



## बीईएमएललिमिटेड

(भारत सरकार का उपक्रम)

बीईएमएल सौधा, 23/1, चौथा मेन रोड, संपंगिरामनगर, बेंगलूर – 560 027, भारत

### **BEML LIMITED**

(A Govt. of India Undertaking)

BEML Soudha, 23/1, 4th Main, S R Nagar, Bangalore-560 027, INDIA

BEML Limited, a diversified Central Public Sector Company, known for its innovation, Inclusion and Integration across the various Business Verticals as a pathway of success.

BEML has attained the requisite competitive edge by developing its in-house capabilities in Product-design, Manufacturing & servicing as a part of the Business Ecosystem & has become the Flag-bearer of India's Engineering Sector. It supplies global standard products to multi-Sectors such as Defence & Aerospace, Mining & Construction, Rail & Metro across India and overseas.

BEML is looking for Qualified and Practicing Company Secretary :

Position	Grade	Post Qualification Experience Required (in Years)	Pay Scale (in Rs.)	Upper Age Limit (in Years)	Qualification	No. of vacancies
Dy. General Manager (Company Secretariat)	VII	19	90,000-2,40,000	45	Qualified and Practicing Company Secretary with membership of the Institute of the Company Secretary of India. Graduate Degree in Law or MBA will be preferred	1
General Manager (Company Secretariat)	VIII	22	1,00,000-2,60,000	48		

#### **Note:**

1. The above-mentioned upper age limit is for General category. Age relaxation for SC/ ST/OBC candidates will be as per the Govt. of India guidelines i.e by **5 Years for SC/ST & by 3 Years OBC**.
2. PwD Candidates will be entitled for additional 10 years relaxation (however not beyond the age of 55 years) over the Upper age Limit mentioned. Relaxation of age limit would be permissible to candidates with minimum 40% disability.
3. Reservation for SC/ST/OBC/ PWD/ EWS candidates will be as per the Govt. of India guide lines.

#### **Job Responsibility:**

The Roles and Responsibilities inter alia will include the following:

- Compliance with the provisions under Companies Act, 2013
- Compliance with regulations under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015.
- Compliance with DPE guidelines on Corporate Governance for CPSEs.
- Preparation of Agenda and minutes for Board Meetings, Audit Committee Meetings and other meetings of Board Committees of the Company & its subsidiaries.
- Maintenance of all statutory Records and Registers as required under the provisions of Companies Act, 2013 and other applicable laws.
- Dealing with Stock Exchanges for filing returns and other regular correspondence for a listed Company.
- E-filing of various returns with Ministry of Corporate Affairs.
- Co-ordination with Registrar & Share Transfer Agent of the company and Redressal of Investors' grievances.
- Assistance in preparation of Annual report of the Company and convening Annual General Meeting.
- Co-ordination with Statutory Auditors / Government Auditors / Secretarial Auditors, etc.
- Other directives as issued from time to time regarding related matters.

## GENERAL CONDITIONS

- i. Only Indian Nationals may apply.
- ii. Age, Qualification & Experience stipulated above should be as on **06.11.2022**.
- 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. **EWS candidates** are required to submit EWS Certificate in the format as applicable for appointments to the posts under Government of India
- viii. Candidates employed in Government / Quasi-Government / PSU, should send their online application through proper channel or compulsorily produce NOC at the time of test as the case may be, as and when called.
- ix. 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.
- x. Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them to be called for Test / Selection & Appointment.
- xi. Management reserves the right to restrict the number of candidates and increase the Qualifying percentage based on number of applications received.
- xii. Management also reserves the right to cancel the advertisement and / or the selection process at its discretion.
- xiii. Management reserves the right to increase / decrease the vacancies based on Business requirements.
- xiv. Intimation regarding written test, interview, etc., will be sent only through e-mail. Also the list of shortlisted/selected candidates for final selection, will be uploaded in Company's website.
- xv. Out-station candidates called for interview shall be entitled for reimbursement of travel expenses from the communication address as mentioned in the application to the venue of Interview, by the shortest route as per Company rules.
- xvi. Eligible and interested candidates applying for the above positions (not applicable for SC/ST/PWDs) need to pay a non-refundable fee of **Rs.500/-** by clicking the **"Pay Application Fee Online"** at the end of the application form.

## HOW TO APPLY

- 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 06.11.2022.
- iii. The '*Application number*' generated may be noted for all future correspondences.
- iv. Along with the Online application, the candidates are required to upload the following without which their applications will be incomplete and rejected.
  - a. X-th Marks card
  - b. XII-th Marks card
  - c. Professional/ Degree Marks cards along with Certificate (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.*)
  - d. Identity card issued by Government of India (for eg. Aadhar, Passport, Driving License, PAN Card, etc.)
  - e. Detailed Resume.
  - f. SC/ST/OBC/PWD/EWS certificate (as applicable)
- v. Only candidates meeting all eligibility criteria mentioned herein viz., Qualification, experience, age, caste (as applicable) need to apply.
- vi. For any queries on the matter, candidates may contact Manager (HR), Recruitment Cell on Phone No : 080 - 22963279 (between 3.00pm to 5.00pm) & Mail Id: [recruitment@beml.co.in](mailto:recruitment@beml.co.in).

**KINDLY NOTE : CHECK LIST BEFORE APPLYING ON-LINE**

You are required to prepare the SCANNED COPY of the following:

<b>Sl.No</b>	<b>Documents</b>	<b>Size of Document</b>
1.	Recent photograph	100kb
2.	Your Signature (on clear white background in black ink)	50kb
3.	Caste/ Category Certificate	100kb
4.	PwD Certificate (as applicable)	100kb
5.	SBI Payment Challan (for General, OBC & EWS candidates)	100kb
6.	10 <sup>th</sup> Standard marks card- self attested	200kb
7.	12 <sup>th</sup> Standard marks card- self attested	200kb
8.	Professional/ Degree Certificate (as applicable) - self attested	200kb
9.	All semester/ year marks card (CS/Degree/ Masters) along with CGPA Conversion formula (as applicable) - self attested	1Mb
10.	Identity card issued by Government of India (for eg. Aadhar, Passport, Driving License, PAN Card, etc.)	200kb
11.	Detailed resume.	500kb

**Date: 18.10.2022**

**(Advt. No.KP/S/04/2022)**

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

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