

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

सं No.4702/01/01

दि Dt: 23.06.2025

- विषय Sub: List of candidates provisionally selected for the post of Trainee Engineer- I (Mechanical & Computer Science) for BEL-Hyderabad Unit -2nd List- Reg.
- संदर्भ Ref: 1. The Written Tests conducted at Kakatiya Institute of Technology & Science (KITS-W), Warangal on 21.11.2024 and Little Flower Junior College Hyderabad on 24.11.2024.
2. The first list of provisionally selected candidates dated 20.01.2025.

01. With reference to the above, based on the performance in the Written Test, the following candidates have been provisionally selected for the post of Trainee Engineers (Mechanical & Computer Science) for 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	College
1	TECS	VAISHNAV MADARAPU	20.02.2003	KITS Warangal
2	TEME	ACHYUTH RAVULA	15.09.2002	JNTUH Jagtial
3	TEME	MOHAMMED RAYEES PASHA	01.10.2002	SR University
4	TEME	NALLAPU SUMITH	25.07.2002	VCE Warangal
5	TEME	KONTHAM AKHIL	12.11.2001	VCE Warangal

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 30.06.2025. They are required to report for **Document Verification** on **01.07.2025 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:

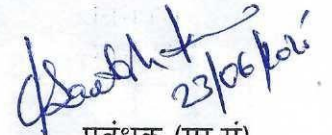
- Copy of this letter.
- All Semester / year Marks Sheets and Degree /PG Certificate.
- SSC / SSLC marks card or any Age proof Certificate.
- SC/ST/OBC/PwD Certificate, if applicable and OBC certificate should be latest one and in the prescribed format only.

- 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) Copy of PAN Card.
- j) Copy of Aadhar Card.
- k) Medical fitness Certificate from a Medical Officer not below the rank of Civil Surgeon/Asst. Surgeon.
- l) Police Verification certificate.
- m) Savings bank account details (Preferably SBI).

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. Provisionally Shortlisted Candidates / Placement Officers of the respective colleges may please note and attend for Document Verification as scheduled at para 03.


प्रबंधक (मा.सं)
MANAGER (HR)
Rana Tanaki

To,
{Name & Address}

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

No.4702/01/01/TE
Date: XX.XX.2025

Dear _____,

Sub: Provisional Offer of Engagement as Trainee Engineer-I

Further to the Written Test, 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 (excluding 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) PAN Card.
 - i) Medical fitness Certificate from a medical officer not below the rank of Civil Surgeon/Asst. Surgeon.
 - j) Police Verification certificate.
 - k) Medical & Life Insurance policy.
 - l) Aadhar Card copy
 - m) Copy of Bank Passbook (Preferably SBI)

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.2025** at hydhrgen@bel.co.in. You are required to report to the undersigned with all the above documents within **XX.XX.2025** Forenoon failing which the offer stands cancelled.

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

LEELA P BHATKAR
ADDL GENERAL 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: