



**BHARAT HEAVY ELECTRICALS LIMITED -  
SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES**

**COMPANY PROFILE**

Bharat Heavy Electricals Limited (BHEL) was incorporated in 1964 under the Indian Companies Act, 1956. BHEL, a Schedule- 'A' Maharatna CPSE, is today the largest Engineering enterprise of its kind in India. BHEL caters to the needs of core sectors like Power, Transmission, Industry, Transportation (including Railways), Defence, and various industries like Petrochemicals, Petroleum, Steel, Cement, Fertilizers etc. It has 17 Manufacturing plants, 8 Service centers and 4 Power Sector regional centers besides a large number of regional offices and project sites spread all over India.

The company has its footprint in more than 70 countries all over the world and has achieved a net profit of Rs 1314 Crores and turnover of Rs 30806 Crores in 2014-15.

BHEL invites bright and dynamic Candidates in Persons with Disabilities (PwD) Category to join as Executive Trainees(HR) in a Special Recruitment Drive.

**Position - Executive Trainee (HR)  
Requirement - 10 Nos.**

| Post              | Discipline | No of Vacancies | Breakup of vacancies reserved for following PwD |    |
|-------------------|------------|-----------------|---|----|
|                   |            |                 | OH  | HH |
| Executive Trainee | HR         | 10              | 01  | 09 |

*The above requirement is for BHEL's Manufacturing Units and various divisions spread across the country.*

**Job Specifications:**

| Position               | Educational Qualifications #  | Upper Age Limit (years) (as on 01/09/2015)*  |
|------------------------|---|--|
| Executive Trainee (HR) | <p>Full time regular Bachelor's degree from a recognized Indian University with atleast 60% marks in aggregate in all years</p> <p align="center">With</p> <p>Two years full-time regular Post Graduate Degree/ Diploma in Human Resource Management/ Personnel Management and Industrial Relations, Social Work or Business Administration with specialization in Personnel Management &amp; Labour Welfare or HRM from a recognized Indian University/ Institute** with</p> | <p><b>39 Years*</b></p> <p>(Candidates born before 01/09/1976 are not eligible to apply)</p> |

|  |  |  |
|--|--|--|
|  | minimum 55% marks in aggregate of all years/semesters. |  |
| <b>IMPORTANT NOTE:</b>   |  |  |
| Candidates should be in a position to produce their final year PG degree/Diploma marks sheets at the time of Interview |  |  |

\* Upper Age Limit is based on Age Relaxation given to a General Category Candidate with Disability. Age limit is further relaxable by 5 years for SC/ST and 3 years for OBC (Non Creamy Layer) candidates.

\*\*University incorporated by an Act of the Central or State Legislature in India or other Educational Institutions established by an Act of Parliament or declared to be deemed as Universities under Section 3 of the University Grants Commission Act, 1956

### # Equivalent PG Qualifications in HR

Apart from the above mentioned qualifications, the candidates possessing qualifications in other disciplines considered equivalent by BHEL as below may also apply. These candidates will also have to take the UGC – NET December, 2015 exam in the subject code “55”.

| BHEL Discipline                  | UGC - NET - 2015 Code   | Disciplines of PG Degree/Diploma considered by BHEL for the position of Executive Trainee - HR  |
|----------------------------------|-------------------------|---|
| <b>Human Resource Management</b> | <b>Subject Code: 55</b> | 1. Personnel Management<br>2. Social Work*<br>3. HRM<br>3. IR & PM<br>4. Labour Laws and Labour Welfare<br>5. Labour Management<br>6. Management Studies – Personnel*<br>7. Labour Studies<br>8. Psychology<br>9. Business Administration*<br><br>* Candidates with PG in Social Work or Management Studies or Business Administration qualifications should have specialization/elective in Personnel Management/ Labour Welfare/ HRM in their final year. |

### RESERVATION & RELAXATION:

- Relaxation in age limit for Ex-Servicemen will be as per extant Govt. Rules.
- Upper age limit is relaxable by 5 years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir during the period from 1/1/1980 to 31/12/1989.
- Category (SC/ ST/ OBC) and Type of Disability should be carefully filled-up in the application form, as the same will normally not be allowed to be changed later. Also, in the event of finally

being appointed, if it is found that such a statement was wrong, the candidate will be liable for suitable actions including termination and prosecution.

### **SELECTION PROCESS:**

a) Candidates interested in joining BHEL as Executive Trainee (HR) will have to appear for **UGC - National Eligibility Test (NET) – December, 2015**. Based on the UGC - NET-December, 2015 Marks and requirement, candidates will be shortlisted for Interview in order of merit in the ratio of 1:3 to the number of vacancies in type of disability. Please note that UGC-NET Scores of December, 2015 will only be valid.

b) This being a Special Recruitment Drive for Persons with Disabilities, the shortlisting for interview will be done only on the basis of the type of disability, in the ratio as detailed below:

| Discipline | Vacancies | Reserved For |    | To be called for Interview |    |
|------------|-----------|--------------|----|----------------------------|----|
|            |           | HH           | OH | HH                         | OH |
| HR         | 10        | 09           | 01 | 27                         | 03 |

For this purpose, a merit list of all eligible candidates Disability type wise shall be drawn up irrespective of the category to which they belong (such as OBC/SC/ST) and the candidates will be shortlisted accordingly.

All the candidates obtaining same cut-off marks in respective Disability group shall also be called for interviews.

In case, the number of candidates available against a particular disability is less than the required numbers as per ratio, the deficit will be made good by taking candidates in the other disability, if available. In the final selection also, if required number in a particular disability is not found suitable then selection from the other disability shall be made, to fill the remaining vacancies.

c) The final merit list shall be prepared on the basis of 75% weightage to UGC-NET, Dec-15 Score & 25% weightage to Interview.

### **TRAINING & EMOLUMENTS:**

Candidates joining BHEL as Executive Trainees(HR) will undergo training for one year. During training period, basic pay of 20600/- in the scale of pay of 20600-46500/- will be paid. After successful completion of training, the trainees will be absorbed as an Executive in the scale of pay of 24900-50500/- with a basic pay of 24900/-

Besides Basic Pay, Dearness Allowance (Currently 102.6% of Basic Pay), Perks and other Allowances (46% of Basic Pay) and benefits such as Leave, Leave Encashment, Medical facilities for self and dependent family members, Provident Fund, Gratuity, Performance Related Pay, Uniform, Subsidized Canteen Facilities, Company's accommodation or HRA etc. will be admissible as per Company Rules as applicable from time to time. The approximate CTC is Rs 8.0 Lakhs per annum for Executive Trainees.

## **SERVICE AGREEMENT BOND:**

Selected candidates will have to execute a service agreement bond of 2,00,000/- (Rupees Two Lakh only) to serve the Company (or any Government Department or Undertaking at the discretion of the Company) for a period of three years after successful completion of training. Candidates will also be required to furnish a Surety Bond executed by parents/ guardian/ reliable surety.

No request for transfer or change in place of posting shall be entertained for the first five years of service including the training period, unless transferred by the Company in Organizational interest. In case any outside influence is brought upon any superior authority in this matter, it will be construed as a misconduct as per Rule 17 of the BHEL Conduct, Discipline and Appeal Rules, 1975.

## **MEDICAL STANDARDS:**

Applicants should possess sound health. Before Joining, selected candidates will have to undergo medical examination by the Company's Authorized Officer and the appointment will be subject to meeting the health standards prescribed by the Company. No relaxation in health standards is allowed. The company's Medical Examination rules in brief can be accessed @ BHEL's Medical Examination Rules.

The definition of Locomotor Disability and Hearing Impairment for Persons with disability is as per 'The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995'. Persons with not less than 40% of the relevant disability shall alone be eligible to apply.

The Physically Challenged candidates are required to furnish self-attested copy of duly stamped Medical Certificate in relation to their disability from Government Hospital or Medical Board attached to Special Employment Exchange for the handicapped.

## **HOW TO APPLY:**

Application for the Executive Trainee (HR) position is a three stage process:

- A) Applying for UGC-NET (December, 2015) Examination
- B) Applying to BHEL
- C) Entering UGC-NET Roll No. in the Online Application to BHEL

- Candidates who wish to apply for the position of ET (HR) in BHEL will be required to take the UGC-NET Examination to be held in December, 2015. For this, Candidates will have to wait for the UGC-NET Notification to be released by UGC-NET Authorities.

- Candidates will then have to separately apply on-line to BHEL for which BHEL recruitment website <http://careers.bhel.in/> will be activated from 26<sup>th</sup> October, 2015 to 20<sup>th</sup> November, 2015. (The dates are tentative and dependent on the release of Advertisement by UGC-NET Authorities for the UGC-NET, December 2015 Exam)

• After this, candidates once again have to access the BHEL Recruitment Website and will be required to enter their UGC-NET Roll No. in the Online Application Window in <http://careers.bhel.in/> which will open from 15<sup>th</sup> December, 2015 to 26<sup>th</sup> December, 2015.

#### **A) APPLYING FOR UGC-NET (December, 2015) Examination:**

• For detailed information and on-line submission of application for UGC-NET (December, 2015) Examination, interested candidates may log on to: <http://www.cbsenet.nic.in/> or <http://www.ugcnetonline.in/>

• Candidates should fill-in and submit the UGC-NET application form as instructed by the UGC-NET authorities and as per the details provided on their website.

#### **Note:**

Candidates who wish to apply for BHEL Executive Trainee - HR position should choose their **UGC-NET Examination paper code as "55"**. Candidates taking UGC-NET Exam in codes other than subject code "55" will not be considered.

#### **B) APPLYING FOR BHEL:**

1. Candidates may read the instructions given on the website <http://careers.bhel.in/> carefully and fill-in the on-line application form giving accurate information. BHEL will not be responsible, if candidates fill up their details wrongly.

2. Only those candidates who have applied for appearing in UGC-NET (December, 2015) in the relevant disciplines for HR should apply. Candidates should also be meeting other eligibility criteria as mentioned in our recruitment website <http://careers.bhel.in/>

3. The candidates should submit their application ONLINE only. After submitting the application ONLINE, a unique Acknowledgement Number will be allotted to the candidate and he/she will then be required to download the acknowledgement slip.

• On downloading, candidate will get two copies of acknowledgement slip and one copy of address slip to which acknowledgement slip is to be sent.

• Candidate may retain the Applicant copy of Acknowledgement Slip for future reference and send the BHEL copy with photograph alongwith a copy of their PH certificate to the address as below.

**The DGM /HR (Recruitment & MPP)  
HR Department/ Bharat Heavy Electricals Limited  
BHEL House, Sirifort  
New Delhi – 110049**

4. In case the candidate is shortlisted for interview, he/she should bring with him/her the UGC-NET (December, 2015) admit card and score card, along with other relevant documents which will be mentioned in the interview call letter.

### **C) Entering UGC-NET Roll No.in the Online Application to BHEL:**

1. The Candidates may check the status of their hard copy Application in the “Latest Status”, Link on <http://careers.bhel.in/> website from 10<sup>th</sup> December, 2015 onwards.

2. BHEL's on-line application window will open again for Candidates from 15<sup>th</sup> December, 2015 to 26<sup>th</sup> December, 2015, for furnishing their UGC-NET Roll Number, which will be available on UGC-NET December'15 Admit Card.

3. Only those Candidates, whose hard Copy has reached us and got verified shall be allowed to enter their UGC-NET Roll Number.

4. BHEL will not be in a position to process applications, where the UGC-NET Roll Number is missing/ invalid/ or wrongly entered.

### **GENERAL INSTRUCTIONS:**

1. Candidates should be able to furnish their Final Year PG Degree/PG Diploma Mark sheets at the time of Interview.
2. Candidates presently employed in Central/ State Government, Autonomous bodies, PSUs may apply through 'Proper channel' or submit 'No Objection Certificate' at the time of interview from their employer, if they are invited for interview.
3. Furnishing of wrong / false information will be a disqualification & BHEL will not be responsible for any consequence of furnishing of such wrong / false information. Candidature is liable to be rejected at any stage during the recruitment process or after recruitment or joining if any information provided by the candidate is found to be false or candidate is not fulfilling the eligibility criteria mentioned in the advertisement.
4. The admission of candidates at all stages of selection process will be provisional and is subject to satisfying the prescribed eligibility conditions. Mere issue of unique acknowledgement number / Interview call letter to the candidate will not imply that his/her candidature has been finally cleared by BHEL. BHEL takes up verification of eligibility conditions with reference to original documents only once the candidate has been invited for interview.
5. Candidates are advised to possess a valid e-mail ID, which is to be entered in the on-line Application Form. They are also advised to retain this e-mail ID active for atleast one year as any important intimation to the candidates shall be provided by BHEL through e-mail. They are further requested to check regularly their e-mail for any communication from BHEL in this regard.
6. BHEL recruitment website <http://careers.bhel.in> will provide necessary details regarding, how to apply /important dates / Interview call letters etc. The responsibility of downloading and printing of Interview call letter shall be that of the candidate. No separate Interview call letters shall be sent to the candidate by post. Candidates are advised to visit the website <http://careers.bhel.in> regularly for updates.

## IMPORTANT DATES

| Milestones  | Schedule date   |
|---|---|
| <b>For BHEL Executive Trainee(HR) – Special Recruitment Drive for PH</b>                          |   |
| On-line submission of applications commences<br>(Tentative)                                       | 26 <sup>th</sup> October, 2015 at 10: 00 AM   |
| Closing of On-line Submission of application<br>(Tentative)                                       | 20 <sup>th</sup> November, 2015 at 5:00 PM  |
| Last date for receipt of copy of Acknowledgement.<br>Slip at BHEL Corporate Office<br>(Tentative) | 27 <sup>th</sup> November, 2015 (04 <sup>th</sup> December, 2015 - for<br>candidates in North East and far flung areas) |
| Opening of “Latest Status” link for checking<br>Application Status                                | 10 <sup>th</sup> December’ 2015   |
| Opening of Application Update Window for entering<br>UGC-NET, December-2015 Roll Number           | 15 <sup>th</sup> December, 2015   |
| Closing of Application Update Window for entering<br>UGC-NET, December-2015 Roll Number           | 26 <sup>th</sup> December, 2015   |