



**BHARAT ELECTRONICS LIMITED**  
**(A Govt. of India Enterprise under the Ministry of Defence)**  
**PANCHKULA**  
**CIN: L32309KA1954GOI000787**

**Advertisement No.: PK84/SAO(OL)/202425**  
**Date of Release of Advertisement: 05.02.2025**  
**Last Date for Receipt of Applications: 26.02.2025**

Bharat Electronics Limited (BEL) is a Navaratna Company and India's premier Professional Electronics Company with a portfolio of over 350 different products in the areas of Military Communication, Radars, Naval Systems, C4I Systems, Weapon Systems, Homeland Security, Telecom and Broadcast, Electronic Warfare, Tank Electronics and Electro Optics.

BEL invites applications from outstanding professionals for the post of Senior Assistant Officer (OL) on Fixed Tenure Basis for a period of 5 Years for its Bengaluru, Panchkula, Pune, Navi Mumbai, Machilipatnam Units.

Sl. No.	Post	Grade/ Designation	Tenure	No. of Post(s)	Upper age limit as on 01.02.2025 for General category	Pay scale	Reservation
1	Senior Assistant Officer (OL) on Fixed Tenure Basis, E-I	Senior Assistant Officer in E-I Grade Senior Assistant Officer in E-I Grade (Ex-Servicemen)	5 Years	5	35 वर्ष / Years 40 वर्ष / Years	Rs. 30,000 - 3% - 1,20,000/-	Unreserved: 4 OBC: 1

Age Relaxation will be extended as per Govt. guidelines in respect of OBC and PwBD candidates.

### 1.0 EDUCATIONAL QUALIFICATION

Candidates must possess the following minimum educational qualification:

Post	Grade/ Designation	Qualification	Percentage of Marks/ Class
Senior Assistant Officer (OL) on Fixed Tenure Basis, E-I	Senior Assistant Officer in E-I Grade	Any PG Degree with Hindi and English as subjects at Degree Level OR PG Degree in Hindi with English as a subject at Degree Level	First Class
	Senior Assistant Officer in E-I Grade (Ex-Servicemen)	OR PG Degree in English with Hindi as a subject at Degree Level	Pass Class



	Servicemen)	OR Any PG degree with Hindi Medium and English as a subject at Degree Level OR Any PG Degree with English Medium and Hindi as a subject at Degree Level	
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**Please Note :**

- Applicants whose discipline/ specialization/ medium of examination/ subjects studied mentioned in their Degree Certificates/ DMCs do not tally with that prescribed in the advertisement will not be considered for selections.
- Wherever final marks in the qualifying degree have been awarded as letter grade (CGPA/GPI/SGPA etc.), equivalent percentage of marks shall be adopted from conversion formula issued by respective Institute/University for establishing eligibility criteria. Such candidates would be required to submit the conversion certificate issued by the concerned Institute/University at the time of Interview, if shortlisted. Failure to submit the conversion certificate will result in disqualification of candidature.

**IMPORTANT:** The degree must be recognized by an Indian University (University incorporated by an Act of the Central or State Legislature in India or other Educational Institutions established by an Act of Parliament or declared to be deemed as universities under Section 3 of University Grants Commission Act, 1956).

## 2.0 RELEVANT POST-QUALIFICATION EXPERIENCE

Candidates with specific experience as per the job responsibilities brought out below only will be considered for the job role.

Grade/ Designation	Minimum Post Qualification Experience Required
Senior Assistant Officer in E-I Grade	Three years experience of using / applying (terminology work ) in Hindi and translation work from English to Hindi or vice versa preferable of technical or scientific literature
Senior Assistant Officer in E-I Grade (Ex-Servicemen)	Should be in JCO grade at the time of leaving the Army/ Navy/ Airforce/ Central Paramilitary organizations and Three years experience of using / applying (terminology work) in hindi and translation work from English to Hindi or vice versa preferable of technical or scientific literature.

Please Note: The decision of the selection committee, with respect to relevance of experience and selection of candidates in specified grade will be final.

## 3.0 UPPER AGE LIMIT & RELAXATION

The maximum age limit for unreserved candidates as on the crucial date 01.02.2025 is as under:

Post	Grade/ Designation	Upper age limit as on
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		01.02.2025 for General category
Senior Assistant Officer (OL) on Fixed Tenure Basis, E-I	Senior Assistant Officer in E-I Grade	35 वर्ष / Years
	Senior Assistant Officer in E-I Grade (Ex-Servicemen)	40 वर्ष / Years

### Relaxation of Upper Age Limit

Upper age limit is relaxable by 3 Years for OBC (NCL) candidates.

In respect of PwBD candidates, upper age limit is relaxable by 10 years. In respect of PwBD candidates belonging to OBC (NCL) category, the age relaxation admissible will be in addition to the relaxation admissible for candidates belonging to OBC (NCL).

Certificate issued by a Board of Secondary Education for passing Matriculation/Higher Secondary mentioning the date of birth shall be the only acceptable document in support of proof of age.

In case of non-availability of the date of birth in the Matriculation/Higher Secondary school certificate, Birth certificate issued by competent authorities will be considered.

### For getting the benefits of reservation under OBC (NCL) category:

- Name of caste to which candidate belongs must appear in the Central List of Other Backward Classes of respective state as notified by Ministry of Social Justice and Empowerment, Govt. of India for appointment to posts under GOI and Central Govt. Public Sector Undertakings.
- Candidates should be able to produce caste certificate issued by the competent authority on or after 01.02.2024 in the latest prescribed format applicable for purpose of reservation in appointment to posts under Government of India/Central Government /Public Sector Undertaking.
- The certificate must contain date of issue along with name of caste, spelled exactly in the same manner as appearing in the central list.
- The OBC category candidates who belong to "CREAMY LAYER" are not entitled for OBC (NCL) concession/reservation and such candidates shall have to apply as "Unreserved" category candidate.

### For getting the benefit of reservation under PwBD category:

The candidate should meet following criteria to claim relaxation/reservation under PwBD category

- Nature of Disability – Permanent
- Degree of Disability – Minimum 40%
- PwBD certificate as per latest format applicable to relevant category of disability.
- In respect of PwBD candidate's upper age limit is relaxable by 10 years. In respect of PwBD candidates belonging to OBC (NCL) category, the age relaxation admissible will be in addition to the relaxation admissible for candidates belonging to OBC (NCL). In respect of Persons with Benchmark Disability, the degree of disability that the candidate should have for consideration under the category will be as prescribed by Government norms

### For getting the benefits of reservation under Ex-servicemen category:

- Relaxation will be extended as per Govt. guidelines in respect of Ex-Servicemen.
- Candidate needs to submit Annexure - A in the prescribed format which is signed by the competent authority.



#### 4.0 PLACE OF POSTING

The above openings are for all/any of the Units/Offices of BEL at of the following locations: Bangalore (Karnataka), Pune (Maharashtra), Machilipatnam (Andhra Pradesh), Panchkula (Haryana), and Navi Mumbai (Maharashtra).

Depending upon the requirements of the Company, selected candidates can be posted to any place in India or any Section /Department/Division/Unit of BEL at the discretion of the Management without detriment to the emoluments.

#### 5.0 REMUNERATION

Pay scale Rs. 30,000 - 3% - 1,20,000/-; in addition to Basic Pay, other allowances like Dearness Allowance, House Rent Allowance, Perquisites such as Professional Development Allowance, Conveyance Allowance, Leave Travel Allowance etc., Performance Related Pay (PRP), Medical facilities, and Provident Fund as per the Company's rules will be part of the remuneration package.

#### 6.0 METHOD OF SELECTION

Screening and selection will be based on the details provided by the candidates in the application form. Furnishing of wrong/false information and inaccurate or incomplete information will be disqualified and BEL will not be responsible for any consequence of furnishing such wrong /false/ inaccurate/ incomplete information. If at any further stage of selection, 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 without prior intimation. 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.

Candidates who meet the qualifying criteria and whose applications have been accepted will be provisionally shortlisted for written test. Based on the performance in the Written test, candidates will be provisionally shortlisted for interview in order of merit in the ratio of 1:7.

Selection will be based on the performance of the candidate in both the written test and interview.

#### 7.0 APPLICATION FEE

- a. Candidates are required to remit an amount of Rs. 400/- plus 18% GST towards application fee through SBI Collect (through online mode or through SBI Branch). SC/ST/PwBD/ Ex-Servicemen candidates are exempted from payment of application fee.
- b. Candidates are required to read the details and screenshots for making the payment.
- c. Candidates can also make the payment by approaching SBI branch. Candidates are required to select SBI branch in the payment option and download & print the challan generated through SBI Collect and deposit the application fee of Rs. 400/- plus 18% GST applicable bank charges in any SBI Branch. The candidate should ensure to obtain the seal and signature of the bank official.
- d. Candidates have to enter the "SBI Collect Reference No." generated after payment, in the Application Form. SC/ST/PwBD/ Ex-Servicemen candidates are exempted from payment of application fee.
- e. Prior to paying the application fee, candidates are required to carefully go through the advertisement and pay the fees only after making sure he/ she is eligible to apply for the said post. Fees once paid will not be refunded under any circumstances. Candidates may take note that no cheque, DD or cash will be accepted towards payment of application fee.



f. While paying application fees through SBI collect, candidates should ensure that they mention the same mobile number and email id in SBI collect as has been mentioned by them in the application form.

#### **INSTRUCTION FOR MAKING PAYMENT:**

- a. Go to [www.onlinesbi.com](http://www.onlinesbi.com) and select:- State Bank Collect.
- b. Accept Terms and Conditions and click on “Proceed”.
- c. Select state of Corporation/ Institution: - All India.
- d. Select type of Corporation/ Institution: - PSU – Public Sector Undertaking and Click on “Go” option.
- e. Select PSU - Public Sector Undertaking: - Bharat Electronics Limited and Click on “Submit” button.
- f. Select Payment category: - “Recruitment of Senior Assistant Officer (OL) – Fixed Tenure”
- g. Complete the payment as explained above
- h. Take a print of the payment receipt and attach it with the application form.

#### **8.0 GENERAL INSTRUCTIONS**

- a. Only Indian citizens can apply. Internal Fixed Tenure executives (in service) are not eligible to apply.
- b. Candidates in their own interest are advised to apply & submit application promptly and not to wait till the last date for applying. BEL shall not be responsible if candidates are not able to submit their applications on account of postal delays.
- c. Please retain a copy of application form & application fee payment acknowledgement slip for future references.
- d. The Cut-off date for deciding the maximum permissible age, qualification and Post Qualification experience etc. shall be 01.02.2025. In order to compute post qualification work experience, the period of work experience starting from the date following which the marksheet of the essential educational qualification was issued to the candidate / the date on which result was issued by the university/ institution shall be considered.
- e. Relaxation in age, qualification, minimum percentage of marks in written test, etc will be provided subject to vacancy in respective category in that particular discipline as detailed in the advertisement. In absence of vacancy in category based posts, category candidates who apply will be treated at par with UR Criteria.
- f. Candidates working in PSUs/ Government/ Quasi Government organizations should compulsory produce “No Objection Certificate” at the time of the interview. Such candidates, who are unable to produce NOC at the time of interview, will not be considered for interview.
- g. Request for change of category/ Mailing address/ email ID/ posts as declared in the application will not be entertained.



- h. The exact date and time of the selection process shall be communicated in the Admit Card for Written Test. 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 and also will be published in the BEL Website. BEL will not be responsible for bouncing of any e-mail sent to the candidate.
- i. The Disability Certificate should be strictly in the format available on the BEL website.
- j. Canvassing in any form will result in disqualification.
- k. Merely fulfilling the minimum requirement of qualification and experience will not vest any right on the candidates to be called for the Written Test / Interview. The admission at all / any stage of selection process will be purely provisional. Mere issue of admit card / 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 candidate at any stage of the selection process for any reason what so ever 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.
- l. Candidates must go through this detailed advertisement very carefully and check their eligibility before proceeding to apply for the position. Kindly note that the Category once filled by candidate in the application form will not be changed.

#### HOW TO APPLY

- i. Candidates should have a valid personal e-mail ID & Mobile No. and must ensure that it is active during the entire recruitment process. All important communication will be sent on the same registered e-mail ID (please ensure that email sent to this mail box is not redirected to your junk/spam folder).
- ii. Candidates should take utmost care in furnishing/providing the correct details while filling-up the application.
- iii. Application once submitted cannot be withdrawn and fee once paid will neither be refunded nor adjusted.

Interested candidates meeting all the criteria mentioned above, should submit the application in the format appended to this advertisement along with the following self-attested photocopies of the documents (one set in following sequence) by Speed Post only, super-scribing on the envelope the “RECRUITMENT OF SENIOR ASSISTANT OFFICER (OL)”.

- **Duly filled in Application Form**
- **Recent Passport Size Photograph**
- **SSLC/Matriculation Certificate** (proof of age).
- **PUC/12th Class/Diploma Marks Card.**
- **Degree Marks card(s)** for having passed **all semesters/years.**
- **Provisional/Final Degree Certificate(s).**
- **Conversion formula certificate for conversion of CGPA** to percentage, duly certified by the University/ Institution, wherever applicable.
- Caste Certificate (If case of SC/ST for availing exemption from payment of application fee.)
- Disability Certificate (In case of PwBD Candidate)



- **Post qualification experience certificate(s) from previous to till current employer.** The joining/appointment letter and relieving letter (wherever applicable) needs to be attached to determine the number of years of post-qualification experience. In case relevancy of experience of the candidate cannot be established, his candidature will be not be considered. Discharge Book in case of exservicemen.
- Candidates if working in PSUs/ Govt. organizations/ Quasi Government organisations should compulsorily submit '**No Objection Certificate**' at the time of application or interview.
- **SBI Fee Payment Receipt** (if applicable).
- Write up of the roles and responsibilities/ experience.

Applications complete in all respect must be sent through speed post to  
**Dy. Manager (HR& ER),  
Bharat Electronics Limited  
Plot No. 405, Industrial Area Phase III  
Panchkula  
Haryana - 134113**  
so as to reach on or before 26.02.2025.

There will be no separate communication to any candidates on their non-selection at any stage. The candidates should ensure that they fulfil all eligibility criteria and other conditions as specified in this advertisement and that the particulars furnished by them in the application are complete and correct in all respects.

Suppression of any fact may lead to termination of candidature at any stage of selection process or during employment, if selected. Furnishing false information or concealment/suppression of factual information may render the candidate unfit for employment.

Mere registration on portal shall not mean that candidate is meeting the eligibility criteria. The same has to be established by producing relevant and valid documents in Original at the time of document verification.

In case it is detected at any stage of the selection process that a candidate does not fulfil the eligibility criteria, and/ or that candidate has furnished any incorrect information or has suppressed any material fact(s), his/her candidature may be cancelled, and appointment may be summarily terminated, if selected.

All the details mentioned in the application form will be treated as final and no request for changes will be entertained later on. Therefore, candidates are advised to fill the application form very carefully making correct entries in the respective fields.

- m. Any revision, clarification, addendum, corrigendum, time extension etc. to the above advertisement will be hosted on the careers section of BEL website and no separate notification will be issued in the press. Candidates are advised to visit the website regularly to keep themselves updated.
- n. The postings will be done based on the Company's requirement.
- o. The posts indicated above may vary based on the actual requirement at the time of selection.



- p. Candidates are required to possess at least one valid e-mail ID. Candidates are advised to keep the email ID (to be entered compulsorily in the application form) active for at least one year. No change in the email ID will be allowed. All correspondence with candidates shall be done through email only. Responsibilities of receiving and downloading of information/communications etc. will be of the candidate. BEL will not be responsible for bouncing of e-mails, non-receipt of e-mails due to invalid e-mail IDs, setting options exercised by the candidate, etc. and no correspondence in this regard will be entertained
- q. Candidates may also be deployed to work on other projects / outstation sites, units, based on exigencies of work.
- r. 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.
- s. Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Panchkula/ Chandigarh.
- t. 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 and submit the medical report as per the requirement of the Company.

### Disclaimer

BEL has a robust and transparent recruitment process where the selection criteria are purely based on merit of the candidate. BEL does not demand or charge any fee or request for money deposits 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 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.

**For any queries you can reach out to us at [PKHRRECT@BEL.CO.IN](mailto:PKHRRECT@BEL.CO.IN)**

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