



QUALITY. TECHNOLOGY. INNOVATION.

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

Advertisement No.: 12949/HR/PO-HR/03

Bharat Electronics Limited, a Navratna Company and India's premier professional electronics Company under the Ministry of Defence, requires the following personnel on temporary basis for Ghaziabad Unit:

Post	Upper age limit as on 01.03.2023	Discipline & No. of Posts	Reservation of Posts	Minimum post qualification Experience as on 01.03.2023	Consolidated Remuneration (per month)(Rs.)
Project Officer (HR)-I	32 Years	Human Resources - 05	UR-02 OBC-NCL-02 EWS-01	2 Years	1 st Year: Rs.40,000/- 2 nd Year: Rs.45,000/- 3 rd Year: Rs.50,000/- 4 th Year-Rs.55,000/-

1.0 TERMS OF ENGAGEMENT & REMUNERATION:

Project Officer(HR)-I will be engaged initially for a period of THREE years which may be extended upto a maximum of Four years (including initial period) based on Project requirement and individual's performance.

Year	Consolidated remuneration p.m.	Additional benefits payable
1st year	Rs. 40,000/-	Rs.12,000/- per year towards insurance premium, attire allowance, stitching charges, footwear allowance, etc.
2nd year	Rs. 45,000/-	
3rd year	Rs. 50,000/-	
4th year	Rs. 55,000/-	



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2.0 UPPER AGE LIMIT AS ON 01.03.2023:

The age limit should not be more than 32 years for UR & EWS candidates.

- i.) The upper age limit will be relaxable for OBC candidates by 03 years. For candidates belonging to PwBD category having minimum 40% disability or more will get 10 years' relaxation in addition to the relaxation applicable to the categories mentioned above.
- ii.) SSLC/SSC/ISC mark card/Certificate will be considered as proof of date of birth.

Please Note:

- i.) Candidates seeking age relaxation will required to attach copy of necessary certificate along with application form and submit in original,
- ii.) The EWS/Caste/Disability Certificate should be strictly in the format available on the BEL website failing which, candidates will be considered under 'UR' category, provided they are otherwise meeting all other criteria stipulated for General Candidates.
- iii.) The application of the candidates not meeting the prescribed age criteria will be rejected/ cancelled without any prior intimation.
- iv.) Candidates belonging to OBC category (Non creamy layer) should produce the certificate issued on or after 01.03.2022.
- v.) Candidates belonging to EWS category must produce valid Income & Asset Certificate for the year 2022-23.

3.0 EDUCATIONAL QUALIFICATION:

Graduate Degree and Two years Full time MBA/MSW/ PG Degree / PG Diploma in Human Resources Mgt. / Industrial Relations / Personnel Mgt. .Candidates applying for the post should possess **55% and above** for General/EWS/OBC.

Please Note:

- i.) The candidates should have qualified from AICTE/UGC approved college/Institute or recognized University.
- ii.) Candidates have to compulsorily attach the Provisional/Final Degree Certificate as proof of completion of Degree and indication of Class and percentage of marks.
- iii.) In case any University/Institution or college is following an evaluation system of CGPA/DGPA/OGPA/SGPA, 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.
- iv.) In case there is not mentioned specialization in the qualifying degree as required in the minimum essential educational qualification, candidates are required to submit a Certificate from their University/Institution/College which indicates their specialization in qualifying degree.
- v.) Candidate's application without the relevant prescribed documents mentioned will be rejected/ cancelled without any prior intimation.



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4.0 POST QUALIFICATION RELEVANT INDUSTRIAL EXPERIENCE as on 01.03.2023 :

- i.) Candidate should possess minimum 'Two years' of relevant post-qualification industrial experience after PG Degree/Diploma as per S no 3.0.

JOB RESPONSIBILITIES:

- Assist in talent acquisition and recruitment processes.
- Human Resource Database management
- Conduct employee onboarding and help plan training and development
- Promote HR programs to create an efficient and conflict – free workplace
- Assist in implementation and administration of HR policies.
- Undertake tasks in performance management
- Conduct surveys, gather and analyze data with useful HR metrics
- Maintain employee files and records in electronic and paper form
- Support the HR department in implementing programs to help improve the employee experience.
- Disbursement of various retirement benefits, uniforms, gifts, etc.
- Processing of medical bills.
- Organising various cultural events.
- In addition to above, any work based on the future requirement of BEL, will also be assigned.

JOB REQUIREMENT:

- Good understanding of general human resource policies and procedures
- Good knowledge of employment/labour laws
- Outstanding knowledge of MS Office.
- Excellent communication and people skills with good writing skills and command over Hindi and English.
- Aptitude in problem solving
- Desire to work as a team with a result driven approach
- Additional HR training will be an added advantage
- Prior experience as HR Generalist will be preferred.
- Understanding of HR best practices and current regulations



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Please Note:

- i.) Candidate possessing relevant post-qualification Industrial experience only needs to apply.
- ii.) Academy/Teaching/Research work experience in non-profitable organization, internship/project work placements are part of academic curriculum will not be considered as experience. Work experience prior to completion of MSW/MBA (post graduation) will not qualify as relevant Post Qualification Experience.
- iii.) Candidate should possess experience certificates/documents issued by the previous and present employer clearly indicating period of employment and post held.
- iv.) The decision of the Selection Committee with respect to industrial 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.

5.0 SELECTION PROCEDURE:

Selection will be through a Written Test (objective type questions in the above mentioned discipline) followed by Interview (only for those candidates who will be shortlisted based on their performance in the written test).

Eligible candidates will be called for written test which will be held in Ghaziabad.

6.0 HOW TO APPLY:

Candidates who meet the above eligibility criteria may download the application form from the website www.bel-india.in and send it along with self attested photocopies of the following documents:

1. SSLC Marks Card as proof of age.
2. Graduation Marks Card and final degree certificate.
3. Post graduate degree in the relevant discipline.
4. Experience certificate/s, if any.
5. OBC caste Certificate, if applicable.
6. EWS Certificate, if applicable
7. Application Fee payment receipt.

Candidates willing to apply may submit their application in the **Prescribed Format** available on BEL-website along with the copies of the relevant documents in support of eligibility in a sealed cover super scribing "Application for the post of Project Officer (HR)-I" and addressed to **Dy. Manager (HR), Bharat Electronics Limited, Sahibabad Industrial Area, Ghaziabad - 201010** by post/courier. Please note applications by hand will not be accepted.



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7.0 APPLICATION FEE:

Post	Application Fee	Exemption
Project Officer (HR) - I	Rs. 400 + 18% GST =472/-	<i>Candidates belonging to SC, ST & PwBD categories are exempted from payment of application fee.</i>

INSTRUCTION FOR MAKING PAYMENT -

1. Candidates are requested to read the details and screenshots for making the payment available on BEL website.
2. The link to remit the application fee is given below:
<https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=14842>
3. Select payment category: Project Officer (HR)- I- Ghaziabad Unit.
4. Complete the payment as explained in the instruction file.
5. Take a print of the payment receipt and attach it with the application form.

Note: While paying application fees through SBI collect, candidates should ensure that they mention the same mobile number and email id in SBI collect as has been mentioned by them in the application form.

ALSO

All the candidates have to send their details in an excel sheet also in the following format to recruitmentgad@bel.co.in.

The subject of the e-mail should be - **Application for the post of Project Officer (HR)-I**



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Name	Fathers Name	Date of Birth (DD-MM-YYYY)	Age as on 01.03.2023 (years, month)	Gender (Male/Female)	Nationality	Category (UR/OBC/EWS)	E-mail	Mobile no.	Correspondence address	Total Years of Experience (as on 01.03.2023)	Current organisation Name	Current organisation From (DD-MM-YYYY)	Current Organisation To (dd-mm-yyyy)	Qualification	Discipline	Division Secured	SBI Reference No.

If you have worked in more than one organisation then please add those after column no. 14.

"ALL THE CANDIDATES HAVE TO SEND BOTH HARD COPY AND EXCEL SHEET"

One copy of payment receipt may be retained by the candidate for future reference.

If hard copy of the application is not received by the last date then your candidature will not be considered (even if the candidate has sent the excel sheet).

8.0 GENERAL:

- i.) Project Officers(HR)-I who are presently working in BEL will not be eligible to apply for the post of Project Officer(HR)-I. If applied, the application will be summarily rejected without assigning any reasons.
- ii.) Candidates who are working as Trainee Officer (HR) and are fulfilling the eligibility/ criteria as per the advertisement can apply for the post of Project Officer (HR) – I with intimation to their respective HR.
- iii.) Trainee Officers- HR who have completed the overall tenure of 3 years in BEL and those who apply and get selected for the post of Project Officer will be directly inducted at Project Officer-II and in such cases the overall tenure will be limited to 3 years only.
- iv.) Only Indian nationals need to apply.



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- v.) The postings will be based on the Company's requirement.
- vi.) The posts indicated above may vary based on the actual requirement at the time of selection.
- vii.) Screening and selection will be based on the details provided by the candidates, hence it is necessary that only accurate, full and correct information is furnished by the applicants. Furnishing of wrong/false information and inaccurate or incomplete information will be disqualified and BEL will not be responsible for any consequence of furnishing such wrong /false/ inaccurate/ incomplete information.
- viii.) Candidates whose specialization mentioned in the degree certificate does not tally with the branch mentioned in the application will not be considered for selection.
- ix.) All details given in the application form will be treated as final and no changes will be entertained.
- x.) In the event it is found that candidates have disclosed false information in the application form, BEL reserves the right to disqualify their candidature at any stage during the selection process.
- xi.) It may please be noted that submission of the application form under factious/ pseudo names/ email IDs is strictly prohibited. Any candidate resorting to such practices will be liable for suitable action under the provisions of IT Act 2000.
- xii.) Candidates are required to possess at least one valid E-mail ID. Candidates are advised to keep the email ID(to be entered compulsorily in the application form/ Annexure-1 active for at least one year. No change in the E-mail ID will be allowed once entered. All correspondence with candidates shall be done through email only. Responsibilities of receiving and downloading of information/ communications etc. will be of the candidate. BEL will not responsible for bouncing of E-mails, non-receipt of e-mails due to invalid E-mail IDs, setting options exercised by the candidate, etc. and no correspondence in this regard will be entertained.
- xiii.) Request for change of Mailing address/ E-mail ID/ category/ posts as declared in the application form/ Annexure-1 will not be entertained.
- xiv.) There will be no separate communication to any candidates on their non-selection at any stage.
- xv.) Any revision, clarification, addendum, corrigendum, time extension, etc. to the above advertisement will be hosted on "Careers" section of BEL Website: www.bel-india.in only and no separate notification shall be issued in the press. Candidates are requested to visit the website regularly to keep themselves updated.



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- xvi.) Screening of applications will be carried out purely based on the information declared by candidates in the application form/ Annexure-1. 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.
- xvii.) 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.
- xviii.) Mere fulfilling the minimum requirement of qualification and experience will not vest any right on the candidates to be called for the selection process/ interview.
- xix.) 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.
- xx.) 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.
- xxi.) 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.

We hereby caution the general public not to fall prey to the dubious agencies/organizations/individuals/aiming at fleecing money from the innocent public. Don't believe any advertisement/job announcement of BEL circulated through e-mail, social media etc. Please rely on information hosted on our website www.bel-india.in for any job/career related information pertaining to BEL

The last date for receipt of completed application is 15/04/2023
For any queries you can reach out to us at recruitmentgad@bel.co.in
