



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

**RECRUITMENT OF JUNIOR EXECUTIVES – OFFICIAL LANGUAGE
ON FIXED TERM (CONTRACT) BASIS**

(Advt. No: KP/S/03/2025 Dt.15.01.2025)

BEML Limited, India's leading multi-technology company under the Ministry of Defence, has successfully spearheaded with its realm of producing world-class products over the last six decades, mainly for core sectors- Defence & Aerospace, Rail & Metro, Power, Mining & Construction through its state-of-the-art manufacturing facilities. BEML Limited is looking for Young, result-oriented personnel to be engaged as Junior Executives on fixed tenure contract basis to support the official language activities for its various Manufacturing Units and Marketing Offices, located across India, as per the details below.

Details of the Position:

1	2	3	4	5
Position	Vacancy	Qualification	Indicative Job Description	Age
Junior Executive (OL) On Fixed Tenure Contract engagement.	07 (One each @ Bangalore Complex, KGF Complex, Mysore Complex, Palakkad Complex, West Zone, East Zone, North Zone)	Two years full-time Post Graduate Degree in Master of Arts (MA) in Hindi from recognized University/ College/ Institute with English as a compulsory subject or as the medium of examination at the degree level. (or) Two years full-time Post Graduate Degree in Master of Arts (MA) in English from recognized University/College/Institute with Hindi as a compulsory subject or as the medium of examination at the degree level. Proficiency of Hindi typing with Computer Skills is essential.	<ul style="list-style-type: none">• Implementations of Govt. of India's directives on Official Language.• Translations of documents from Hindi to English and vice versa.• Preparation of bi-lingual official communications (in Hindi / English).• Compilation of Quarterly / Yearly statutory Official Language returns to Ministries.• Coordination for conducting Hindi Training programmes, workshops & Seminars.• Coordination for printing of Annual Reports in Hindi.	27 years

SC – 1	ST – 0	OBC – 1	EWS – 0	UR – 5
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Candidates not meeting the requisite criteria laid down in the advertisement including non-production of required certificates/ documents) will not be allowed for interview.

TERMS & CONDITIONS OF ENGAGEMENT

- The engagement will be on Fixed Tenure contract Basis for a total period of 4 years which will initially be for one-year and will be extended further by three more years based on performance, conduct and Business



requirements. Such engagement shall be terminated after completion of four years or on completion of the project whichever is earlier.

- ii. The locations of Job Postings would be based on BEML's requirements and is transferrable during the 4 years of contract.
- iii. Based on the company's requirements, the offer of engagement may be issued on need basis from time to time or in a phased manner.

Pay Scale & Remunerations:

1 st Year	2 nd Year	3 rd Year	4 th Year
Rs.28,000	Rs.31,000	Rs.34,000	Rs.37,500

Besides, a lumpsum of Rs.11,000/- (annually) consisting of the Uniform stitching & Conveyance charges, Medical Insurance & Term plan will be paid.

Walk-in assessment Date

Interview Date	Time	Venue
19th of Feb, 2025	Reporting Time: 9:00 am	@ Bangalore (BEML Soudha, 23/1, 4th Main, S R Nagar, Bangalore 560027)
05th of March, 2025		@ Delhi (Flat Nos: E,F,G,H,'Vandana', 11 th Floor, 11, Tostoy Marg, Connaught Place, New Delhi 110001)

Please note : Candidates have to register in the link provided and carry the Registration form while appearing for the walk-in interview. Candidate can register for any one location only, which suits him/ her better towards attending the walk-in interview.

GENERAL CONDITIONS

- i. Only Indian Nationals may apply.
- ii. Age, Qualification & Experience stipulated above should be as on the first date of walk-in Interview at respective location.
- iii. **Interested candidates may please register using the link under this advertisement in BEML career page and fill in the required details. (You may attend at any one among the two locations i.e. Bangalore or Delhi)**
- iv. The upper age limit indicated is relaxable as per the Govt. of India guide lines i.e., 5 years for SC/ST and 3 years for OBC - NCL candidates.
- v. For PwD Candidates, the upper age limit is relaxable by additional 10 years. This would be over and above the admissible age relaxation for candidates belonging to SC/ST/OBC – NCL. Relaxation of age limit would be permissible to candidates with minimum 40% disability.
- vi. SC/ST candidates are required to submit SC/ST Caste Certificate in the format as applicable for appointment to posts under Government of India.
- vii. 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.']
- viii. PWD candidates are required to submit PWD Certificate in the format as applicable for appointment to posts under Government of India.
- ix. Candidates seeking reservations under EWS are required to submit income & assets certificate in the format applicable for Economically Weaker Sections
- x. Apart from uploading copy of the detailed resume, the Candidates are required to upload all the qualifications as required .
- xi. 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.
- xii. Management reserves the right to restrict the number of candidates and increase the Qualifying percentage based on number of applications received.
- xiii. Management also reserves the right to cancel the advertisement and / or the selection process at its discretion
- xiv. Management reserves the right to increase / decrease the vacancies based on Business requirements and availability of Qualified candidates.
- xv. Intimation regarding issuance of provisional offer/ final offer etc., will be sent only through e-mail. BEML will not be responsible for any loss/ non-delivery of e-mail or any associated communications sent, due to invalid/ incorrect e-mail id. The e-mail id and mobile number provided in online application should remain valid for at least one year.
- xvi. Only candidates meeting all eligibility criteria mentioned herein viz., qualification, experience , age, caste/ PWD (as applicable) need to apply.
- xvii. The candidate will have to select any one location for attending the Walk-in interview .

HOW TO APPEAR FOR THE WALK-IN

- i. Interested candidates can **REGISTER** in the link hosted under this Recruitment advertisement and fill-in the detailed **on-line** application and upload the necessary documents. (*Scanned copy of the photo, signature and updated Resume*)
- ii. The self-attested copies of following certificates along with Original (as applicable) needs to be brought along with the Registration form on the date of interview:
- Identity (any Identity card issued by Government of India (for eg. Aadhar, Passport, Driving License, PAN Card, etc.)
 - Age (Xth / SSLC Marks),
 - Degree (as applicable) along with marks sheets
 - CGPA Conversion certificate/formula (as applicable)
 - Qualifying Post-Graduation Marks cards.
 - Qualifying Post-Graduation Certificate.
 - Certificate indicating proficiency of Hindi typing with Computer Skills.
 - Detailed Resume.
- iii. Queries may be addressed to recruitment@bemltd.in

Only candidates meeting all eligibility criteria mentioned herein viz., Qualification, age, caste (as applicable) need to appear for the walk-in.

Date: 15.01.2025

(Advt. No.KP/S/03/2025)

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

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