



Bharat Electronics Limited (BEL) a Navaratna Company and a premier Indian Public Limited Company in Professional Electronics with a portfolio of over 350 different products in the areas of Military Radars, Naval Systems, Weapon & Fire Control Communication, Homeland Security, Strategic Communication & Unmanned System, Electronic Warfare, Tank Electronics and Electro Optics.

Bharat Electronics Limited (BEL) requires the following personnel on temporary basis for its Training Academy “Nalanda- BEL Academy for Excellence (BAE)”, at Bengaluru.

Nalanda-BAE conducts state of the art Competency Development Programs across Three verticals viz Technology, Leadership and Quality. Collaboration with leading Learning platforms, Professional tie ups with IITs, IIMs, DIAT, IDST , other International Certifying Agencies like ASQ, PMI and Leading Training Association enable BAE to roll out customized training programs. The main activities are to manage the Library Management System, record-keeping activities, conducting assessments in digital library etc.,.

Sl No	Post	No. of Posts	Qualification	Minimum Post Qualification Experience as on 01.04.2022	Upper Age limit as on 01.04.2022	Reservation	Consolidated remuneration per Month
1	Trainee Officer-I	<b>Trainee Officer (Library)</b>	2 Years Post Graduate Degree in Library Sciences/ Library Science and Information Science from a recognized University/ Institution/ College with 55% and above marks in aggregate of all years/semesters.	Minimum 1 year of relevant Post qualification experience.	28 Years	UR - 01	1st Year-Rs. 30,000/- 2nd Year-Rs.35,000/- 3rd Year-Rs.40,000/-



## 1.0 TERMS OF ENGAGEMENT & ALLOWANCE:

### a) **Trainee Officer :**

Trainee Officer will be engaged for an initial period of 2 years and may be extended further for a period of 1 year (Maximum tenure of 3 years) based on requirement and individual performance. Candidates will be paid a consolidated remuneration of Rs. 30,000/- per month for the 1<sup>st</sup> year, Rs. 35,000/- per month for 2<sup>nd</sup> year and in the event of extension of contract, the remuneration shall be Rs.40,000/- per month for 3<sup>rd</sup> year.

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.

## 2.0 Upper Age limit as on 01.04.2022 :

The maximum upper age of the candidate should be not more than 28 years as on 01.04.2022.

SSLC/SSC/ISC Marks Card and any other valid document will be considered as proof of date of birth.

### **Please Note:**

- a) The Caste / Disability 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.
- b) Candidates belonging to OBC/SC/ST/EWS categories should meet the eligibility norms for UR category for consideration against unreserved vacancy. In other words, OBC/SC/ST candidates applying for unreserved post shall be considered under general standard of merit and no relaxations (except payment of application fee for SC/ST /PwBD) shall be available to the candidates.
- c) The application of the candidates not meeting the prescribed age criteria will be rejected / cancelled without any prior intimation.
- d) For the post indicated, the candidates should have qualified with a 2 Year Post Graduate Degree in Library Sciences/ Library Science and Information Science from AICTE/UGC approved College/Institute or recognized University.
- e) Candidates applying for the above Post MUST possess 55% & above (aggregate of all Semesters/Years).
- f) Candidates have to compulsorily attach the Provisional / Final Post Graduate Degree Certificate as proof of completion of the Degree and indication of Class and percentage of marks.
- g) 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.



- h) 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.
- i) Candidate's application without the relevant prescribed documents mentioned will be rejected / cancelled without any prior intimation.

### **3.0 POST QUALIFICATION EXPERIENCE AS ON 01.04.2022 :**

Candidates should possess minimum of **1 year** of relevant post qualification experience.

#### **Please Note:**

- a) Candidates possessing relevant post qualification experience only need to apply.
- b) 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 the relevant Post Graduate will not qualify as relevant Post Qualification Experience.
- c) Candidate should possess Experience Certificates/Documents issued by the previous and present employer clearly indicating period of employment and post held.
- d) The decision of the Selection Committee with respect to work experience will be final. Work experience indicated without supporting documents will not be considered and is liable to be rejected /cancelled without any prior intimation.

### **4.0 SELECTION PROCEDURE & MODE OF SELECTION:**

- a) Candidates meeting the eligibility criteria specified in the advertisement will be called for the Written Test for 85 marks.
- b) Only those candidates who clear the Written Test will be shortlisted for the Interview in the order of Merit in the ratio of 1:5.
- c) The Pass Mark for the Written Test and Interview is 35 % respectively.

### **5.0 HOW TO APPLY:**

Candidates who are fulfilling the eligibility criteria and desirous of applying for the above post may send the completed application form along with enclosures prescribed below through post / courier, superscribing on the envelope the Post applied for in the downloadable application format enclosing a recent passport size photograph along with self-attested copies of :

#### **Enclosures**

- i. SSLC / SSC / 10<sup>th</sup> Standard marks card (as proof of Date of Birth)
- ii. Post Graduate marks sheet & Degree certificate in Library / Library and Information Science. In case of CGPA / OGPA / Grade-point, the candidates are required to indicate the formula for conversion of CGPA / Credits to percentage in accordance with the



respective University norms;

- iii. Caste / Community / Disability certificate in case of candidates belonging to OBC(NCL)/SC/ST/PwBD are required to submit the certificate in the prescribed format;
- iv. Post-qualification Experience Certificate(s) from previous / current employer. Where current employment certificate is not produced the offer of current employment, latest month payslip and employee ID proof should be compulsorily attached;
- v. Candidates if working in PSUs / Govt. Organizations should compulsorily submit 'No Objection Certificate' at the time of application or interview.
- vi. Physical copy of payment receipt of SBI Collect (online mode / through SBI Branch)
- vii. Identity Proof (Aadhar card / Driving License / Voter ID)

## 6.0 APPLICATION FEES :

Post	Application Fee	Exemption
Trainee Officer ( Library)	Rs.150/- +18% GST	<i>Candidates belonging to SC, ST &amp; PwBD categories are exempted from payment of application fee.</i>

- a) The application fee should be remitted through SBI Collect (through online). 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) Candidates (who are required to remit the Application Fee) must 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. **Fees once paid will not be refunded.**

## 7.0 GENERAL INSTRUCTIONS:

- a) Only Indian Nationals can apply for the post.
- 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) Candidates are advised to carefully read the full advertisement for details of eligibility criteria and selection modalities before submission of application.
- d) The candidates who are unable to produce their Degree/PDC, SSLC (proof of age), in original on the day of the Written Test / Interview for whatsoever reason will not be considered.



- e) Request for Change of E-Mail ID / Category (SC/ST/PwBD) /Discipline once declared in the application will not be entertained.
- f) All future correspondence with the Candidates shall be done through E-Mail only. Responsibility of receiving, downloading and printing of information/communication etc will be of the Candidate. Under no circumstance the candidate should share E-Mail ID of any other person. BEL will not be responsible for any loss of E-Mail sent, due to bouncing of E-Mail / invalid / wrong E-Mail ID of the Candidate.
- g) Application of the candidate without fee payment (except for SC/ST/PwBD) will be rejected/cancelled without any prior intimation.
- h) 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.
- i) The candidature is also liable for rejection at any stage even after joining if BEL comes across any evidence/knowledge that the qualification, experience and any other particulars indicated in the application / other forms / formats are not recognized / false / misleading and/or amounts to suppression of information/particulars which should have been brought to the notice of BEL.
- j) There will be no separate communication to any candidates on their non-selection at any stage. There is no provision for re-checking/re-evaluation of Answer Sheets.
- k) The candidature at all stages of the selection process shall be provisional in nature. Mere submission of application does not guarantee the adequacy of the candidature for being considered for the selection process.
- l) Mobile phones / pagers/ iPad / iPod / Tablets / Phablets / 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.
- m) 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.
- n) 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 at the time of joining.
- o) BEL reserves the right to debar / disqualify any candidate at any stage of the selection process for any reason what so ever.
- p) 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.
- q) Canvassing in any form will result in disqualification.
- r) 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.
- s) Any resulting dispute arising out of this advertisement including the recruitment process shall be



subject to the sole jurisdiction of the Courts situated at Bengaluru.

- t) All further announcements / details pertaining to this process will be published / provided on BEL website : [www.bel-india.in](http://www.bel-india.in) from time to time.
- u) Based on the Written Test , provisionally shortlisted/selected candidates will be called for document verification and Interview.

The application form along with the above enclosures should reach **Manager (HRD/BAE), Nalanda – BEL Academy for Excellence, Kuvempu Circle, Jalahalli Post, Bengaluru 560013 on or before 20.07.2022. Applications received after the last date mentioned here will be summarily rejected without assigning any reasons.**

For further details or any clarifications mail to: [baeadmin@bel.co.in](mailto:baeadmin@bel.co.in)  
Contact No. 080-22197013  
BEL Website: [www.bel-india.in](http://www.bel-india.in)