



**BHARAT ELECTRONICS LIMITED**

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

Bharat Electronics Limited, India's premier Navaratna Defence Electronics Company requires Trainee Officers on contract basis for a period of ONE YEAR at Bengaluru Unit.

Post Code	Post	Qualification	No. of Posts
CHT-01	Trainee Hindi Officer (Translator)	Masters degree in Hindi in a recognized University with English as a compulsory or elective subject or as medium of examination at the degree level	03
CPO-01	Trainee Publication Officer	M Sc (Electronics / Electronics Science)	02

**RESERVATION : 01-General, 01-OBC, 01-EWS, 01-SC, 01-ST**

**JOB DESCRIPTION:**

**CHT-01 / TRAINEE HINDI OFFICER (TRANSLATOR)**

- Translation and typing of various documents from Hindi to English and vice-versa
- To assist Hindi Officer in organizing Hindi Meetings and Hindi Workshops
- Maintaining files and records relating to Hindi
- To translate various publications of official journals, books, forms, circulars, manuals, articles, etc. in Hindi and vice versa.

**CPO-01 / TRAINEE PUBLICATION OFFICER**

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

- Follow up with Development & Engineering/Testing service engineers for capturing technical information
- Generate technical descriptions as required
- Develop soft files of technical manuals on computers
- Check printouts and make corrections
- 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

**Candidates should have --**

- Interest in technical writing
- Knowledge of functional level electronic circuitry and principles of operation for Radars, communication systems, Digital systems etc.
- Knowledge and ability to write technical descriptions in English
- Knowledge and ability to use computers for generation of electronic files
- Proficiency in data entry using various application packages like MS Word, MS Excel etc.
- Proficiency in using Adobe Acrobat & Photoshop
- Ability to interact with various internal department
- Ability to communicate fluently in English (oral & writing skills)



## I. ELIGIBILITY CRITERIA :

- (a) **Nationality** : A candidate must be a citizen of India.  
(b) **i. Age (as on 01.02.2020)** : 25 years (upper age limit)  
**ii. Relaxation of upper age limit :**

Sl. No	Category	Age relaxation
1	Scheduled Caste / Scheduled Tribe	5 years
2	Other Backward Classes (Non-Creamy Layer)	3 years
3	Persons with Disability (PWD) having minimum 40% disability	10 years

- a) The upper age limit specified is applicable to General Category candidates.  
b) The OBC\* / EWS\* / Caste / Disability Certificate should be strictly in the format available on the BEL website ([www.bel-india.in](http://www.bel-india.in)) failing which, candidates will be considered under 'General' category, provided they are otherwise meeting all other criteria stipulated for General Candidates. OBC\* Certificate issued on or after 01.01.2019 and EWS\* Certificate issued for the year 2018-19 or 2019-20 shall be accepted.  
c) For Candidates belonging to Persons with Disability (PWD) category having minimum 40% disability will get 10 (ten) years relaxation in addition to the relaxation applicable to SC/ST/OBC mentioned above.

## (c) Educational Qualification :

Post	Qualification	Eligibility
CHT-01 – Trainee Hindi Officer (Translator)	Masters degree in Hindi in a recognized University with English as a compulsory or elective subject or as medium of examination at the degree level	First class for General, OBC & EWS candidates and Pass Class for SC/ST/PWD
CPO-01 – Trainee Publication Officer	M Sc (Electronics / Electronics Science)	

- i) The candidate must possess valid mark-sheets / Graduation & Post Graduation Certificate  
ii) In case there is no mention of specialization in the qualifying degree as required in the minimum essential educational qualification, candidates required to produce a certificate from their University/Institute with a clear mention to their specialization in the qualifying degree.
- (d) **Experience** : 0 – 1 year  
(e) **Period of Contract** : **One year** from the date of joining. However, the same may be extended depending on the progress of the project and/or performance of the candidate.  
(f) **Mode of Selection** : Selection will be through a Written Test (objective type questions) followed by an Interview for only those candidates who qualify in the written test.  
(g) **Remuneration** : An all-inclusive consolidated remuneration of Rs. 25,000/- per month. In addition, Rs. 10,000/- per year will be paid towards miscellaneous expenses (medical insurance premium, attire, stitching charges, footwear etc.)



## II GENERAL INSTRUCTIONS:

- a) Before applying for the post, the candidates should ensure that he/she fulfils the eligibility criteria mentioned in the advertisement.
- b) Candidates who have not completed requisite qualification mentioned above are not eligible to attend Written Test. Also, those who are unable to produce their marks cards and final degree certificates in original on the day of the written test/interview for whatever reason will not be considered.
- c) Local candidates will be preferred.
- d) If there are more eligible candidates, the number of candidates to be called for interview will be restricted in proportion to the requirement based on academic excellence, age, their performance in the written test.
- e) There shall be no reimbursement of travelling allowance neither outstation nor local.
- f) Request for change of category (GEN/OBC/EWS/SC/ST/) once declared, will not be entertained.
- g) Selections will be based on the reservation pattern as per the Government guidelines.
- h) Candidates are required to possess one valid and active e-mail id. Information pertaining to the selections will be sent by e-mail to the email Id furnished by the candidate. In no circumstance candidate should share e-mail ID of other person. BEL will not be responsible for bouncing of any e-mail sent to the candidates.
- i) 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.
- j) A candidate's shortlisting for interview and subsequent processes is strictly provisional. Mere fulfilling the minimum requirement of qualification will not vest any right on the candidate to be called for the interview.
- k) BEL reserves the right to change (cancel / modify / add) any of the criteria, method of selection, number of posts; indicated above based on the actual requirement at the time of selection.
- l) 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.
- m) Document received after the last date for submission of document will not be considered.
- n) Candidates belonging to GEN/OBC/EWS category are required to pay an application fee of Rs. 200/-. Candidates belonging to SC/ST/PWD are exempted from paying application fee. Candidates may go through all the instructions and eligibility criteria carefully before remitting the Application Fee. Application fee is non-refundable.

An application fee of Rs.200/- needs to be remitted through

- Online mode i.e. SBI Collect OR
- SBI Branch



**Online mode i.e. SBI Collect :** Candidates are requested to read the details and screenshots for making the payment. Screenshots and instructions for the same are provided with the advertisement. Candidates may make the payment by clicking on the link (<https://www.onlinesbi.com/sbicollect/collecthome.htm?corpID=14842>) provided below the web advertisement.

Candidates have to enter the “**SBI Collect reference No. (DU Reference No.)**” generated after making payment, in the Application Form. Payment receipt should be attached to the hard copy of the Application form along with other enclosures.

**SBI Branch :** Candidates can also make the payment by approaching SBI branch. You have to select SBI branch in the payment option and download the pre-printed challan generated through SBI Collect and deposit the application fee of Rs. 200/- plus applicable bank charges in any SBI Branch. The candidate should ensure to obtain the seal and signature of the bank official on the challan.

o) Candidates who meet the above requirement may apply in the format available on the BEL website [www.bel-india.in](http://www.bel-india.in). Applications should be accompanied with the photocopies of the following documents:

- i) SSLC Marksheet / Matriculation Certificate
- ii) All Year / Semester wise marks cards of Degree and Master Degree
- iii) Degree and Master Degree Final Certificate (Convocation Certificate)
- iv) OBC\* / EWS\* / Caste / Disability certificate in case of SC / ST / PWD (if applicable, strictly in the prescribed formats that are available on the BEL website). *OBC\* Certificate issued on or after 01.01.2019 and EWS\* Certificate issued for the year 2018-19 or 2019-20 shall be accepted.*
- v) Online Payment Receipt or Bank Challan (Original Depositor's Copy) with signature of the bank authorities and bank seal (if applicable). Photocopy of the bank challan will not be accepted.
- vi) Proof of Identity (Voter's card / Aadhar Card / PAN / Passport)
- vii) 2 passport size recent colour photograph

Applications complete in all respects, may be sent to **The Manager (HR/A&F/CMS), Bharat Electronics Limited, Jalahalli Post, Bengaluru – 560 013 on or before 04.03.2020. The post (with job code) applied for should be superscribed on the envelope.**

\* Other Backward Class Certificate (Non-Creamy layer) and the 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 OBC / EWS: -

- i. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / 1st Class Stipendary 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 Tehsildar and
- iv. Sub-Divisional Officer or the area where the candidate and/or his family normally resides.