



Bharat Electronics Limited (BEL) a Navaratna Company and Indian's premier professional Electronics Company under the Ministry of Defence requires the following Trainee Publication Officers for Central Manufacturing Services division, Bengaluru Complex.

Sl No	Post	No.of Posts	Qualification	Upper Age limit As on 01.02.2022	Reservation	Experience	Consolidated remuneration per Month
1	TRAINEE PUBLICATION OFFICER – I	04	M.Sc (Electronics)	28 Years	UR – 02 OBC - 02	Nil	1st Year-Rs. 30,000/- 2nd Year-Rs.35,000/- 3rd Year-Rs.40,000/-

1.0 JOB DESCRIPTION:

The job involves preparation of technical manuals and engagement in the following activities:

- Follow up with D&E/Testing service engineers for capturing technical information.
- Generate technical descriptions as required.
- Develop soft files of technical manuals on computers.
- Check printouts and make editing.
- Revise draft technical manuals with respect to customer vetting comments.
- Generate final soft file in PDF format for bulk printing.
- Systematically engage in soft file management.
- Attend to customer inspection remarks with respect to printed technical manuals.

2.0 TERMS OF ENGAGEMENT & ALLOWANCE:

a) Trainee Publication Officer-I :

Engaged for an initial period of 02 years and may be extended upto a maximum period of 01 years (03 years including initial period) based on project requirement and individual performance. Candidates will be paid a consolidated remuneration of Rs. 30,000/- per month for the 1st year, Rs. 35,000/- per month for 2nd year and in the event of extension of contract, the remuneration shall be Rs.40,000/- per month for 3rd year.

- b) In addition to the remuneration indicated above, a consolidated amount of Rs. 12,000/- per year will be paid towards expenses like medical insurance premium, attire allowance, stitching charges, footwear allowance, etc.

3.0 Upper Age limit as on 01.02.2022 :

- a) The age limit should be not more than 28 years for General candidates. The upper age will be relaxable for OBC candidates by 03 years.



- b) SC/ST & PwBD candidates are eligible to apply for General posts, Only if they are fulfil the criteria mentioned for General category.
- c) SSLC/SSC/ISC mark card will be considered as proof of date of birth.

Please Note:

- a) Candidates seeking age relaxation will be required to attach copy of necessary certificate along with application and submit in original in case of selection or provide at any subsequent stage of the process for verification.
- b) The OBC Certificate should be strictly in the format available on the BEL website failing which, candidates will be considered under 'General' category, provided they are otherwise meeting all other criteria stipulated for General Candidates.
- c) The application of the candidates not meeting the prescribed age criteria will be rejected / cancelled without any prior intimation.
- d) Candidates belonging to OBC category (Non creamy layer) should produce the certificate issued on or after 01.01.2021.

4.0 EDUCATIONAL QUALIFICATION:

a) Trainee Publication Officer– I :

M.Sc (Electronics) from reputed Institute/University/College.

Please Note:

- a) The candidates should have qualified from AICTE/UGC approved college/Institute or recognized University.
- b) Candidates applying for the above indicated post should possess 55% and above for General/OBC.
- c) Candidates have to compulsorily attach the Provisional / Final Degree Certificate as proof of completion of Master Degree and indication of Class and percentage of marks.
- d) 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.
- e) In case there is no mention of specialization in the qualifying degree as required in the minimum essential educational qualification, candidates are required to submit a Certificate from their University/Institution/College which indicates their specialization in qualifying degree.
- f) Candidate's application without the relevant prescribed documents mentioned will be rejected / cancelled without any prior intimation.

5.0 EXPERIENCE:

- a) The fresher candidates are eligible to apply for the post.
- b) For the candidates with Nil experience will be allotted with 2.5 minimum marks. The



candidates possess post qualification industrial experience will be allotted with maximum of 1.25 marks for every additional 6 months of post qualification experience, up to maximum of 10 marks.

c)Academy/Teaching/Research work, experience in non-profit organization, internship\project work placements which are part of academic curriculum will not be considered as experience. Work experience prior to completion of M.Sc will not qualify as Post Qualification industrial Experience.

6.0 SELECTION PROCEDURE:

a) Candidates should meet the eligibility criteria as specified in the advertisement. Candidates who meet the eligibility criteria with respect to relevant qualification and Post Qualification Industrial experience will be allotted weightage as follows:

Criteria	Weightage
Aggregate marks scored in their relevant degree qualification.	75%
Post Qualification Industrial Experience: Nil 2.5 marks for minimum stipulated post qualification industrial experience and additional 1.25 marks for every additional 6 months of post qualification experience, up to maximum of 10 marks.	10%
Interview for Shortlisted candidates.	15%

- b) Academy/Teaching/Research work, experience in non-profit organization, internship\project work placements which are part of academic curriculum will not be considered as experience. Work experience prior to completion of M.Sc will not qualify as relevant Post Qualification Experience.
- c) Candidates will be shortlisted for the interviews based on the above criteria (out of 85 marks) in the ratio of 1:5.
- d) Intimation on conducting video based interviews will be sent to E-mail ID provided by the candidate. Candidates are required to comply with the instructions indicated therein. The results of the final selection will be available on BEL website.

Please Note :

- Candidates have to carefully enter in the details in the application and attach the documents as prescribed. In case, the details mentioned do not tally with the supporting documents, the candidate application will be rejected without any prior intimation.

7.0 HOW TO APPLY:



- a) The candidates who are desirous of applying for the post may send their application through post / courier in the application format available on the BEL website (www.bel-india.in), along with copies of the following enclosures to the below mentioned address:
- Colour Passport size photo.
 - SSLC/SSC/ISC marks card or any other valid document as proof of date of birth.
 - Convocation / Final degree/Provisional Degree certificate of relevant qualification.
 - Proof of norms for CGPA/DGPA/OGPA or letter grade/document for percentage / class issued by the university/Institution/College.
 - Candidates claiming reservation under OBC category are required to submit the certificate in the prescribed format. The formats of various certificates are provided as link to the advertisement. Candidates belonging to OBC category should produce the Certificate issued on or after 01.01.2021.
 - If have any work experience, Experience Certificate as proof of employment.
 - Candidates employed on permanent/Fixed term basis in Government / Quasi Government and Public Sectors undertaking should compulsorily submit the '**No Objection Certificate**' along with the application.
 - Candidates employed on temporary basis in Government / Quasi Government/ Public Sectors/ and Private company undertaking should compulsorily submit Offer of Appointment and latest payslip as proof of employment.
 - In case a candidate submits more than one application, 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.
 - If candidates are employed in BEL, they shall submit prior intimation to their respective SBU/Unit HR.

8.0 APPLICATION FEES :

Post	Application Fee	Exemption
Trainee Publication Officer– I	Rs.200/-	Candidates belonging to SC, ST & PwBD categories applying for General and OBC posts are exempted from paying fee. Candidates belonging to SC / ST/PwBD category claiming fee exemption should compulsorily attach Caste/PwBD certificate. If not, application will be rejected without any prior intimation.



- a) The application fee should be remitted through SBI Collect (through online). Link for making payment mentioned in the BEL Website. **Link for SBI payment : <https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=14842>**
Candidates are requested to read the details and screenshots for making the payment.
- b) Candidates can also make the payment by approaching SBI branch. You have to 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.
- c) General/OBC candidates have to enter the “**SBI Collect reference No.**” generated after payment, in the Online Application Form before proceeding to fill the other details in the Application form.
- d) 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.**

9.0 GENERAL:

- a) Only Indian nationals can apply for the posts.
- b) The number of posts indicated above, may vary based on the actual requirement at the time of selection. Application data incomplete, not in prescribed format, without the required enclosures will be summarily rejected without assigning any reason and no correspondence in this regard will be entertained.
- c) Application of the candidate without fee payment (Except for SC/ST/PwBD) will be rejected/cancelled without any prior intimation.
- d) All information submitted in the application will be verified with the original documents at the time of document verification or at any stage of the recruitment process. If any documents/information provided by the candidate is found to be false or incorrect or Non-conformity with the eligibility criteria, then his/her candidature is liable to be rejected/cancelled at any stage of the recruitment and selection process without any prior intimation.
- e) Candidature is liable to be rejected at any stage of recruitment /eligibility / selection process or after joining, if any information provided by the candidate is not found in conformity with the criteria mentioned in the advertisement.
- f) There will be no separate communication to any candidates on their non-selection at any stage.
- g) Mere submission of application does not guarantee the adequacy of the candidature for being considered for the selection process.
- h) Decision of BEL in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualification and other eligibility norms will be final and binding on the candidate.



- i) Applicants should have sound health. No relaxation in health standard is allowed.
- j) Appointment of selected candidates will be subject to submitting medical fitness certificate from a Medical Officer not below the rank of Civil Surgeon / Assistant Surgeon at the time of joining.
- k) Selected candidates are required to be covered under Medical Insurance scheme for a sum of Rs.2 lakhs per annum for medical cover and Rs. 5 lakhs for Life cover and submit the same on joining.
- l) BEL reserves the right to debar / disqualify any candidate at any stage of the selection process for any reason what so ever.
- m) Management reserves the right to cancel/restrict/enlarge/modify/alter the recruitment / selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.
- n) Canvassing in any form will result in disqualification.

Applications may be forwarded to Deputy General Manager (HR/C/A&F/CMS), Bharat Electronics Limited, Jalahalli Post, Bengaluru – 560013. The last date to submit the application is 02.03.2022.

BEL Website: www.bel-india.in

For further details or any clarifications mail to : belbgrec@bel.co.in Contact No. 080-22195369