



Bharat Electronics Limited, a Navaratana Company in the field of professional Electronics, has a requirement for the following outstanding personnel for its Product Support division on Fixed Tenure of 10 years (renewable after first five years).

Sl No.	Post/Grade	Qualification/Min Post Qualification Exp (as on 01.04.2016)	Age limit (as on 01.04.2016)	No. of Post
1.	Dy. Manager / E-IV	Full Time B.E/B.Tech (Electronics/Electrical/Mechanical) + 6-7 years of relevant experience	35 years	04 (Gen-2, OBC-1, SC-1)
	OR Manager / E-V	Full Time B.E/B.Tech (Electronics/Electrical/Mechanical) + 10-12 years of relevant experience	40 years	

The upper age limit indicated above is for candidates belonging in General Category. The upper age limit will be relaxable by 3 years for OBC candidates, 5 years for SC/ST and PWD candidates.

QUALIFICATION :

Full time B.E/B.Tech in Electronics/Electrical/Mechanical Engineering. First class in the indicated discipline for General and OBC candidates. Pass class for SC/ST/PWD candidates.

PAY SCALE:

Dy. Manager / E-IV – Rs. 24,900 – 3% - Rs. 50,500 + admissible allowances

Manager / E-V - Rs. 29,100 – 3% - Rs. 54,500 + admissible allowances

EXPERIENCE:

Manager -

Minimum 10 years post qualification experience in relevant area (preferably with Defence Electronics of IAF).

Dy. Manager –

Minimum 6 years post qualification experience in relevant area (preferably with Defence Electronics of IAF).

JOB DESCRIPTION:

- To work as head of RPSC (Regional Product Support Centre)/Command Co-ordinator and responsible for providing effective product support for all BEL Products to all the BEL customers in that Region/Command.
- Other responsibilities/activities to be performed :-
 - Liaison between the customer and BEL Units/SBU's for AMCs, Overhaul, Installation and commissioning Services and supply of spares.
 - Acts as first point of contact for the customer for resolution of Customer concerns.
 - Liaisoning with vendors for effective support services.
 - Co-ordination with SBU site Engineers (posted in that region) for resolving customer concerns/issues.
 - Inventory Management
 - Effective management of maintenance operations.

- Liasoning with field units.
- Co-ordinate, analyze and improve customer service functions to meet company goals.
- Handle and resolve customer complaints in a timely and accurate manner.

➤ Key skills:

- Customer co-ordination
- Multitasking capabilities
- Customer knowledge
- Excellent oral and written communication skills
- Effective handling of customer issues
- Team player

Note: Ex-Servicemen from IAF will be preferred.

Enclosures to the application form: The candidates may submit their application along with the photocopies of the following documents:

1. SSLC Marks Card as proof of age.
2. Graduation Marks Card and final degree certificate.
3. Experience certificate/s.
4. OBC Caste certificate issued on or after 01.01.2016.
5. Company copy of the challan.
6. Discharge book/Certificate in respects of candidates from the Defence/ Paramilitary forces.

METHOD OF SELECTION:

Selection will be either through a Written Test followed by an Interview (only for those candidates who qualify in the written test) or only interview as may be decided by the management.

APPLICATION FEE:

1. Candidates belonging to GEN/OBC category are required to deposit the application fee of **Rs.500/-**. SC/ST/PWD candidates are exempted from payment of application fee. The application fee is non refundable. Take a print out of the enclosed challan form. The application fee can be deposited at any branch of State Bank of India. The payment of application fee through any other mode would not be acceptable. Applicants should therefore pay the fee through downloaded challan form (designated process) only.
2. The Challan has three portions. The first portion is for Bank, second portion is for Company and the third portion is for Candidate / Applicant. The Candidate has to fill up the required information in all the three portions and submit the same to any of the nearest SBI branch across the country **along with** required fee amount **plus** bank charges **Rs. 40/-**. extra.
3. After making the payment, the Cashier who collect the money will update the payment in the system and as soon as it is done, the system will generate a unique transaction number called "**Journal Number**". This number has to be written manually in all the three portions of the Challan by the Cashier. The Bank portion of challan will be retained by the Cashier and other two portions of the challan will be returned to the Candidate duly entering the "Journal Number".

4. Candidate should ensure before leaving the Cash Counter that the Journal Number is entered on the two portions of the challan (Company copy and Applicant copy) handed over to him / her after the remittance of fee amount. If the Journal number is not mentioned in the challan, the candidate should insist for the same and get it entered before leaving the Cash counter.

The candidates should retain his copy of the challan. Challan without entry of Journal Number will not be considered.

NOC: Candidates employed in Govt./Quasi-Govt. and Public Sector Undertakings will be required to apply ‘through proper channel’ or produce ‘No Objection Certificate’ at the time of interview, without which they will not be allowed to appear for the interview.

Candidates who are unable to produce their Engineering Degree Marks Card and Certificate in original on the day of interview for whatever reason will not be considered. If there are more number of eligible applicants, the number of candidates to be called will be restricted in proportion to the requirement based on academic excellence, experience, etc. Candidates may please note that in case of scrutiny of applications and short listing of candidates, if their candidature is rejected, the application fee will not be refunded. Only Indian Nationals need to apply. BEL reserves the right to debar/disqualify any candidates at any stage of the selection process, for reason whatsoever. Canvassing in any form will result in disqualification.

The admission at all stages of the selection process will be purely provisional. Mere issue of admit card/interview letter to the candidate will not imply that his/her candidature has been cleared by BEL.

SPECIAL NOTE:

Please further ensure that you fulfil all the eligibility criteria (like age, qualification, experience, category certificate, etc.) as stipulated in our advertisement. If you fail to meet any of the eligibility criteria as stated in the advertisement for the post, your candidature will be cancelled and you will not be allowed to appear for the interview. The decision of the management in this regard would be final. Application fee is non-refundable. Candidates must go through all instructions and eligibility criteria carefully before remitting Application Fee. Fee once paid will not be refunded in any case/circumstance. Only shortlisted candidates will be called/intimated for the selection process.

HOW TO APPLY:

Candidates willing to apply may submit their application in the prescribed format along with the copies of the relevant documents in support of eligibility and the company copy of the Challan with the Journal Number, in a sealed cover super scribing “Application for the post of _____” and addressed to DGM(HR), Bharat Electronics Limited, P.O. Bharat Nagar, Sahibabad, Ghaziabad Pin – 201010, (U.P.) through Regd. Post/Speed Post/courier.

SCHEDULE OF RECRUITMENT	
Submission of Application fee	30 th March,2016 to 20 th April, 2016
Last date for receiving the complete applications	20 th April, 2016
Written Test / Interview	Will be intimated later