

भारत इलेक्ट्रॉनिक्स लिमिटेड – हैदराबाद
BHARAT ELECTRONICS LIMITED – HYDERABAD
मानव संसाधन प्रभाग - HUMAN RESOURCES DIVISION

सं No.4702/01/01

दि Dt: 06.06.2024

विषय Sub: List of candidates provisionally selected for the post of Trainee Engineer- I (Electronics / Mechanical) for EWLS SBU, BEL-Hyderabad Unit – Reg.

संदर्भ Ref: 1. Candidate consent form received from Apprentices, batch 2023-24.
2. The written test and interviews conducted on 23.02.2024 at Learning Centre, BEL Premises.

01. With reference to the above, based on the performance in the Written Test and Interview, the following candidates have been provisionally selected for the post of Trainee Engineers (Electronics / Mechanical) for EWLS SBU, BEL-Hyderabad Unit. The provisional nature of the selection is explained in the subsequent paragraphs in this letter. Candidates are required to carefully go through the same before getting relieved from the current employer:

Sl. No.	Post Code	Name of the Candidate	Date of Birth
1.	TEEL	TIRUMALA SAIRAM	26.03.1999
2.	TEEL	KOMMU NAGA SRI VIDYUSHA	24.08.2001
3.	TEEL	REPALA VAMSHI KRISHNA	24.06.1998
4.	TEEL	KALAKUNTLA RAJU	02.03.1999
5.	TEEL	RAJAMURI BHAVANI	05.11.2000
6.	TEEL	GAVIREDDY SRAVANI	13.06.2001
7.	TEEL	YERUPULA DIVYA	03.07.1999
8.	TEEL	PADAMATA MOUNIKA	25.01.2000
9.	TEEL	BUYYA NANDINI	08.06.1998
10.	TEEL	KALLEPALLI PRANEETHA	18.11.2000
11.	TEME	PARAMATI RAGHAVENDER REDDY	01.05.1999
12.	TEME	JAMBOJU ARUN KUMAR	10.10.2001
13.	TEME	ROHIT BEHARA	18.04.2000
14.	TEME	MOHAMMED SALMAN ALI	20.10.2000
15.	TEME	D SAI KIRAN	20.01.1999
16.	TEME	CH RAJU	05.06.1999
17.	TEME	CHETTE VENKATESH	29.04.2000

18.	TEME	LAVURI AJAY	07.05.1999
19.	TEME	D SAI RAM	21.05.2000
20.	TEME	KANDARI RAHUL	22.08.2001
21.	TEME	PRUDHIVI DHANA KUMAR	12.12.2000

02. Final engagement of candidates shall be subject to their meeting the prescribed eligibility criteria, verification of certificates/testimonials and satisfactory fulfillment of all other Terms & Conditions indicated in the Offer of Engagement Letter. Draft copy of the Offer of Engagement Letter is enclosed for your reference.

03. The candidates who agree to the Terms and Conditions mentioned in the engagement letter are required to confirm their acceptance of the same by replying to the e-mail received from hydhrngen@bel.co.in on or before 08.06.2024. They are required to report for **Document Verification** on **14.06.2024 at 10.00 hrs** at **M/s Bharat Electronics Limited, I.E.Nacharam, Hyderabad – 500076. Phone Number 040-27194999**. For Document Verification, Candidates are required to bring the following documents in Original and a copy of each for our record, failing which, BEL shall reserve the right to cancel or reject the joining for such candidates:

- a) Copy of this letter.
- b) All Semester / year Marks Sheets and Degree /PG Certificate.
- c) SSC / SSLC marks card or any Age proof Certificate.
- d) SC/ST/OBC/PwD Certificate, if applicable and OBC certificate should be latest one and in the prescribed format only.
- e) Candidates availing EWS reservation shall produce Income & Asset Certificate in the prescribed format.
- f) Any other relevant Certificates.
- g) Three latest stamp size colour Photographs.
- h) Relieving letter and Experience Certificate from the present employer, if any.
- i) Apprenticeship completion certificate from BEL.
- j) Copy of PAN Card.
- k) Copy of Aadhar Card.
- l) Medical fitness Certificate from a Medical Officer not below the rank of Civil Surgeon/Asst. Surgeon.
- m) Police Verification certificate.
- n) Savings bank account details (SBI only).

04. After successful verification of documents, the candidates will be issued a true copy of the Offer of Engagement Letter in their name. Subsequently, candidates can report to the undersigned on the prescribed date along with the following documents:

- a) Copy of the Offer of Engagement Letter
- b) Relieving Letter from the current employer, if any
- c) Copy of Insurance Coverage of Rs.2 Lakhs for Medical and Rs.5 Lakhs for Life Cover

05. This is for the information of all concerned.

Uela P. Datta 6/6/24
SR. DY. GENERAL MANAGER (HR)

To,
{Name & Address}

- DRAFT -
Provisional Offer of Engagement
as Trainee Engineer - I

No.4702/01/01/TE
Date: XX.XX.2024

Dear _____,

Sub: Provisional Offer of Engagement as Trainee Engineer-I

Further to the Written Test & Interview, we are pleased to inform you that you are selected as '**Trainee Engineer-I**' provisionally for BEL **HYDERABAD** Unit, on following Terms and Conditions:

TERMS AND CONDITIONS:

1. You will be engaged for a period of **TWO YEARS** with effect from the date of your joining. Your engagement is subject to the following:
 - a) Satisfactory verification of your credentials/testimonials etc.
 - b) You shall produce a recent medical fitness certificate from a medical officer not below the rank of Civil Surgeon/ Asst. Surgeon.
2. The Provisional Offer of Engagement will not confer any right on you to claim absorption, regularization on any ground in the Company.
3. Your place of posting will be at **Hyderabad / Customer locations/ Unit or Offices of BEL, which are located outside of Hyderabad, based on the requirements of the Company.**
4. You will be paid a **consolidated remuneration of Rs. 30,000/- (Rupees Thirty Thousand only) per month** during the initial ONE year as Trainee Engineer - I which will be enhanced to **Rs. 35,000/- (Rupees Thirty Five Thousand Only) per month** during the second year as Trainee Engineer – II. Income tax / Professional tax and other statutory deductions will be made as per rules. Besides this, a consolidated amount of **Rs. 12,000/- (Rupees Twelve Thousand only) per year** will be paid towards expenses like medical & Life insurance premium, attire allowance, stitching charges, footwear allowance etc. the additional amount shall be paid in two installments i.e., First installment will be paid 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.

5. Based on the requirement of the Company you may be posted to customer locations, which are located at outside of Hyderabad and in such case you are eligible to Area Allowance at the rate of 10% of the consolidated remuneration per month.
6. You will not be entitled to any other benefits applicable to regular employees of the Company such as DA, HRA, PF, Gratuity, Medical, Incentive etc. However, you can avail Company's canteen services on payment basis at the prescribed rates, during your tenure with the organization. You can utilize the Company's transport facility for commuting to factory and back on payment basis.
7. You will be deputed to outstation duties as and when necessity arises. You are also required to work in shifts as decided by the Department Head/Divisional Head.
8. You are eligible for one day casual cum sick paid leave for every completed month of service. Apart from this, you will also be eligible for paid holidays declared for respective Units / Offices (including Optional Holiday-OH) based on the location of posting.
9. Your performance will be reviewed periodically with reference to the tasks assigned to you to ensure completion of the assigned Job / Project on time.
10. You shall not communicate, directly or indirectly, any official document or any part thereof, or part with any information, which comes into your possession or knowledge, in connection with your official duties, to any other persons to whom you are not authorized to communicate such document, article, paper, etc., without obtaining prior and specific permission of the superiors. In other words, you shall maintain utmost secrecy of the work related aspects of the assigned Job / Project, any classified / secret / critical information relating to the assigned Job / Project in the interest of the organization.

Further, you shall at all times during the tenure of this engagement:

- (a) Maintain absolute integrity;
 - (b) Maintain devotion to duty; and
 - (c) Do nothing which is against the interest of the Job / Project / Company.
11. You are required to be regular in attendance. In the event of irregular attendance or unauthorized absence, the tenure shall be terminated immediately without notice or compensation in lieu of notice.
 12. This engagement is provisional and is subject to the Caste / Tribe / EWS certificate being verified through proper channel and if the verification reveals that your claim to belong to Scheduled Caste / Scheduled Tribe / Economically Weaker Section as the case may be, is false, then your tenure of engagement with the organization will be terminated without assigning any further reasons and also without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.

13. The Engagement would come to an end on completion of the tenure or on completion of the project whichever is earlier. During the period as Trainee Engineer – I, II & III as the case may be, either Party may terminate the Engagement with 1 month prior notice in writing or by payment of consolidated remuneration in lieu of notice thereof. Before leaving the company you shall hand over all tools and fixtures, drawings, designs or any other document related to your assignment to the concerned authorities.
14. During your Engagement, you will be bound by rules and regulations of service including Conduct and Discipline as applicable to the personnel engaged, that may be in force and your acceptance of this offer of engagement carries with it your agreement to observe all such rules and regulations.
15. There shall be no restriction on applying for jobs within and outside BEL. However, for posts within BEL, prior intimation shall be given to the respective HR department of the Unit where the Engineer is working.
16. Any other matter regarding your service not dealt with herein shall be governed by the discretion or decision of the Management.
17. You are required to get Police Verification done from the Police authorities and the same shall be submitted to us at the time of joining.
18. You are required to take a Insurance policy for **Rs. 2,00,000/- for Medical** and **Rs. 5,00,000/- for Life cover** for a period of one year. A copy of the same is to be submitted to HR department without fail at the time of joining. You are also responsible for subsequent renewals of the Medical & Life Insurance policy during the tenure of engagement with the Company and the premium to be paid to Insurance Company shall be borne by you. In the event of extension of tenure of engagement, it will be mandatory for the concerned Engineer to submit the copy of renewed Insurance policy to concerned HR department.
19. While reporting, you shall bring the following documents in Original for verification and submit a copy of each for our records:
 - a) All Semester / year Marks Sheets and Degree Certificate.
 - b) SSC / SSLC marks card or any age proof Certificate.
 - c) SC/ST/OBC/PwD Certificate, if applicable and OBC certificate should be latest one and in the prescribed format only.
 - d) Candidates availing EWS reservation shall produce Income & Asset Certificate in the prescribed format.
 - e) Any other relevant Certificates.
 - f) Three latest stamp size colour Photographs.
 - g) Relieving letter and Experience Certificate from the present employer, if any.
 - h) Apprenticeship completion certificate from BEL.
 - i) PAN Card.
 - j) Medical fitness Certificate from a medical officer not below the rank of Civil Surgeon/Asst. Surgeon.
 - k) Police Verification certificate.
 - l) Medical & Life Insurance policy.
 - m) Aadhar Card copy
 - n) Copy of Bank Passbook (SBI only)

20. If all the above terms and conditions are acceptable to you, please send your acceptance of this offer of engagement duly signed to the undersigned latest by **XX.XX.2024** at hydhrgen@bel.co.in. You are required to report to the undersigned with all the above documents within **XX.XX.2024** Forenoon failing which the offer stands cancelled.

Yours Faithfully,
For **BHARAT ELECTRONICS LIMITED,**

LEELA P BHATKAR
SR DY GEN MANAGER (HR)
HYDERABAD

Acceptance note:

I hereby accept this Provisional Offer of Engagement on the Terms & Conditions contained therein. I am aware that **Trainee Engineer – I** post offered to me is for a period of 02 years and does not entitle me to claim permanent absorption or regularization. I hereby undertake not to claim benefits than what is offered to me. In acceptance of the said Terms & Conditions, I can report for duty on _____.

Signature:

Name:

Date: