

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



RECRUITMENT OF JUNIOR EXECUTIVE (JE)s **ON FIXED TENURE CONTRACT BASIS**

BEML Limited, pioneer of indigenously manufactured equipments & a flag- bearer of India's Engineering Sector, supplies global standard products to multi-Sectors such as Defence & Aerospace, Mining & Construction, Rail & Metro, is known for its competitiveness, in-house R&D, cost effective & creative solutions to the customers.

People being the building block of our organization, continuous emphasis is provided on nurturing, retaining, developing our Human Resources to ensure that the people are 'Future ready' with the focus on Customers responsiveness, Innovation & Technology, Trust & Team work and Learning.

We are looking for Young, result-oriented, self-driven Professionals to be engaged as Junior Executives on fixed tenure contract basis for its various Manufacturing Units, Marketing Regional & Head Offices, located all over India, as per the details below:

Sl. No	Position	Qualification	Min Experience (Post-Qualification) Required	Upper Age Limit
1	JE- Finance	Inter CA/Inter CMA	0-2 Years	27 Years
2	JE- HR	Graduate with First Class Two years full time MBA (HR/IR)/ MSW or MA (Social Work with HR/IR) / Post Graduate Degree/ Diploma in Personnel Management & Industrial Relations of 2 yrs. full time course with specialization in IR/ HR with Labour Legislations from a recognized University / Institution. (Relaxable by 5% for SC/ST/PWD)	0-2 Years	27 Years
3	JE- Information Technology (A) 'Net' Developers (B) Desktop Support Engineers (C) Network Support Engineers	First Class Engineering Graduate/First Class Masters in Computer Applications (MCA). (Relaxable by 5% for SC/ST/PWD)	0-2 Years	27 Years.

Note:

1. The above mentioned upper age limit is for General category. Age relaxation for SC/ ST / OBC/ PWD candidates will be as per the Govt. of India guidelines.
2. Reservation for SC/ST/OBC/ PWD/EWS candidates will be as per the Govt. of India guidelines.

JOB DESCRIPTION & RESPONSIBILITY**JE- Finance :**

The Finance department is responsible for preparation & maintenance of Accounts, finalization & consolidation of Accounts, treasury management, taxation, insurance, payroll, cash management, audit, etc. It provides management with key information necessary to make strategic decision making, while doing so, the department also ensures support in complying with various statutory & regulatory requirements.

The job responsibilities for the above position shall be inter-alia including the following:

- i. The incumbent would be required to assist the department in Costing & Budgeting/ Pricing/ Management of Receivables & Inventory/ Bills payable/ Book keeping etc.
- ii. He/She will also be required to assist the finance department in management of Payroll, Provident Funds, Severance clearance, etc.
- iii. He/She would be assisting the department in consolidation & finalization of Accounts, Internal Audit.
- iv. To support in functions related to Treasury Management.

Preferred Competencies (indicative only) :

- Very high learning aptitude.
- Is a team worker, energetic & dependable.
- Remains up-to-date on the professional areas.
- Have good spoken & written communication skills.
- Ready to take initiative and extra efforts.
- Analytical and have good commercial awareness.
- Proficient in MS – Office suite.

JE- Human Resource:

HR plays a key role in recruiting, developing, engaging talent across its functions and Business Groups. BEML has full-fledged HR Departments at its Manufacturing Units, Marketing Regional and Head offices.

The broad job responsibilities for this position shall be inter-alia including the following:

- Looking after on daily HR Management areas encompassing various HR functions/Departments.
- Ensuring timely HR compliances, maintaining databases, preparation of reports and replies.
- Supporting the department on various developmental activities specially on IT platforms.

- Welfare, contract management & General Administration etc.
- Assisting various HR functions like Talent acquisition, Learning & Development, Competency management, Career and Performance Management, reward & recognitions etc
- Ensuring timely actions in HR, IR, Legal & Administration matter including Contract Labour management , implementation of HR Policies, etc.
- Other directives as issued from time to time regarding related matters.

Preferred Competencies (indicative only) :

- Have good spoken & written communication skills.
- Is patient, approachable, team worker, energetic.
- Ready to take initiative and extra efforts.
- Remains up-to-date on the professional areas.
- Analytical and have good commercial awareness.
- Proficient in MS – Office suite.

JE- Information Technology:

BEML has been a forerunner to implement SAP and other IT applications to support business operations. BEML is poised to transit into world of Digital Technology and its application across its Manufacturing Units, marketing network and offices. Simultaneously, BEML is stepping into Big data Analytics and applied Artificial intelligence. Accordingly, the IT Department is known as 'Digital Transformation' Department in BEML.

(A) ‘.Net’ Developers

- Design, support & maintenance of web applications and Mobile APPS.
- Supporting the upgrading, configuring and debugging of existing .net applications
- Develop and maintain coding documentation, project progress reports and application maintenance logs.

Desirable Competencies (indicative only) :

- Strong Coding experience using Microsoft Technology Stack (C#, VB, ASP.NET, ADO.NET, NetCore), and React JS and MVC.
- Working knowledge in Web API, JavaScript, JQuery, AngularJS, ReactJS, BootStrap.
- Deep understanding and design of RDMBS especially MS-SQL.
- Exposure in REST API development experience.
- Very high learning aptitude and soft skills
- Good Communication and presentation skills
- Ability to Quickly understand the business scenarios

(B) Desktop Support Engineers

- Installing and Configuring computer hardware's, peripherals, operating Systems, office applications, antivirus, utilities, etc.
- Troubleshooting System problems and solving hardware or software faults.
- Attend user calls by phone, via email, in-person, or using remote support tools.

- Maintain ticketing tools for user incidents and issue resolution
- Resolve issues related to desktops, laptops, virtual machines, smartphones, scanners, printers, and other peripherals used by users.

Desirable Competencies (indicative only):

- Knowledge of computer hardware systems, chipsets, memory modules, and peripherals.
- Experience of maintaining users in Active Directory and Email system.
- Very high learning aptitude and soft skills
- Quality & Quick response in servicing end users calls
- Good Communication skills
- Service oriented personality

(C) Network Support Engineers

- Installing and Configuring computer networking devices.
- Troubleshooting network traffic and fixing of network issues.
- Attend user calls by phone, via email, in-person, or using remote support tools.
- Maintain ticketing tools for user incidents and issue resolution
- Resolve issues related to bandwidth over utilisation, cabling faults, network printers, attendance system network, VC related issues, etc.

Desirable Competencies (indicative only):

- Knowledge of computer networking, PCs and peripherals.
- Experience of maintaining users in Active Directory and Email system.
- Very high learning aptitude and soft skills
- Quality & Quick response in servicing end users calls
- Good Communication skills
- Service oriented personality

TERMS & CONDITIONS OF ENGAGEMENT

- The engagement will be on fixed tenure basis for a period of three years renewable every year subject performance, conduct and Business requirements. Such engagement shall be terminated after completion of the three years or on completion of the project whichever is earlier.
- The Consolidated Remuneration (All inclusive) will be 1stYr -Rs.21,500/-, 2ndYr - Rs.23,500/- and 3rdYr -Rs.25,500/-.
- The locations of Job Postings would be across India.
- 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.

SELECTION PROCESS

The candidates will be selected based on the Company selection process, as applicable, including Written Test & Personal Interview.

GENERAL CONDITIONS

- i. Only Indian Nationals may apply.
- ii. Age, Qualification & Experience stipulated above should be as on **1.06.2021**.
- iii. Reservations for SC / ST / OBC/ EWS candidates will be as per the Govt. of India guidelines.
- iv. The upper age limit indicated above is for general category. Age relaxation for SC / ST / OBC will be as per the Govt. of India guide lines i.e., **5 years for SC/ST and 3 years for OBC candidates**.
- v. SC/ST candidates are required to submit SC/ST Caste Certificate in the format as applicable for appointment to posts under Government of India.
- vi. 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.
 - a. Note: **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. Note: **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.
- vii. EWS Candidates are required to submit EWS Certificate in the format as applicable for appointment to posts under Government of India.
- viii. PWD candidates are required to submit PWD Certificate in the format as applicable for appointment to posts under Government of India.
- 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 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.**
- x. Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them to be called for Test/Interview/ Selection & Appointment.
- xi. BEML reserves the right to restrict the number of candidates.
- xii. BEML also reserves the right to cancel the advertisement and / or the selection process at its discretion.

- xiii. Candidates will have an option to answer/ reply in Hindi if so desired at the time of interview.
- xiv. Intimation regarding written test/ interview (On-line) etc., will be sent only through e-mail. Also the list of shortlisted/selected candidates for interview/final selection, will be uploaded in Company's website.

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**. The on-line registration site would be available from **0900 Hrs on 18.05.2021 to 1745 Hrs on 01.06.2021**. The 'Registration' number generated may be noted for all future correspondences.
- iii. Along with the applications online, 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. B.E/ B.Tech/ MCA 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. CA-CMA certificates (as applicable)
 - e. Identity card issued by Government of India (for eg. Aadhar, Passport, Driving License, PAN Card, etc.)
 - f. Detailed Resume.
 - g. SC/ST/OBC/PWD/EWS certificate (as applicable)
- iv. To ensure that we do not miss out the uploaded copies, we requested the candidates to forward the scanned copy of the above documents by e-mail to fte2021@beml.co.in with a reference to the application number generated.

For any queries on the matter, candidates may contact Manager (HR), Recruitment Cell on Phone No - 080 - 22963279 & Mail Id: fte2021@beml.co.in

Date: 17.05.2021

(Advt. No.KP/S/01/2021)

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