

# BHARAT ELECTRONICS LIMITED

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



Advt. No. 17556/HR/Recruitment/CC/2024 dated 09.10.2024

Bharat Electronics Limited (BEL) 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 seeks qualified personnel on permanent basis:

Sl. No.	Post / Grade	No. of Post(s)	Upper age limit as on 01.10.2024	CTC / Pay scale	Reservation	Post Qualification Experience
1	Assistant Manager E-III Grade	2	32 Years	15 Lakhs (approx.)/ 50,000 - 3% - 1,60,000	UR-01 OBC (NCL)- 01	4-5 Years Post Qualification Experience
	Or Deputy Manager E-IV Grade		36 Years	17 Lakhs (approx.)/ 60,000 - 3% - 1,80,000		8-9 Years Post Qualification Experience

## 1.0 EDUCATIONAL QUALIFICATION:

Master's degree in Mass Communication & Journalism / Journalism / Communication/Mass Communication/ Visual Communication/ Marketing Communication **with prior qualification of** Bachelor's degree in Mass Communication & Journalism / Journalism / Communication/Mass Communication/Visual Communication/Marketing Communication.

### **Please Note:**

- First Class for General / OBC candidates
- Candidates whose discipline/ specialisation mentioned in their relevant Degree Certificates do not tally with the discipline/ specialisation prescribed in the advertisement will not be considered for selections.
- In case of CGPA or credits system of assessments, the candidates are required to attach the formula for conversion of CGPA/ Credits to percentage in accordance with the respective University norms.**

## 2.0 POST-QUALIFICATION INDUSTRIAL EXPERIENCE IN THE FOLLOWING AREAS IS REQUIRED:

- Mass Communication:** Proven experience in developing and executing internal communication strategies and demonstrated ability to manage and lead external communication efforts, including crafting press releases, speeches, and other public statements.
- Exhibitions/Events:** Hands-on experience in planning, organizing, and executing corporate events, exhibitions, and other public-facing activities.

- **Media Relations/Brand Building:** Strong experience in managing media relations, including cultivating relationships with journalists and media outlets, as well as developing brand-building strategies.
- **Website Management:** Proficient in managing corporate websites, including content updates, SEO strategies, and ensuring an optimal user experience.
- **Collateral Management:** Experience in the creation, management, and distribution of marketing and communication collateral, ensuring consistency in messaging and brand representation across all sectors.
- **Sponsorship/Collaboration:** Track record of successfully identifying, negotiating, and managing sponsorship and collaboration opportunities with key stakeholders.
- **Social Media Management:** Expertise in developing and executing social media strategies across multiple platforms.
- **General Communication Activities:** Comprehensive experience in managing day-to-day communication activities, including crisis communication, speechwriting, and corporate storytelling, to ensure consistent and effective messaging across all channels.

### **3.0 UPPER AGE RELAXATION:**

The age relaxation for OBC (NCL) candidates is 3 years over and above the upper age limit set for General (Unreserved) category. For Persons with Benchmark Disabilities (PwBD) having minimum 40% disability or more, 10 years relaxation in addition to the upper age limit set for the category.

### **4.0 POST QUALIFICATION EXPERIENCE:**

- 4-5 Years Post Qualification Experience for E-III posts
- 8-9 Years Post Qualification Experience for E-IV grade

### **5.0 REMUNERATION:**

The Pay scale is Rs. 50,000 - 3% - 1,60,000 for E-III Grade and Rs. 60,000-3%-1,80,000 for E-IV grade. In addition to Basic Pay, other allowances like Dearness Allowance, House Rent Allowance, 35% of the Basic Pay as perquisites, Performance Related Pay (PRP), Group Insurance, Medical facilities and Provident Fund as per the Company's rules will be part of the remuneration package.

### **6.0 SELECTION PROCEDURE:**

- a. Candidates have to carefully enter the details in the online application and attach the documents as prescribed. In case, the details mentioned do not tally with supporting documents, the candidates application will be rejected without any prior intimation.
- b. The candidates will be shortlisted based on screening of the application and the documents submitted by the applicant. Candidates meeting the eligibility criteria as stipulated in the advertisement will be called for **Written Test** (85 marks).

- c. Based on the Written Test score, candidates will be shortlisted for interview in the order of merit in the ratio 1:7.
- d. The minimum qualifying marks for General/OBC candidates is 35% and 30% for PwBD candidates in both written test and interview separately.

## **7.0 FEE PAYMENT:**

- a) Candidates belonging to GEN/OBC(NCL) are required to remit an amount of Rs. 600/- plus 18% GST towards application fee through SBI Collect (through online mode or through SBI Branch). SC/ST/PwBD candidates are exempted from payment of application fee.
- b) Candidates are requested 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. 600/- 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.
- e) Candidate may go through all instructions and eligibility criteria carefully before remitting application fees and sending the application. **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) SBI Collect link (<https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=14842>) will be active from 09.10.2024 to 30.10.2024 for application fee payment.

## **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 :-  
**Dy. Manager – Corporate Communication (E-IV)**  
**Asst. Manager – Corporate Communication (E-III)**
- g. Complete the payment as explained above.
- h. Take a print of the payment receipt and attach it with the application form.

## **8.0 HOW TO APPLY:**

- a) Candidates who are desirous of applying for the above posts indicated in the advertisement may apply online by clicking the link provided against the advertisement and click on <https://jobapply.in/bel2024CCBNG>. The last date to submit online applications is 30.10.2024.
- b) Candidates are required to read all the instructions given in the advertisement and enter all information correctly in the online application form and verify the same before submission as changes shall not be permitted after submission of the application form.
- c) In case a candidate submits more than one application for the same post, the application against which

bank challan is deposited shall only be considered. Further, if a candidate submits two applications with bank challan, the application with the latest registration number shall only be considered.

**9.0 GENERAL INSTRUCTIONS:**

- a) Internal candidates of BEL are not eligible to apply.
- b) Academic / Teaching / Research work experience will not be considered as relevant post-qualification experience.
- c) Candidates working in PSUs/ Government/ Quasi Government organizations should compulsorily 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.
- d) Candidates should be willing to travel extensively anywhere in India.
- e) Outstation Candidates called for interview shall be reimbursed AC Chair Car/III Tier AC to and fro train fare by the shortest route (from their correspondence address) on production of receipt or other supporting documentary evidence in respect of the onward journey.
- f) The exact date and time 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.
- g) In the event any applicant has litigated with his/her employer in the past, the same should be clearly mentioned in brief.
- h) The Disability Certificate should be strictly in the format available on the BEL website.
- i) Canvassing in any form will result in disqualification. Only Indian nationals need to apply.
- j) Merely fulfilling the minimum requirement of qualification and experience will not vest any right on the candidates to be called for the Interview/ Written Test. 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.
- k) Interested candidates meeting all the criteria mentioned above should submit the online application. The following documents should compulsorily be enclosed:
  - Self-attested copy of 10<sup>th</sup> Std/ SSLC Certificate (proof of DoB/ Age).
  - Self-attested copies of Degree / Masters Marks cards for having passed all semesters/ years
  - Self-attested copies of Provisional / Final Degree/Masters Certificate
  - Candidates, if working in PSUs/ Govt. organizations/ Quasi Government Organisations compulsorily submit ‘No Objection Certificate’ at the time of application or interview.
  - Self-attested copy of Caste Certificate
  - SBI Fee Payment Receipt.
- l) Failure to forward the indicated enclosures will result in disqualification, even if the candidates have remitted the application fee.
- 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.

The online application should be submitted on or before **30.10.2024 by 5.00 PM**, any application received after the closing date will not be considered. Applications that are incomplete, not in the prescribed format and without the required enclosures will be summarily rejected without assigning reasons and no correspondence in this regard will be entertained.

**There will be no separate communication to the candidates on their non-selection at any stage.**

### **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 clarification if any in respect of the above advertisement, you may write to [corprec@bel.co.in](mailto:corprec@bel.co.in) or contact on 080-25039300.

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