



बीईएमएल लिमिटेड BEML LIMITED

(भारत सरकार का उपक्रम) (A Govt of India Undertaking)

CIN: L35202KA1964GOI001530

BEML Soudha, 23/1, 4th Main, Sampangirama Nagar, Bangalore-560 027, INDIA

SELECTION OF EXECUTIVES FOR VARIOUS POSITIONS THROUGH OPEN RECRUITMENT

(Advt. No: KP/S/11/2023 Dt. 06.12.2023)

BEML Limited, India's leading multi-technology company under the Ministry of Defence, has successfully spearheaded with its realm of producing world-class products over the last six decade, mainly for core sectors- Defence & Aerospace, Rail & Metro, Power, Mining & Construction through its state-of-the-art manufacturing facilities. To further build country's promising projects, namely - Vande Bharat sleeper trains, Metro rail coaches, High mobility & Armoured recovery vehicle, Special application Engines for Defence, AI-based high-end mining equipment, BEML Ltd welcomes interest from career-oriented professionals who wish to achieve great future with us and explore "New Frontiers, New Dreams" for tomorrow.

Details of the Positions :

1	2	3	4	5	6	7
Position	Vacancy	Qualification	Post Qualification Experience (PQE)	Minimum years of PQE	Upper Age Limit (Years)	Job Description
Deputy General Manager – HR	1	Two years full time First Class - Post Graduate Degree / Post Graduate Diploma in Personnel management / Human Resource Management or MBA (with HR as Major) / Post Graduate Diploma / Program in Management in HR / IR / MSW / MA (Social Work with HR/IR / Personnel Management) from a recognised university /institution Degree in Law will be an added advantage.	The candidate should have post qualification experience from an organisation of repute in one or more areas of Human Resource Development / Human Relations / Talent Acquisition / Industrial Relations / Compliance of Statutory requirements / Contract Labour management. Experience/ exposure in development of employee engagement systems / performance management system / Learning and development will be an added advantage.	16	45	The Candidate will be responsible for HR Functions at his/ her place of posting which could include areas of functioning in Human Relations / Industrial Relations, Compliance of Statutory requirements, including Contract Labour matters, Implementation of HR policies & Procedures, Manpower Planning, Performance Management System, Training & Development including OD, Welfare, Official Language, General administration etc. Place of Posting: Any of BEML's Manufacturing facility at KGF, Mysore, Bangalore, Palakkad



1	2	3	4	5	6	7
Position	Vacancy	Qualification	Post Qualification Experience (PQE)	Minimum years of PQE	Upper Age Limit (Years)	Job Description
Manager – Rajbhasha/ Official Language	1	First Class Master's Degree in Hindi or it's equivalent from any recognized university with English as a subject at the Degree Level.	Should have prescribed post qualification professional experience in terminological work in Hindi and/or translation work from English to Hindi and vice versa also including translation of technical or scientific literature.	8	34	The incumbent Shall be responsible for ensuring compliance with the provisions of the Official Languages Act and the rules including translation from English to Hindi or vice – versa preferably of technical, contractual documents/ literature. Place of Posting: Bangalore.
Assistant Manager Rajbhasha/ Official Language		Preference will be given to those having Ph. D. in Hindi		4	30	

NB.: First Class is reckoned as 60%

ADMIN OFFICER (Grade – 1)

1	2	3	4
Qualification	Vacancy	Responsibilities	Upper Age Limit (Years)
Graduate in any Discipline.	30 (UR - 16 SC - 4 ST - 2 OBC - 8 EWS - 3)	The selected candidates will be under training for a period of One year during which time they will be under on the job training to undertake admin functions for various department such as Materials Management & Stores, Finance, Legal, HR, Marketing Departments (spares) etc. Place of Posting : BEML Manufacturing Complexes at Karnataka/ Kerala and Marketing Offices across India.	27

The selection of Admin Officers will be through Written exam (MCQ Type) to assess the candidates ability in General Intelligence and Aptitude, English Language, Numerical Aptitude and General Awareness. The test locations will be at Delhi, Kolkata, Bangalore & Mumbai (which may be changed if required based on number of candidates).

On successful completion of their training period and on assessment of suitability, they will be absorbed as Admin Officer (Grade-I) in the same pay scale with one additional increment (@3% of Basic Pay) and will be on probation for a period of one year.

Pay Scale & Remunerations :

Grade	Position	BEML Pay Scale
Grade – I	Asst. Officer	Rs.30,000 – 1,20,000
Grade – III	Assistant Manager	Rs.50,000 – 1,60,000
Grade – IV	Manager	Rs.60,000 – 1,80,000
Grade – VII	Deputy General Manager	Rs.90,000 – 2,40,000

Besides Basic Pay, candidates will be eligible for Industrial Dearness Allowance, Perquisites & Allowances as applicable under the Cafeteria System, Company Accommodation / House Rent Allowance, Provident Fund, Gratuity etc. as per the prevailing Company Rules. The executive will also be eligible for Performance related Pay.



GENERAL CONDITIONS

- i. Only Indian Nationals may apply.
- ii. Age, Qualification & Experience stipulated above should be as on **27.12.2023**.
- iii. The upper age limit indicated is relaxable as per the Govt. of India guide lines i.e., 5 years for SC/ST and 3 years for OBC candidates. For PwD Candidates the upper age limit is relaxable by additional 10 years over and above the relaxation admissible for candidates belonging to SC/ST/OBC – NCL. Relaxation of age limit would be permissible to candidates with minimum 40% disability.
- iv. The upper age limit can be further relaxed subject to equivalent years of excess post qualification experience prescribed. However, the maximum age with relaxation shall not exceed 57 years.
- v. Under qualifying marks, first class is reckoned at 60%. Qualifying marks are relaxable by 5% for SC/ST & PwD candidates. **Candidates with CGPA/ Credit have to mandatorily provide the conversion to percentage.**
- vi. **SC/ST candidates** are required to **submit SC/ST Caste Certificate in the format as applicable for appointment to posts under Government of India.**
- vii. **OBC candidates**** are required to **submit Other Backward Class Certificate ('Non-Creamy Layer'*) (Certificate should be in the format as applicable for appointment to posts under Government of India).** OBC candidates are also required to furnish a self-undertaking that they belong to OBC (Non-Creamy Layer) by filling and signing the self-undertaking in the format provided along with the application format.
[Note:
 - a. ****OBC Candidates:** Candidates belonging to those Communities which are recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No.36012/22/93-Estt.(SCT) dated 08.09.1993.
 - b. ***Non-Creamy Layer:** The gross annual income of parents of the candidate should not be more than Rs.8 lakhs in last three consecutive years in line with DOPT OM No.36033/1/2013-Estt.(Res) dated 13.09.2017.]
- viii. **PwD candidates** are required to submit **PwD Certificate in the format as applicable for appointment to posts under Government of India.**
- ix. **Candidates seeking reservations under EWS** are required to **submit income & assets certificate in the format applicable for Economically Weaker Sections**
- x. Candidates employed in Government / Quasi-Government / PSU, should send their online application through proper channel or produce NOC at the time of assessment as the case may be (or) the candidate must be in a position to provide a clear relieving letter at the time of joining.
- xi. Candidates employed in Government / Quasi-Government / PSU, should have worked for at least one (1) year in the immediate lower scale.
- xii. Candidates from Private Sectors have to clearly provide their Reporting Structure of the current position held and will be required to submit experience certificate in the Letter Head of the Company the Original of which has to be carried at the time of interview.
- xiii. Apart from uploading copy of the detailed resume, the Experienced Candidates are required to provide details of each experience (a pen picture of the experience) in the Application Form.
- xiv. The candidates should ensure that he/she fulfills the eligibility criteria and other norms mentioned in the advertisement as on the specified dates and that the particulars furnished are correct in all respect. In case, it is detected at any stage of the recruitment process that a candidate doesn't fulfill the eligibility norms and/ or that he/ she has furnished any incorrect/ false information or has suppressed any material/ fact(s), his/ her candidature shall stand automatically cancelled. If any of the above shortcoming(s) is/ are detected even after appointment, his/ her services are liable to be terminated without notice.
- xv. Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them to be called for Assessment/ Selection & Appointment. Qualifying the written exam/ Assessment will not entail in selection.
- xvi. Management reserves the right to restrict the number of candidates and increase the Qualifying percentage based on number of applications received.
- xvii. Management also reserves the right to cancel the advertisement and / or the selection process at its discretion.



- xviii. Management reserves the right to increase / decrease the vacancies based on Business requirements and availability of Qualified candidates.
- xix. Management reserves the right to convert the position into contract engagement where the selected candidates do not meet all the requirements.
- xx. Only candidates meeting all eligibility criteria mentioned herein viz., Qualification, Experience, age, caste/ PWD (as applicable) need to apply.
- xxi. Candidates provisionally shortlisted after the assessment process will have to undergo Pre- Employment Medical examination before joining. Appointment of selected candidates are subject to meeting the medical standard of the Company and receipt of satisfactory medical report from the Company Medical Officer.
- xxii. Intimation regarding Assessments (written test, interview and others), issuance of provisional offer/ final offer etc., will be sent only through e-mail. The list of shortlisted/selected candidates for final selection, will be uploaded in Company's website.
- xxiii. Eligible and interested **GEN / EWS / OBC candidates** applying for the above positions (Not applicable for SC/ST/ PWDs) need to pay a non-refundable fee of **Rs.500/-** by clicking the **"Pay Application Fee Online"** at the end of the application form.

HOW TO APPLY

- i. The candidates are required to apply ON-LINE only (which is mandatory), by clicking the **"Apply ON-LINE"** Link and after going through the prescribed guidelines and ensuring correctness of the data entered in the portal / form.
- ii. The candidates can access the on-line application form in our career page at **www.bemlindia.in**. The on-line registration site would be available till **18.00 Hrs on 27.12.2023**.
- iii. Towards accessing the On-line application, the candidate should have a valid e-mail and mobile number for Registration. These contract details will also be utilized for further correspondence by BEML Limited. The change for e-mail and mobile number will not be entertained by BEML during the course of the Recruitment process.
- iv. The 'Registration number' generated may be noted for all future correspondences.
- v. Along with the Online application, the candidates are required to upload the following without which their applications will be incomplete and rejected.
- X-th Marks card
 - XII-th Marks card
 - Qualifying Graduation Degree Marks cards (*In case of CGPA or credits system of assessments, candidates are required to indicate the formula for conversion of CGPA/ Credits to percentage in accordance with the respective University norms.*)
 - Graduation Degree Certificate
 - Master's Degree Marks (as applicable)
 - Master's Degree Certificate (as applicable)
 - Identity card issued by Government of India (for eg. Aadhar, Passport, Driving License, PAN Card, etc.)
 - Detailed Resume.
 - SC/ST/PWD certificate (as applicable)
 - All experience Documents clearly indicating start & end dates of each employment. (Not for Admin Officers)
 - Reporting structure (Not for Admin Officers)
- vi. Only candidates meeting all eligibility criteria mentioned herein viz., Qualification, age, caste (as applicable) need to apply.
- vii. For any queries on the matter, candidates may contact Manager (HR), Recruitment Cell only on e-mail Id: recruitment@beml.co.in



KINDLY NOTE : CHECK LIST BEFORE APPLYING ON-LINE

You are required to prepare the SCANNED COPY of the following:

Sl.No	Documents	Size of Document
1.	Recent photograph	100kb
2.	Your Signature (on clear white background in black ink)	50kb
3.	Caste/ Category Certificate	100kb
4.	PwD Certificate (as applicable)	100kb
5.	10 th Standard marks card– self attested	200kb
6.	12 th Standard marks card– self attested	200kb
7.	Degree/CS/CA/CMA etc Certificate – self attested	200kb
8.	All marks card, along with CGPA Conversion formula (as applicable) – self attested	1Mb
9.	Master's Degree / Post Graduation Degree/ Diploma Certificate – self attested	200kb
10.	Master's Degree / PG marks card, along with CGPA Conversion formula (as applicable) – self attested	1Mb
11.	Identity card issued by Government of India (for eg. Aadhar, Passport, Driving License, PAN Card, etc.)	200kb
12.	Experience Documents clearly indicating start & end dates of each employment. (All experiences to be clubbed as aa single pdf file)	1028kb
13.	Reporting Structure (for Private Candidates)	100 kb
14.	Detailed resume.	500kb

Incomplete applications without uploading documents as mentioned above will be summarily rejected.

After successful Submission of the On-line Application, a print out of the Application along with all the associated documents may be sent by post, **Super scribing the Position Applied** for on the envelope, to the following address so as to reach on or before 3rd of January, 2024 :

**Manager (HR)
Recruitment Cell
BEML Soudha
No 23/1, 4th Main, S R Nagar
Bangalore – 560027**

Note : Candidates who have applied for the position of Admin Officers need not forward the physical copy of the On-line application.

Date: 06.12.2023

(Advt. No.KP/S/11/2023)

[Corrigendum/ Addendum, if any will be hosted in BEML Website only.](#)

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