



**BHARAT ELECTRONICS LIMITED**  
(A Government of India Enterprise, under the Ministry of Defence)

Bharat Electronics Limited, India's premier Navaratna Defence Electronics Company requires Officer (HR) on contract basis for a period of ONE YEAR for its Ghaziabad Unit. The details in this regards is as below –

**No. OF VACANCIES:** Total 03 vacancies

**AGE (as on 01.10.2017):**

General Candidates	:	Max. 25 years (DOB on or after 01.10.1992)
OBC candidates	:	Max. 28 years (DOB on or after 01.10.1989)
SC/ST candidates	:	Max. 30 years (DOB on or after 01.10.1987)
PWD candidates	:	Ten years in addition to the age limit/relaxation permitted in the respective category

**QUALIFICATION & SPECIALIZATION :**

Graduate Degree and MSW/MBA (2 years fulltime with specialization in HRM/Personnel Management and Industrial Relations) / Postgraduate Degree / Postgraduate Diploma (2 years fulltime) in HRM / Personnel Management and Industrial Relations.

**First class** in the indicated qualification for General and OBC candidates and **Pass Class** for SC/ST/PWD candidates from a recognized University / Institution. Knowledge of internet/web browsing/MS Office is essential.

**REMUNERATION:**

An all inclusive consolidated remuneration of Rs. 23,000/- per month. Candidates with experience may be considered for higher remuneration, as per rules.

**PERIOD OF CONTRACT:**

One year from the date of joining. However the same may be extended depending on the performance of the candidate.

**EXPERIENCE:**

One to three years of post qualification experience will be preferred.

**JOB BRIEF-**

We are looking for enthusiastic Human Resources (HR) Generalist to implement a variety of human resource programs/policies. The HR department will depend on your assistance in a number of important functions such as staffing, welfare activities, training and development, employee relations, etc.

Due to the diversity of responsibilities of the role, he or she will assist in providing a wide range of HR support and advice. The successful candidate will play a key role in the success of organization by offering support on recruitment, separations, performance management, employee relations, welfare activities and HR best practices while facilitating a positive relationship between personnel and senior management.

The goal is to ensure the HR department's operations will be running smoothly and effectively to deliver maximum value to the organization as a whole.

### **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.

### **Requirements:**

- 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
- Customer focussed attitude, with high level of professionalism and discretion.

### **METHOD OF SELECTION:**

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. The result of the written test will be displayed on the official website of BEL – [www.bel-india.com](http://www.bel-india.com)

### **HOW TO APPLY:**

Candidates who meet the above eligibility criteria may download the application form from the website [www.bel-india.com](http://www.bel-india.com) and send it along with the 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. Category Certificate (OBC/SC/ST certificate, if applicable)

Candidates working in the PSU's/ Government or quasi-government Organizations/Serving in defence forces should submit their application through proper channel or produce a **NO OBJECTION CERTIFICATE** at the time of the interview **without which they will not be allowed to appear for the interview.**

**GENERAL CONDITIONS:**

- i) Only Indian Nationals need apply.
- ii) NOC: Candidates employed in Govt./Quasi-Govt. and Public Sector Undertakings will be required to produce 'No Objection Certificate' at the time of interview, without which they will not be allowed to appear for the interview.
- iii) Appointment of the selected candidates will be subject to being found medically fit by the Company's Medical Authorities.
- iv) There will be no separate communication to any candidates on their non-selection at any stage.
- v) In respect of Persons with Disability, the degree of disability that the candidate should have, for consideration under the category, will be as prescribed by Government norms.
- vi) Candidates whose Degree Certificate does not tally with the branch mentioned in the application / advertisement will not be considered for interview.
- vii) BEL reserves the right to debar you at any stage of the selection process if your candidature is not considered suitable for any reason.
- viii) Candidates who are unable to produce their Degree, Marks Card and Certificate in original on the day of interview for whatever reason will not be considered. Canvassing in any form will result in disqualification.
- ix) The admission at all stages of the selection process will be purely provisional. Mere issue of admit card/interview call letter to the candidate will not imply that his/her candidature has been cleared by BEL.
- x) Canvassing in any form will lead to disqualification of candidature.

**HOW TO APPLY:**

Candidates willing to apply may submit their application in the prescribed format along with the copies of the relevant documents in support of eligibility in a sealed cover super scribing “Application for the post of Contract Officer (HR)” and addressed to **Manager (HR&A), Bharat Electronics Limited, Sahibabad Industrial Area, Ghaziabad - 201010** by post/courier.

**The last date for receipt of completed application is 28<sup>th</sup> October, 2017**

Applications that are not in the prescribed form, incomplete, illegible, without complete enclosures or received after due date or are not meeting the criteria indicate above will be summarily rejected without assigning any reason whatsoever. No correspondence in this regard will be entertained. Candidates may be debarred at any stage of the selection process, if it is found that they do not fulfill the prescribed eligibility criteria. Mere short-listing/attendance in the written test/interview does not entitle them to any claim for the post. Only Indian nationals need apply. It may be noted that the number of post mentioned above are subject to change depending on the actual requirement at the time of selection.

Candidates are required to possess at least one valid e-mail id which is to be entered in the application form. Information pertaining to the written test/interview will be sent by e-mail only to the id that is furnished. BEL will not be responsible for bouncing of any e-mail sent to the candidate.

<b>SCHEDULE OF RECRUITMENT</b>	
Last date of receiving the completed applications	28 <sup>th</sup> October, 2017
Written Test *	18 <sup>th</sup> November, 2017
Interview	Will be intimated later

*\*The written test date is tentative and may change. The decision of management in this regard will be final.*

**SPECIAL NOTE:**

**Please further ensure that you fulfill all the eligibility criteria (like age, qualification, experience, category certificate, etc.) as stipulated in our advertisement. If you fail to meet any of the eligibility criteria as stated in the advertisement for the post, your candidature will be cancelled and you will not be allowed to appear for the written test/interview. The decision of the management in this regard would be final.**

**In case you require any clarifications regarding the advertisement please send an e-mail to [hrbelgad@bel.co.in](mailto:hrbelgad@bel.co.in) . Please note that no other form of communication will be entertained including telephone calls, conventional mail, fax etc.**

*Bharat Electronics is an equal opportunity employer which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender and culture.*

*Bharat electronics reserves the right to select one or more candidates from this announcement.*

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