

BHARAT ELECTRONICS LIMITED

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

- 1.0 Bharat Electronics Ltd., a Navaratna Company and India's premier Professional Electronics Company, Listed on Mumbai and National Stock Exchanges, requires an outstanding Deputy Company Secretary with relevant experience for its Corporate Office, Bangalore.

Designation	Grade	No. of Posts	Pay Scale (Rs.)	CTC (approx.)	Upper age limit as on 01.05.2017
Deputy Company Secretary	E-IV	1	24900-3%-50000/- (Under revision)	Rs.11.90 lakhs	36 years

2.0 Age :

- 2.1 The upper age for candidates belonging to General category is 36 years as on 01.05.2017
- 2.2 The upper age limit will be relaxable by 3 years for OBC candidates (Non-creamy layer) and 5 years for SC/ST candidates.
- 2.3 Upper age limit for PWD candidates shall be relaxable by 10 years (13 years for PWD candidates belonging to OBC and 15 years for PWD candidates belonging to SC/ST category).

3.0 QUALIFICATION:

- 3.1 Pass in final examination of the Institute of Company Secretaries of India and a member of the said Institute. In addition, candidates with Degree in Law will be preferred.

4.0 EXPERIENCE:

- 4.1 Minimum 8 years of post qualification relevant experience in a large listed company, preferably a Public Sector Undertaking.
- 4.2 Should have thorough knowledge of Companies Act, SEBI regulations, Secretarial procedures and Corporate Governance. Experience in the areas of mergers and acquisitions / joint ventures and patent laws will be an added advantage.
- 4.3 Candidates working in PSUs / Govt. Organizations are required to submit their application through proper channel or produce No Objection Certificate at the time of the interview.

5.0 Remuneration

5.1 In addition to Basic Pay, other allowances like Dearness allowance, HRA, 48% of the basic pay as perquisites, Performance Related Pay (PRP), Group Insurance, PF, Gratuity, Superannuation Pension, etc as per company rules will be part of the remuneration package. Pay revision for Executives is due with effect from 01.01.2017.

6.0 Mode of Selection:

6.1 Candidates who meet the qualifying criteria will be shortlisted for the written test. Based on their performance in the written test, Candidates will be shortlisted for interview. Selection will be based on the performance of the candidate in both the written test and interview.

7.0 APPLICATION FEE:

7.1 Application of GEN/OBC candidates should be accompanied by a crossed Demand Draft drawn on any scheduled bank (preferably SBI) for Rs.500/- in favour of Bharat Electronics Limited, payable at Bangalore. SC / ST/PWD candidates are exempted from payment of application fees. Candidates working in PSUs / Govt. organizations should submit the application through proper channel or produce No Objection Certificate at the time of the interview.

7.2 The application fee is non-refundable under any circumstances.

8.0 GENERAL

8.1 Candidates called for interview will be reimbursed to and fro train fare (first class / AC II tier) by the shortest route on production of the railway ticket receipts as per Company rules.

8.2 Candidates are advised to carefully read the full advertisement for details of eligibility criteria and selection modalities before submission of application.

8.3 Only those candidates who meet all the aforementioned eligibility criteria for the post shall be called for Written Test. However, the candidature of the applicant will be provisional and subject to verification of certificates /Testimonials submitted by him/her.

8.4 The number of posts indicated above, may vary based on the actual requirement at the time of selection. 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.

8.5 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.

- 8.6 Reservation/Relaxation/Concession for OBC Non Creamy Layer (NCL) candidates will be subject to submission of attested copy of OBC (NCL) certificate along with Declaration in the format prescribed by the Govt. of India for "Appointment in Central Govt. Posts" issued by the competent authority at the time of document verification. Income Certificate will not be considered as OBC Certificate.
- 8.7 Persons suffering from not less than 40% of the relevant disability (Orthopedically handicapped/Hearing Handicapped/Visually 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.
- 8.8 Candidature is liable to be rejected at any stage of recruitment/eligibility/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 BEL 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 BEL.
- 8.9 Mere submission of application does not guarantee the adequacy of candidature for being considered for further selection process.
- 8.10 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.
- 8.11 E-mail ID and Mobile number to be entered in application form is mandatory.
- 9.0 Canvassing in any form will result in disqualification.
- 10.0 Applications that are incomplete, not in the prescribed format, not legible, without the required enclosures will be summarily rejected without assigning any reasons and no correspondence in this regard will be entertained.
- 11.0 Only Indian nationals need apply.
- 12.0 Interested candidates may send the applications through post /courier, superscribing on the envelope the post applied for, the downloadable application format available on the Company's website(www.bel-india.com) enclosing a recent passport size photograph, attested copies of SSLC/ Matriculation Certificate (proof of age), Marks cards for having passed all programs, Membership from the Institute of Company Secretaries of India, Letter from the employer regarding relevant post qualification experience, Caste Certificate (If applicable), PWD Certificate (if applicable) and other relevant certificates so as to reach **Dy.Gen.Manager (HR), Bharat Electronics Limited, Corporate Office, Outer Ring Road ,Nagavara, Bangalore -560045 on or before 18.05.2017.**