

BHARAT ELECTRONICS LIMITED

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

Bharat Electronics Limited, India's premier Navaratna Defence Electronics Company requires Publication Officers on contract basis for a period of ONE YEAR for its Central Manufacturing Services/CSG at Bengaluru Unit.

Sl. No	Post	No. of Posts
1	Contract Publication Officer	05

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 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 – oral & writing skills in English

I. ELIGIBILITY CRITERIA :

- (a) **Nationality** : A candidate must be a citizen of India.
 (b) **i. Age (as on 01.03.2019)** : 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 EWS / Caste / Disability Certificate should be strictly in the format available on the BEL website (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.
- 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 :

First class for General, OBC & EWS Candidates and Pass Class for SC/ST/PWD candidates in M.Sc (Electronics) / M Sc (Electronics Science) from a recognized University/ Institution.

- a) The candidate must possess valid mark-sheets / Graduation & Post Graduation Certificate
- b) 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** : Freshers
- (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 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. 23,000/- per month.

II GENERAL INSTRUCTIONS:

- a) Before applying for the post, the candidates should ensure that he/she fulfils the eligibility mentioned in the advertisement. The candidate should fill in the application format and forward the same in soft copy ONLY to hrcms@bel.co.in from **20.03.2019 to 01.04.2019**. Application format is made available on our website (www.bel-india.in). It may be noted that the candidates should not forward any documents or certificates along with the application. Candidates **who do not forward** their application to hrcms@bel.co.in will not be allowed for walk-in written test.
- b) Candidates who have not completed M.Sc (Electronics) / M Sc (Electronics Science) are not eligible to attend walk-in selection. 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.

III. Candidates are required to produce the following documents (Originals and one set of self-attested photocopies) for verification at the time of written test:

1. SSLC / Matriculation Certificate
2. All semesters marks cards (graduation & post-graduation)
3. Graduation & Post Graduation [M Sc (Electronics/Electronics Science)] final Certificates
4. Income & Asset Certificate or Caste certificate in case of OBC / EWS / SC / ST or Disability certificate (if applicable, strictly in the prescribed formats which is available on our website : www.bel-india.in. OBC certificate should be dated on or after 01.03.2018.
5. Proof of identity (voter's id card / Aadhar card / PAN / Passport)
6. 2 passport size photograph

Date, time & venue of written test: The selection will be through walk-in written test on **09.04.2019** at 08.30 AM at BEL Officers' Club, Vidyanarayapura Road, Jalahalli Post, Bengaluru followed by interview for the shortlisted candidates.