

Bharat Electronics Limited, a Navratna category Central Public Sector Enterprise and India's leading professional Electronics Company, under Ministry of Defence, Government of India requires EX- Servicemen in Executive Cadre for its Manufacturing Unit at Pune.

**I. POSTS:**

Post	No. of Posts	Qualification + Experience	Upper Age limit as on 01.09.2024	Reservation	Period of Employment	Grade/Pay Scale
Sr. Asst. Facility Officer (E-I)	01	Degree in any discipline + Should be in the rank of Jr. Commissioned officer (JCO) with 15 years of service in the Indian Army/ Air Force/ Navy or Central Paramilitary Organizations.	50 Years	UR-01	15 Years or date of superannuation (60 years) whichever is earlier	E-I Rs. 30,000-3%- 120,000/- +Admissible allowances

**II. TENURE OF ENGAGEMENT:**

The tenure of engagement shall be for a period of 15 years or the date of superannuation (60 years) whichever is earlier. However, the tenure of engagement shall be reviewed for extension solely based on individual performance and company requirements on completion of every 5 years.

**III. UPPER AGE LIMIT AS ON 01.09.2024:** Upper age limit is 50 years as on 01.09.2024.

- Candidate must be a citizen of India.
- The upper age limit specified is applicable to UR Category. OBC(NCL)/SC/ST/EWS candidates will be considered on par with UR criteria.
- For candidates belonging to PwBD category having minimum 40% disability or more will get 10 years relaxation in upper age limit.

**IV. EDUCATIONAL QUALIFICATION & EXPERIENCE:**

Ex-Serviceman retired / Serving officers retiring shortly with Degree in any discipline with PASS CLASS & should be in the rank of Jr. Commissioned officer with 15 years of service in the Indian Army/ Air Force/ Navy or Central Paramilitary organizations.

**V. JOB DESCRIPTION:**

The selected candidate will be responsible for coordinating all activities related to management & operations of various facilities in BEL Pune. He shall monitor, supervise & effectively manage the infrastructure & operational requirements related to the infrastructure management. BEL Pune has canteen to support the staff strength of 300 people & an auditorium for a capacity of approx. 100 strength. The facility officer shall be responsible for taking care of canteen, welfare activities, auditorium and other infrastructure available at BEL Pune in addition to effective management of various job contracts as assigned & other such duties.

## **VI. PAY & ALLOWANCES:**

Selected candidate will be inducted in the pay scale of E-I Rs. 30,000-3%-120,000 as mentioned in Page 1. In addition to Basic Pay, other allowance like Dearness Allowance, House Rent Allowance, Perquisites at the rate of 35% of the annual basic pay, reimbursement of medical expenses, Group Insurance, PF, Pension, Gratuity etc. as per Company rules will be a part of remuneration package.

## **VII. OTHER INSTRUCTIONS:**

Engagement of Fixed-tenure for Ex-Servicemen (ESM) shall be for a maximum period of 15 years in the normal course, extension of their tenure after every 5 years shall be reviewed. The Cutoff date for deciding the maximum permissible age and experience (Post Qualification Experience) shall be 01.09.2024.

## **VIII. METHOD OF SELECTION:**

- Selection will be through a Written Test followed by an Interview of only for those candidates who qualify the Written Test in the ratio of 1:5 in the order of merit.
- Written Test will consist of objective type questions for 85 marks from General Awareness and Trade Aptitude.
- All candidates shall secure 35% as qualifying marks and PwBD candidates shall secure 30% as qualifying marks in written test. OBC(NCL)/SC/ST/EWS candidates will be considered on par with UR criteria.
- Please note that Written Test/Interview call letters will be sent through email only. BEL will not be responsible for bouncing of any e-mail sent to the candidate.

## **IX. HOW TO APPLY:**

- (a). Candidates who meet the above requirement may fill in the application form using Online link provided in the BEL Website. Online link will be open to apply from 11.09.2024/Wednesday.
- (b). Before applying for the post, the candidates should ensure that he/she fulfills the eligibility criteria mentioned in the advertisement. No manual / paper application will be entertained. No hard copy application will be accepted.
- (c). The following scanned documents need to be uploaded:
  - 1) Self-attested SSLC Marks Card for proof of age & 12th Std. Marks Card
  - 2) Self-attested Graduation Marks Card and final degree certificate.
  - 3) Certificate from the previous employer regarding relevant post Qualification experience, Service certificates from Indian Army/ Navy/ Air Force / Paramilitary Forces.
  - 4) Discharge book/Certificate in respects of candidates from the Armed Forces / Paramilitary forces.
  - 5) Caste/Tribe Certificate (SC/ST/OBC/EWS) in Latest format in prescribed Performa and relevant certificates, Last pay certificate (LPC).
  - 6) Disability certificate in the prescribed format, if the candidate belongs to PwBD category.

Please Note: Applications that are incomplete, not in the prescribed format, not legible, without the required documents uploaded will be summarily rejected without assigning reasons and no correspondence in this regard will be entertained.

## X. APPLICATION FEE: NIL

**Only Indian Nationals need to apply.**

## XI. GENERAL CONDITIONS:

- 1) Only Indian nationals need to apply.
- 2) Before applying for the post, the candidates should ensure that they fulfill the eligibility criteria mentioned in the advertisement.
- 3) Only those candidates who meet all the above mentioned eligibility criteria for the post shall be called for Written Test. However, the candidature of the applicant will be provisional and subject to verification of Certificates/Testimonials submitted by him/her.
- 4) Candidates working in Government/Semi Government/Public Sector Organization are required to produce **"No Objection Certificate"** at the time of Document Verification (Interview). In case the candidate fails to do so, his candidature will be disqualified.
- 5) The qualification mentioned in the advertisement should be from a recognized Institution/Board/Council/University. Wherever CGPA/OGPA/DGPA or Letter Grade in the Final/Convocation Certificate is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by University/Institute. Proof of norms adopted by the Institution/Board/Council/University to convert CGPA/OGPA/DGPA into percentage is to be submitted at the time of document verification.
- 6) Candidates with relevant disability of not less than 40 per cent only will be eligible for reservation and relaxation as PwBD. PwBD candidates are required to submit disability certificate issued by the Medical Board in the prescribed format (Prescribed format is made available in Company's website [www.bel-india.in](http://www.bel-india.in))
- 7) Applicants should have sound health. No relaxation in health standard is allowed. Appointment of selected candidates will be subject to their being found medically fit in the Pre-employment Medical Examination to be conducted as per Norms & Standards of Medical Fitness.
- 8) All outstation candidates called for interview will be reimbursed actual expenses incurred on travel to and fro to the place of interview on production of receipt or any other supporting documentary evidence in respect of the onward journey, subject to AC Chair Car / III Tier AC fare for the shortest route for this purpose will be the distance between the place which was declared as correspondence address in the application form or the distance from where the actual journey commenced, whichever is nearer. It may also be noted that bank account details, railway/bus ticket for onward journey to be provided at the time of Interview in order to make Travelling Allowance payment after verification of relevant documents submitted by the candidates. Reimbursement will be made at a later date through ECS.
- 9) Local Travel cost, if any, shall be borne by the candidates.
- 10) Request for change of category (GENERAL/OBC/SC/ST/EWS/PwBD) once declared in the application will not be entertained.
- 11) Candidates from OBC/SC/ST/EWS category applying for the post will be treated on par with UR criteria.
- 12) In the event any applicant has litigated with his/her employer or BEL in the past, the same should be clearly mentioned in the online application in brief.

- 13) Candidates are required to possess one valid and active **e-mail ID**, which is to be mentioned in the online application form. Information pertaining to the Written Test and other correspondence will be sent by e-mail to the email ID furnished by the candidate. Under no circumstance candidate should share e-mail ID of any other person. BEL will not be responsible for bouncing of any e-mail sent to the candidates. No change in the email ID or mobile number will be allowed once entered.
  - 14) Not more than one application should be submitted by any candidate. In case of multiple applications, only latest valid (completed) application will be retained and the other application will stand forfeited.
  - 15) Decision of BEL in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms will be final and binding on the candidate.
  - 16) The candidature at all stages of the selection process shall be provisional in nature. Mere fulfilling the minimum requirement of qualification and experience will not vest any right on the candidates to be called for the Written Test.
  - 17) BEL reserves the right to change (cancel / modify / add) any of the criteria, method of selection, number of posts; indicated above based on the actual requirement at the time of selection.
  - 18) Candidature is liable to be rejected at any stage of selection process or after joining, if any information provided by the candidate is found not in conformity with the criteria mentioned in the advertisement. The candidature is also liable for rejection at any stage if BEL comes across any evidence/knowledge that the qualification, experience and any other particulars indicated in the application/other forms/formats/declarations are not recognized/false/misleading and/or amounts to suppression of information/particulars which should have been brought to the notice of BEL.
  - 19) In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on BEL website shall prevail.
  - 20) Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Pune.
  - 21) **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, if the candidate is not considered suitable.**
  - 22) **BEL has a robust and transparent recruitment process where the selection criteria is 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 if any mentioned in the 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.**
- 23) All further announcements / details pertaining to this process will be published / provided on BEL website: [www.bel-india.in](http://www.bel-india.in) from time to time.

**The last date for receipt of application is 01-10-2024.**