

BHARAT ELECTRONICS LIMITED
Corporate Office, Outer Ring Road, Nagawara, Bengaluru - 560045

Bharat Electronics Limited, a Navaratna category Central Public Sector Enterprise and India's leading professional Electronics Company, under Ministry of Defence, Government of India, requires professionals for the post of Trainee Officer – I on short term basis for its Corporate Office located at Outer Ring Road, Nagawara, Bengaluru - 560045.

S. No.	Post & Discipline	No. of Posts	Reservations	Upper age limit as on 01.06.2023
1	Trainee Officer – I (Corporate Social Responsibility (CSR))- MSW in Community Development	1	Unreserved	28 Years

TERMS OF ENGAGEMENT & REMUNERATION:

Trainee Officer-I will be engaged initially for a period of **TWO** years which may be extended up to maximum of **ONE** year (**Maximum tenure of 3 years**) based on requirement and individual performance. Candidates will be paid a consolidated remuneration as follows:

Years	Designation	Consolidated Remuneration
1 st Year	Trainee Engineer – I	Rs. 30,000 /- PM
2 nd Year	Trainee Engineer – II	Rs. 35,000/- PM
3 rd Year	Trainee Engineer – III	Rs. 40,000/- PM

In addition to above a consolidated amount of Rs. 12,000/- per year will be paid towards expenses like Medical Insurance & Life Insurance Premiums, Attire Allowance, Stitching Charges, Footwear Allowance etc. The additional amount shall be paid in two installments. First installment will be processed in the first month's salary after joining and the second installment will be paid after completion of 6 months from the date of joining.

QUALIFICATION:

Trainee Engineer – I: Masters in Social Work from recognized University / Institution in Community Development disciplines. Candidates belonging to any other discipline will not be considered for this post.

Candidate must possess minimum percentage of marks (aggregate of all semesters / years) of 55% and above.

Working knowledge of Computer, MS Office Tools, Good Communication Skills (Oral & Written). Knowledge of Govt. Legislation on CSR will be an added advantage.

NOTE:

- In case any University / Institute following an evaluation system of CGPA / DGPA / OGPA or letter grade, the candidate, wherever applicable, it is mandatory for the candidate to submit percentage (%) conversion certificate issued by university / institution and awarded class at the time of Written Test.**

2. **Candidates from OBC / SC / ST / EWS category applying for UR Post will be treated on par with UR criteria.**

Roles & Responsibilities:

- Assist in day to day functions at CSR/CO
- Co-ordinate with multiple stakeholders and assist the officers in the projects of CSR
- Undertake site visits to monitor and report the progress of CSR projects

SELECTION PROCEDURE:

1. Selection will be through Written Test and Interview at Bengaluru.
2. Candidates who have registered through 'Google Forms' shall only be allowed to undergo the Selection process.
3. Candidates should invariable carry their Photo ID Proof - Aadhar Card or Driving License or Voter ID for the Written Test.
4. **Date and Location of the Written Test and Personal Interview:** will be informed to the shortlisted candidate through their individual Email IDs only.
5. The written test will consist of objective type multiple choice questions MSW subjects in respective disciplines / specializations.
6. The assessment weightage will be 85% for written test and 15% for interview.
7. Candidates who passed the Written Test will be shortlisted for Interview in the ratio of 1:5 in the order of merit.
8. Passing marks is 35% for Written Test and Personal Interview.
9. The results of the final selection will be displayed on BEL website. www.bel-india.in
10. Provisional appointment order will be issued to the selected candidates through their individual Email IDs.

APPLICATION FEE:

Post	Application Fee	Exemption
Trainee Engineer – I	Rs.177/- (Rs.150/- + 18% GST)	Candidates belonging to SC, ST, and PwBD categories are exempted from payment of application fee.

- The application fee should be remitted through SBI Collect (through online mode) using the following link. <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=14842>
- Candidates are requested to read the details and manual provided on the website for making the payment.
- Candidates should go through all instructions and eligibility criteria carefully before remitting Application Fee and submitting the Google Form Application.
- Fee once paid will not be refunded for whatever reason.

GENERAL CONDITIONS:

1. Only Indian nationals need to apply.
2. Candidates employed in Govt. / Quasi Govt. and Public Sector Undertaking is required to submit the '**No Objection Certificate**' at the time of Written Test without which such candidate will not be considered for the interview process.
3. The outstation candidates shortlisted for Personal Interview will be reimbursed with II class train fare by the shortest route between the correspondence address and place of interview on production of valid train tickets. There will be no reimbursement of fare for attending the written test.
4. The number of posts indicated above may vary based on the actual requirement at the time of selection.
5. It is mandatory for the candidates who are already working with any of its Units of Bharat Electronics Limited to intimate their respective HR or if it is revealed during the selection process that the respective HR is not intimated, such registration / candidature will be summarily rejected or candidate will be out of selection process 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-consideration at any stage of the selection process.
6. Lateral application of BEL Employees for the same post is not permitted i.e. Trainee Officer who is working in one of the units of BEL is not eligible to apply for Trainee Officer elsewhere within BEL. If applied, the candidature will be summarily rejected without assigning any reasons.
7. The above openings are for Bharat Electronics Limited, Corporate Office, Bengaluru.
8. Candidates are required to provide their one valid e-mail ID which shall be mentioned in the Google application form. Information pertaining to the Written Test / Interview will be sent to the shortlisted candidates (meeting the eligibility criteria) only by e-mail. BEL will not be responsible for bouncing of any e-mail sent to the candidate. All correspondence will be done through e-mail only.
9. BEL reserves the right to debar the candidates at any stage of selection process, if the candidature is not found acceptable.
10. Appointment of the provisionally selected candidate will be subject to being found Medically Fit by the Company's medical authorities as per the medical fitness standards laid down by the Company. The candidate who is called to report on selection should get himself/herself medically examined by a **Civil Surgeon/Asst. Civil Surgeon of Government Hospital** and submit the medical report as per the requirement of the Company.
11. The admission at all/any stage of selection process will be purely provisional. Mere issue of written test / interview call letter/provisional offer of appointment to the candidate will not imply that his/her candidature has been cleared by BEL. BEL reserves the right to debar / disqualify any candidates at any stage of the selection process for any reason whatsoever. Mere applying for the post shall not be deemed as selection.
12. **Canvassing in any form will result in disqualification at any stage of the selection process.**
13. Please ensure that the applicant fulfills all the eligibility criteria as stipulated in the advertisement. In case applicant fails to meet any of the eligibility criteria as stated in the advertisement for the post, his/her candidature will be cancelled at any point of selection process. The decision of the management in this regard would be final. Candidate must go through all instructions and eligibility criteria carefully before submission of Application fee. Application Fees once paid will not be refunded in any case/circumstances.
14. Shortlisting of candidates will be carried out purely based on the information declared by the candidates in the "Google Forms". If at any further stage of selections, it is found that candidates have declared false information w.r.t. their credentials, BEL reserves the right to debar them at any stage of selection/terminate their Employment.

15. Decision of BEL in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms will be final and binding on the candidate.
16. A candidate's shortlisting for interview and subsequent processes is strictly provisional. Mere fulfilling the minimum requirement of qualification will not vest any right on the candidates to be called for the selection process/ interview.
17. BEL reserves the right to cancel the entire selection process at any stage of time for any reason whatsoever.

HOW TO APPLY:

- Interested Candidates meeting the qualifying criteria as specified in the Advertisement are required to Pre-Register online through 'Google Forms' for expressing their willingness to attend for the Written Test.
- Candidates are required to register online using following link:

Trainee Officer (TO) Link:

https://docs.google.com/forms/d/e/1FAIpQLSelUv5tFPcnNAbOtUOz_Hc-nZnHMCpRxNC-h6qA_QY2M3MXUg/viewform

**Online Link for Pre-Registration for attending Written Test will be open from 14.06.2023 to 28.06.2023.
The Candidates who have NOT registered will not be allowed to appear for the Written Test.**

Steps to Fill the "Google Forms":

1. Candidates are required to fill in the necessary fields through the ONLINE format ('Google Forms) in the link provided above / on the website.
2. Submit the application form by clicking on submit button.
3. Candidates are requested to use the latest version of Google Chrome or Firefox browser for filling of the 'Google Forms' successfully:
4. Registrations received in any other format will not be considered.
5. Candidate has to pay the applicable application fee amount (if applicable) and KEEP the SBI Collect Reference Number available before Google Form filling.

Documents Required to be Submitted during Written Test: Candidates are required to carry the photocopies of the following documents **MANDATORILY** at the time of Written Test:

- a. Birth Certificate / Marks Sheet issued by Board for Matriculation / SSC certificate in support of proof of age.
- b. All certificates (starting from Matriculation / Class X) in support of educational qualifications. (Candidates having part-time or correspondence course in prescribed qualification are not eligible).
- c. Mark sheets of all semesters of qualifying degree examination.
- d. Certificate issued by the institute for conversion formula for conversion of CGPA / DGPA / OGPA or letter grade to percentage marks & awarded class, duly certified by the University / Institution, wherever applicable.
- e. No objection certificate if employed in Government / Quasi Government and Public Sector undertakings.
- f. Two passport size colour photographs.

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Applicants are advised to go through the website www.bel-india.in for all updates.