. Candidates meeting the eligibility criteria as stipulated in the advertisement will be called for **Written Test** (85 marks) for shortlisted candidates based on screening of the application and the documents submitted by the applicant.

c. Based on the Written Test score, candidates will be shortlisted for interview in the order of merit in the ratio 1:5 for E-II post and 1:7 for E-III post.

d. The minimum qualifying marks for General/OBC/EWS candidates is 35% and 30% for SC/ST/PwBD candidates in both written test and interview separately.

5.0 HOW TO APPLY:

a) Candidates who are desirous of applying for the above posts indicated in the advertisement may apply online by clicking the link provided against the advertisement and click on https://jobapply.in/bel2024CCBNG. **The last date to submit online applications is 30.10.2024.**

b) Candidates are required to read all the instructions given in the advertisement and enter all information correctly in the online application form and verify the same before submission, as changes shall not be permitted after submission of the application form.

c) In case a candidate submits more than one application for the same post, the application against which payment is deposited shall only be considered. Further, if a candidate submits two applications with payment for the same posts, the application with the latest registration number shall only be considered.

d) If candidates are employed in BEL, they shall submit prior intimation to their respective SBU/Unit HR.

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6.0 FEE PAYMENT:

a) Candidates are required to remit an amount of Rs. 600/- plus 18% GST towards application fee through SBI Collect (through online mode or through SBI Branch).

b) Candidates are requested to read the details and screenshots for making the payment.

c) Candidates can also make the payment by approaching SBI branch. Candidates are required to select SBI branch in the payment option and download & print the challan generated through SBI Collect and deposit the application fee of Rs. 600/- plus 18% GST applicable bank charges in any SBI Branch. The candidate should ensure to obtain the seal and signature of the bank official.

d) Candidates have to enter the "**SBI Collect Reference No.**" generated after payment, in the Application Form. SC/ST/PwBD candidates are exempted from payment of application fee.

e) Candidate may go through all instructions and eligibility criteria carefully before remitting application fees and sending the application. **Fees once paid will not be refunded under any circumstances.** Candidates may take note that no cheque, DD or cash will be accepted towards payment of application fee.

f) SBI Collect link (https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=14842) with be active from 09.10.2024 to 30.10.2024 for application fee payment.

INSTRUCTION FOR MAKING PAYMENT:

a. Go to www.onlinesbi.com and select: - State Bank Collect.
b. Accept Terms and Conditions and click on "**Proceed"**.
c. Select state of Corporation/ Institution:- All India.
d. Select type of Corporation/ Institution: - PSU - Public Sector Undertaking and Click on "**Go"** option.
e. Select PSU - Public Sector Undertaking: - Bharat Electronics Limited and Click on "**Submit"** button.
f. Select Payment category :-

   Assistant Manager (E-III) Post - "Recruitment of Assistant Manager (HR) (E-III) or

   Probationary Officer (E-II) Post - "Recruitment of Probationary Officer (HR) (E-II)

   Complete the payment as explained above
g. Take a print of the payment receipt and attach it with the application form.

7.0 GENERAL INSTRUCTIONS:

a) Internal candidates of BEL are not eligible to apply for E-III post.
b) Academic / Teaching / Research work experience will not be considered as relevant post-qualification experience.
c) Prior experience as Trainees/ Fixed-tenure/ Contractual Engagement in BEL/ other PSUs will not be considered as relevant experience for the posts advertised
d) Candidates working in PSUs/ Government/ Quasi Government organizations should compulsory produce "**No Objection Certificate**" at the time of the interview. Such candidates, who are unable to produce NOC at the time of interview, will not be considered for interview.
e) Short listing of candidates will be carried out purely based on the information declared by candidates in the application form. If at any further stage of selection, it is found that candidates have declared false information w.r.t. their credentials, BEL reserves the right to debar them at any stage of selection.
f) Candidates belonging to OBC (NCL) / SC / ST categories should meet the eligibility norms

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not fit for UR category for consideration against unreserved (UR) vacancies. In other words, OBC (NCL) / SC / ST 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.

g) Incomplete applications / applications not in prescribed format / applications without supporting documents as brought out in **'HOW TO APPLY'** paragraph will be summarily rejected without assigning reasons thereof.

h) 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.

i) Candidates are required to travel extensively anywhere in India.

j) Outstation Candidates called for interview shall be reimbursed AC Chair Car/III Tire AC to and fro train fare by the shortest route (from their correspondence address) on production of receipt or other supporting documentary evidence in respect of the onward journey.

k) The exact date and time shall be communicated in the Admit Card for Written Test. Candidates are required to possess at least one valid e-mail id which is to be entered in the application form. Information pertaining to the Written Test/ Interview will be sent by e-mail to the id that is furnished and also will be published in the BEL Website. BEL will not be responsible for bouncing of any e-mail sent to the candidate.

l) In the event any applicant has litigated with his/her employer in the past, the same should be clearly mentioned in brief.

m) The Disability Certificate should be strictly in the format available on the BEL website.

n) Canvassing in any form will result in disqualification.

o) Only Indian nationals need to apply.

p) Merely fulfilling the minimum requirement of qualification and experience will not vest any right on the candidates to be called for the Interview/ Written Test. The admission at all / any stage of selection process will be purely provisional. Mere issue of admit card / interview call letter/provisional offer of appointment to the candidate will not imply that his / her candidature has been cleared by BEL. BEL reserves the right to debar / disqualify any candidate at any stage of the selection process for any reason what so ever and also reserves the right to cancel / restrict / enlarge / modify or alter the recruitment or selection process, if need so arise without issuing any further notice or assigning any reason thereafter.

q) Candidate should possess Experience certificates / Documents issued by the previous and present employer clearly indicating period of employment and post held.

r) The decision of the Selection Committee with respect to professional post-qualification experience will be final. Work experience indicated without supporting documents will not be considered and is liable to be rejected / cancelled without any prior intimation.

s) Post qualification experience certificate(s) from previous to till current employer to be produced. The joining/appointment letter and relieving letter (wherever applicable) needs to be attached to determine the number of years of post-qualification experience. Where current employment certificate is not produced the joining/appointment letter, first and latest pay slip and employee ID proof should be compulsorily attached to determine the number of years of experience. In case, fail to enclose the supporting documents the application will be summarily rejected without assigning any reason and no correspondence in this regard will be entertained.

t) Failure to forward the indicated enclosures will result in disqualification, even if the candidates have remitted the application fee.

u) 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.

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The application should be submitted on or before **30.10.2024 by 5.00 PM**, any applications received after the closing date will not be considered, applications that are incomplete, not in the prescribed format, not eligible, without the required enclosures will be summarily rejected without assigning reasons and no correspondence in this regard will be entertained.

There will be no separate communication to the candidates on their non-selection at any stage.

Disclaimer

BEL has a robust and transparent recruitment process where the selection criteria are purely based on merit of the candidate. BEL does not demand or charge any fee or request for money deposits at any stage of the recruitment process other than the application fee mentioned in this advertisement. We urge job seekers not to be misled by any communication made by fraudsters purporting to be representatives of our Company and demanding payment in lieu of employment in BEL. The Company is not liable for any loss that may ensue from such fraudulent actions.

BEL reserves its right to take legal action including criminal action against such fraudsters.

For clarification if any in respect of the above advertisement, you may write to **corpec@bel.co.in** or contact on 080-25039300.

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