



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

Walk-in-Interview

ENGAGEMENT OF TRAVEL DESK OFFICER ON CONTRACT

(Advt No KP/S/18/2024 Dt.29.10.2024)

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 is looking forward to engage experienced Travel Desk Officer on Contract.

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Position	Vacancy	Age (Max)	Qualification & Experience	Indicative Job Responsibilities
Travel Desk Officer on Contract	1 (UR)	50 Years	The candidate should be any Graduate (Regular / Correspondence) with minimum 10 years of experience in Travel industry with International Air Transport Association (IATA) and Mandatory knowledge of Visas, international travel regulations. Additional course in travel & Tourism Management will be an added advantage.	The incumbent has to undertake various activities related to administration such as travel booking, Visa processing, protocol & liaising duties. Place of Posting – BEML Corporate Office (BEML Soudha), Bangalore.

Note:

- The engagement is purely contractual and will be for a period of 3 years and may be extended based on performance & requirement as decided by the company, however not exceeding 5 years of total engagement.
- The compensation will be based on the experience and profile of the candidate. Maximum monthly consolidated pay would be Rs. 36,000 during first year of engagement with a provision for an increase of Rs.5 % hike on subsequent years.

Walk-in Interview Dates

Interview Date	Time	Venue
12 th of November , 2024 (Tuesday)	Reporting Time: 9:00 am	BEML Soudha 4 th Main, S R Nagar Bangalore 560027

GENERAL CONDITIONS

- Only Indian Nationals may apply.
- Age, Qualification & Experience stipulated above should be as on **12.11.2024**.
- The Candidate must possess the essential prescribed qualifications as well as the minimum prescribed PQE to appear for the Walk-in failing which the candidature will be summarily rejected.



- iv. Qualifications other than one prescribed in this advertisement as well as those acquired from foreign university will also not be accepted.
- v. 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 engagement, his/ her services are liable to be terminated without notice.
- vi. Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them for Engagement.
- vii. Management reserves the right to restrict the number of candidates for the interview.
- viii. Management also reserves the right to cancel the advertisement and / or the selection process at its discretion. In such case, the notification will be hosted in BEML Career page only.
- ix. Management reserves the right to increase / decrease the vacancies based on requirements and availability of Qualified candidates.
- x. The contract can be terminated at any time by giving one month's notice, by either side.
- xi. No TA/DA shall be paid for attending the interview.

HOW TO APPLY

- i. Interested candidates can download the "Application Form" hosted under this Recruitment advertisement and should e-mail their interest in attending the walk-in by forwarding a copy of detailed resume/ CV (to recruitment@bemltd.in on or before **8.11.2024** positively.
 - a. Identity (any Identity card issued by Government of India (for eg. Aadhar, Passport, Driving License, PAN Card, etc.)
 - b. Age (Xth / SSLC Marks)
 - c. Qualification certificate along with marks sheet
 - d. Previous Experiences (indicating start & end date at each Organisation served), along with clear work experience certificate and Latest pay slip (as applicable)
 - e. Detailed Resume indicating pen picture of all the experiences .
- ii. Queries may be addressed to recruitment@bemltd.in .
- iii. Only candidates meeting all eligibility criteria mentioned herein viz., Qualification & Experience, age (as applicable) need to appear for the walk-in.

Date.29.10.2024

(Advt. No :KP/S/18/2024)

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

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