

PN-REC-ADV-TO-FIN-2024-02
BHARAT ELECTRONICS LIMITED
NDA Road, Pashan, Pune - 411021

Bharat Electronics Limited, a Navaratna category Central Public Sector Enterprise and India's leading professional Electronics Company, under Ministry of Defence, Government of India, requires professionals for the post of Trainee Officer (Finance) on short term basis for its Manufacturing Unit located at NDA Road, Pashan, Pune, Maharashtra.

S. No	Post & Discipline	Post Code	No. of Posts	Reservation	Upper age limit as on 01.02.2024	Minimum Post Qualification Experience as on 01.02.2024
1	Trainee Officer- I (Finance)	TO - I	01	UR	28 Years	Nil

***AGE RELAXATION:** For candidates belonging to PwBD category having minimum 40% disability or more will get 10 years relaxation in upper age limit. Candidates from OBC / SC / ST / EWS category applying for UR Post will be treated on par with UR criteria.

TERMS OF ENGAGEMENT & REMUNERATION:

Trainee Officer-I will be engaged initially for a period of **TWO** years which may be extended up to maximum of **ONE** year (**Maximum tenure of 3 years**) based on requirement and individual performance. Candidates will be paid a consolidated remuneration as follows:

Years	Designation	Consolidated Remuneration
1 st Year	Trainee Officer - I	Rs. 30,000 /- PM
2 nd Year	Trainee Officer - II	Rs. 35,000/- PM
3 rd Year	Trainee Officer - III	Rs. 40,000/- PM

In addition to above a consolidated amount of Rs. 12,000/- per year will be paid towards expenses like Medical Insurance & Life Insurance Premiums, Attire Allowance, Stitching Charges, Footwear Allowance etc. This 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.

QUALIFICATION:

Trainee Officer - I: MBA Finance/CA/CMA from recognized University / Institution/Institute
Minimum percentage of marks qualifying examination

MBA (Finance) - UR- 55% and above (aggregate of all semesters / years):

CA/CMA - UR - Final Pass

NOTE:

1. In case any University / Institute is 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 at the time of Written Test.
2. Candidates from SC / ST /OBC/ EWS category applying for UR Post will be treated on par with UR criteria.
3. Candidates whose discipline/specialization mentioned in their relevant degree certificate do not tally with the discipline/specialization prescribed as above will not be considered for selection.

MODE OF SELECTION

- Selection will be through a written test followed by interview of only those candidates who qualify the written test in the ratio of 1:5.
- Written Test will consist of objective type questions for 150 marks from Technical domain and General Aptitude.
- All candidates shall secure 35% as qualifying marks and PwBD candidates shall secure 30% as qualifying marks in written test. (Part I and Part II separately).
- Call letters will be sent to the e-mail IDs of eligible candidates for attending the written test. BEL will not be responsible for bouncing of any e-mail sent to the candidate.
- Date, time and center details of the written test will be intimated by e-mail in due course.
- Intimation about the Personal Interview will be given to shortlisted candidates in the Interview Call Letter via e-mail only.
- All outstation candidates shortlisted for Interview will be reimbursed with II class train fare by the shortest route between the correspondence address and place of interview on production of valid train tickets. There will be no reimbursement of fare for attending the written test.

HOW TO APPLY

- 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 open to apply from 07.02.2024/Wednesday.
- Candidates are required to read all 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.
- In case a candidate submits more than one application for the same post, the application against which bank receipt is deposited shall only be considered. Further if the candidate submits two application forms with bank receipts for the same post, the application with latest registration number shall only be considered.
- 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.

APPLICATION FEE

Post	Application Fee	Exemption
Trainee Officer- I (Finance)	Rs.177/- (Rs.150/- + 18% GST)	Candidates belonging to SC, ST, and PwBD categories are exempted from payment of application fee.

- The application fee should be remitted through SBI Collect.
- Candidates are requested to read the details and manual provided on the website for making the payment.
- GEN/ EWS/ OBC candidates have to enter “**SBI Collect reference number**” generated after payment in the online application form. Please check the link given on the BEL website regarding instructions for making SBI Online payments. SC/ST/ PwBD candidates are exempted from payment of application fee.
- Application fee paid for this advertisement to BEL Pune will only be considered.

1. **Candidates should go through all instructions and eligibility criteria carefully before remitting Application Fee.**
2. **Fee once paid will not be refunded for whatever reason.**
3. **Candidates may take note that Cheque, DD or cash will not be accepted towards payment of application fee.**

GENERAL CONDITIONS

- Only Indian nationals need to apply.
- Candidates employed in Govt./Quasi Govt. and Public Sector Undertaking is required to submit the “**No Objection Certificate**” at the time of interview; without which such candidate will not be allowed to appear for the interview.
- The number of posts indicated above may vary based on the actual requirement at the time of selection.
- Applications that are incomplete, without the required/mandatory enclosures/attachments will be summarily rejected without assigning any reason and no correspondence in this regard will be entertained. There will be no separate communication to any candidates on their non-consideration at any stage of the selection process.
- The above opening is for Bharat Electronics Limited, NDA Road, Pashan, Pune-411021. However, selected candidate may be required to serve in other location/s also, if need arises, as per Company’s requirement.
- Candidates are required to provide their one valid e-mail ID which shall be entered in the application form. Information pertaining to the Written Test / Interview will be sent to the shortlisted candidates only by e-mail. BEL will not be responsible for bouncing of any e-mail sent to the candidate. All correspondence will be done through e-mail only.
- BEL reserves the right to debar the candidates at any stage of selection process, if the candidature is not found suitable.
- Candidates claiming to be belonging to EWS, SC, ST, OBC, PwBD category are required to submit the latest certificate in the prescribed proforma (available in Company’s website www.bel-india.in) issued by the prescribed authority along with the application. Certificate in any other proforma or issued by an authority other than the prescribed authority will not be accepted.

- Request for change of category once declared in the application form will not be entertained.
- Candidates belonging to OBC category should produce the certificate dated on or after 01.02.2023 along with Non Creamy Layer Certificate for considering his/her in OBC category.
- 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 of District Government Hospital and submit the medical report as per the requirement of the Company.
- Candidates with relevant disability of not less than 40% 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 (available in Company's website www.bel-india.in) along with the application.
- In case any University / Institute is following an evaluation system of CGPA / DGPA / OGPA or letter grade, the candidate, wherever applicable, it is mandatory for the candidate to submit percentage (%) conversion certificate issued by university / institution and awarded class along with the application.
- 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 candidates at any stage of the selection process for any reason whatsoever. Mere applying for the post shall not be deemed as selection.
- **Canvassing in any form will result in disqualification at any stage of the selection process.**
- 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.**
- 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. Application Fees once paid will not be refunded in any case/circumstances.
- Decision of BEL on all matters regarding eligibility of candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualification and other eligibility norms will be final and binding on the candidate.
- In the event any candidate has litigated with his/her employer in the past, the same should be intimated at the time of interview.
- Any revision, clarification, addendum, corrigendum, time extension etc to the above advertisement will be hosted on the career 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.

- Management reserves the right to increase or decrease the vacancies and also cancel /restrict /enlarge/modify/alter the recruitment /selection process if need so arises, without issuing any further notice or assigning any reason thereafter.

Documents to be submitted by candidates while submitting Online Application:

Candidates are required to **upload** the following documents:

- i. Birth date proof – Birth Certificate or Marks Sheet issued by Board for Matriculation with clear mention of Date of Birth on it.
- ii. Scanned passport size photo.
- iii. All certificates (starting from Matriculation / Class X/PUC/ XII class/ Degree/ Post Graduate) in support of educational qualifications.
- iv. All Semester Mark sheets of qualifying degree -MBA (Finance) / CA/ CMA
- v. Qualifying Degree Certificate.
- vi. Conversion formula certificate for conversion of CGPA / DGPA / OGPA or letter grade to percentage marks & awarded class, duly certified by the University / Institution, wherever applicable.
- vii. Caste certificate in prescribed format. (OBC/SC/ST/EWS)
- viii. Disability certificate in the prescribed format, if the candidate belongs to PwBD category.
- ix. No objection certificate if employed in Government / Quasi Government and Public Sector undertakings.
- x. Experience certificate from the previous and present employer with clear mention of joining / exit date and job responsibilities held if any. Where current employment certificate is not produced, the joining/ appointment letter, first and latest payslip and employee id proof should be compulsorily attached to determine the number of years of experience.

The last date for receipt of application is 22-02-2024.