



**Recruitment of Group 'C' Positions across BEML Limited**

BEML Limited, a pioneer in Heavy Engineering Company with presence in Defence & Aerospace, Mining & Construction, Rail & Metro Business sectors with an Annual Turnover of around Rs.4000 Crores wish to recruit candidates to fill up the Group 'C' vacancies in the following disciplines under Group 'C' positions for its various Manufacturing Units & Marketing Divisions located all over India.

**Group 'C' - Vacancies**

Position No	Domain	Vacancy Breakup	SC	ST	OBC	EWS	UR
14/101	ITI Trainee – Fitter	7	1	0	2	1	3
14/102	ITI Trainee – Turner	11	2	1	3	1	4
14/103	ITI Trainee – Machinist	10	2	1	2	1	4
14/104	ITI Trainee – Electrician	8	1	1	2	0	4
14/105	ITI Trainee – Welder	18	3	1	6	2	6
14/106	Office Assistant Trainee	46	7	3	12	5	19

1 GROUP/ POSITION/ GRADE	2 Vaca ncy	3 Qualification	4 Minimum Post Qualification Experience	5 Upper Age Limit			6 Job Description
				UR	OBC	SC /ST	
ITI Trainees  On Confirmation will be absorbed in Wage Group 'B'	54	1st Class (60% and above) in ITI Trade with NAC from recognized institution (OR) NAC for 3 Years (As per ATS)	3 Years  (After completion of Apprenticeship training)	32	35	37	Shall be responsible for completion of task/ job assigned based on the skills gained during the first 2 years period of training & contract. Shall strive to complete the assigned tasks in the respective department in timely manner adhering to production/work norms and meeting the Quality standards.  <b>Posting</b> : Any facility of BEML.
Office Assistant Trainees  On Confirmation will be absorbed in Wage Group 'B'	46	Full time Graduate Degree / Diploma in Commercial Practice/ Diploma in Secretarial Practice with Proficiency in Computer application.  (minimum six months course approved by DOEACC with typing skill is desirable).	3 Years  (After graduation/ Diploma in commercial/ Diploma in Secretarial Practice)	32	35	37	Shall support the operation of the offices and perform the clerical and administrative activities & other Functions/ Department as directed from time to time.  The areas of operations would include various Offices under Corporate and Manufacturing areas, Purchase & Stores, HR, Finance, etc.  <b>Posting</b> : Any facility of BEML.



**NB:** (i) PwD Candidates will be entitled for additional 10 years relaxation over the Upper age Limit mentioned. Relaxation of age limit would be permissible to candidates with 40% or above disability.

(ii) Qualifying marks are relaxable by 5% for SC/ST & PwD candidates. Candidates with CGPA/ Credit have to mandatorily provide the conversion to percentage.

(iii) There is no relaxation applicable on the minimum number of years of experience (which is 3 years) for both the positions.

**Training/ Contract and absorption :**

**ITI Trainees and Office Assistant Trainees :** The incumbent shall be on training for a period of 1 year and on contract for a period of 1 year. A consolidated stipend (all inclusive) of Rs.15,500/-PM will be paid during the Training period and Rs.20,000/-PM during the contract period. On successful completion of the training & contract period, subject to BEML's Business requirements at that point of time, will be absorbed in Wage Group B, in the pay scale of Rs.16,900-60,650.

**Note.:** The absorption on successful completion of the training & contract period is subject to BEML's Business requirements and conditions at that point of time and is not a matter of right.

**ASSESSMENT**

For ITI Trade :

- i. The selection will be based on assessment through Computer Based Written-Test & / or Trade test as may be decided by BEML Management.

For Office Assistant Trainee:

- i. The selection will be based on assessment through Computer Based Written-Test consisting of Multi-Choice question answers. The syllabus for the assessment will be hosted before the test under this advertisement.

The Computer based written test will be **held only at Bangalore** and Candidates will have to make their own arrangement towards attending the Assessments.

**GENERAL CONDITIONS**

- i. Only Indian Nationals may apply.
- ii. Age, Qualification & Experience stipulated above should be as on **4<sup>th</sup> September, 2024**.
- iii. The upper age limit indicated above is with relaxation as applicable to SC/ST/OBC in line with Government guidelines.
- iv. SC/ST candidates are required to submit SC/ST Caste Certificate in the format as applicable for appointment to posts under Government of India.
- v. 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.]



- vi. PWD candidates are required to submit PWD Certificate in the format as applicable for appointment to posts under Government of India.
- vii. Candidates seeking reservations under EWS are required to submit income & assets certificate in the format applicable for Economically Weaker Sections
- viii. Any request for change in Category (Gen./SC/ST/OBC-NCL/EWS/PwD) once filled in the online application form, will not be considered and accordingly concession/relaxation applicable will not be extended.
- ix. Candidates employed in Government / Quasi-Government / PSU, should send their online application through proper channel or compulsorily produce NOC at the time of Assessment as the case may be, as and when called.
- x. 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.
- xi. Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them to be called for Test / Selection & Appointment. Qualifying the written exam will not entail in selection.
- xii. Based on merit in the assessment, the shortlisted candidates will have to undertake pre-employment medical examination followed by Original document verification. This will not necessarily mean selection. Any shortcoming at the time of document verification such as falsification of documents, wrong declaration of age/ category/ qualifying marks etc., non-production of Original records including Category certificate will lead to rejection of candidature.
- xiii. Management reserves the right to restrict the number of candidates and increase the Qualifying percentage based on number of applications received.
- xiv. Management also reserves the right to cancel the advertisement and / or the selection process at its discretion.
- xv. Management reserves the right to increase / decrease the vacancies based on Business requirements and availability of Qualified candidates.
- xvi. Management reserves the right to convert the position into contract engagement where the selected candidates do not meet all the requirements.
- xvii. Intimation regarding Assessments (written test and others as applicable), issuance of provisional offer/ final offer etc., will be only through e-mail. The list of shortlisted/selected candidates for final selection, will be uploaded in Company's website. Candidates may visit Career page for any updates.
- xviii. Only candidates meeting all eligibility criteria mentioned herein viz., Age, Qualification (Including apprentice certificate as applicable for ITI), Caste/ PWD (as applicable) and **with minimum 3 years of relevant work experience** need to apply.
- xix. 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.200/-** by clicking the "Pay Application Fee Online" at the end of the application form.
- xx. All the details given in the online form will be treated as final and no changes will be entertained.
- xxi. In the event of non-submission of completed application/ requisite application fees by candidate, for whatsoever reason, his/ her candidature will stand cancelled and no further communication/consideration on the same will be entertained.



### HOW TO APPLY

Candidates must use proper e-mail-id created in their names. The email id and mobile number provided in online application should remain valid for at least one year

- 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](http://www.bemlindia.in). The on-line registration site would be available till 18.00 Hrs on 4<sup>th</sup> September, 2024.
- iii. The ‘Registration number’ generated may be noted and has to be quoted for all future correspondences.
- iv. **Along with the Online application, the candidates must upload the following without which their applications will be incomplete and rejected.**
  - a. X-th Marks card
  - b. XII-th Marks card (as applicable)
  - c. Degree/ Diploma in Commercial Practice/ Diploma in Secretarial Practice / ITI Certificate as applicable (*In case of candidates who do not have Final certificate, provisional certificate can be uploaded, however at the time of Joining, Final certificate has to be obtained and submitted.*)
  - d. All marks cards of the Qualifications i.e Degree/ ITI as applicable (*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.*)
  - e. For ITI Trainee candidates, NAC Certificate (is mandatory)
  - f. **Experience certificate** should to be uploaded (Clearly indicating the start and end date of each position).
  - g. Identity card issued by Government of India (for eg. Aadhar, Passport, Driving License, PAN Card, etc.)
  - h. “.pdf” file of the Challan generated after payment of fee (applicable for GEN/ EWS/OBC candidates).
  - i. SC/ST/PWD certificate (as applicable)
  - j. Detailed Resume.
- v. At the end of the form, the payment option has been provided towards payment of the application fees before submission of the application
- vi. Only candidates meeting all eligibility criteria mentioned herein viz., Qualification, age, caste (as applicable) need to apply.
- vii. Applications with incomplete / wrong particulars will not be considered.
- viii. For any queries on the matter, candidates may contact Sr.Manager (HR), Recruitment Cell only on e-mail Id: [recruitment@bemltd.in](mailto:recruitment@bemltd.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.	“.pdf” file of the Challan generated at the time of fee payment.	100kb
4.	Caste/ Category Certificate	100kb



**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

5.	PwD Certificate (as applicable)	100kb
6.	10 <sup>th</sup> Standard marks card– self attested	200kb
7.	12 <sup>th</sup> Standard marks card– self attested (as applicable)	200kb
8.	Degree/ ITI – self attested	200kb
9.	National Apprentice Certificate (NAC) for ITI Trainees	200kb
10.	All 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.	<b>All relevant experience certificates as a single '.pdf' file</b>	1028kb
13.	Detailed resume.	500kb

- ❖ Incomplete applications without uploading documents as mentioned above will be summarily rejected.
- ❖ Canvassing by any means at any stage of the recruitment process will lead to rejection of application.
- ❖ The recruitment process is undertaken by BEML's Recruitment Cell and the general public is advised to beware of fraudulent agencies. Visit BEML's career page under this advertisement for any updates.

Corrigendum/ Addendum, if any will be hosted in BEML Website only.

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