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

Advt No: 12949/GAD/HR/2024/01/Rev-01 Dt: 10.02.2025

Bharat Electronics Limited, a Navaratna Company and India's premier Professional Electronics Company requires the following personnel on permanent basis:

1. POSTS:

Sl. No. (1)	Post/Post code (2)	Qualification (3)	Unit/Place of Posting (4)	No. of posts (5)	Reservation pattern (6)	Grade/Career path/Pay scale (7)
1	Junior Assistant (HR)	3 Years Graduation in BBA/BBM from a recognized University	Ghaziabad	10	UR-6,OBC-1, SC-1,EWS-2	Grade :WG-IV/CP-V Pay scale : Rs.21,500-3%-Rs.82,000/-+admissible allowances CTC: Rs. 5.94 Lakhs (approx.)
			Panchkula	01	UR-1	
			Kotdwara	01	UR-1	

Candidate can apply for any one location only and has to select the Unit for which he/she is applying in the online application form. However, selected candidate may be posted at any BEL Unit/Offices as per the management discretion.

Note: Reservation for PwBD will be as per Government guidelines.

2. ELIGIBILITY CRITERIA:

2.1 **NATIONALITY:** Candidate must be a citizen of India.

2.2 Candidates should have Minimum 18 years of age

2.3 a) Maximum Age Limit (as on 01.11.2024)

Sl. No.	POST	Upper age limit (as on 01.11.2024)
1.	Junior Assistant (HR)	28 Years

The upper age limit specified is applicable to General and EWS Category candidates.

b) Relaxation of upper age limit:

Sl. No.	Category	Age relaxation
1	Other Backward Classes (Non-Creamy Layer)	3 Years
2	Scheduled Caste	5 Years
3	Persons with disability (PWBD) having minimum 40% disability	10 Years

c) Candidates seeking age relaxation will be required to attach copy of necessary certificate(s) along with application and submit in original at the time of Written Test or/and at any subsequent stage of the process for verification.

d) The EWS/ 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.

e) For candidates belonging to Persons with Benchmark Disability (PwBD) category having minimum 40% disability category will get 10 (ten) years relaxation in addition to the relaxation applicable to SC/OBC mentioned above.

f) Relaxation in age will be applicable to the Ex- Servicemen as per Government guidelines.

3.0 EDUCATIONAL QUALIFICATION:

3.1 Educational qualifications mentioned in column (3) of Sl. No. 1.0 - Posts should be from a recognized University.

3.2 Qualification prescribed as Bachelor of Business Administration (BBA)/Bachelor of Business Management(BBM) shall only be considered. No claim of possession of a qualification equivalent to prescribed qualification shall be entertained.

3.3 Candidates have to compulsorily attach the Provisional/Final Degree Certificate as proof of completion of Course and percentage of marks.

3.4 In case any University/Institution or college is following an evaluation system of CGPA/DGPA/OGPA or letter grade, wherever applicable, it is mandatory for the candidate to submit proof of Percentage (%) issued by University/Institution/College and awarded class along with the degree certificate.

4.0 MINIMUM PERCENTAGE OF MARKS IN BBA/BBM:

Sl. No.	POST	Minimum Percentage of Marks
01	Junior Assistant (HR)	**General/EWS/OBC-60% aggregate,** **SC/PwBD- 50% aggregate**

5.0 EXPERIENCE: Nil

6.0 REGISTRATION IN LOCAL EMPLOYMENT EXCHANGE BOARD IS MANDATORY:

a) Candidates applying for Ghaziabad Unit, should have registration in Uttar Pradesh Employment exchange board.

b) Candidates applying for Kotdwara Unit, should have registration in Uttarakhand Employment exchange board.

c) Candidates applying for Panchkula Unit,should have registration in Haryana Employment exchange board

The Employment Exchange registration should be valid and active as on last date of application i.e. 25.02.2025 and same will be applicable for already registered candidates. Therefore, candidates who have already submitted the online application form against the Advt no 12949/GAD/HR/2024/01 dt 26.11.2024 need not to apply again.

The Expired/ Inactive Employment Exchange registration card will not be considered. Candidates whose names are sponsored by Employment exchange to BEL against this notification, are advised to apply online, failing which their candidature will not be considered.

7.0 METHOD OF SELECTION:

Skill test (Typing test)-Qualifying in nature. Candidates should select the language for the typing test, either Hindi or English in the online application form. Once you submit your choice of language for typing test, it cannot be changed or modified later, and candidate have to take the test in the selected language only. Any query related to same, will not be entertained by BEL.

Candidates applying for notified posts for Ghaziabad, skill test and written test will be conducted at Delhi/NCR.

Candidates applying for notified posts for Panchkula, skill test and written test will be conducted at Chandigarh.
Candidates applying for notified posts for Kotdwara, skill test and written test will be conducted at Dehradun.

Those candidates who qualify the skill test, will be called for written test for 150 marks consisting of :

Part-I : General Aptitude : 50 marks-comprises of general mental ability and aptitude to logical reasoning, analytical, comprehension ability, basic numeracy, data interpretation skills and general knowledge.

Part-II : Technical Aptitude : 100 marks-consists of technical/Professional knowledge test with 100 questions having specific questions from respective discipline.

The minimum qualifying marks will be :

Category	**Written Test**
General/OBC/EWS	35%
SC/PwBD	30%

a. Admit cards for Skill test will be issued to all prima-facie eligible candidates on the basis of the details furnished in Online-Application form and submission of application fees (applicable for GEN,EWS & OBC-(NCL) category candidates).Scrutiny of documents submitted by the candidates will be carried out post Skill and Written Test. Candidates will be selected who qualify the Skill Test and are shortlisted on the basis of written test and meet the notified eligibility criteria upon verification of documents uploaded by the candidates and other parameters.

b. Obtaining minimum qualifying marks in the written test does not confer any right or claim by the candidate for being shortlisted for the final selection, as the same is related to number of positions, reservation position, ratio applied and relative performance in respective categories and subject to meeting the eligibility criteria and other parameters.

c. In case of tie of marks in the merit list, the candidate securing higher marks in the Technical Aptitude shall be given preference.If the tie still persists, candidate securing higher marks in the General Awareness section shall be given preference. If the tie still persists, the percentage of marks obtained in the prescribed qualification (i.e. BBA/BBM) may be considered i.e candidates who have secured higher marks in the prescribed qualification will be placed higher in the merit. If the tie still persists, date of birth shall be given preference i.e.older candidate will be placed higher in the merit.

8.0 PAY & ALLOWANCES: Selected candidates will be inducted in the pay scales as mentioned at, *Column 7 of SL No. 1.0*- In addition to Basic Pay, other allowance like Dearness Allowance, Perquisites at the rate of 30% on annual basic pay, reimbursement of medical expenses, Group Insurance, PF, Pension, Gratuity etc. as per company rules will be a part of remuneration package.

9.0 APPLICATION FEE:

i. Candidates belonging to GEN/OBC/EWS category are required to pay an application fee of Rs. 250+ 18% GST = Rs. 295 (in total)
ii. SC/ST/PWBD/Ex-servicemen candidates are exempted from paying application fee.
iii. Application fee is non-refundable.
iv. Candidates may go through all the instructions and eligibility criteria carefully before remitting the Application Fee.
v. Application fee needs to be remitted through online mode i.e. SBI Collect.

INSTRUCTIONS FOR MAKING PAYMENT:

Click on the Payment link available in BEL Website OR

1) Go to www.onlinesbi.sbi and select : - State Bank Collect
2) Accept terms and conditions and click on proceed.
3) Select state of corporation/Institution: All India.
4) Select PSU- Public Sector Undertaking: - Bharat Electronics Limited and Press Submit.
5) Select payment category and the post applied for :- i.e. **"Recruitment of Junior Assistant(HR) for BEL-GAD/BEL-PK/BEL-KOT"**
6) Candidates must select respective payment category against the post applied for as mentioned in the table givenbelow.

Post	**Payment Category to be selected**
Junior Assistant (HR),BEL-Ghaziabad	Recruitment of Junior Assistant(HR) for BEL-GAD
Junior Assistant (HR),BEL-Panchkula	Recruitment of Junior Assistant(HR) for BEL-PK
Junior Assistant (HR),BEL-Kotdwara	Recruitment of Junior Assistant(HR) for BEL-KOT

e.g. If a candidate is applying for the post of Junior Assistant(HR) for BEL-Ghaziabad ,then the Candidate must select the Payment category **"Recruitment of Junior Assistant(HR) for BEL-GAD"** for the completion of their payment process.

7) Complete the payment as explained above.
8) Save & take a print/ Screenshot of the payment receipt and UPLOAD the payment receipt in online application form.
9) Detailed instructions along with the screenshots are provided at BEL website.

Candidates have to mention the **"SBI Collect Reference Number"** generated after making payment, in the Application Form and UPLOAD the payment receipt in online application form otherwise application process will not be completed and fee paid will not be reimbursed.BEL will not be responsible for any such cases.

Not more than one application should be submitted by any candidate for same post. In case of multiple applications, only latest valid (completed) application will be retained and the application fee paid for the other application will stand forfeited

NOTE: Non-Receipt of Application Fees due to any Error like Failure of Amount not being Deducted from Applicants Bank, Payment against any other Post Advertised by BEL, Payment not received by BEL due to any Reason or any other Reason not directly attributable to BEL will not be entertained.

10.0 HOW TO APPLY:

a. Candidates who meet the above requirement may fill in the application form using online link provided at BEL Website www.bel-india.in. Online link will be re-open to apply on 10.02.2025(AM)

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.

11.0 GENERAL INSTRUCTIONS:

1. ST candidates will be treated on par with UR Criteria. Relaxation in terms of age, Qualifying percentage, etc will be provided subject to vacancy in respective category in the particular post as listed above.

2. Only those candidates who meet all the aforementioned eligibility criteria for the post shall only apply for the post. However, the candidature of the applicant will be provisional and subject to verification of Certificates/Testimonials submitted by him/her.

3. Admit card for Skill Test and Written Test can be downloaded from the website. Please note that the admit card will not be sent by post.

4. Candidates working in Government/Quasi Government/ Public Sector Organization are required to produce "**NO OBJECTION CERTIFICATE**" at the time of Document Verification. In case the candidate fails to do so, his/her 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 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. The candidates have to produce a valid photo identity proof such as Aadhar card/Voter Id-card/Passport/Driving License etc while appearing for the Selection Process.

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 by our Company Medical Authorities.

8. All outstation SC/ST/PwBD/Ex-servicemen candidates called for Skilled Test and Written Test shall be reimbursed Travelling allowance to and fro (Sleeper Class) from their correspondence address/place of work in India on production of actual tickets by the shortest route. It may also be noted that bank account details, railway/bus ticket for onward journey and self attested SC/ST/PwBD Certificate to be provided at the time of Skill/Written Test in order to make Travelling Allowance payment after verification of relevant documents submitted by the candidates. The SC/ST/PWBD/Ex-servicemen candidates claiming TA for travel have to produce original Caste/ Disability Certificate. 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/SC/ST/OBC/EWS/PwBD/Ex-servicemen) once declared in the online application will not be entertained.

11. **Reservation/Relaxation/Concession for OBC Non Creamy Layer (NCL) candidates** will be subject to submission of attested copy of OBC (NCL) certificate along with declaration in the format prescribed by the Govt. of India for " Appointment in Central Govt. Posts" issued by the Competent Authority*** at the time of document verification. Income Certificate will not be considered as OBC Certificate. (Prescribed formats are made available on the website : www.bel-india.in).

12. EWS Certificate issued for the year 2024-25 by the Competent Authority*** will be considered. (Prescribed formats are made available on the website: www.bel-india.in.

13. In the event, if 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.

14. Online applications that are incomplete and without any prescribed fee, will be summarily rejected without assigning any reasons and no correspondence in this regard will be entertained.

15. 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 Skill Test / 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 E-mails, non-receipt of E-mail due to invalid E-mail IDs, setting options exercised by the candidates, etc. and no correspondence in this regard will be entertained.

16. There is no provision for re-checking/re-evaluation of OMR Sheets.

17. Mobile phones/pagers/iPad/iPod/Tablets/Tablets/Calculators or any other such electronic device is strictly prohibited inside the examination hall. Candidates are advised not to carry the same to the examination hall. Possession of any electronic device inside the examination hall may lead to disqualification of candidature of the candidate.

18. 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.

19. The candidature at all stages of the selection process shall be provisional in nature. Mere fulfilling the minimum requirement of qualification will not vest any right on the candidates to be called for the Skill/ Written Test.

20. BEL reserves the right to change (cancel/modify/add) any of the criteria, method of selection and number of posts, indicated above based on the actual requirement at the time of selection.

21. Any revision, clarification, addendum, corrigendum, time extension etc to the above advertisement will be hosted on the carriers 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.

22. 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.

23. 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.

24. 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.

25. Any resulting dispute arising out of this advertisement including the recruitment process shall be subjected to the sole jurisdiction of the Courts situated at Uttar Pradesh.

26. All further announcements/details pertaining to this process will be published/ provided on BEL website: www.bel-india.in from time to time.

27. Candidates have to upload the following documents:

i. Recent color passport size photograph and Signature
ii. SSLC/SSC/ISC marks card and any other valid document as proof of date of birth.
iii. Candidates belonging to SC/OBC/PwBD/EWS need to submit their certificate in the prescribed format.
iv. Candidates belonging to OBC category are required to submit the Community Certificate in the prescribed format issued by the Competent Authority *** on or after 01.11.2023 and EWS Certificate issued for the year 2024-25 by the Competent Authority*** shall be accepted. (Prescribed formats are made available on the website:www.bel-india.in).
v. Candidates with relevant disability of not less than 40 percent only will be eligible for reservation and relaxation as PwBD. Disability certificate should be issued by the Medical Board in the prescribed format. (Prescribed formats are made available on the website: www.bel-india.in).
vi. No Objection Certificate from your present employer (if employed in Govt./Quasi Govt./PSU) if applicable.
vii. Ex-servicemen candidates applying for the posts have to upload Discharge book issued by the Indian Armed Forces (Army/Navy/Air Force) Concerned Authorities.
viii. Proof of norms adopted by the University/Institute to convert CGPA into percentage if applicable.
ix. Marks Card of each academic year/semester in Diploma in BBA/BBM as applicable.
x. Final Certificate/Convocation Certificate pertaining to completion of BBA/BBM issued by the Competent Authority.
xi. Valid employment registration card in Employment Exchange of U.P./Uttarakhand/Haryana State.

Based on the marks in the written test, provisionally shortlisted/ selected candidates will be called for document verification. The candidates have to produce the original documents and submit the self-attested copies of the above documents at the time of document verification.

For any further clarification please contact at email Id:belgzb1@jobapply.in

Important dates:

Start of application	10.02.2025
Last date of application	25.02.2025

*** *Other Backward Class Certificate (Non-creamy layer) and the Income and Asset Certificate for EWS issued by any one of the following authorities in the prescribed format shall only be accepted as proof of candidate's claim as belonging to OBC/EWS:-*

i. *District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.*
ii. *Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.*

iii. *Revenue Officer not below the rank of Tahsildar and*
iv. *Sub-Divisional Officer or the area where the candidate and/or his family normally resides.*

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 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.