

BEL OPTRONIC DEVICES LIMITED (BELOP) – PUNE
(Govt. of India Enterprises under Ministry of Defence)

BEL Optronics Devices Limited (BELOP), is located at EL-30,'J' Block, Bhosari Industrial Area, Pune – 411 026 manufacturing Image Intensifier Tubes and associated Power Supply Units for the use in Night Vision Devices. Applications have been called for:

Sl No	Post	Grade & Scale of Pay (Rs.)	CTC in lakhs (Scales are under upward revision)	No of Posts	Reservation Pattern	Non refundable application fees
1	2	3	4	5	6	7
1	Accounts Assistant Code : Fin - NE - 001- 17/18	CP-III / WG- II Rs.7940-250-13940	3.25 Per Annum, approx	One	UR	Rs.300/-

1.0 AGE RELAXATION:

- 1.1 Upper age limit as on 01.12.2017 should be 28 years.
- 1.2 Upper age limit for PWD candidates shall be relaxable by 10 years.
- 1.3 Age relaxation for Ex-servicemen would be applicable as per Government guidelines.

2.0 PAY AND PERKS:

- 2.1 In addition to Basic pay and Dearness Allowance other allowances like, HRA, Conveyance Allowance etc as per company's rules will be part of the remuneration package/CTC.

3.0 REQUIRED QUALIFICATION: B.Com from recognized Indian university with minimum 60% marks.

4.0 REQUIRED EXPERIENCE: Minimum one year post qualification (Experience of Article clerk will not be considered)

5.0 REQUIRED SKILL:

Skills	
Essential	Desirable
Knowledge of Computers, Must able to use MS-Word, MS-Excel proficiently and able to send and receive E-mails etc. (Certificate to be produced)	Knowledge of accounting related software

6.0 SELECTION METHODOLOGY:

- 6.1 The candidates meeting the criteria's will have to attend the written test.
- 6.2 The written tests will consist of General Aptitude Test & Professional Knowledge Test

7.0 GENERAL CONDITIONS FOR WRITTEN TEST:

- 7.1 The candidates have to produce a valid photo identity proof (Pan Card or Adhar Card or Passport or Driving Licence or Election Card) alongwith self attested Xerox copy of same I D proof while appearing for the written test.
- 7.2 The duration of the test shall be for 150 minutes, i. e, 2 ½ hours.
- 7.3 All future correspondence to eligible candidates, for example the venue, exact date and time for the written test etc. shall be communicated by e- mail.
- 7.4 The candidates have to produce original documents at the time of written test.
- 7.5 No TA/DA will be paid for attending written test.

8.0 APPLICATION FEE:

- 8.1 Candidates belonging to GEN / OBC category are required to pay the application fee in favour of "BEL Optronics Devices Limited" payable at Pune for Rs.300/- in Demand Draft drawn from any scheduled bank (preferably SBI). SC and ST candidates are exempted from payment of application fee. The application fee is non refundable. The candidate is required to write his/ her name on the reverse of the demand draft and Post applied for.

9.0 GENERAL GUIDELINES:

1. Candidates are advised to carefully read the full advertisement for details of eligibility criteria's and selection modalities before submission of application. Candidates who do not produce the Disability certificate for PWD Candidate in the specified format will be rejected and no further communication will be entertained.
2. Only those candidates who meet all the aforementioned eligibility criteria for the post shall be called for Written Test. Those who are unable to produce their Certificates in original for verification at any stage for whatever reason will not be considered during further recruitment process.
3. Admit card for provisionally eligible candidates for the Written Test will be send through E mail. Candidates are required to possess a valid e-mail ID which is written in the application, so that intimation regarding written test/selection can be sent to candidates on the said email-ID.

BELOP will not be responsible for not delivered/bounced back of any e-mail sent to the candidates.

Please note that the admit card for written test and further communication will not be sent by post.

4. Candidates employed in Govt. / Quasi Govt. and Public Sector Undertaking are required to submit the application through proper channel OR to produce "No Objection Certificate" at the time of written test; without which such candidate will not be allowed to appear for the written test.
5. The number of posts indicated above, may vary based on the actual requirement at the time of selection.
6. Applications that are incomplete, not in the prescribed format, without the required enclosures 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-selection at any stage.

7. Eligibility qualification should be recognized and from a recognized Institution/University.
8. Applicants should have sound health. 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 a Civil Surgeon / Asst. Civil Surgeon of Govt Hospitals and submit the medical report as per the requirements of the Company. No selected candidates will be appointed to any post in the Company unless he/she is declared medically fit by the Govt. Medical Authority / Company's medical authorities as per the medical fitness standards laid down by the Company.
9. **Persons suffering from not less than 40% of the relevant disability w.r.t** orthopedically handicapped shall only be eligible for the benefit for PWD subject to submission of Disability Certificate issued by a Government Medical Board in the format prescribed by Govt. of India.
10. Candidature is liable to be rejected at any stage of recruitment/selection process or after joining, if any information provided by the candidate is not found in conformity with the criteria mentioned in the advertisement. The candidature is also liable for rejection at any stage if BELOP comes across any evidence/knowledge that the qualification, experience and any other particulars indicated in the application/other forms/formats are not recognized/false/misleading and/or amounts to suppression of information/particulars which should have been brought to the notice of BELOP.

11. Mere submission of application does not guarantee the adequacy of candidature for being considered for further selection process.
12. Management reserves the right to cancel/restrict/enlarge/modify/alter the recruitment/selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.
13. Online application forms will not be entertained.
14. There is no provision of re-checking / re-evaluation of written test answer sheet. Hence, such request from the candidate will not be entertained.
15. The candidature of the candidate at all stages of the selection process shall be provisional in nature.
16. Mobile phones / pagers/ iPad / iPod / 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.
17. **Change in the email ID or mobile number will not be entertained.**
18. Only Indian Nationals need to apply.
19. **Canvassing in any form will result in disqualification.**
20. The candidates are required to attach self attested copies of the following documents with application form:
 - a) Passport size photograph which is to be pasted on the application.
 - b) SSLC/SSC, HSC Mark cards.
 - c) SSLC/SSC certificate as proof of date of birth.
 - d) Certificate and Marks Card of each academic year in Commerce degree.
 - e) Candidates belonging to SC/ST/OBC/PWD (OH only) need to submit their caste/tribe/disability certificate as per the prescribe format.
 - f) No Objection Certificate from your present employer (if you are employed in Govt/Quasi Govt /PSU).
 - g) Disability certificate issued by the Medical Board in the prescribed format. Candidates w.r.t orthopedically handicapped with relevant disability of not less than 40 per cent will be eligible for reservation and relaxation under PWD category.
 - h) Experience Certificate/s from previous employer/s.
 - i) Proficiency certificate on Essential skill as per **para 5.0** above.

Please note that if you fail to attach any of the above certificates, your application will be rejected.

Interested candidates are required to download the application format available on the website www.bel-india.com. The last date for receipt of Application to **Asst. Manager - HR, BEL Optronics Devices Limited, EL-30, 'J' Block, Bhosari Industrial Area, Pune- 411 026. On or before 28.01.2018.** Application received after date and/or incomplete application will not be considered. BELOP will not be responsible for any postal delay.