



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, Sampangirama Nagar, Bangalore-560 027, INDIA

ENGAGEMENT OF ADVISORS

BEML Limited, a pioneer in Multi Business (Defence, Mining & Construction, Rail & Metro, Aerospace, Dredging etc.) Heavy Engineering Company with an Annual Turnover of nearly 3500Crores looking for Experts/Specialists as Advisor in the areas of Rail & Metro, Finance & Human Resources to be positioned at its Corporate Office.

Sl. No	Position	Qualification	Experience	Upper Age Limit
1	Expert/ Specialist as Advisor for Rail & Metro Business	Engineering Graduate or equivalent preferably in Mechanical/Electrical Engineering with good academic record from a recognized university/institution.	Professionals with experience in dealing in a large manufacturing organization in R&D / Production / Marketing, in Senior Managerial positions for the last 10 years with total experience of more than 25 years is a requirement. The incumbent should also have Board level experience in a public sector / private sector undertaking.	62 years
2	Expert/ Specialist as Advisor for Finance	Chartered Accountant.	Professionals having worked at a senior management level for the last 10 years with total experience of more than 25 years in corporate financial management and accounts including cost, Budgetary Control, Institutional Finance, working Capital Management, etc in an organization of good repute is a requirement. The incumbent should also have Board level experience in a public sector / private sector undertaking.	

3	Expert/ Specialist as Advisor for Human Resources	MBA(HR) /MSW(HR) / Post Graduate Degree / Diploma in Personnel Management or Business Administration with Personnel Management / Industrial Relations as elective subject from a recognized university or Institute of repute. Degree in Law or Industrial Engineering will have an added advantage.	Professionals having worked at a senior management level for the last 10 years with total experience of more than 25 years in various aspects of Human Resources Management, Industrial Relations, Training & Development, Legal and Employee Relations in an organization of good repute is a requirement. The incumbent should also have Board level experience in a public sector/ private sector undertaking.	62 years
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JOB DESCRIPTION & RESPONSIBILITY:

a) ADVISOR - RAIL & METRO :

The incumbent will report to the Chairman and Managing Director. He is required to assist in achieving the targets set in the areas of Rail & Metro Business under the MOU signed with the Government.

02. He would be responsible for the entire gamut of Research & Development and Design of Rail & Metro products. He is also responsible for production, marketing, sales & service of the products related to this business group.

03. The entire product area includes state-of-the-art Stainless Steel Metro Cars, AC Electrical Multiple Units (AC EMU), Diesel Electric Multiple Unit (DEMU), Main Line Electric Multiple Unit (MEMU), Stainless Steel Electrical Multiple Units (SSEMU), Overhead Equipment Inspection Car (OHE Car), Passenger Rail Coaches, Military Rail Coaches, Track Laying Equipment, Rail bus, Treasury Vans, Utility Track Vehicle, etc.

04. The incumbent would be required to go for aggressive marketing of Metro Rail Coaches for increasing of businesses in India and Abroad.

05. Co-ordinate various activities of the Business Group and guide the Chief of Strategic Business Unit and other HOD of common service department within the Business Group in Planning, Production & Production control, Materials Management, IE & MS, Facilities Planning, Tool Engineering & Maintenance, HR, Finance & Accounts within the budgetary approvals of the business group.

06. Other functions like initiating and implementing measures for cost reduction, take adequate preventive action by developing and systematizing controls of the Company, develop effective system of co-ordination with other functional areas of operations of the company, maintain and build the image of the company.

07. In addition, the incumbent will also emphasize improving export of products, outsourcing of services and products/aggregates, improve value of sales and diversification.

b) ADVISOR - FINANCE :

The incumbent will report to the Chairman and Managing Director. He is required to assist in finance and accounts functions of the organization and is responsible for evolving and formulating finance policies.

The incumbent will need exposure and adequate experience in the following areas to discharge his responsibilities:

1. THRUST AREAS:

A. Corporate Management

- Revenue Budget
- Capital Budget
- Formulation of MoU
- Finance and Accounts
- Lay-down Accounting Policies in conformity with Accounting Standards & Company Law requirements, and advise CMD/Board
- Corporate Strategic Planning
- Finalization of quarterly results for publication
- Ensuring compliance to Corporate Governance code of conduct.

B. Financial Management and Accounting

- Working Capital Management
- Strive for providing adequate reserves by effective Working Capital Management to reduce interest burden and maximizing profits
- Strive for innovative ways of resource mobilization / generation
- Cost Accounting:
 - Ensure systematic Cost Accounting of all the inputs in the Company's operations. For this purpose guide and direct the Cost Accounts personnel properly and timely booking of costs and expenditure incurred for manufacture of products, spare parts, tooling, etc., and transfer the same to the relevant heads of accounts.
 - Evolving of profit centre approach at unit levels to ensure continuous improvement.
 - Monitor cost with reference to budget and develop suitable Management Information System for timely intervention and reducing costs to maximize profits of the Company.
- Structuring alternative packages for Wage Agreements, Productivity linked incentive schemes.
- Sundry Debtors:
 - Effectively co-ordinate with Marketing Division to bring down sundry debtors to effectively manage cash flows.
- E-governance – Messaging, Networking enabling towards on-line decision making
- Tax Management:
 - Effectively monitor tax management.

C. Audit and Appraisal

- Appointment of statutory Auditors through C&AG. Time bound programme for completion of Account and arrange for Annual General Meeting. Timely laying of accounts within schedule to the Parliament.
- Arrange internal Audit and appraise the Audit Committee of the Board regularly on Internal/External Audit points for Directions.

2. GENERAL MANAGEMENT FUNCTIONS:

- Bring down the interest burden to the minimum extent through proper control on purchase, funds management, etc., and consequent reduction in the inventory holdings to increase profitability.
- Adopt an effective communication system with all Finance and Accounts Personnel to ensure strict adherence to Delegation of Powers by all personnel to avoid systems failure and effectively build up productive and efficient teams.
- Effectively monitor Systems Appraisal in the Company to evolve better systems for adoption to improve the working methods of the Company.
- Guide and direct personnel for timely finalization of Accounts of the Company by systematizing the whole process with effective co-ordination with Statutory and Government Auditor.
- Evolve suitable systems for proper utilization of the foreign exchange for imports to minimize the foreign exchange outgo.
- Ensure by all concerned proper scrutiny of purchase order from commercial and financial angles with due regard to general principles of financial propriety and as per the laid down procedures before they are approved by the competent authority.
- Ensure continuous dialogue with banker and other financial institutions for both working capital and long-term funds.
- Ensure proper and timely availability of funds to all the divisions by effective communication to facilitate completion of production schedules and payment to vendors.
- Effectively monitor preparation of project reports, administration of budgets and management information systems. Strive to monitor budgets on a periodical basis for the purposes of effective cost control and preventive action where necessary.
- Overseeing Company secretarial activity towards ensuring all statutory obligations.

3. OTHER FUNCTIONS:

- Continuously strive for cost reduction measures to make the company cost effective and thereby become more competitive in the market and increase the profitability of the company.
- Ensure adherence by all personnel belonging to his division to corporate policies, rules and procedures.
- Develop an effective system of co-ordination with other functional areas of operation of the Company for co-ordinated approach for meeting the targets.
- Maintain and build the image of the Company.

c) ADVISOR –HUMAN RESOURCES :

The incumbent will report to the Chairman and Managing Director. He will assist in the formulation and execution of HR policies for the organization and is specifically responsible for realizing the HR Vision of being a dynamic, proactive and strategic business partner so as to enable the Company to maintain its leadership position in all its business domains.

Apart from the smooth and efficient functioning in the entire gamut of HR, the key thrust areas of the incumbent will be as under:-

1. Align all HR activities with the Organization's business strategies.

- MOU Achievement : To assist in achieving the top most grade allocated to the areas of Human Resources under the MOU signed with the government as well as help other functional chiefs, achieve the top most grade by guiding and motivating the personnel in all areas of operation
- Lead and manage organizational changes
- Institutionalization of competency based HR Systems/Processes
- Building employee commitment
- Building enabling systems

2. Employee Empowerment

- Build ownership
- Recognition of ideas
- Enabling managers to take decisions within the policy framework
- Provide feedback and resolve issue

3. Develop Leadership capability

- Identifying critical leadership competencies
- Creating a context for leadership development
- Developmental coaching and performance feedback
- Nurture leadership talent
- Put in place development systems, succession plans, training, programmes and projects, mentoring opportunities, management review teams

4. Manage attrition and retention of Key Personnel

- Manpower Planning: Strive, formulate manpower requirements for all functions and to utilize to the best extent possible the existing manpower to meet the various targets of the company & plan for additions & replacements.
- Differential reward policy
- Creation of a performance culture for nurturing key talents
- Identifying next generation leaders
- Career development programme
- Building leadership commitment
- Encouragement to exemplary employees
- Increase in variable pay component based on performance

5. Efficient and effective service delivery

- Ensure efficient & effective service delivery
- Standardization and simplification of HR process & systems
- Automation of routine services (e- HR Services)
- Connect to employees & customers value propositions
- Outsourcing
- Cost Reduction/ Optimization

6. Develop Proactive Strategies on Employee Relations

- Fostering a culture of Discipline & Managing Discipline
- Proactive IR Management

7. Ensure compliance of all statutory requirements

8. Public Relations

- Corporate communications
- Develop vibrant Public Relations
- Enhancing the Brand equity of the Company through suitable Public Relations interventions

9. Ensuring fulfilling the obligation of Company in the area of Corporate Social Responsibility as per MOU with Government.

GENERAL CONDITIONS:

- Only Indian Nationals may apply.
- Age & Experience stipulated above should be as on **07.11.2017**.
- 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 respects. 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.
- Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them to be called for Interview/ Selection & Appointment.
- Management reserves the right to restrict the number of candidates.
- Management also reserves the right to cancel the advertisement and / or the selection process at its discretion.
- 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.
- The period of engagement will be initially for one year, renewable further subject to consistent good performance and conduct.
- The monthly Compensation will commensurate with his/her experience/ credentials, last drawn CTC, etc.

HOW TO APPLY:

- I. Candidates applying for the above mentioned positions shall apply by downloading the Application form available in the BEML Website(www.bemlindia.com) along with detailed CV and all requisite documents/certificates supporting the qualifications and experience with a recent passport size photograph of the candidate. The envelope super-scribing the post applied, with all relevant documents should reach the following address latest by **07.11.2017**.

ASSISTANT GENERAL MANAGER (HR),
Recruitment Cell,
BEML Soudha,
No.23/1, 4th Main Road,
S.R Nagar, Bangalore -560027

- II. Applications not received within the stipulated date or Applications received without photograph/ signature/ attachments/ proper documents will be summarily rejected without any further correspondence.

For any queries in the matter, candidates may contact AGM (HR), Recruitment Cell on PhoneNo - 080 - 22963279 & Mail Id: recruitment.queries@beml.co.in.

Date:18.10.2017

(Advt. No.KP/S/05/2017)

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