



**Recruitment of Cook cum Caretaker**

BEML Limited, a pioneer in Heavy Engineering Company with presence in Defence & Aerospace, Mining & Construction, Rail & Metro Business sectors with an Annual Turnover of around Rs.3800 Crore wish to recruit Cook cum Caretaker.

Sl.No	Domain	Vacancy Breakup	SC	ST	OBC	EWS	UR
1.	Cook cum Caretaker	2	0	0	0	0	2

1	2	3	4	5	6
Position	Vacancy	Experience profile	Pay Scale	Upper Age Limit	Job Description
Cook cum Caretaker	2	The right candidate will have minimum <b>20 years of experience</b> in preparation, presenting & serving wide range of Indian & Continental cuisine, customised to the VIP/VVIP Guest's requirements in the Guest House under any Govt./ PSU, Large Corporates either on Role/ Contract/ 3 <sup>rd</sup> party contract.  Should have good working proficiency in Hindi and communicate effectively & cordially with guests.	Rs. 14,490 – 52,070.	Not exceeding 57 years	The role will involve understanding the requirements and serving the VIP/ VVIP guests at Company's Guest House with complete care on the hygiene. It will also involve undertaking daily operations of the assigned Guest House.  <b>Posting:</b> BEML Guesthouse facilities at Delhi.

**Contract and absorption :**

- A. **Cook cum Caretaker :** The incumbent shall be on contract for a period of 2 year. During this period, a consolidated stipend (all inclusive) Rs.16,500/-PM & Rs.18,000/-PM during the first year & second year of contract period will be paid respectively. On successful completion of the contract period, subject to BEML's Business requirements at that point of time, will be absorbed in Wage Group A, in the pay scale of Rs. 14,490 – 52,070

**Note.:** The absorption on successful completion of the training/ contract period is subject to BEML's Business requirements and conditions at that point of time and is not a matter of right.

**ASSESSMENT**

- Towards assessing the candidate's ability to handle the role of Cook cum caretaker of BEML Guest House, the candidates will interact with BEML's Guest House Management assessment panel which will assess the candidate's Cooking cum presenting cum serving etiquette with VIP / VVIP personnel or Guests, overall attitude & experience for the role.
- The assessment will be held physically at BEML Facility at Delhi.



**GENERAL CONDITIONS**

- i. Only Indian Nationals may apply.
- ii. Age, Qualification & Experience stipulated above should be as on 18.10.2023.
- iii. The upper age limit indicated above is with relaxation as applicable to SC/ST in line with Government guidelines.
- iv. **SC/ST candidates** are required to submit SC/ST Caste Certificate **in the format as applicable for appointment to posts under Government of India hosted under this advertisement.**
- v. **OBC candidates\*\*** are required to submit Other Backward Class Certificate (**'Non-Creamy Layer'**) (**Certificate should be in the format as applicable for appointment to posts under Government of India**). OBC candidates are also required to furnish a self-undertaking that they belong to OBC (Non-Creamy Layer) by filling and signing the self-undertaking in the format provided along with the application format.  
[Note:
  - a. **\*\*OBC Candidates:** Candidates belonging to those Communities which are recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93-Estt.(SCT) dated 08.09.1993.
  - b. **\*Non-Creamy Layer:** The gross annual income of parents of the candidate should not be more than Rs.8 lakhs in last three consecutive years in line with DOPT OM No.36033/1/2013-Estt.(Res) dated 13.09.2017.]
- vi. **PWD candidates** are required to submit PWD Certificate in the format **as applicable for appointment to posts under Government of India.**
- vii. Candidates employed in Government / Quasi-Government / PSU, should send their online application through proper channel or compulsorily produce NOC at the time of test as the case may be, as and when called.
- viii. The candidates should ensure that he/she fulfills the eligibility criteria and other norms mentioned in the advertisement as on the specified dates and that the particulars furnished are correct in all respect. In case, it is detected at any stage of the recruitment process that a candidate doesn't fulfill the eligibility norms and/ or that he/ she has furnished any incorrect/ false information or has suppressed any material/ fact(s), his/ her candidature shall stand automatically cancelled. If any of the above shortcoming(s) is/ are detected even after appointment, his/ her services are liable to be terminated without notice.
- ix. Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them to be called for Assessment / Selection & Appointment. Qualifying during the assessment will not entail in selection.
- x. Based on merit in assessment, candidates will be shortlisted and called for Original document verification followed by pre-employment medical examination. This will not necessarily mean selection. Any shortcoming at the time of document verification such as falsification of documents, wrong declaration of age/ category/ qualifying marks etc., non-production of Original records including Category certificate will lead to rejection of candidature.
- xi. Offer of Appointment will be issued subject to Document verification, Pre-employment medical verification and clearance.
- xii. Management reserves the right to restrict the number of candidates and increase the Qualifying percentage based on number of applications received.
- xiii. Management also reserves the right to cancel the advertisement and / or the selection process at its discretion.
- xiv. Management reserves the right to increase / decrease the vacancies based on Business requirements and availability of Qualified candidates.
- xv. Management reserves the right to convert the position into contract engagement where the selected candidates do not meet all the requirements.



**बीईएमएल लिमिटेड BEML LIMITED**  
(भारत सरकार का उपक्रम) (A Govt of India Undertaking)

CIN: L35202KA1964GOI001530

BEML Soudha, 23/1, 4th Main, Sampangirama Nagar, Bangalore-560 027, INDIA

- xvi. Intimation regarding Assessments etc., will be sent only through e-mail. The list of shortlisted/selected candidates for final selection, will be uploaded in Company's website.
- xvii. Only candidates meeting all eligibility criteria mentioned herein viz., Qualification, age, caste/ PWD (as applicable) need to apply.
- xviii. Eligible and interested **GEN / EWS / OBC candidates** applying for the above positions (Not applicable for SC/ST/ PWDs) need to pay a non-refundable fee of **Rs.200/-** by means of Demand Draft in favor of "**BEML Limited**" payable at Bangalore.

**HOW TO APPLY**

- i. Bi-lingual physical BEML Application form has been hosted below the advertisement link.
- ii. Interested candidates are required to download the BEML Application form, fill in the details by-hand and forward the filled-in Application Form, the DD of Rs.200 (as applicable) along with a **self-attested copies of certificates** in support of Age, Qualification, Caste, Disability (as applicable), Experience including latest salary statement (if applicable), etc. to the address mentioned below in a sealed envelope mentioning the post applied for on the top left corner of the envelope.

Manager (HR),  
Recruitment Cell,  
BEML Soudha,  
No.23/1, 4th Main Road,  
S.R Nagar, Bangalore -560027
- iii. **The envelope with documents should reach the above address latest by 18.10.2023.** Hard copy of the applications not received within the stipulated date or Applications received without photograph/ signature/ fee payment receipt/ attachments/ proper documents for experience/ latest salary statement if applicable will be summarily rejected without any further correspondence.
- iv. Only eligible candidates meeting all eligibility criteria mentioned herein viz., Qualification, experience, age, caste/ PWD (as applicable) need to apply.
- v. For any queries in the matter, candidates may write to Recruitment Cell on [recruitment@beml.co.in](mailto:recruitment@beml.co.in)

**CHECK LIST WHILE FORWARDING THE APPLICATION**

Sl.No	Documents
1.	Filled in BEML Application form with Recent color photograph and Signature.
2.	Application Fee DD of Rs.200 in favor of BEML Limited.
3.	Caste/ Category Certificate (Only in the prescribed format)
4.	PwD Certificate (if applicable)
5.	Educational Certificate (all as applicable)
6.	Identity card issued by Government of India (for eg. Aadhar, Passport, Driving License, PAN Card, etc.)
7.	Experience Documents clearly indicating start & end dates of each employment.
8.	Latest pay-slip
9.	Detailed resume.

**Incomplete applications without documents as mentioned above will be summarily rejected.**

Corrigendum/ Addendum, if any will be hosted in BEML Website only.

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(Advt. No.KP/S/05/2023)