



BHARAT ELECTRONICS LIMITED

MACHILIPATNAM

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

Adv.No: BEL/MC/04/2024-25

Date. 31.01.2025

Bharat Electronics Limited, a Navratna Company and India's premier Professional Electronics Company requires Non-Executive for the post of Junior Assistant (Human Resource) for its Machilipatnam Unit on permanent basis:

1.0 POSTS

Name of the post	Essential Educational Qualification	No. of posts	Reservation position	Grade/ career path/ pay scale
(1)	(2)	(3)	(5)	(6)
Junior Assistant (HR)	Graduation in B.Com / BBM / BBA (full-time) from recognised University + Knowledge in Computer Operation	1	UR-1	Grade: WG-IV / CP-V Pay Sale: Rs.21,500/- 3% - Rs.82,000/- + admissible allowances CTC : Rs.5.94 Lakhs (approx.)

Note: Reservation for the reserved categories will be applicable as per Government Directives. Reservation for PwBD will be applicable as per Government directives

2.0 ELIGIBILITY CRITERIA AND GENERAL CONDITIONS:

2.1 Nationality: Candidate must be a citizen of India

2.2 Age (as on 01.01.2025):

Category	Upper age limit (as on 01.01.2025)
General / OBC / SC / ST / EWS	28 Years

2.3 Relaxation of upper age limit:

Category	Age Relaxation
Persons with Benchmark Disability (PwBD) having minimum 40% disability	10 Years



a) The PwBD Certificate should be strictly in the format available on the BEL Website failing which, candidates will be considered under 'General' category, provided they are otherwise meeting all the other criteria stipulated for General candidates.

b) Relaxation in age will be applicable to the Ex-Servicemen as per Government guidelines.

2.4 Essential Educational Qualification:

a) Graduation in B.Com / BBM / BBA (full-time) from recognised University.

b) Candidates should have knowledge in Computer Operation

2.4.1 Minimum percentage of marks:

Category	Minimum percentage of marks in Essential Educational Qualification
General / OBC / SC / ST / EWS	60% aggregate
PwBD	50% aggregate

2.5 Experience: Nil

2.6 Registration in Andhra Pradesh Employment Exchange is mandatory. The Employment Exchange registration should be valid and active as on 21.02.2025. The Expired/Inactive Employment Exchange registration card will not be considered.

2.7 Method of selection: Candidates who meet the eligibility criteria and whose online applications have been accepted will be provisionally shortlisted for the written test. The eligible candidates will be required to appear for written test for 150 marks consisting of:

Part I: General Awareness: 50 Marks – comprises 50 questions of general mental ability and aptitude to logical reasoning, analytical, comprehension ability, basic numeracy, data interpretation skills and general knowledge

Part II: Technical / Trade Aptitude: 100 marks – comprises of 100 questions of English Language/Technical/Professional knowledge Test having specific questions from respective degree.

2.7.1 Minimum qualifying marks:

Category	Percentage
General / OBC / SC / ST / EWS	35% in both Part I and Part II separately
PwBD	30% in both Part I and Part II separately

Obtaining minimum qualifying marks in the written test does not confer any right or claim by the candidate for being shortlisted for the final selection, as the same is related to number of positions, reservation position, marks scored and subject to meeting the eligibility criteria.

Method of Resolving tie in written test marks:

The following methodology will be adopted to resolve tie in overall marks as per the following chronological order:



Level 1	Candidate securing higher marks in the Technical Aptitude section will be given preference in the event of tie
Level 2	If the tie still persists, candidate securing higher marks in the General Awareness section will be given preference
Level 3	If the tie still persists, the percentage of marks obtained in the essential educational qualification will be considered i.e., candidates who have secured higher marks in B.Com / BBM / BBA will be placed higher in the merit
Level 4	If the tie still persists, date of birth will be given preference i.e., older candidate will be placed higher in the merit

2.8 Pay and allowances: The selected candidates will be inducted in the pay scale of Rs.21,500/- 3% - Rs.82,000/-

In addition to Basic Pay, other allowances like Dearness Allowance, House Rent Allowance, Perquisites at the rate of 30% of annual basic pay, reimbursement of medical expenses, Group Insurance, PF, Pension Gratuity etc. as per Company rules will be part of the remuneration package.

3.0 Application Fee:

- General / OBC / EWS category candidates are required to pay an application fee of Rs.295 (Application fee: Rs. 250/- plus 18% GST)
- SC / ST / PwBD / Ex- Servicemen candidates are exempted from paying application fee.
- Application fee is non-refundable
- Candidates may go through all the instructions and eligibility criteria carefully before remitting the Application fee
- Application fee needs to be remitted through SBI Collect link provided.
- Candidates can also opt SBI Brach as payment mode. Candidates are required to download the pre-printed challan and deposit the fee amount (including applicable bank commission) in any of the SBI Branches.

b) Instructions for making payment:

- Go to www.bel-india.in
- Click on Careers
- Click on Job Notifications
- Go to → Recruitment of Junior Assistant (HR) – Machilipatnam Unit
- Click on Link for online payment of Application fee
- Click on PSU – Public Sector Undertaking
- Select BHARAT ELECTRONICS LTD
- Select Payment category: Recruitment of Junior Assistant (HR) - Machilipatnam
- Provide the details of payment



- Complete the payment
- Save & take a Print/Screen shot of the payment receipt and UPLOAD the payment receipt in online application form
- Detailed instructions along with screen shots are provided with the advertisement.
- Candidates have to mention the “SBI Collect Reference Number” generated after making payment in online application form otherwise application process will not be completed and fee paid will not be reimbursed.

4. HOW TO APPLY:

a) Candidates who meet the above requirement may fill in the application form using Online link provided in BEL Website (www.bel-india.in). Online link will be open to apply from 31.01.2025.

b) Before applying for the post, the candidates should ensure he/she fulfills the eligibility criteria mentioned in the advertisement. No manual / paper application will be entertained. No hard copy application will be accepted.

5. GENERAL INSTRUCTIONS:

Candidates who meet the eligibility criteria and whose online applications have been accepted will be provisionally shortlisted for the written test. However, the candidature of the applicant will be provisional and subject to verification of Certificates/Testimonials submitted by him/her.

Admit card for provisionally eligible candidates for the Written Test can be downloaded from the website www.bel-india.in. Please note that the admit Card will not be sent by post.

Candidates working in Government/Quasi Government/Public Sector Undertakings are required to submit “**No Objection Certificate**” issued from the employer at the time of Document Verification. In case the candidate fails to do so, his/her candidature will be disqualified.

The qualification mentioned in the advertisement should be from a recognised Institution/Board/Council/University. Wherever CGPA/OGPA/DGPA or Letter Grade in the Final/Convocation Certificate is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by University/Institute. Proof of norms adopted by the Institution/Board/Council/University to convert CGPA/OGPA/DGPA into percentage is to be uploaded in the Online application form and submit the same at the time of Document Verification.

The candidates have to produce a valid photo identity proof while appearing for the Written Test.

Applicants should have sound health. No relaxation in health standard is allowed. 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.



All outstation SC/ST/PwBD/Ex-servicemen candidates called for Written Test shall be reimbursed Travelling allowance to and fro (Sleeper Class) from their correspondence address/place or work in India on production of actual tickets by the shortest route. It may also be noted that bank account details, railway/bus ticket, for onward journey and self-attested SC/ST/PwBD Certificate / Ex-servicemen discharge book to be provided at the time of Written Test in order to make Travelling Allowances payment after verification of relevant documents submitted by the candidates. Reimbursement will be made at a later date through ECS.

Local Travel cost, if any, shall be borne by the candidates.

Request for change of category (General/SC/ST/OBC/EWS/PwBD/Ex-servicemen) once declared in the online application will not be entertained.

In the event of any applicant has litigated with his/her employer or BEL in the past, the same should be clearly mentioned in the online application in brief.

Online applications that are incomplete and without any prescribed fee, will be summarily rejected without assigning any reasons and no correspondence in this regard will be entertained.

Candidates are required to possess one valid and active e-mail ID, which is to be determined in the online application form. Information pertaining to the written test and other correspondence will be sent by e-mail to the e-mail ID furnished by the candidate. Under no circumstance candidate should share e-mail ID of any other person. BEL will not be responsible for bouncing of any e-mail sent to the candidates. No change in the email ID or mobile number will be allowed once entered.

Not more than one application should be submitted by any candidate. In case of multiple applications, only latest valid (completed) application will be retained and the application fee paid for the other application will stand forfeited.

There is no provision for re-checking / re-evaluation of OMR sheets.

Mobile phones / pagers/ iPad / iPod / Tablets / Phablets / 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.

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.

The candidature at all stages of the selection process shall be provisional in nature. Mere fulfilling the minimum requirement of qualification will not vest any right on the candidates to be called for the Written Test.

BEL reserves the right to change (cancel / modify / add) any of the criteria, method of selection, number of posts; indicated above based on the actual requirement at the time of selection.



Candidature is liable to be rejected at any stage of 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/declarations are not recognized/false/misleading and/or amounts to suppression of information/particulars which should have been brought to the notice of BEL.

Canvassing in any form will result in disqualification. BEL reserves the right to debar / disqualify any candidate at any stage of the selection process for any reason whatsoever, if the candidate is not considered suitable.

In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on BEL website shall prevail.

Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated in Machilipatnam.

All further announcements / details pertaining to this process will be published / provided on BEL website: www.bel-india.in from time to time.

Written test City, Date and venue will be intimated along with the written test admit cards

Based on the marks in the Written test, provisionally shortlisted/ selected candidates will be called for document verification.

The candidates have to upload the following documents while submitting online Application and submit the same at the time of document verification:

- 1) Recent scanned color passport size photograph and signature
- 2) SSLC/SSC/ISC marks card and any other valid document as proof of date of birth.
- 3) Intermediate / 12th marks card
- 4) All semester/year marks cards in B.Com / BBM / BBA as applicable.
- 5) Final / Convocation certificate of B.Com / BBM / BBA
- 6) Proof of norms adopted by the University/Institute to convert CGPA into percentage if applicable.
- 7) OBC/EWS/SC/ST/PwBD certificate in the prescribed format if applicable
- 8) Ex-servicemen candidates have to upload Discharge book issued by the Indian Armed Forces (Army / Navy / Air force) Concerned Authorities.
- 9) Valid Employment registration card in Employment Exchange of Andhra Pradesh State.
- 10) Photo ID Proof like Aadhar / Driving Licence / Passport / Voter ID
- 11) Experience certificate if applicable.
- 12) SBI Collect Payment challan if applicable

The advertisement is made available in bilingual (English and Hindi). In case of any misinterpretation of the advertisement the English version is to be referred and that is final.



BEL has a robust and transparent recruitment process where the selection criteria is purely based on merit of the candidate. BEL does not demand or charge any money deposits at any stage of the recruitment process other than the application fee mentioned in the 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 BEL. The company is not liable for any loss that may ensue from such fraudulent actions.

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

Important Dates	
Online Applications open date	31.01.2025
Last date for applying online	21.02.2025
Written test date (tentatively)	16.03.2025

For queries related to the advertisement and payment of application fee contact us at email: rectmc@bel.co.in.

For technical support w.r.t. online submission of application form please contact email Id: belmachilipatnam@jobapply.in