



BHARAT ELECTRONICS LIMITED

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

Advt No: 12949/GAD/HR/2026/JA(HR)/01

Dt: 23.02.2026

Bharat Electronics Limited, a Navaratna Company and India's premier Professional Electronics Company requires the following personnel on permanent basis:

1. POSTS:

Sl. No.	Post/Post code	Qualification	Unit/Place of Posting	No. of posts	Reservation pattern	Grade/Career path/Pay scale
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Junior Assistant (HR)	3 Years Graduation in BBA/BBM from a recognized University	Ghaziabad	01	EWS-01	Grade :WG-IV/CP-V Pay scale : Rs.21,500-3%-Rs.82,000/-+admissible allowances CTC: Rs. 5.94 Lakhs (approx.)

Note: Reservation for EWS & PwBD will be as per Government guidelines as above is a backlog vacancy reserved for EWS category only.

2. ELIGIBILITY CRITERIA:

2.1 **NATIONALITY:** Candidate must be a citizen of India.

2.2 Candidates should have Minimum 18 years of age

2.3 a) Maximum Age Limit (as on 01.03.2026)

Sl. No.	POST	Upper age limit (as on 01.03.2026)
1.	Junior Assistant (HR)	28 Years

b) Relaxation of upper age limit:

Sl. No.	Category	Age relaxation
1	EWS and Persons with disability (PwBD) having minimum 40% disability	10 Years

c) The EWS/Disability Certificate should be strictly in the format available on the BEL website failing which, candidature may be cancelled.

d) For candidates belonging to EWS and Persons with Benchmark Disability (PwBD) category having minimum 40% disability category will get 10 (ten) years relaxation

3.0 EDUCATIONAL QUALIFICATION:

- 3.1 Educational qualifications mentioned in column (3) of Sl. No. 1.0 - Posts should be from a recognized University.
- 3.2 Qualification prescribed as Bachelor of Business Administration (BBA)/Bachelor of Business Management (BBM) shall only be considered. No claim of possession of a qualification equivalent to prescribed qualification shall be entertained.
- 3.3 Candidates have to compulsorily attach the Provisional/Final Degree Certificate as proof of completion of Course and percentage of marks.
- 3.4 In case any University/Institution or college is following an evaluation system of CGPA/DGPA/OGPA or letter grade, wherever applicable, it is mandatory for the candidate to submit proof of Percentage (%) issued by University/Institution/College and awarded class along with the degree certificate.

4.0 MINIMUM PERCENTAGE OF MARKS IN BBA/BBM:

Sl. No.	POST	Minimum Percentage of Marks
01	Junior Assistant (HR)	EWS-60% aggregate, EWS (PwBD)- 50% aggregate

5.0 EXPERIENCE: Nil

6.0 REGISTRATION IN UTTAR PRADESH EMPLOYMENT EXCHANGE BOARD IS MANDATORY:

- a) Candidates should have registration in Uttar Pradesh Employment exchange board.

The Employment Exchange registration should be valid and active as on last date of application i.e. 15.03.2026

The Expired/ Inactive Employment Exchange registration card will not be considered. Candidates whose names are sponsored by Employment exchange to BEL against this notification, are advised to apply separately or by filling the attached application form, failing which their candidature will not be considered.

7.0 METHOD OF SELECTION:

Candidates applying for notified post their written test will be conducted at Delhi/NCR. Skill test (typing test) may be conducted prior to written test that will be qualifying in nature.

The written test will be for 150 marks consisting of :

Part-I : General Aptitude : 50 marks-comprises of general mental ability and aptitude to logical reasoning, analytical, comprehension ability, basic numeracy, data interpretation skills and general knowledge.

Part-II : Technical Aptitude : 100 marks-consists of technical/Professional knowledge test with 100 questions having specific questions from respective discipline.

The minimum qualifying marks will be :

Category	Written Test
EWS	35%
EWS & PwBD	30%

- a. Admit cards for Written test will be issued to all prima-facie eligible candidates on the basis of the details furnished in Application form and submission of application fees. Candidates will be selected who qualify the Written test and meet the notified eligibility criteria upon verification of documents send by the candidates and other parameters.
- b. 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 category and subject to meeting the eligibility criteria and other parameters.
- c. 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. 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.
- d. Candidates have to submit duly filled-in application form. Candidates must carefully enter the details in the application and attach the documents as prescribed. Screening and selection will be based on the details provided by the candidates in the application form. Furnishing of wrong/false information and inaccurate or incomplete information will be disqualified and BEL will not be responsible for any consequence of furnishing such wrong /false/ inaccurate/ incomplete information. If at any further stage of selection, it is found that candidates have declared false information w.r.t. their credentials, BEL reserves the right to debar them at any stage of selection without prior intimation. 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.

8.0 PAY & ALLOWANCES: Selected candidate will be inducted in the pay scales as mentioned at, *Column 7 of SL No. 1.0*- In addition to Basic Pay, other allowance like Dearness Allowance, Perquisites at the rate of 30% on annual basic pay, reimbursement of medical expenses, Group Insurance, PF, Pension, Gratuity etc. as per company rules will be a part of remuneration package.

9.0 APPLICATION FEE:

- i. Candidates belonging to EWS category are required to pay an application fee of Rs. 250+ 18% GST =

Rs. 295 (in total)

- ii. PWBD candidates are exempted from paying application fee.

- iii. Application fee is non-refundable.

- iv. Candidates may go through all the instructions and eligibility criteria carefully before remitting the Application Fee.

- v. Application fee needs to be remitted through online mode i.e. SBI Collect.

INSTRUCTIONS FOR MAKING PAYMENT:

Click on the Payment link available at BEL Website OR

- 1) Go to www.onlinesbi.sbi and select : - State Bank Collect
- 2) Accept terms and conditions and click on proceed.
- 3) Select state of corporation/Institution: All India.
- 4) Select PSU- Public Sector Undertaking: - Bharat Electronics Limited and Press Submit.
- 5) Select payment category and the post applied for :- i.e. **“Recruitment of Junior Assistant(HR) for BEL-GAD”**
- 6) Candidates must select respective payment category against the post applied for as mentioned in the table given below.

Post	Payment Category to be selected
Junior Assistant (HR),BEL-Ghaziabad	Recruitment of Junior Assistant(HR) for BEL-GAD

- 7) Complete the payment as explained above.
- 8) Save & take a print/ Screenshot of the payment receipt and send it along with application form.
- 9) Detailed instructions along with the screenshots are provided at BEL website.

Candidates have to mention the **“SBI Collect Reference Number”** generated after making payment, in the Application Form and the payment receipt should be send along with the application form otherwise application process will not be completed and fee paid will not be reimbursed .BEL will not be responsible for any such cases.

NOTE: 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.

10.0 HOW TO APPLY:

Interested and eligible applicants may apply for the post by sending the dully filled in application form (provided along with this notification) along with all relevant enclosures to the address given below by **Speed Post Only** so as to reach on or before **15.03.2026**. Applications that are incomplete, not in the prescribed format, illegible, without the required enclosures will be summarily rejected without assigning reasons and no correspondence in this regard will be entertained.

**ENVELOPE CONTAINING THE APPLICATION SHOULD BE SUPERSCRIBED WITH
‘APPLICATION FOR THE POST OF JUNIOR ASSISTANT (HR) FOR BEL GHAZIABAD
COMPLEX’**

The applications should be sent to

**DEPUTY MANAGER (HR)
BHARAT ELECTRONICS LIMITED
SITE-IV,SAHIBABAD INDUSTRIAL AREA BHARAT NAGAR POST
GHAZIABAD, UTTAR PRADESH – 201010**

The candidate should send **the application in the format appended to this advertisement along with the following self-attested photocopies of the documents (one set in following sequence)**. All details given in the application form will be treated as final and no changes will be entertained.

The last date for receipt of application is 15th March,2026.

DOCUMENTS TO BE SUBMITTED BY CANDIDATES ALONGWITH APPLICATION FORM:

- i. Duly filled in application form
- ii. 2 recent passport size photographs
- iii. Self-attested copy of **SSLC/Matriculation Certificate** (proof of age).
- iv. Self-attested copy of **PUC/12th Class/Marks Card**.
- v. Self-attested copy of Marks Card of each academic year/semester in **Diploma/Graduation in BBA/BBM** as applicable.
- vi. Self-attested copy of Final Certificate/Convocation Certificate pertaining to completion of BBA/BBM issued by the Competent Authority.
- vii. Self-attested copy of EWS Certificate.
- viii. Disability certificate. Candidates with relevant disability of not less than 40 percent only will be eligible for reservation and relaxation as EWS (PwBD). Disability certificate should be issued by the Medical Board in the prescribed format. (Prescribed formats are made available on the website: www.bel-india.in).
- ix. Candidates if working in PSUs/ Govt. organizations/ Quasi Government organizations should compulsorily submit '**No Objection Certificate**' at the time of Selection Process.
- x. Valid employment registration card in **Employment Exchange of U.P. State**.

11.0 GENERAL INSTRUCTIONS:

1. Only those candidates who meet all the aforementioned eligibility criteria for the post shall only apply for the post. However, the candidature of the applicant will be provisional and subject to verification of Certificates/Testimonials submitted by him/her.
2. Admit card for Skill Test/Written Test can be downloaded from the website. Please note that the admit card will not be sent by post.
3. Candidates working in Government/Quasi 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/her candidature will be disqualified.
4. 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 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.
5. The candidates have to produce a valid photo identity proof such as Aadhar card/Voter Id-card/Passport/Driving License etc while appearing for the Selection Process.
6. 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.
7. All outstation EWS (PwBD) candidates called for Skilled Test/Written Test shall be reimbursed Travelling allowance to and fro (Sleeper Class) from their correspondence address/place of work in India on production of actual tickets by the shortest route. It may also be noted that bank account details, railway/bus ticket for onward journey and self attested PwBD Certificate to be provided at the time of Skill/Written Test in order to make Travelling Allowance payment after verification of relevant documents submitted by the candidates. The EWS (PwBD) candidates claiming TA for travel have to produce original Disability Certificate. Reimbursement will be made at a later date through ECS.

8. EWS Certificate issued for the year 2024-25 by the Competent Authority**** will be considered. (Prescribed formats are made available on the website: www.bel-india.in).
9. In the event, if any applicant has litigated with his/her employer or BEL in the past, the same should be clearly mentioned in the application form in brief.
10. Applications form that are incomplete and without any prescribed fee, will be summarily rejected without assigning any reasons and no correspondence in this regard will be entertained.
11. Candidates are required to possess one valid and active e-mail id, which is to be mentioned in the Application form. Information pertaining to the Selection process 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 E-mails, non-receipt of E-mail due to invalid E-mail IDs, setting options exercised by the candidates, etc. and no correspondence in this regard will be entertained.
12. There is no provision for re-checking/re-evaluation of OMR Sheets.
13. Mobile phones/pagers/iPad/iPod/Tablets/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.
14. 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.
15. The candidature at all stages of the selection process shall be provisional in nature. Mere fulfilling the minimum requirement of qualification will not vest any right on the candidates to be called for the Skill/ Written Test.
16. BEL reserves the right to change (cancel/modify/add) any of the criteria, method of selection and number of posts, indicated above based on the actual requirement at the time of selection.
17. 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.
18. 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.
19. 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.
20. 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.
21. Any resulting dispute arising out of this advertisement including the recruitment process shall be subjected to the sole jurisdiction of the Courts situated at Uttar Pradesh.

22. All further announcements/details pertaining to this process will be published/ provided on BEL website: www.bel-india.in from time to time.

Based on the marks in the written test, provisionally shortlisted/ selected candidates will be called for document verification..

For any further clarification please contact at email Id: recruitmentgad@bel.co.in

Important dates:

Start of application	23.02.2026
Last date of application	15.03.2026

*** *Income and Asset Certificate for EWS issued by any one of the following authorities in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS:-*

- i. *District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.*
- ii. *Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.*
- iii. *Revenue Officer not below the rank of Tahsildar and*
- iv. *Sub-Divisional Officer or the area where the candidate and/or his family normally resides.*

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 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.