

BEL OPTRONIC DEVICES LIMITED (BELOP) – PUNE
(Govt. of India Enterprises under Ministry of Defence, &
A Subsidiary of Bharat Electronics Limited)
Tel. No - 020 – 27130981/82/83

BEL Optronics Devices Limited (BELOP), is a Central Public Sector Enterprise under Ministry of Defence, Govt of India. located at EL-30, 'J' Block, Bhosari Industrial Area, Pune – 411 026. BELOP requires the following personnel on **Permanent Basis** for its "II Tube Manufacturing":

1. REQUIREMENTS:

SR NO	POST / GRADE / CODE	PAY SCALE	RELEVANT / REQUIRED QUALIFICATION	RELEVANT POST QUALIFICATION INDUSTRIAL EXPERIENCE AS ON 01.11.2023	NO OF POST (S)	APPROX. CTC per annum (IN LAKHS)	AGE AS ON 01.11.2023	RESERVATION
1	Post:- Engineer Grade:- E-2 Code No:- E2/23/001	30000 – 3%- 120000	BE / B.TECH (Mechanical Engg.)	Minimum 1 to 2 years of Incoming Goods Inspection / QA experience	One	8.26	30	UR
2	Post:- Accounts Assistant Grade:- WG-II of CP-III Code:- Fin/NE/23/001	12100-3%- 14150	B.Com	Minimum 2 to 3 years of relevant Accounts experience (Experience of Article clerk will not be considered)	One	3.21	28	SC

Please Note:

- i) For the posts indicated above, the candidate should have full time BE/ B. Tech degree for Engineer post and B.Com degree for Accounts Assistant post from an AICTE approved college/Institute or a recognized University.
- ii) Candidates applying for the above indicated post should possess 55% and above for General/OBC/EWS and pass class for SC/ST/ PwBD.
- iii) Candidates have to compulsory attach the Final Degree Certificate as proof of completion of degree and indication of class and percentage of marks.
- iv) In case there is no mention of specialization in the qualifying degree as required in the minimum essential educational qualification, candidates are required to submit a Certificate from their University / Institution/College which indicates their specialization in qualifying degree.
- v) Candidates possessing relevant Industrial post qualification experience only needs to apply.
- vi) Academy/Teaching/Research work, experience in non-profit Organisation, internship/project work placements are part of academic curriculum will not be considered as experience. Work experience prior to completion of BE / B. Tech/B.com will not qualify as relevant Post Qualification Experience.
- vii) Candidate should possess experience certificates/documents issued by the previous and present employer clearly indicating period of employment and post held.

- viii) The decision of the Selection Committee with respect to Industrial Experience will be final. Work experience indicated without supporting documents will not be considered and is liable to be reject/cancelled without any prior intimation.

Upper Age limit as on 01.11.2023:

For Engineer (Executive): - 30 years & For Accounts Assistant (Non-Executive): - 28 years

- i) The upper age limit will be relaxable for SC / ST candidates by 05 years and OBC (Non – Creamy Layer) - 3 years. For Candidates belonging to Person with Disability (PWD) category having minimum 40% disability will get 5 (five) years relaxation in addition to the relaxation applicable to SC/ST/OBC mentioned above.
- ii) Candidates seeking age relaxation will be required to attached copy of necessary certificate along with application and submit in original in case of selection or provide at any subsequent stage of the process for verification.
- iii) The EWS/Caste/Disability Certificate should be strictly in the format failing which, candidates will be considered under ‘un-reserved’ category, provided they are otherwise meeting all other criteria stipulated for unreserved candidates.
- iv) The application of the candidates not meeting the prescribed age criteria will be reject/cancelled without any prior intimation.
- v) Candidates belonging to OBC category (non-creamy layer) should produce the certificate issued on or after 01.10.2022 in prescribed format. Income certificate will not be considered as Non-Creamy Layer certificate. In respect of OBC candidates, reservation will be available only to candidates, who do not fall in the Creamy Layer.

2. REQUIRED SKILLS:-

Sr. No	Post	Essential Skill	Desirable
1	Engineer (E-2)	<ul style="list-style-type: none"> • Testing of Physical, Chemical properties of metal components • Inspection of press components, chemicals with various inspection methods. • Documentation as per ISO 9001: 2015 and 14001:2015 standards. • Knowledge of Acceptance criteria and AQL, Sampling plans as per American National Standards is preferred. • Knowledge of Quality related work 	Knowledge of Computers, Must able to use MS-Word, MS-Excel proficiently and able to send and receive E-mails etc. (Certificate to be produced).
2	Accounts Assistant	Knowledge of accounting related software	

3. PAY AND ALLOWANCES:

For Sr. No-1 (Engineer) :- Pay scale Rs. 30,000- 3% - 1,20,000, in addition to Basic Pay, other allowances like Dearness allowance, House Rent Allowance, 35% of the Basic Pay as perquisites, Performance Related Pay (PRP), Mediclaim Insurance, Gratuity, Superannuation Benefits and Provident Fund as per the Company's rules will be part of the remuneration package.

For Sr. No-2 (Accounts Assistant):- Pay scale Rs. 12,100- 3% - 41,150, in addition to Basic Pay, other allowances like Dearness allowance, House Rent Allowance, 27% of the Basic Pay as perquisites, Bonus, Mediclaim Insurance, Gratuity and Provident Fund as per the Company's rules will be part of the remuneration package.

4. **METHOD OF SELECTION:**

Written test will be conducted at PIMPRI-CHINCHWAD/ PUNE.

The written tests will consist of Professional Knowledge Test and/or General Aptitude Test.

All the candidates who would be applying for the above posts will be called for written test without conducting of verification w.r.t. caste certificate or other eligibility criteria; as scrutiny of applications at this stage will not be done. **Hence before proceeding for written examination, the Candidate concerned has the obligation to ensure that s/he has fulfilled the eligibility Criteria of this advertisement.**

After written test, **only shortlisted candidates** (who are found satisfying the eligibility criteria of this advertisement) **will be called for interview as per the merit list and after considering reservation notified in this advertisement.**

SCRUTINY: Necessary scrutiny w.r.t. eligibility criteria will be carried out before the interview in respect of only those candidates who would be called for interview.

5. **GENERAL CONDITIONS:**

- i. No TA/DA will be paid to attending written test/interview.
- ii. Only Indian Nationals need apply.
- iii. Candidates belonging to reserved category need to submit their authentic caste certificate issued by appropriate government authority
- iv. Candidates who have **appeared / not completed** BE/B.Tech./B.Com need not apply.
- v. Applications submitted in the SPECIFIED format with all relevant enclosures will only be accepted.
- vi. Candidature is liable to be rejected at any stage of recruitment / selection process or after joining, if any information provided by the candidate is not found not fulfilling the criteria mentioned in the advertisement. The candidature is also liable for rejection at any stage if BELOP comes across any evidence/knowledge that the qualification, experience and any other particulars indicated in the application/other forms/formats are not recognized/false/misleading/mismatch and/or amounts to suppression of information/particulars which should have been brought to the notice of BELOP.
- vii. Applicants should have sound health. Appointment of selected candidates will be subject to their being found medically fit in the Pre-employment Medical Examination to be conducted as per Norms & Standards of Medical Fitness by a Civil Surgeon / Asst. Civil Surgeon of Govt Hospitals and submit the medical report as per the requirements of the Company. No selected candidates will be appointed to any post in the Company unless he/she is declared medically fit by the Govt. Medical Authority / Company's medical authorities as per the medical fitness standards laid down by the Company.
- viii. Usage of Mobile phones / pagers/ iPad / iPod / Tablets / Calculators or any other such electronic device is strictly prohibited inside the examination hall, thus usage would lead to disqualification of candidature.

- ix. Management of BELOP Company reserves the right to cancel / restrict / enlarge / modify / alter the recruitment / selection process, if need so arises, without issuing any further notice or assigning any reason.
- x. **All communications will be done through eMail.** Candidates are required to possess at least on valid e-mail ID which is to be entered in the application form. BELOP will not be responsible for not delivered / bounced back of any e-mail sent to the candidates. **Change in mobile number and Email-ID will not be entertained.**
- xi. Please note that admit card for written test/call for interview will not be sent by Post.
- xii. BELOP reserves the right to debar/ disqualify any candidates at any stage of the Selection Proceedings, for reason whatsoever.
- xiii. **Canvassing in any form will result in disqualification.**
- xiv. **There will be no separate communication to any candidates on their non-selection at any stage.**
- xv. The candidates are required to attach self-attested copies of the following documents with the application form.
- Paste 'Passport size photograph' on the application.
 - For Date of Birth: Attach SSLC/SSC certificate or Date of Birth Certificate.
 - Certificate and Marks Card of each academic year in degree course, issued by respective University or College.
 - Candidates belonging to reserved category need to submit their authentic caste certificate issued by appropriate government authority.
 - No Objection Certificate from your present employer (if you are employed in Govt/Quasi Govt /PSU).
 - Candidates belonging to PWD (OH only) need to submit their authentic 'Disability Certificate' issued by the Medical Board in the prescribed format.
 - Proof of Identity card: - Pan Card / Passport / Driving license / Election card / Aadhar card
 - Experience Certificate/s from previous employer/s (Mandatory).
 - Proficiency certificate on Essential skill as per **para 2.0** above.

Interested candidates are required to download the application format available on the website <https://belop-india.in/careers.html> /or www.bel-india.in.

The duly filled application format along with self-attested certificates should be sent through post/courier by super scribing on the envelope the name of post applied for. Application should be addressed to:

**Dy. Manager - HR
BEL Optronics Devices Limited,
EL-30, 'J' Block, Bhosari Industrial Area,
Pune- 411 026.**

Application should **reach above address on or before 1700 hrs. of 20.12.2023.**

Application received after due date and/or incomplete application will not be considered. BELOP will not be responsible for any postal/courier delay.