

Bharat Electronics Limited, a Navaratna Company and India's premier Professional Electronics Company under the Ministry of Defence, requires the following personnel **on contract basis** for its Chennai Unit.

**1. REQUIREMENT OF ENGINEERS / OFFICERS:**

Sl. No.	Post	Post Code	No. of Posts	Reservation	Upper age limit as on 01.09.2020	Minimum Post Qualification Experience as on 01.09.2020
1	Trainee Engineer-I (Electronics)	TEELCHN	09	GEN- 08 SC- 01 OBC- 03 EWS-01	25 years	01 year
2	Trainee Engineer-I (Mechanical)	TEMECHN	02			
3	Trainee Officer-I (Finance)	TOFICHN	02			
4	Project Engineer-I (Electronics)	PEELCHN	04	GEN-06 SC-01 OBC-02 EWS-01	28 years	2 years
5	Project Engineer-I (Mechanical)	PEMECHN	03			
6	Project Engineer-I (Computer Science)	PECSCHN	01			
7	Project Engineer-I (Civil)	PECVCHN	01			
8	Project Officer-I (Human Resources)	POHRCHN	01			

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

**2. TERMS OF ENGAGEMENT & REMUNERATION:**

- a) **Trainee Engineer-I & Trainee Officer-I** will be engaged initially for a period of One year which may be extended upto a 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/- per month during the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year of contract respectively.
- b) **Project Engineer-I & Project Officer-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 performance. Candidates will be paid a consolidated remuneration of Rs. 35,000/-, Rs. 40,000/-, Rs. 45,000/- and Rs. 50,000/- per month for the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> year and 4<sup>th</sup> year of contract respectively.
- c) 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 installments. First installment will 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.

**3. EDUCATIONAL QUALIFICATION:**

Sl. No.	Post	Post Code	Qualification
1	Trainee Engineer – I (Electronics)	TEELCHN	BE/B.Tech/B.Sc Engg. in Electronics/ Electronics & Communication/ Electronics & Telecommunication/ Telecommunication/ Communication
2	Trainee Engineer – I (Mechanical)	TEMECHN	BE/B.Tech/B.Sc Engg. in Mechanical
3	Trainee Officer – I (Finance)	TOFICHN	Two years full time MBA in Finance
4	Project Engineer – I (Electronics)	PEELCHN	BE/B.Tech/B.Sc Engg. in Electronics/ Electronics & Communication/ Electronics & Telecommunication/ Telecommunication/ Communication
5	Project Engineer – I (Mechanical)	PEMECHN	BE/B.Tech/B.Sc Engg. in Mechanical
6	Project Engineer – I (Computer Science)	PECSCHN	BE/B.Tech/B.Sc Engg. in Computer Science / Computer Science & Engineering / Computer Science Engineering
7	Project Engineer-I (Civil)	PECVCHN	BE/B.Tech/B.Sc Engg. in Civil Engineering
8	Project Officer – I (Human Resources)	POHRCHN	Two years full time MBA (HR) / MSW/MA (Specialization in Personnel Management/HR) / MA (Labour Management) / Post Graduate Degree/Diploma in Human Resources Management/Personnel Management / Industrial Relations

**Note:**

- 1) For Posts mentioned in Sl. Nos. 1, 2, 4,5,6,7, candidates should have qualified in Full time B.E/B.Tech / B.Sc Engineering course (4 years) from AICTE approved College / Institute or a recognized University.
- 2) For Posts mentioned in Sl. Nos. 3 & 8, candidates should have qualified in Full time course from AICTE / UGC approved College / Institute or a recognized University.
- 3) Candidates should have obtained First Class in the indicated qualification for General, OBC and EWS candidates and Pass Class for SC, ST and PWD candidates.
- 4) Candidates having part-time or correspondence course in indicated qualification are not eligible.
- 5) Candidates having indicated qualification with other disciplines will not be considered.
- 6) In case there is no mention of specialization in the qualifying degree as required in the minimum essential educational qualification, candidates required to submit a certificate at the time of interview from their University/Institute with a clear mention to their specialization in the qualifying degree.

**4. POST QUALIFICATION EXPERIENCE (AS ON 01.09.2020):**

4.1 Minimum 1 Year post qualification relevant industry experience is mandatory to apply for the post of Trainee Engineer-I/Trainee Officer-I.

4.2 Minimum of 2 years of post qualification relevant industry experience is mandatory to apply for the post of Project Engineer-I / Project Officer –I.

4.3 Please note the following:

- a) Academic / Teaching experience/ Research work will not be considered.
- b) One year completed Apprenticeship Training will be considered as experience.
- c) The Cut off date for deciding the maximum permissible age and experience (Post Qualification Experience) shall be as 01.09.2020. In order to compute post qualification experience starting from the month immediately succeeding the month of final examination in which candidate acquire the essential educational qualification shall be considered. Wherever specific relevant experience is prescribed, Experience certificates/ Document issued by the employer clearly indicating the specific area of experience should be enclosed.

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

**A) Electronics:**

**Experience for Trainee Engineer-I & Project Engineer-I (Electronics):**

- Design and development of electronic / electrical sub system / embedded hardware.
- JSS 55555- MIL STD 461 E & F – understanding of RF equipments / systems, EMI control techniques.
- Quality assurance of equipments, environmental and reliability evaluation, EMI/EMC evaluation of equipments .
- Programming ATE and inspection equipments
- Testing of PCBs and equipments , installation , field testing and participating in trials at customer location.
- Hands on experience in using various test instruments.
- Extensive travel to field locations all over India for installation, field testing and trials.

**B) Mechanical:**

**Experience for Trainee Engineer-I & Project Engineer-I (Mechanical):**

- Hands on experience in mechanical designing, Autocad and Solid works software.
- Design and realization of mechanical structure
- Knowledge of manufacturing processes and materials and standards.
- Generating Bill of Materials (BoM) for projects, planning, scheduling and controlling various production activities for completion of projects on time.
- Experience in inspection of mechanical components / spares . Co-ordination with customers for clearance will be ad added advantage.
- Sub contracting, identifying suitable vendors for the jobs , tendering , negotiating and order placement
- Vendor evaluation and vendor development
- Contract management skills.
- Knowledge of environmental tests , calibration of metrology instruments.
- Resolving technical issues and guiding vendors and in-house personnel for proper sequence and selection of optimum process of manufacturing.
- Knowledge in conducting all business transactions in SAP will be an added advantage .
- Effective communication (oral/ written) for follow up with Local/ foreign vendors is very much essential.

**C) COMPUTER SCIENCE ENGINEERING:**

Experience for Project Engineer-I (Computer Science):

01. Knowledge in Embedded C program, Real Time OS, Software coding standard, Software Testing.

**D) CIVIL ENGINEERING:**

Experience for Project Engineer-I (Civil):

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

**E) Finance:**

Experience for Trainee Officer-I (Finance):

In SAP Environment, encompassing Accounts Receivable, Accounts Payable & Costing Modules involving:

- Preparation of Monthly MIS Reports
- Bank Reconciliation Statement (BRS)
- Sales Accounting
- GST input reconciliation with SAP books, preparation of workings for GST returns.
- Processing of domestic and foreign vendor payments
- Vendor & Customer related accounting & review
- IUST Accounting, Budget allocations in system
- Review & clearing of general ledger accounts

**F) HR:**

Experience for Project Officer-I (Human Resources):

- Staffing functions - Preparation of Manpower Budget, Hiring, Induction, Confirmation, Pay Fixation etc.
- Welfare Administration
- Training & Development (T&D)
- Effectiveness of T&D interventions
- Competency Mapping
- Industrial Relations
- General Administration
- Knowledge of SAP
- Good knowledge of employment / labour laws
- Good understanding of general HR Policies & Procedures
- Excellent knowledge of MS Office

**5. HOW TO APPLY:**

- 5.1. Candidates who are desirous of applying for the above posts may apply online by clicking the link provided against the advertisement and ***click on the link provided below the advertisement to apply for Trainee Engineer-I & Trainee Officer-I and Project Engineer- I & Project Officer-I (on Contract Basis) for Bharat Electronics Limited, Chennai Unit.***

**The online application can be accessed from 10.10.2020.**

**The last date to submit the applications is 30.10.2020.**

**Candidates are required to 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.**

The dates of the selections, timings will be intimated to the shortlisted candidates through e-mail only. List of candidates shortlisted for interview will also be uploaded on the BEL website.

**5.2. Documents needs to be uploaded by candidates while submitting online Application:**

- a. Birth Certificate / Marks Sheet issued by Board for Matriculation / Higher Secondary in support of proof of age.
- b. 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).
- c. Conversion formula for conversion of CGPA / DGPA / OGPA or letter grade to percentage marks & awarded class, duly certified by the University / Institution, wherever applicable.
- d. A copy of latest OBC certificate / a copy of SC/ST/EWS certificate.
- e. Non Creamy Layer Certificate for OBC candidates issued on or after 01.09.2019.
- f. Disability certificate, if the candidate belongs to PWD category.
- g. 'No Objection Certificate' if employed in PSU / Government / Quasi Government and Public Sector undertakings.
- h. Experience Certificate/s : Post qualification work experience certificate/s from previous / current employer. Where current employment certificate is not produced, the Offer of current appointment, Employee ID proof and latest pay slip should be compulsorily attached.
- i. Photograph to be uploaded in JPEG.
- j. Specimen Formats for OBC/EWS/SC/ST & PWD are given in the link to the Advertisement.

**6. APPLICATION FEE:**

Post	Application fee	Exemption
Trainee Engineer – I & Trainee Officer – I	Rs.200/-	Candidates belonging to PWD, SC and ST categories are exempted from payment of application fee.
Project Engineer– I & Project Officer – I	Rs.500/-	

- The application fee should be remitted through SBI Collect (through online mode or through SBI Branch).
- Candidates are requested to read the details and screenshots for making the payment.
- Candidates can also make the payment by approaching SBI branch. You have to select SBI branch in the payment option and download pre-printed challan generated through SBI Collect and deposit the application fee (as applicable) plus applicable bank charges in any SBI Branch. The candidate should ensure to obtain the seal and signature of the bank official.
- Candidates have to enter the "**SBI Collect reference No.**" generated after payment, in the online 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.

## **7. SELECTION PROCEDURE:**

Candidates who meet the eligibility criteria with respect to qualification and experience will be allotted weightage as follows:

<b>Criteria</b>	<b>Weightage</b>
<b>Percentage of Marks:</b> Aggregate Marks secured in qualifying degree (BE/B.Tech/B.Sc Engineering (4 years)/ Two years full time MBA (Finance) / MBA (HR) / MSW / MA (HR) / MA (Labour Management) / PG Degree / Diploma in HRM / Industrial Relations / Personnel Management.	75% or 75 Marks
<b>Relevant Post Qualification experience:</b> 2.5 marks will be allocated for minimum experience stipulated for the post. 1.25 marks will be allocated for every completed experience of 6 months subject to a maximum of 10 marks.	10 Marks
<b>Interview:</b> Interview for shortlisted candidates (Video based)	15 Marks
	100 Marks

- 7.1 In case any University / Institute following an evaluation system of CGPA / DGPA / OGPA or letter grade, wherever applicable, it is mandatory for the candidate to submit percentage (%) conversion certificate issued by university / institution and awarded class along with the application.
- 7.2 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.
- 7.3 The names of candidates shortlisted for interviews will be available on our company's website.
- 7.4 Candidates who have been shortlisted for the interview will receive interview call only by email.

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

**8. GENERAL CONDITIONS:**

- 8.1 Only Indian nationals need to apply.
- 8.2 One candidate can apply for only ONE POST in one application.
- 8.3 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.
- 8.4 The number of posts indicated above may vary based on the actual requirement at the time of selection.
- 8.5 The above opening is for Bharat Electronics Limited, BEL-Army Road, Nandambakkam, Chennai - 600 089. However, selected candidate may be required to serve in other location/s also, if need arises, as per Company's requirement.
- 8.6 Candidates are required to provide their one valid e-mail Id which shall be entered in the online application form. Information pertaining to the interview will be sent to the shortlisted candidates only by e-mail. BEL will not be responsible for any loss of email sent due to invalid/wrong Email ID provided by the candidate or due to any other reason whatsoever. All correspondence will be done through e-mail only.
- 8.7 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.
- 8.8 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.
- 8.9 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.

- 8.10 Selected candidates are required to be covered under a medical insurance scheme for a sum of Rs.2 lakhs per annum and submit the same on joining.
- 8.11 Short listing of candidates will be carried out purely based on the information declared by the candidates in the application form. If at any further stage of selections, it is found that candidates have declared false information with respect to their credentials, BEL reserves the right to debar them at any stage of selection/terminate their Employment.
- 8.12 BEL reserves the right to debar the candidates at any stage of selection process, if the candidature is not found suitable.
- 8.13 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](http://www.bel-india.in)) issued by the competent authority along with the application. Certificate in any other proforma or issued by an authority other than the competent authority will not be accepted. Request for change of Category once declared in the application will not be entertained. 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 that they are otherwise meeting all other criteria stipulated for General Category candidates.
- 8.14 Candidates belonging to OBC category should produce the certificate dated on or after 01.09.2019 along with Non Creamy Layer Certificate.

### **9. CLARIFICATIONS:**

For further details or any clarifications, please feel free to contact on e-mail [chr\\_belchn@bel.co.in](mailto:chr_belchn@bel.co.in). Please note that no other form of communication will be entertained including telephone calls, conventional mail, fax etc.,

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