

Bharat Electronics Limited, a Navratna category Central Public Sector Enterprise and India's leading professional Electronics Company, under Ministry of Defence, Government of India requires **Non-Executives** for the post of **Junior Assistant (Human Resource)** for its Manufacturing Unit at **Navi Mumbai**

I. POSTS:

Post	Qualification + Experience	Age as on 01.04.2025	Discipline	No. of Posts	Reservation	Grade/Career Path/Pay Scale
Junior Assistant (HR)	Graduation in B.Com./BBA/BBM (full-time) from recognized University + Knowledge in Computer Operation	28 Years	Human Resource & Administration	1	UR - 01	WG-IV/CP-V Rs.21500-3%- 82000/-+ Admissible allowances CTC: Rs. 5.94 Lakhs (Approx.)

II. ELIGIBILITY CRITERIA:

- Candidate must be a citizen of India.
- The upper age limit specified is applicable to all Category candidates (UR /EWS candidates/ OBC (NCL)/SC/ST and PwBD)

(a) EDUCATIONAL QUALIFICATION:

- Candidates should have completed three years fulltime B.Com/BBA/BBM from any recognized University and should possess knowledge in computer operation.
- General/OBC/EWS/ SC /ST/ PWBD all candidates should have secured minimum 60% aggregate marks, will be considered on par with UR Criteria.
- Candidates have to compulsorily attach the Provisional/Final Degree Certificate as proof of completion of Course and percentage of marks.
- Maximum age is 28 years as on **01.04.2025**.
- Valid employment registration card in Employment Exchange of Maharashtra State is mandatory.

Note: The Employment Exchange Registration should be valid and active as on last date of receipt of applications i.e. **20.05.2025**. The expired/inactive Employment Exchange Registration Card will not be considered.

III. EXPERIENCE: NIL

IV. METHOD OF SELECTION:

- (i) The candidates meeting the eligibility criteria will be provisionally shortlisted for the selection process. The eligible candidates will be required to appear for written test for 150 marks consisting of:
- Part I: General Aptitude and Awareness:** 50 Marks – comprises 50 questions of one mark each of general mental ability, aptitude, logical reasoning, analytical comprehension ability, basic numeracy, data interpretation skills and general knowledge.
- Part II: Technical / Trade Aptitude:** 100 marks – comprises 100 questions of one mark each consists of English Language/Technical/Professional knowledge Tests with 100 questions.
- (ii) All candidates shall secure 35% (GEN/OBC/EWS) and 30% (SC/PwBD) as qualifying marks in written test.
- (iii) The candidates meeting the eligibility criteria and other conditions will be shortlisted for written test. Call letters will be sent to the e-mail IDs of eligible candidates for attending the written test. BEL will not be responsible for bouncing of any e-mail sent to the candidate.
- (iv) Date, time and center details of the written test will be intimated by e-mail in due course.
- (v) 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, ratio applied and relative performance in respective categories and subject to meeting the eligibility criteria and other parameters.
- (vi) In case of tie of marks in the merit list, the candidate securing higher marks in the Technical Aptitude shall be given preference. If the tie still persists, candidate securing higher marks in the General Awareness section shall be given preference. If the tie still persists, the percentage of marks obtained in the prescribed qualification (i.e. B.Com/BBA/BBM) may be considered i.e. candidates who have secured higher marks in the prescribed qualification will be placed higher in the merit. If the tie still persists, date of birth shall be given preference i.e. older candidate will be placed higher in the merit.

V. PAY & ALLOWANCES:

Selected candidates will be inducted in the pay scale of WG-IV/CP-V Rs.21500-3%-82000 as mentioned in Page 1. In addition to Basic Pay, other allowance like Dearness Allowance, House Rent Allowance, Perquisites at the rate of 30% of the annual basic pay, reimbursement of medical expenses, Group Insurance, PF, Pension, Gratuity etc. as per Company rules will be a part of remuneration package.

VI. HOW TO APPLY:

- (a) Candidates who meet the above requirement may fill in the application form using online link provided in the BEL Website www.bel-india.in Online link will be open to apply from **30.04.2025/Wednesday**.
- (b) Before applying for the post, the candidates should ensure that he/she fulfills the eligibility criteria mentioned in the advertisement. No manual / paper application will be entertained. No hard copy application will be accepted.
- (c) Documents needs to be uploaded by candidates while submitting Online Application:
- (1) Birth date proof – Birth Certificate or Marks Sheet issued by Board for Matriculation with clear mention of Date of Birth on it.

- (2) Recent Scanned color passport size photograph and Signature
 - (3) All certificates (starting from Matriculation/Class X/PUC/Class XII/Degree) in support of educational qualifications.
 - (4) All Semester Mark sheets of qualifying degree - B.Com./BBA/BBM
 - (5) Final Certificate/Convocation Certificate pertaining to completion of B.Com/BBA/BBM issued by the Competent Authority.
 - (6) Candidates need to upload their latest caste certificate in the prescribed format.
 - (7) Proof of norms adopted by the University / Institute to convert CGPA into percentage. (wherever applicable)
 - (8) No Objection Certificate from your present employer (if employed in Govt/Quasi Govt/PSU) if applicable.
 - (9) Valid employment registration card in Employment Exchange of Maharashtra State.
 - (10) Experience Certificate, if any.
 - (11) SBI Collect Payment challan.
 - (12) Identity Proof (Aadhaar card / Driving License / Voter ID).
- (d) Based on the marks in the written test, provisionally shortlisted/ selected candidates will be called for document verification. The candidates have to produce the original documents and submit the self-attested copies of the above documents at the time of document verification.

VII. APPLICATION FEE:

- 1) General, EWS and OBC candidates are required to remit an amount of **Rs.295/-** (Application fee: Rs.250/- plus 18% GST).
- 2) The application fee should be remitted through SBI Collect link provided. Candidates are requested to read the details and screenshots for making the payment.
- 3) Candidates can also make the payment by approaching SBI Branch. Candidates should select SBI branch in the payment option and download pre-printed challan generated through SBI Collect and deposit the application fee (as applicable) plus applicable bank charges in any SBI Branch. The candidate should ensure to obtain the seal and signature of the bank official.
- 4) General, OBC and EWS candidates have to enter the "SBI Collect Reference No." generated after payment, in the Online Application Form.
SC/ST/PwBD Candidates are exempted from paying of application fee.
- 5) Candidates may go through all instructions and eligibility criteria carefully before remitting Application Fee and submitting the application. Fee once paid will not be refunded. Applications of candidates, who do not remit the prescribed application fee, will not be considered.

VIII. GENERAL INSTRUCTIONS:

- 1) Only Indian nationals need to apply. Candidate must be a citizen of India.
- 2) Before applying for the post, the candidates should ensure that they fulfill the eligibility criteria mentioned in the advertisement.
- 3) The number of posts indicated above may vary based on the actual requirement at the time of selection.
- 4) Applications that are incomplete, without the required/mandatory enclosures/attachments will be summarily rejected without assigning any reason and no correspondence in this regard will be entertained. There will be no separate communication to any candidates on their non-consideration at any stage of the selection process.

- 5) The above opening is for **Plot No. L-1, MIDC Industrial Talaja ,Navi Mumbai - 410208** However, selected candidate will be required to serve in any other unit/office/other location/s also, if need arises, as per Company's requirement.
- 6) Only those candidates who meet all the above mentioned eligibility criteria for the post shall be called for Written Test. However, the candidature of the applicant will be provisional and subject to verification of Certificates/Testimonials submitted by him/her.
- 7) Candidates working in Government/Semi Government/Public Sector Organization are required to produce **"No Objection Certificate"** at the time of Document Verification. In case the candidate fails to do so, his candidature will be disqualified.
- 8) The qualification mentioned in the advertisement should be from a recognized 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 submitted at the time of document verification.
- 9) Candidates belonging to OBC (NCL) category are required to submit the Community Certificate in the prescribed format issued by the Competent Authority for applying for posts under the Government of India on or after **01.04.2024**. Income Certificate will not be considered as OBC Certificate. (Prescribed formats are made available on the website: www.bel-india.in).
- 10) Candidates with relevant disability of not less than 40 per cent only will be eligible for reservation and relaxation as PwBD. PwBD candidates are required to submit Disability Certificate issued by the Medical Board in the prescribed format (Prescribed format is made available in Company's website www.bel-india.in).
- 11) 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 by our Company Medical Authorities.
- 12) In the event 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.
- 13) All outstation SC/ST/PwBD candidates called for Written Test for Non-Executive posts, will be reimbursed actual fare subject to Sleeper Class train fare by shortest route. The shortest route for this purpose will be the distance between the place which was declared as correspondence address in the application form and Navi Mumbai or the distance from where the actual journey commenced to Navi Mumbai , whichever is nearer. It may also be noted that bank account details, railway/bus ticket for onward journey and self-attested SC/ST/PwBD Certificate to be provided at the time of Written Test in order to make Travelling Allowance payment after verification of relevant documents submitted by the candidates. Reimbursement will be made at a later date through ECS.
- 14) Local Travel cost, if any, shall be borne by the candidates.
- 15) Request for change of category (GENERAL/SC/ST/OBC/EWS) once declared in the application will not be entertained.
- 16) Candidates are required to possess one valid and active **e-mail ID**, which is to be mentioned in the online application form. Information pertaining to the Written Test and other correspondence will be sent by e-mail to the email 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.

- 17) 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.
- 18) Non-Receipt of Application Fees due to any Error like Failure of Amount not being Deducted from Applicants Bank, Payment against any other Post Advertised by BEL, Payment not received by BEL due to any Reason or any other Reason not directly attributable to BEL will not be entertained.
- 19) Mobile phones/pagers/iPad/iPod/Tablets/Digital Watch/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.
- 20) 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.
- 21) The candidature at all stages of the selection process shall be provisional in nature. Mere fulfilling the minimum requirement of qualification and experience will not vest any right on the candidates to be called for the Written Test.
- 22) Management reserves the right to increase or decrease the vacancies and also cancel/restrict /enlarge/modify/alter the recruitment/selection process if need so arises, without issuing any further notice or assigning any reason thereafter.
- 23) Candidature is liable to be rejected at any stage of selection process or after joining, if any information provided by the candidate is found not 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.
- 24) 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.
- 25) 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.
- 26) Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Navi Mumbai .
- 27) 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 fee or request for 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.

- 28) Any revision, clarification, addendum, corrigendum, time extension etc. to the above advertisement will be hosted on the career 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.
- 29) All further announcements / details pertaining to this process will be published / provided on BEL website: www.bel-india.in from time to time.

The last date for receipt of application is 20.05.2025

