

**BHARAT ELECTRONICS LIMITED**  
**CORPORATE OFFICE, BENGALURU**  
(Advt. No. 17556/ACS/2024)

Bharat Electronics Limited, a Navarna Company and listed on Bombay and National Stock Exchanges, and India's premier Professional Electronics Company under the Ministry of Defence, is looking for the competent personnel on permanent basis. The details of the vacancies are given below:

Post(s)	No. of vacancies & location	Reservation	Pay Scale & CTC	Upper age limit as on 01.01.2024	Minimum no. of years of relevant post-qualification experience as on 01.01.2024
Assistant Company Secretary (ACS) – E-III grade	01 – Bengaluru	OBC (NCL): 01	50,000 - 3% - 1,60,000 CTC: 15 lacs (approx.)	35 years	4 years

**MANDATORY POST-QUALIFICATION EXPERIENCE (4 YEARS) AS ON 01.01.2024:**

- 1) **Post** : Assistant Company Secretary (ACS) – E-III Grade  
**Qualification** : Membership of Institute of Company Secretaries of India

**Relevant post-qualification experience:**

The candidate should be a Member of the Institute of Company Secretaries of India having at least 4 years post-qualification experience in handling Corporate Secretarial Matters & should be well conversant with the provisions of Companies Act, SEBI & other allied Regulations, DPE guidelines etc. Candidates having relevant experience in listed companies, PSUs and possessing law qualification will have added advantage. Must have good communication skills/analytical ability to handle Corporate Secretarial functions & should be able to assist the Company Secretary in discharging the relevant functions.

***Candidates with specific experience as per the job responsibilities brought out will be considered for the job role. Prior experience as Trainees/ Fixed-tenure/ Contractual Engagement in BEL/ other PSUs will not be considered as relevant experience for the posts advertised***

**Relaxations:** The age relaxation for Persons with Benchmark Disabilities (PwBD) having minimum 40% disability or more will get 10 years relaxation in addition to the upper age limit set for OBC category.

**METHOD OF SELECTION:**

Selection will be through a Written Test for candidates who meet the eligibility criteria followed by an Interview, only for those candidates who qualify in the Written Test in the ratio of 1:5. The written test will consist of objective type multiple choice questions related to Company Secretary subjects. The assessment weightage will be 85% for written test and 15% for interview. Passing marks is 35% for Written Test and Personal Interview for all the candidates.

**HOW TO APPLY:**

Candidates who fulfill the eligibility criteria and desirous of applying for the above posts may send the completed application form along with enclosures prescribed below through post / courier, superscribing on the envelope **“Application for the post of Assistant Company Secretary”** 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. ACS (Membership of Institute of Company Secretaries of India) / LL.B / B.L Degree certificate (as applicable). 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. Final consolidated marks sheet & Degree Certificate;
- iv. Candidates belonging to OBC(NCL)/PwBD are required to submit the certificate in the prescribed Caste / Community / Disability certificate format;
- v. 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;
- vi. Candidates if working in PSUs / Govt. organizations should compulsorily submit **‘No Objection Certificate’** at the time of application or interview.
- vii. Physical copy of payment receipt of SB Collect (online mode / through SBI Branch)
- viii. Identity Proof (Aadhar card / Driving License / Voter ID)

The application form along with the above enclosures should reach **Deputy Manager (HR/CO)**,

**Bharat Electronics Limited, Corporate Office, Outer Ring Road, Nagavara, Bangalore - 560045 on or before 20.02.2024. Applications received after the last date mentioned here will be summarily rejected without assigning any reasons.**

**APPLICATION FEE:**

<b>Post (s)</b>	<b>Application Fee</b>	<b>Exemption</b>
Assistant Company Secretary (ACS) – E-III grade	Rs.708/- (Rs.600/- + 18% GST)	Candidates belonging to PwBD are exempted from payment of application fee

The application fee should be remitted through SBI Collect (through online mode or through SBI Branch). Candidates are requested to read the details and screenshots for making the payment.

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.

Candidates have to enter “SB Collect reference No.” generated after payment in the application form. Payment receipt should be attached to the hard copy of the application form along with other enclosures.

**Candidates may go through all instructions and eligibility criteria carefully before remitting Application Fee. Fee once paid will not be refunded. For queries related to advertisement & payment of application fee, contact us at [corprec@bel.co.in](mailto:corprec@bel.co.in) or 080-25039300.**

**SBI Collect link <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=14842> will be active from 31.01.2024 to 20.02.2024 for application fee payment.**

Candidates are advised to visit *Careers* section of [www.bel-india.in](http://www.bel-india.in) regularly for latest updates.

**GENERAL INSTRUCTIONS:**

- a. Only Indian Nationals are eligible to apply.
- b. Academic / Teaching / Research work experience will not be considered 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 professional post-qualification 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.
- e. Applications received by post after the last date will be summarily rejected without assigning reasons.
- f. Short listing of candidates will be carried out purely based on the information declared by candidates in the application form. If at any further stage of selection, it is found that candidates have declared false information w.r.t. their credentials, BEL reserves the right to debar them at any stage of selection.
- g. Incomplete applications / applications not in prescribed format / applications without supporting documents as brought out in 'HOW TO APPLY' paragraph will be summarily rejected without assigning reasons thereof.
- h. The Caste / Disability Certificate should be strictly in the format available on the BEL website failing which, candidates will not be considered.
- i. Request for change of mailing address / E-mail ID / Category / Degree as declared in the application form will not be entertained.
- j. **Travelling Allowance (TA) at Interview stage:** Outstation candidates will be reimbursed to & fro rail fare by shortest route either from your correspondence address or from actual place of departure whichever is less, on production of tickets/supporting documentary proofs in respect of onward journey. The travelling allowance payment is restricted to sleeper class for grades E-I to E-III posts.
- k. All future correspondence with candidates shall be done through e-mail only. BEL will not be responsible for bouncing of any e-mail sent to the candidate.
- l. Candidates employed in Central / State Government department, Central / State PSUs or Semi-Government Organization must produce No Objection Certificate (NOC) at the time of Interview. In case, the candidate fails to produce NOC from his / her present employer at the time of Interview, his / her candidature will not be entertained.
- m. The prescribed qualification and other eligibility criteria are minimum and mere possession

for the same does not entitle candidates to appear in Selection process. BEL's decision shall be final in this regard.

- n. List of candidates shortlisted for written test / interview / final selected for the above posts will be displayed in *Careers* section of [www.bel-india.in](http://www.bel-india.in).
- o. There will be no separate communication to any candidate on their non-selection at any stage.
- p. The posts indicated above may vary based on the actual requirement at the time of selection. 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.
- q. Any revision, clarification, addendum, corrigendum, time extension etc. to the above advertisement will be hosted on the careers section of BEL website and no separate notification will be issued in the press. Candidates are advised to visit the website regularly to keep themselves updated.
- r. The admission at all/any stage of selection process will be purely provisional. Mere issue of written test / interview call letter/provisional offer of appointment to the candidate will not imply that his/her candidature has been cleared by BEL. BEL reserves the right to debar / disqualify any candidates at any stage of the selection process for any reason whatsoever. Mere applying for the post shall not be deemed as selection.

#### **ABBREVIATIONS USED**

- OBC (NCL) : Other Backward Class (Non-Creamy Layer)  
PwBD : Persons with Benchmark Disability

#### **Disclaimer**

BEL has a robust and transparent recruitment process where the selection criteria is purely based on merit of the candidate. BEL does not demand or charge any fee or request for money deposits at any stage of the recruitment process other than the application fee mentioned in this advertisement. We urge job seekers not to be misled by any communication made by fraudsters purporting to be representatives of our Company and demanding payment in lieu of employment in BEL. The Company is not liable for any loss that may ensue from such fraudulent actions.

BEL reserves its right to take legal action including criminal action against such fraudsters.

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