

BHARAT ELECTRONICS LIMITED

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

Bharat Electronics, India's premier Navaratna Defence Electronics Company requires Engineers and Officers on contract basis for a period of ONE YEAR as mentioned below, for the BEL Academy for Excellence at Bangalore.

Sl No.	Post	No of Posts	Vacancy Code	Qualification and Specialization
1	Contract Engineer (Electronics)	1	CEEC-LA-1	BE/B.TECH/AMIE/B.Sc Engineering in Electronics and Communication, Electronics, Telecommunication, Communication, Electronics and Telecommunication disciplines only.
2	Contract Engineer (Mechanical)	1	CEME-LA-2	BE/B.TECH/AMIE/B.Sc Engineering in Mechanical Engineering only.
3	Contract Engineer (Facilities & Services)	1	CEEL-LA-3	BE/B.TECH/AMIE/B.Sc Engineering in Electrical Engineering, Electrical & Electronics Engineering Disciplines Only.
4	Contract Officers (HRD)	2	CEHRD-LA-4	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 & Industrial Relations
5	Contract Officer (Library)	1	CELI-LA-5	Graduate Degree and full time Post Graduate Degree in Library and Information Science

Requirements:

1. **Qualification:** First class for General & OBC Candidates and Pass Class for SC/ST/PWD (Person with Disability) candidates from a recognized University/ Institution.
2. **Age:** Upper age limit of 26 Yrs as on 01.09.2017. The upper age limit will be relaxable by 3 years for OBC candidates, 5 years for SC/ST and 10 years for PWD candidates.

3. **Reservation & Relaxation** to SC/ST/OBC/PWD candidates will be as per Govt. guidelines.
4. **Remuneration:** An all inclusive consolidated remuneration of **Rs. 25,000/-** per month. Candidates with experience may be considered for higher remuneration, as per rules.
5. **Period of contract:** One year from the date of joining. However the same may be extended depending on the performance of the candidate.
6. **Experience:** Minimum 1 year Post qualification experience is essential.
7. **Job:** The requirement is in assisting in the roll out learning programs in Technology including Digital learning, Quality, Management and Leadership domains. Facilities Management will be a part of certain jobs. An indicative Job Description is provided below:
 - i) **Contract Engineer (Electronics) Vacancy Code (CEEC-LA-1) :**
 - Assisting in interaction with SBUs/Units for collecting course requirements for both Technology and Digital Learning programs.
 - Assisting in obtaining nominations for the Technology and Digital Learning courses from various SBUs/Units and finalizing participants.
 - Identify the sources of digital learning/ distance learning programs and requirements of e-books.
 - Assist in identification of faculty, preparation of course schedule, logistic arrangements for the Classroom training and Digital learning programs viz., login, password etc.
 - Preparation of program venue, printing delivery notes, collection and review of feedback from participants, maintenance and upkeep of training records, conduct of assessment tests, arranging for printing of training certificates.
 - Assist in administrative works pertaining to all training programs.
 - ii) **Contract Engineer (Mechanical) Vacancy Code (CEME-LA-2):**
 - Assisting in interaction with SBUs/Units for collecting course requirements for both Quality and Certification programs.
 - Assisting in obtaining nominations for the courses from various SBUs/Units and finalize participants. Identify the sources of digital learning/ distance learning programs and for requirements of e-books.
 - Assist in identification of faculty, preparation of course schedule, logistic arrangements for the Classroom training and Digital learning programs viz., login, password etc. Preparation of program venue, printing delivery notes, collection and review of feedback from participants, maintenance and upkeep of training records, conduct of assessment tests, arranging for printing of training certificates.
 - Assist in administrative works pertaining to all training programs.
 - iii) **Contract Engineer (Facilities & Services) Vacancy Code (CEEL-LA-3):**
 - Ensure timely maintenance and upkeep of facilities - electrical, electronics, mechanical and AC equipment of the Learning Academy.
 - Overseeing and ensuring general housekeeping both internal & external, cleanliness and hygiene in the entire LA Campus, including maintaining of horticulture, canteen and facilities including classrooms of the three Blocks.

- Ensuring periodic & scheduled preventive maintenance and breakdown maintenance of all facilities and equipments.
- Planning inspection of site for any preventive actions required for abnormalities observed.
- Preparing and implementing cleaning schedules for washroom, canteen areas, pantries and other Office areas, Power rooms, Classrooms, Auditoriums, UPS room, Reception, Security room, entrance etc.
- Ensuring verification, maintenance and upkeep of emergency and safety equipment or facilities.
- Supply of utilities like drinking water, toiletries etc. Lift maintenance, appraisal and interior maintenance of accessories such as lift-telephones, lightings etc.,
- Maintenance of Air handling units (AHU).
- Maintenance of sprinkler systems for the lawns and the gardens & their safety.
- Maintenance of fire extinguishers. Food collection, disposal of food waste.

iv) **Contract Officers (HRD) Vacancy Code (CEHRD-LA-4)**

- Assisting in interaction with SBUs/Units for collecting course requirements for Management and Leadership programs.
- Assisting in obtaining nominations for the courses from various SBUs/Units and finalize participants.
- Identify the sources of digital learning/ distance learning programs and requirements of e-books.
- Assist in identification of faculty, preparation of course schedule, logistic arrangements for the Classroom training and Digital learning programs viz., login, password etc.
- Preparation of program venue, printing course notes, collection and review of feedback from participants, maintenance and upkeep of training records, conduct of assessment tests, arranging for printing of training certificates.
- Assist in administrative works pertaining to all training programs.

v) **Contract Officer (Library) Vacancy Code (CELI-LA-5)**

- Should have knowledge in Library procedures, methods, and professional standards.
- Knowledge in information gathering systems and methods, Library programming standards, Efficient management of database, Maintenance of library resources, Maintenance of computerized information database system.
- Knowledge in library systems, cataloguing, on-line searching, manage and maintain electronic resources for e-library.
- Maintain, manage and improve the library services including e-library. Assist in preparing and propose budget required for library.
- Determine and finalise the list of relevant materials for the library in coordination with all stakeholders.
- Assist in procuring the identified materials and other storage resources. Ensure that materials are current and accessible, and they are available to authorised library users when required. Prepare periodic/monthly reports for library uses, resources and activities.

- Develop and maintain catalogues and classification of resources, including audio-visual and e-resources.
- Ensure easy and efficient retrieval of resources/materials by the library users. Ensure efficient issue and receipt of materials to/from library users.
- Educate the library users for effective searching of library catalogue, and other electronic resources.
- Identify infrastructure/resource required for efficient and effective running of a modern library.

8. **Method of Selection:** Selection will be through written test (objective type questions in the above-mentioned disciplines) followed by an interview. Eligible candidates, who satisfy the above conditions, will be called for written test/ interview.

9. **REGISTRATION AND ONLINE APPLICATION PROCESS:**

9.1 Eligible candidates are required to apply online only through BEL's website www.bel-india.com (Recruitment section). No other means/mode of application will be accepted.

9.2 Before applying the candidates should possess the following:

- a) Valid e-mail id and mobile no, which should remain valid & active, till the completion of selection process.
- b) Candidates belonging to OBC/SC/ST/ PWD (In PDF/JPEG file only) are required to upload scanned copy of caste certificate in prescribed format.

9.3 Candidate can access the online application form at www.bel-india.com (Recruitment section) or Click on the URL given below or copy and paste to the browser's address bar to apply online.

Vacancy Code No	Post
CEEC- LA-1	<u>Contract Engineer (Electronics)</u>
CEME- LA-2	<u>Contract Engineer (Mechanical)</u>
CEEL- LA-3	<u>Contract Engineer (Facilities & Services)</u>
CEHRD- LA-4	<u>Contract HR Officer</u>
CELI-LA-5	<u>Contract Library Officer</u>

9.4 **The online registration site would be open from 13.09.2017 to 27.09.2017.**

9.5 No changes shall be allowed once the candidate has saved and submitted his/her application.

9.6 **There are two steps of submitting the application at the portal:**

Step-1: Registration: This involves filling the preliminary application and submitting it. The successful submission at the portal will provide you the user id and a link, to login and fill the detailed application form.

Important: Make a note of the user-id that the system will provide you as a display on the screen after successful completion of the step-1. (User id and link will also be sent to mail id furnished by you during the registration).

Step-2: Login through user-id provided to you by the portal (i.e. after successful completion of Step-1) and then fill the detailed application form. Candidates can view results and download call letter after logging to the below URL using their user id.

For technical clarification, if any, email to hrcorp@bel.co.in

10.0 GENERAL

- 10.1 Candidates are required to produce all the original documents for verification (SSLC/10th Std Marks Card, Engineering Degree Certificate/Degree/ PG Degree Certificate, BE / B.Tech/ PG Semester Marks Cards, Experience Certificate, Caste Certificate in the prescribed format available on the BEL website) and a copy of these documents along with recent passport size color photograph on the day of Written Test/Interview.
- 10.2 Candidates who have not completed their BE / B. Tech Engineering/ Post Graduation as indicated above need not attend. Those who are unable to produce their Degree Certificate, Semester Marks Card, Experience certificate and Caste Certificate in original for verification on the day of Written Test / Interview due to any reason whatsoever will **NOT** be considered.
- 10.3 Reservation for SC/ST/OBC/PWD will be as per the Government Guidelines.
- 10.4 Only Indian Nationals need to apply.
- 10.5 Number of posts may vary depending on the requirement.
- 10.6 BEL reserves the right to debar/disqualify any candidate at any stage of the selection proceedings, for any reason whatsoever. Canvassing in any form will result in disqualification.
- 10.7 Any correspondence with the candidates will be through e-mail only. BEL is not responsible for any problem related to e-mail correspondence.
- 10.8 If there are more eligible applicants, the number of candidates to be called will be restricted in proportion to the requirement based on academic excellence, age etc.

- 10.9 BEL reserves the right to debar/ disqualify any candidate at any stage of the Selection Proceedings, for reason whatsoever.
- 10.10 Canvassing in any form will result in disqualification. Only online applications submitted on or before **27.09.2017** will be entertained.

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