



BHARAT ELECTRONICS LIMITED

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

Bharat Electronics Ltd., a Navaratna Company and India's premier Professional Electronics Company has a requirement for the posts indicated below for its GHAZIABAD UNIT.

Post	No. of Posts	Qualification	Grade / Pay scale	Reservation
Clerk-cum-Computer Operator 'C' (For Finance)	10	Graduation in Commerce with 60% aggregate and above marks (50% aggregate for SC/ST/PWD candidates). Working knowledge of computer is essential and experience in SAP environment will be preferred.	WG-IV,CP-V /Rs.8740-3%- 22150/- + allowances admissible	GEN-07 SC-3 ST-01 OBC-03
Clerk-cum-Computer Operator 'C' (For GM's Office)	4	3 years Diploma in Commercial Practice/BBA/BBM with 60% aggregate and above marks (50% aggregate for SC/ST/PWD candidates). Good communication skills and knowledge of computer is essential.		

Job description (for Finance): Day to day accounting in SAP environment, cash disbursement, visit to various authority and customer offices and sites, vouching, documentation, data entry, follow-up customer realization, taxation and other operational activities and experience in SAP environment will be preferred .

Job description (for GM's Office): To manage the office of General Manager, Correspondence with other divisions/units, Receiving internal/external calls/customer coordination, Internet mails, Ensuring confidentiality & document security, Visitors management etc.

Reservations as per Government norms.

Age Limit: The upper age limit as on 1st June 2015, 28 years for candidates belonging to General Category. The upper age limit will be relaxable by 3 years for OBC candidates and 5 years for SC/ST/OBC/PWD candidates.

Minimum % of marks: General /OBC candidates should have secured 60% marks (aggregate of all years / semesters) and above in Graduation/Diploma and SC/ST/PWD candidates should have secured minimum 50% marks.

Candidate should be registered in any of the Employment Exchange.

Apply online at <https://jobapply.in/belgzb2015>

Application form and documents to be submitted:

1. After filling up the form online at <https://jobapply.in/belgzb2015> , take the print out of the filled application form along with auto generated registration number and send it with below documents.
2. Copy of SSLC or equivalent marks cards as proof of date of birth.
3. The copies of marks cards of all years / semesters should be enclosed.
4. Copy of Final Diploma Certificate issued by the Competent Authority/ Board of Technical Education.
5. In case of candidates belonging to SC/ ST/ OBC/PWD categories a copy of the relevant caste /community/disability certificates should be enclosed. OBC candidates should enclose the certificate in the prescribed format for applying for posts under Government of India dated on or after 01.06.2014.
6. Candidates who are employed in Government /Quasi Govt. /PSU's are required to submit their application through proper channel or furnish "No Objection Certificate" at the time of interview.

Application fee and mode of payment:

Candidates belonging to GEN/OBC category are required to make a Demand Draft for **Rs.300/-** drawn preferably on State Bank of India, payable at Ghaziabad, in favor of **BHARAT ELECTRONICS LIMITED**, and SC/ST/PWD candidates are exempted from payment of application fee.

Candidates have to keep ready the details of Demand Draft before filling in and submitting the application format online and verify all information before submission, as changes shall not be permitted after submission of the application form.

METHOD OF SELECTION:

Selection will be through written test followed by interview of shortlisted candidates based on performance in the written test.

Candidates who meet the qualifying criteria and whose online application is accepted are required to log on to the website and enter their application no. to access and download their written test call letter. Please note that call letters will not be sent through e-mail or through conventional mail.

SCHEDULE OF RECRUITMENT	
Online Application	1 st July 2015 to 15 th July 2015
Last date of receiving the complete applications	21 st July , 2015
Download of admit card	8 th Aug, 2015
Written Test	16 th Aug, 2015
Result of written test short listed for interview	24 th Aug, 2015 (Tentatively)
Interview	Will be intimated

THE WRITTEN TEST WILL BE HELD ON 16.08.2015 (Sunday).

(Test Duration: 2 hours | Test Timing: 10:00 – 12:00 hours)

The written test will be held at Ghaziabad and Delhi centres. Candidates should choose the test centre nearest to their place of correspondence.

The written test will consist of Objective type questions from respective disciplines and General Aptitude. The list of candidates short-listed in the written test for interview, will be uploaded on the website on 24.08.2015. They will be required to appear for an interview for final selection. The results of selection will be available on the BEL website.

GENERAL CONDITIONS :

- i) **Only Indian Nationals need apply**
GEN/OBC candidates applying for the above posts are required to forward a crossed Demand Draft for **Rs.300/- (Rupees Three Hundred Only)** in favor of **BHARAT ELECTRONICS LIMITED** drawn preferably on State Bank of India, payable at SBI, **Ghaziabad** along with the print out of the filled online application form having auto generated Registration Number with photograph affixed and duly signed, so as to reach to **Post Box No.3076, Lodhi Road, New Delhi-110003** on or before 21.07.2015.
Please indicate your name and auto generated Registration No. on the reverse side of the Demand Draft.
- ii) Appointment of the selected candidates will be subject to being found medically fit by the Company's Medical Authorities.
- iii) There will be no separate communication to any candidates on their non-selection at any stage.

- iv) In respect of Persons with Disability, the degree of disability that the candidate should have, for consideration under the category, will be as prescribed by Government norms.
- v) Candidates may opt to answer the written test question paper in English or Hindi.
- vi) Candidates whose Diploma Certificate does not tally with the branch mentioned in the application will not be considered for interview.
- vii) BEL reserves the right to debar you at any stage of the written test / interview proceedings, if your candidature is not considered suitable for any reason.

In case you require any clarifications regarding the advertisement please send an e-mail to belgzb@jobapply.in . Please note that no other form of communication will be entertained including telephone calls, conventional mail, fax etc.