

**BHARAT ELECTRONICS LIMITED**

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

Applicants are advised to go through the website [www.bel-india.com](http://www.bel-india.com) for any updates.

Bharat Electronics Limited, a Navaratna PSU and India's premier Defence Electronics Company requires outstanding professionals in the field of Official language for its Hyderabad Unit for the post of Senior Assistant Officer (Official language) on Fixed Term basis for period of Five (05) years in E-I Grade.

**SCALE OF PAY:**

Selected candidates will be placed in E-I Grade at the minimum of the pay scale of Rs.12600-3%-32500/- In addition, they will be entitled to DA, HRA, Conveyance Allowance and other perquisites as admissible.

**REQUIREMENTS:**

**1. QUALIFICATION:**

Masters Degree from a recognized University or equivalent in Hindi with English as a subject at Degree level.

OR

Masters Degree from a recognized University or equivalent in English with Hindi as a subject at Degree level.

OR

Masters Degree from a recognized University or equivalent in any subject with Hindi and English as subjects at Degree level.

OR

Masters Degree from a recognized University or equivalent in any subject with Hindi Medium and English as a subject at Degree level.

OR

Masters Degree from a recognized University or equivalent in any subject with English Medium and Hindi as a subject at Degree level.

**2. AGE LIMIT:**

The Maximum Age Limit for General Candidates is 25 years age as on 1<sup>st</sup> May 2017. Reservation / Relaxation for OBC/SC/ST/PWD Candidates will be as per Government Directives. Upper age limit for candidates is relaxable as under:

OBC - 3 yrs

SC/ST - 5 yrs

Persons with Disability (PWD) - 5 yrs relaxation over & above the relaxation admissible for that category.

**3. JOB DESCRIPTION:** Implementation of Official Language policy of the Government in the unit which includes activities such as administrative and technical translation from English to Hindi and vice versa organizing training programmes and events related to Official Language. Ensuring compliances of OL directives issued by various Government agencies and reporting status of compliances and other general OL correspondence.

**4. METHOD OF SELECTION:**

Selection will be through written test and candidates will be shortlisted for interview based on the performance in the written test. Call Letter will be sent to eligible candidates by e-mail indicated in the application form only for attending written test / interview.

**Application Form:** The application form is available as a link on the website and the same may be downloaded. The application form should be filled in BLOCK LETTERS and should be complete in all respects. The journal number and details of the challan needs to be entered in the application form. On completion of the application form the same is to be submitted along with the requisite documents, Company's copy of the challan, duly filled-in check list in all respects and may be sent through post to of Sr Dy General Manager (HR), Bharat Electronics Limited, I.E.Nacharam, Hyderabad – 500076.

**GENERAL CONDITIONS:**

1. Application Fee: Candidates belonging to GEN/OBC category are required to pay an application fee of **Rs.500/ (Rupees five hundred only)**. SC/ST/PWD candidates are exempted from payment of application fee.
2. Mode of payment of application fee: Candidates are required to download and print the bank challan (link is available on the website). The challan is to be filled in triplicate by the applicant and submitted to the nearest State Bank of India branch, along with an application fee of Rs. 500/- plus applicable bank charges. On submission of the challan Unique transaction number (Journal Number) will be generated and the same will be written by the staff at the bank. The blank portion of the challan will be retained by the bank and the remaining 2 portions will be given to the candidate. The candidate should ensure that the Journal Number is entered on the challan before leaving the bank. If the Journal Number is not mentioned in the challan the candidate should insist for the same and get it entered before leaving the cash counter.
3. The challan should be submitted in original with the application and photocopies will not be accepted. The candidate's copy may be retained by the candidate for future reference. The application fee is non-refundable. Candidates may go through all instructions and eligibility criteria carefully before remitting Application Fee and submitting the application. Fee once paid will not be refunded.
4. The 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 to the id that is furnished by the candidates. BEL will not be responsible for non-receipt/bouncing of any e-mail sent to the candidate. All correspondence will be through e-mail only.
5. The candidates who are unable to produce their Degree Marks sheet and Degree Certificate and other relevant certificates in original on the day of the written test/interview for whatever reason, will not be considered.
6. There will be no separate communication to any candidates on their non selection at any stage.
7. Outstation candidates will be reimbursed II class to and fro train fare by the shortest route (from their correspondence address) if they are short listed and attend interview, on production of receipt or any other supporting documentary evidence in respect of the onward journey.
8. The Candidates belonging to SC/ST/OBC/PWD need to submit their caste/tribe/community/disability certificate. For the convenience of candidates the prescribed format of the caste certificate is appended. Candidates belonging to OBC category are required to submit the community certificate in the prescribed format (format available on the website) issued by the Competent Authority on or after 01.05.2017. Candidates who do not produce the certificate in the prescribed format will be rejected and no further communication will be entertained. Candidates with relevant disability of not less than 40 per cent only will be eligible for reservation and relaxation as PWD. Disability Certificate should be issued by the Medical Board in the prescribed format.
9. Candidates employed in Government / Quasi Government and Public Sector Undertaking are required to forward their applications through proper channel or produce No Objection Certificate (NOC) at the time of interview without which they will not be allowed to appear for the interview.

10. Candidates are required to enter all information correctly in the Application Form and verify the same before submission, as changes shall not be permitted after submission of the Application Form. Any incomplete application form will be summarily rejected.

11. How to apply:

Candidates are advised to download the application format available on the website <http://www.bel-india.com>. The downloaded application format duly filled in all respects (with recent colour passport size photograph of the applicant duly affixed in the column provided in the Application Form) along self attested Xerox copies of

- (i) SSLC/Matriculation Certificate (proof of age)
- (ii) Marks sheets of all semester/years of Bachelor / Master's degree examinations
- (iii) Bachelor / Master's Degree Certificate
- (iv) Caste Certificate (if belonging to OBC/SC/ST)
- (v) Certificate from employer regarding experience and salary
- (vi) Certificate in support of PWD category (if applicable)
- (vii) Any other relevant certificates

Applications are to be submitted in closed envelop super-scribing Application "**For the post of SENIOR ASST OFFICER (OFFICIAL LANGUAGE) on FIXED TERM BASIS**". Applications should reach the office of Sr Dy General Manager (HR), Bharat Electronics Limited, I.E.Nacharam, Hyderabad – 500076 on or before 03.06.2017 by post. Applications received after 03.06.2017 will not be entertained.

Note: Applications that are not in the prescribed form, incomplete, illegible, without complete enclosures / challan or received after the last date and are not meeting the eligibility criteria 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 the candidates to have any claim for the post. Canvassing in any form will result in debar/ disqualification at any stage of the selection process for any reason what so ever.

Only Indian Nationals needs to apply.

\*\*\*\*\*