



BEL EDUCATIONAL INSTITUTIONS
Jalahalli Post, Bengaluru - 560013

Advt. No.: BEEI/TS&NTS/2024 - 2025

Date: 12.03.2025

Bharat Electronics Educational Institutions is one of the premiere institutions has its rich legacy of providing quality education. To make the institutions to scale newer heights is an important task and it needs a well - qualified and experienced, professional guidance, to further enhance the function and dissemination of the quality education. BEL Educational Institutions (BEEI) has 08 Educational Institutions imparting quality education to children from Pre - KG to Degree courses.

Applications are invited from Eligible and Qualified Candidates for the following Posts w.r.t Teachers and Non Teaching Staff on Temporary basis, for various Institutions of BEEI, for the Academic Year 2025 - 2026.

Post	No of Post	Upper age limit as on 01.02.2025	Location of Posting
Teachers & Non Teaching Staff	57	45 Years	Bengaluru

NATURE OF POSTS: All the above posts are on Temporary basis and are Unreserved Posts.

TENURE OF ENGAGEMENT:

All posts are purely on Temporary basis. Temporary engagement to Permanent appointment is not automatic. The tenure of engagement shall be extended based on performance.
12% PF Contribution from both Temporary Teaching Staff & BEEI.

INSTITUTION WISE POST DETAILS:

Note: Candidates are permitted to apply for Only One post (i.e. Application for more than one post by a candidate will be summarily rejected).



S No	Post Code	Institution	Subject	Post Qualification Experience in Years	Upper Age Limit	Qualification	Consolidated Salary Per Month
1	250201	BEL Ashankura School	Special Educator	Min. 3 Years	45 Years	Any Degree with D.Ed in Mental Retardation or B.Ed. (Special Education in Mental Retardation) or Any Qualification prescribed by the National Rehabilitation Council of India	Rs 21350
2	250202	BEL Ashankura School	Yoga Teacher	Min. 3 Years	45 Years	Degree in Yoga & Registered Yoga Teacher Training Certificate (RYTT Certificate)	Rs 21250
3	250203	BEL Kishora Vihara	All Subjects	Min. 3 Years	45 Years	SSLC with Nursery Teacher Training Course Certificate (NTT) issued by recognized competent authority	Rs 21250
4	250204	BEL Kishora Vihara	All Subjects	Min. 3 Years	45 Years	SSLC with Nursery Teacher Training Course Certificate (NTT) issued by recognized competent authority	Rs 21250
5	250205	BEL CBSE School	English : PRT	Min. 3 Years	45 Years	BA English with minimum 50% aggregate Marks and B.Ed. (English one of the Subjects) with minimum 50% aggregate Marks	Rs 21250
6	250206	BEL CBSE School	Social Science : PRT	Min. 3 Years	45 Years	BA History or BA Geography or BA Economics or BA Political Science or BA Sociology with minimum 50% aggregate Marks and B.Ed. (English one of the Subjects) with minimum 50% aggregate Marks	Rs 21250



7	250207	BEL CBSE School	Math emati cs : TGT	A minimum five years of experien ce as PRT with graduatio n is a must for appointm ent of TGT	45 Year s	Four - Year Bachelor of Education (B.Sc. Ed.) with Maths as one of the Subject or B.Sc. Mathematics with minimum 50 % Aggregate Marks and B.Ed. (Maths as one of the subject) or any Degree with at least 50 % marks and Bachelor in Education or PUC with at least fifty percent marks and four-year Bachelor of Elementary Education or four-year Bachelor of Education.	Rs 26250
8	250208	BEL CBSE School	Math emati cs : TGT	A minimum five years of experien ce as PRT with graduatio n is a must for appointm ent of TGT	45 Year s	Four - Year Bachelor of Education (B.Sc. Ed.) with Maths as one of the Subject or B.Sc. Mathematics with minimum 50 % Aggregate Marks and B.Ed. (Maths as one of the subject) or any Degree with at least 50 % marks and Bachelor in Education or PUC with at least fifty percent marks and four-year Bachelor of Elementary Education or four-year Bachelor of Education.	Rs 26250
9	250209	BEL CBSE School	Hindi : PRT	Min. 3 Years	45 Year s	Graduate degree with at least 50 % of marks and two-year Diploma in Elementary Education (D. El. Ed.) with Hindi as one optional subject. OR Graduate degree with at least 50 % percent marks and Bachelor in Education with Hindi as one optional subject. OR PUC with at least 50 % marks and four-year Bachelor of Elementary Education with Hindi as one optional subject. OR Four-year Bachelor of Education with Hindi as one optional subject or BA Hindi with minimum 50% Aggregate Marks and B.Ed (Hindi is one of the Subject)	Rs 21250



10	250210	BEL CBSE School	Kanna da : PRT	Min. 3 Years	45 Year s	Graduate degree with at least 50 % of marks and two-year Diploma in Elementary Education (D. El. Ed.) with Kannada as one optional subject. OR Graduate degree with at least 50 % percent marks and Bachelor in Education with Kannada as one optional subject. OR PUC with at least 50 % marks and four-year Bachelor of Elementary Education with Kannada as one optional subject. OR Four-year Bachelor of Education with Kannada as one optional subject or BA Kannada with Minimum 50% Aggregate marks and B.Ed (Kannada as one of the subject)	Rs 21250
11	250211	BEL CBSE School	Drawi ng Art & Craft	Min. 3 Years	45 Year s	PUC Pass with two-year diploma in Drawing / Art / Craft	Rs 21250
12	250212	BEL CBSE School	Dance Teach er	Fresher or 1 year Experienc ed	45 Year s	PUC Pass with two-year diploma in Dance	Rs 21250
13	250213	BEL CBSE School	Physic al Educa tion Teach er	Min. 3 Years	45 Year s	PUC Pass and two year Diploma in Physical Education	Rs 21250



14	250214	BEL CBSE School	General Knowl edge / Child Nutrit ionist	Min. 3 Years	45 Year s	B.A or B.Sc with Bachelor in Elementary Education (B.El.Ed) (English one of the Subjects) with minimum 50% aggregate Marks	Rs 21250
15	250215	BEL CBSE School	Couns ellor	Min. 5 Years	45 Year s	Graduate in Psychology or PG Diploma in Career Guidance and Counselling or PG Diploma in Counselling skills or Post-Graduation in Child Development	Rs 26250
16	250216	BEL CBSE School	Physic s : PGT	Min. 3 Years	45 Year s	Degree in BSc with 50% and M.Sc Physics with 55 % and Graduation in B.Ed. With 50% . Preference will be given to those having M.Phil. or Ph.D.	Rs 27500
17	250217	BEL CBSE School	Chemi stry : PGT	Min. 3 Years	45 Year s	Degree in BSc with 50% and M.Sc Chemistry with 55 % and Graduation in B.Ed. With 50% . Preference will be given to those having M.Phil. or Ph.D.	Rs 27500
18	250218	BEL CBSE School	Math emati cs : PGT	Min. 3 Years	45 Year s	BSc Maths with 50% and M.Sc Mathematics with 55 % and Graduation in B.Ed. With 50%	Rs 27500
19	250219	BEL CBSE School	Englis h : PGT	Min. 3 Years	45 Year s	B A English with 50% and MA English with 55 % and Graduation in B.Ed. With 50% . Preference will be given to those having M.Phil. or Ph.D.	Rs 27500
20	250220	BEL CBSE School	Librari an	Min. 3 Years	45 Year s	Bachelor's Degree in Library Science (B.Lib.Sc)	Rs 21250
21	250221	BEL CBSE School	Office Assist ant – Accou nts	Min. 2 Years	45 Year s	Diploma in Commercial Practice or Any Graduation with minimum 50% aggregate Marks. Preferable Additional Qualification : Knowledge in Tally/ with fluency in English, Kannada languages, Soft Skills, Computer skills, accounting and (Tally 9.0)	Rs 16270



22	250222	BEL Composite PU College	Physics : PGT	Min. 3 Years	45 Years	Degree in BSc with 50% and M.Sc Physics with 55 % and Graduation in B.Ed. With 50% . Preference will be given to those having M.Phil. or Ph.D.	Rs 27500
23	250223	BEL Composite PU College	Statistics : PGT	Min. 3 Years	45 Years	Degree in BSc with 50% and M.Sc Statistics with 55 % and Graduation in B.Ed. With 50% . Preference will be given to those having M.Phil. or Ph.D.	Rs 27500
24	250224	BEL Composite PU College	Computer Science : PGT	Min. 3 Years	45 Years	B.Sc. in (Physics, Chemistry, Computer Science) or B.Sc. in (Physics, Maths, Computer Science) or Bachelor of Computer Applications with minimum 50 % Aggregate Marks and MSc Computer Science or MCA with minimum 55 % Aggregate Marks and Graduation in B.Ed. With 50%	Rs 27500
25	250225	BEL Composite PU College	Biology : PGT	Min. 3 Years	45 Years	Degree in BSc with 50% and M.Sc Biology with 55 % and B.Ed. With 50% . Preference will be given to those having M.Phil. or Ph.D Or MSc Bio Technology	Rs 27500
26	250226	BEL High School	Sanskrit :PGT	Min. 5 Years	45 Years	BA Sanskrit with 50% and B.Ed with minimum 50% of marks Preference will be given to those having post graduate degree in Sanskrit as a regular candidate or any higher qualification such as M.Phil. Or Ph.D.	Rs 27500
27	250227	BEL High School	Computer Science : PGT	Min. 3 Years	45 Years	B.Sc. in Computer Science or Bachelor of Computer Applications with minimum 50 % Aggregate Marks Or 3 year Diploma in Computer Science and Engineering with minimum 50 % Aggregate Marks, issued by the Board of Technical Education and Graduation	Rs 27500



28	250228	BEL High School	Office Assistant	Min. 2 Years	45 Years	Diploma in Commercial Practice or Any Graduation with minimum 50% aggregate Marks. Preferable Additional Qualification : Knowledge in Tally/ with fluency in English, Kannada languages, Soft Skills, Computer skills, accounting and (Tally 9.0)	Rs 16270
29	250229	BEL Public School	English: PRT	Min. 3 Years	45 Years	BA English with minimum 50% aggregate Marks and B.Ed. (English one of the Subjects) with minimum 50% aggregate Marks OR PUC and four years Bachelor of Elementary Education (B.El.Ed) OR Bachelor of Education by Regional College of Education is preferred.	Rs 21250
30	250230	BEL Public School	English : GPT	Min. 5 Years	45 Years	Graduate degree with at least 50 % marks and two-year Diploma in Elementary Education (D. El. Ed.). OR Graduate degree with at least 50 % marks and Bachelor in Education. OR PUC with at least 50 % marks and four-year Bachelor of Elementary Education. OR Four-year Bachelor of Education and English should be one of the subject in graduate degree	Rs 26250
31	250231	BEL Public School	English : TGT	Min. 5 Years	45 Years	B A English with 50% and MA English with 50 % and Graduation in B.Ed. With 50%	Rs 26250



32	250232	BEL Public School	Kanna da : PRT	Min. 3 Years	45 Years	BA Kannada with minimum 50% aggregate Marks and B.Ed. (Kannada one of the Subjects) with minimum 50% aggregate Marks OR PUC and four years Bachelor of Elementary Education (B.El.Ed) OR Bachelor of Education by Regional College of Education is preferred.	Rs 21250
33	250233	BEL Public School	Kanna da : GPT	Min. 5 Years	45 Years	Graduate degree with at least 50 % marks and two-year Diploma in Elementary Education (D. El. Ed.). OR Graduate degree with at least 50 % marks and Bachelor in Education. OR PUC with at least 50 % marks and four-year Bachelor of Elementary Education. OR Four-year Bachelor of Education and Kannada should be one of the subject in graduate degree	Rs 26250
34	250234	BEL Public School	Kanna da : TGT	Min. 5 Years	45 Years	BA Kannada with Minimum 50% Aggregate marks and MA in Kannada with 50% and B.Ed (Kannada as one of the subject)	Rs 26250
35	250235	BEL Public School	Math emati cs : PRT	Min. 5 Years	45 Years	Graduate degree with at least 50 % marks and two-year Diploma in Elementary Education (D. El. Ed.). OR Graduate degree with at least 50 % marks and Bachelor in Education. OR PUC with at least 50 % marks and four-year Bachelor of Elementary Education. OR Four-year Bachelor of Education and Maths should be one of the subject in graduate degree	Rs 21250



36	250236	BEL Public School	Mathematics : TGT	Min. 5 Years	45 Years	BSc Maths with 50% and M.Sc Mathematics with 50 % and Graduation in B.Ed. With 50%	Rs 26250
37	250237	BEL Public School	Science : PRT	Min. 3 Years	45 Years	PUC Pass with PCMB and four years Bachelor of Elementary Education (B.El.Ed) OR PUC Pass with PCMB and Bachelor of Education by Regional College of Education is preferred.	Rs 21250
38	250238	BEL Public School	Science : GPT	Min. 5 Years	45 Years	Graduate degree with at least 50 % marks and two-year Diploma in Elementary Education (D. El. Ed.). OR Graduate degree with at least 50 % marks and Bachelor in Education. OR PUC with at least 50 % marks and four-year Bachelor of Elementary Education. OR Four-year Bachelor of Education and one should have passed PCM/CBZ as optional subjects in the graduate degree	Rs 26250
39	250239	BEL Public School	Science : TGT	Min. 5 Years	45 Years	BSc Physics or Chemistry or Biology or Maths with 50% and MSc Physics or Chemistry or Biology with 50% and Graduation in B.Ed. With 50% Or MSc Bio Technology	Rs 26250
40	250240	BEL Public School	Physics / Chemistry : TGT	Min. 5 Years	45 Years	Degree in BSc Physics or Chemistry or Maths with 50% and M.Sc Physics with 55 % and Graduation in B.Ed. With 50%	Rs 26250
41	250241	BEL Public School	English & Social : TGT	Min. 5 Years	45 Years	BA English with minimum 50% aggregate Marks and MA English with minimum 55 % aggregate Marks and B.Ed. (History / Geography / Civics / Economics / English one of the Subjects) with minimum 50% aggregate Marks	Rs 26250



42	250242	BEL Public School	Hindi : TGT	Min. 5 Years	45 Years	<p>Graduate degree with at least 50 % marks and two-year Diploma in Elementary Education (D. El. Ed.).</p> <p>OR</p> <p>Graduate degree with at least 50 % marks and Bachelor in Education.</p> <p>OR</p> <p>PUC with at least 50 % marks and four-year Bachelor of Elementary Education.</p> <p>OR</p> <p>Four-year Bachelor of Education and Hindi should be one of the subject in graduate degree</p> <p>or</p> <p>BA Hindi with minimum 50% Aggregate Marks and B.Ed (Hindi Is one of the Subject)</p>	Rs 26250
43	250243	BEL Public School	Hindi : TGT	Min. 5 Years	45 Years	<p>BA Hindi with minimum 50% Aggregate Marks and MA Hindi with minimum 50% Aggregate Marks and B.Ed (Hindi Is one of the Subject)</p>	Rs 26250
44	250244	BEL Public School	Computer Science : TGT	Min. 5 Years	45 Years	<p>B.Sc. in (Physics, Chemistry, Computer Science) or B.Sc. in (Physics, Maths, Computer Science) or Bachelor of Computer Applications with minimum 50 % Aggregate Marks and MSc Computer Science or MCA with minimum 55 % Aggregate Marks and Graduation in B.Ed. With 50%</p>	Rs 26250
45	250245	BEL Public School	Sanskrit : TGT	Min. 5 Years	45 Years	<p>BA Sanskrit with minimum 50% of mark or M.A Sanskrit with minimum 55% of marks from a recognized University as a regular candidate and B.Ed with minimum 50% of marks</p>	Rs 26250
46	250246	BEL Public School	Physical Education Teacher	Min. 3 Years	45 Years	<p>PUC Pass and two year Diploma in Physical Education</p>	Rs 21250



47	250247	BEL Public School	Art & Craft	Min. 3 Years	45 Years	PUC Pass with two-year diploma in Art & Craft	Rs 21250
48	250248	BEL Public School	Dance Teacher	Fresher or 1 year Experienced	45 Years	PUC Pass with two-year diploma in Dance	Rs 21250
49	250249	BEL Public School	Music Teacher	Fresher or 1 year Experienced	45 Years	PUC Pass with two-year diploma in Music and must have passed Senior Exam in Music	Rs 21250
50	250250	BEL Public School	Office Assistant	Min. 2 Years	45 Years	Diploma in Commercial Practice or Any Graduation with minimum 50% aggregate Marks. Preferable Additional Qualification : Knowledge in Tally/ with fluency in English, Kannada languages, Soft Skills, Computer skills, accounting and (Tally 9.0)	Rs 16270
51	250251	BEL Public School	Lab Assistant	2 Years	45 Years	PUC in Science Stream or Degree in BSc Physics / Chemistry / Biology	Rs 16270
52	250252	BEL First Grade College	Lecturer in Kannada	Minimum 2 Year	45 Years	M.A in Kannada with minimum 55% of marks from a recognized University as a regular candidate, Preference will be given to those having NET, SLET , M Phil, Ph.D qualification	Rs 27500
53	250253	BEL First Grade College	Lecturer in Sanskrit	Minimum 2 Year	45 Years	M.A in Sanskrit with minimum 55% of marks from a recognized University as a regular candidate, Preference will be given to those having NET, SLET , M Phil, Ph.D qualification	Rs 27500



54	250254	BEL First Grade College	Lectur er in Com merce & Mana geme nt	Minimum 2 Year	45 Year s	M.Com with minimum 55% of marks from a recognized University as a regular candidate, Preference will be given to those having NET, SLET , M Phil, Ph.D qualification	Rs 27500
55	250255	BEL First Grade College	Lectur er in Comp uter Scienc e/ Infor matio n Techn ology	Minimum 2 Year	45 Year s	MSc Computer Science / MCA / M Tech IT with minimum 55% of marks from a recognized University as a regular candidate, Preference will be given to those having NET, SLET , M Phil, Ph.D qualification	Rs 27500
56	250256	BEL First Grade College	Librar y Assist ant	Min. 2 Years	45 Year s	Diploma in Library Science Preferred Additional Qualification : Degree in Library Science	Rs 21250
57	250257	BEEI Admin	Accou ntant	Min. 6 Years	45 Year s	B.Com with minimum 50% aggregate Marks, Certificate Course in Tally/ with fluency in English, Kannada languages, Soft Skills, Computer skills, accounting and (Tally 9.0) Preferred Additional Qualification : M.Com with minimum 50% aggregate Marks / ICWA / CA	Rs 45000

DUTIES AND RESPONSIBILITIES OF TEACHERS:

1. Set annual goals before the end of June every year and prepare annual programme of work.
2. Be present in the school 15 minutes before the commencement bell, attend the morning prayer, assist in maintaining discipline during the prayer and leave 15 minutes after the closure bell, after reporting to HOI concerned or Administrative Officer.
3. Draw up daily lesson plans, enrich knowledge by studying books relevant to their subject and use the teaching aids and materials relevant to the topic, to enhance the quality of instruction and standard of education. Update computer skills and customised online teaching.



4. Identify learning disabilities of children by conducting diagnostic tests. Chalk out bridge course. Prepare action plan, individual education plan (IEP) for remedial teaching to the needy students.
5. Engage classes as per time table in an orderly manner, with lesson plan, using the teaching/learning aids relevant to the topic to facilitate students to achieve learning outcomes prescribed by the Department.
6. Prepare resourceful activity bank, use electronic media and keep class room transaction lively, interesting, and attractive with fun filled activities. Facilitate students for participatory learning.
7. Give meaningful homework to students to ensure the consolidation of their learning. Correct the mistakes and the guide the needy students. Report to the HOI habitual defaulters.
8. Conduct periodical tests and examinations, objectively evaluate the performance, make entries in the marks card/ SATS software and ensure communication to the parents and take necessary steps to improve those students who are lagging behind.
9. Assist the students to overcome mental blocks or other types of deficiencies by counselling or by other persuasive means and without resorting to punishment.
10. Tap the talents and facilitate students to develop their inherent talents by organizing programmes like elocution, essay writing, quiz, painting and sports meet etc., consulting the HOI/Administrative Officer.
11. Be responsible for the overall performance of his/her class students in academic as well as co-curricular activities and for the successful completion of the lessons and all other activities as contemplated under the programme drawn up for the academic year. Be responsible for maintenance of registers, achievement of learning outcome prescribed.
12. Maintain work done dairy and documents pertaining to Continuous and Comprehensive Evaluation.
13. Attend meetings of the institution unless exempted by the Head of the Institution. Assist the HOI in carrying out various duties and responsibilities of the HOI.
14. Participate in all the functions, programmes, developmental activities or any other event organized by the school.
15. Resolve genuine grievances of the students and parents.
16. Conduct extra class even on holidays, if the syllabus prescribed is not taught within the stipulated period.
17. Engage extra classes in the absence of teachers on leave or OOD and special classes for remedial teaching as and when entrusted by the HOI.
18. Teacher shall not skip the practical classes in their respective subjects. A logbook of practical's shall be maintained.
19. Complete any other work entrusted by the Management Committee, Administrative Officer, and HOI and shall work in team spirit till completion of the work entrusted.
20. Submit the application to the Secretary Management Committee one month in advance for outside jobs and pursuing higher studies.



21. Co-operate with colleagues, subordinates, superiors and also with students and their parents for the smooth and successful completion of the curriculum activities in a congenial atmosphere
22. Discharge any additional work entrusted by the HOI or higher ups or Management within the time frame.

DUTIES AND RESPONSIBILITIES OF ACCOUNTANT:

1. Maintenance Of Books Of Accounts In Tally:

- BEL Kishora Vihara
- BEL Primary School (GIA)
- BEL Public School (NGIA)
- BEL First Grade College
- BEL High School (GIA)
- BEL High School (NGIA)
- BEL CBSE School
- CBSE Pupil Fund Books
- Committee Accounts
- Reconciling of books with all schools and bank

2. Processing Of Salary :

- Updating All Records In Salary Pay Pack Software
- Collecting all school paper on Increment, Time Bond Increment, LWP, Cases
- Recovery papers from societies, PF, LIC etc...
- Processing and checking of all earnings and recoveries.
- Printing of salary reports and payslips
- Checking of arrears bills of all schools
- Checking of pay revision statement of all schools
- Checking of increments of all staff
- Encashment

3. Fee Collection:

- Preparation of fee challans for all Schools and regular students, Checking of TC, Section change, Long absentees
- Tallying of fee with students' strength of all schools
- Preparation of fee abstract daily monthly and annually
- Reconciliation of fee with bank
- Management fee for PU College

4. Budget



- Calculation of Income (expected fee collection) of all schools
- Calculation of Establishment expenses of all schools
- School grants
- Revenue Budget work – BEEI
- CSR Grants Work - BEEI

5. Income Tax

- **Salary and Non Salary**
- Maintenance of savings papers of all staff
- Quarterly and annual returns
- Preparation of Form 16

6. Balance Sheet

- Consolidation work
- Auditing
- Routine cheque preparation
- Checking of expenses vouchers
- Any other extra work entrusted by Management Committee BEEI

DUTIES AND RESPONSIBILITIES OF COUNSELLOR:

- Counsellor reports to Principal
- Deal with behavioural problems and adolescent problems of students
- Identify learning difficulties of students and guide them to over-come those difficulties Deal with stress management, examination phobia and time management in exams
- Handle gender relationships, child abuse, bullying and emotional trauma
- If counselling is required for students of sister institutions, it shall be extended
- Any other work entrusted by the HOI or higher ups or management

DUTIES AND RESPONSIBILITIES OF LIBRARY ASSISTANT, LAB ASSISTANT:

- Library Assistant is responsible for maintenance of stock and issue register, visitors register, volume book, labelling, catalogue of library books, sorting out books, collection of late fee, handling of newspapers and magazines, automation work, etc.
- Lab Assistant is responsible for maintenance of stock register of perishable and non-perishable articles. He/she is also responsible for maintenance of all materials issued, experiments conducted, and details of practical examinations.



DUTIES AND RESPONSIBILITIES OF OFFICE ASSISTANT:

- Maintain inward and outward register. Maintain watch register for movement of files and letters
- Maintain service registers & personal files of all employees working under the jurisdiction of HOI, update entries and get annual verification of entries acknowledged by the concerned employee
- Maintain cash book, bank passbook, acquaintance register, leave register, movement register, stock register, OOD register, CL register etc.
- Put up note sheets and process files relating to appointment, salary, increment, leave, transfer, promotion, PF, retirement, gratuity, pension, biometric attendance work and other financial benefits etc., till the logical end
- Prepare annual Revenue Budget and submit to HOI for perusal and further action (On or before 30th March every year)
- Fee reconciliation work of respective institutions
- Duties related to purchase process, professional tax, group gratuity, group insurance, LIC, PLI, BEL township, BEL canteen and Bhagyajyothi Co-operative Society etc.

METHOD OF SELECTION:

1. Selection will be through a Written Test for shortlisted candidates, followed by an Interview, only for those candidates who qualify in the Written Test. The venue for the Written Test/ Interview will be intimated through E-Mail.
2. 70% Marks will be allotted for the written test and 30% for the interview. Candidates who pass in the written test will be called for interview based on 1:5 ratio.
3. The names of candidates shortlisted for Written Test / Interview and final selections will be notified on our Company's website.

GENERAL INSTRUCTIONS:

1. Only Indian Nationals are eligible to apply.
2. Candidate should possess Experience certificates / Documents issued by the previous and present employer clearly indicating period of employment and post held.
3. The Cutoff date for deciding the maximum permissible Age and Post Qualification Experience is 01.02.2025. In order to compute post qualification, work experience, the period of work experience starting from the month immediately succeeding the month of final examination in which candidate acquire the essential educational qualification shall be considered.
4. Age relaxation for this recruitment is up to 50 years of age, in case of applicants who are spouses of deceased employees of BEL, on compassionate grounds.
5. Candidates who possess PG degree will be given preference and will get relaxation in experience equal to their PG degree duration in years.
6. The decision of the Selection Committee with respect to professional post-qualification experience will be final.



7. Work experience indicated without supporting documents will not be considered and is liable to be rejected / cancelled without any prior intimation.
8. Request for change of mailing address / E-mail ID / Category / Degree as declared in the application form will not be entertained.
9. Candidates are required to possess at least one valid e-mail id, which is to be entered in the application form.
10. Information pertaining to Interview for the post will be sent by e-mail to the email ID furnished by the candidates in the application. The BEEI shall not be responsible for any loss of email sent due to invalid / wrong email ID provided by the candidate.
11. All future correspondence with candidates shall be done through e-mail only. BEEI will not be responsible for bouncing of any e-mail sent to the candidate.
12. There will be no separate communication to any candidates on their non-selection at any stage
13. Management Committee reserves the right to cancel the post in the event of non-availability of suitable candidates.
14. Canvassing in any form will result in disqualification.
15. In the event any applicant has litigated with his/ her employer in the past the same should be clearly mentioned in brief.
16. Merely fulfilling the minimum requirement of qualification and experience will not vest any right on the candidates to be called for the Interview. BEEI's decision shall be final in this regard. BEEI reserves the right to debar/disqualify any candidate at any stage of the selection process for any reason whatsoever and also reserves the right to cancel / restrict / enlarge / modify or alter the recruitment or selection process, if need so arise without issuing any further notice or assigning any reason thereafter.
17. Short listing of candidates will be carried out purely based on the information declared by candidates in the application form. If at any further stage of selection, it is found that candidates have declared false information w.r.t. their credentials, BEEI reserves the right to debar them at any stage of selection.
18. No Travelling Allowance (TA) shall be given.

HOW TO APPLY:

Candidates who are fulfilling the eligibility criteria and desirous of applying for the above post may forward their application in the format appended to this advertisement after pasting a pass size photo and send the application through post super scribing on the envelope the post applied for along with the below mentioned documents.

Candidates are required to enter all information correctly in the application form as changes shall not be permitted after forwardal of the application form.

1. SSLC / SSC / 10th Standard marks card (as proof of Date of Birth)
2. SSC Mark Sheet
3. Final Consolidated Degree Marks Sheet & Degree Certificate or equivalent examination as applicable
4. Final Consolidated Degree Marks Sheet & Degree Certificate of B Ed as applicable



5. In case of CGPA / OGPA / Grade-point, the candidates are required to indicate the formula for conversion of CGPA / Credits to percentage in accordance with the respective University norms
6. Caste / Community / Disability certificate are required to be submitted in the prescribed format
7. Post-qualification experience certificate(s) from previous / current employer. Where current employment certificate is not produced the offer of current employment, latest month payslip and employee ID proof should be compulsorily attached
8. Candidates if working in PSUs / Govt. organizations should compulsorily submit 'No Objection Certificate' at the time of application or written test or interview
9. Identity Proof (Aadhar card / Driving License / Voter ID)

Applications complete in all respects may be sent through **ORDINARY POST or SPEED POST ONLY in A4 SIZE ENVELOPE by**

Superscribing on the **A4 SIZE ENVELOPE**
"APPLICATION FOR THE POST OF TEACHING/NON TEACHING –
POST CODE - _ _ _ _ _ " (Fill the Post Code)

To
THE SECRETARY - BEEI
BEL HIGH SCHOOL BUILDING,
JALAHALLI POST,
BENGALURU - 560013.

and mention the FROM ADDRESS also in the envelope with mobile number, so as to reach us on or before 01.04.2025 through ORDINARY POST or SPEED POST ONLY.

Application sent through E-Mail / any other channel will not be considered.

Applications that are incomplete, not in the prescribed format, not legible, without the required documents will be summarily rejected without assigning reasons and no correspondence in this regard will be entertained.

BEEI shall not be liable for any delay or loss in postal transit for any reason whatsoever.

BEEI has a robust and transparent recruitment process where the selection criteria is purely based on merit of the candidate. BEEI does not demand or charge any fee or request for money deposited at any stage of the recruitment process other than the application fee mentioned in this advertisement. We urge job seekers not to be misled by any communication made by fraudsters purporting to be representatives of our company and demanding payment in lieu of employment in BEEI. The company is not liable for any loss that may ensue from such fraudulent actions.

BEEI reserves its right to take legal action including criminal action against such fraudsters.

For Further details or clarification, the candidates may mail us to **beeih@bee.edu.in**

Telephone Number: 080 - 23452377

Please note that no other form / mode of communication will be entertained.

Secretary