



**BHARAT ELECTRONICS LIMITED**  
(A Government of India Enterprise, under the Ministry of Defence)

Bharat Electronics Limited - Ghaziabad, India's premier Navaratna Defence Electronics Company requires following outstanding personnel on permanent basis.

Designation/Grade	No.of Posts	Qualification	Upper age limit as on 01.05.2017	Reservation
Jr. Assistant 'Finance' / WG - IV	09	3 Years full time B.Com Knowledge of computer operation is essential.	28 years	GEN - 04 OBC - 03 SC - 02

**AGE:**

General Candidates : Max. 28 years (DOB on or after 01.05.1989)  
OBC candidates : Max. 31 years (DOB on or after 01.05.1986)  
SC/ST candidates : Max. 33 years (DOB on or after 01.05.1984)  
PWD candidates : Five years in addition to the age limit/relaxation permitted in the respective category

**QUALIFICATION :**

3 years full time B.Com from AICTE approved College/Institute or a recognised University.

**60% aggregate** in the indicated qualification for General and OBC candidates. 50% aggregate for SC/ST/PWD candidates.

**PAY SCALE -**

Jr. Assistant 'Finance' / WG-IV/CP-V - Rs. 8740 - 3% - 22150/- + admissible allowances

**JOB DESCRIPTION -**

Day to day accounting in SAP environment, cash disbursement, visit to various authority and customer offices and sites, vouching, documentation, data entry, follow-up customer realization, taxation and other operational activities

**EXPERIENCE:**

Experience in SAP environment will be preferred .

**METHOD OF SELECTION:**

Selection will be through a Written Test. Candidates coming in the merit list will be subsequently called for document verification.

## **HOW TO APPLY:**

**Apply online at** <https://jobapply.in/belghaziabad2017jaf>

### **Application Fee:**

Candidates belonging to General and OBC category are required to remit an amount of **Rs: 300/- (Rupees Three Hundred Only)** towards application fee. SC/ST/PWD candidates are exempted from payment of application fee.

### **INSTRUCTION FOR MAKING PAYMENT –**

1. Go to [www.onlinesbi.com](http://www.onlinesbi.com) and select: - State Bank Collect.
2. Accept terms and conditions and click on proceed.
3. Select state of Corporation/Institution: - All India.
4. Select type of Corporation/Institution: - PSU - Public Sector Undertaking and press =>Go.
5. Select PSU - Public Sector Undertaking: - Bharat Electronics Limited and press Submit.
6. Select payment category: - JUNIOR ASSISTANT FINANCE GHAZIABAD UNIT.
7. Complete the payment as explained above.
8. Take a print of the payment receipt and attach it with the application form.
9. The instructions along with screen shots for making online payment are available on the website.

### **Candidates need to upload their photograph, signatures and on the portal for final submission.**

Candidates who meet the eligibility criteria and whose online application is accepted are required to log on to the website and enter their application no. to access and download their written test call letter. Please note that call letters will **NOT** be sent through e-mail or through conventional mail.

All information regarding examination schedule/admit card etc. shall be available on the website. Responsibility for downloading and printing of the admit card/call letter shall be that of the candidate. **No separate admit cards/call letters shall be sent to the candidates by post.**

<b>SCHEDULE OF RECRUITMENT</b>	
Online Registration Starts	24.05.2017
Last date of online application	13.06.2017
Last date of uploading payment details	15.06.2017
Uploading of Admit Cards on the website*	24.06.2017
Written test*	09.07.2017

\*These are tentative dates only.

**THE WRITTEN TEST WILL BE TENTATIVELY HELD ON: ... 09.07.2017 (Sunday).  
(Test Duration: 2 hours | Test Timing: 10:00 – 12:00 hours)**

The written test will be held only at centres in Delhi and NCR.

The results of final selection will be available on the BEL website.

**GENERAL CONDITIONS:**

- i) Only Indian Nationals need apply.
- ii) NOC: Candidates employed in Govt./Quasi-Govt. and Public Sector Undertakings will be required to produce 'No Objection Certificate' at the time of interview, without which they will not be allowed to appear for the interview.
- iii) GEN/OBC candidates applying for the above posts are required to submit an online application fee of Rs. 300/- (Rupees Three Hundred Only)
- iv) Appointment of the selected candidates will be subject to being found medically fit by the Company's Medical Authorities.
- v) There will be no separate communication to any candidates on their non-selection at any stage.
- vi) In respect of Persons with Disability, the degree of disability that the candidate should have, for consideration under the category, will be as prescribed by Government norms.
- vii) Candidates whose Degree Certificate does not tally with the branch mentioned in the application / advertisement will not be considered.
- viii) BEL reserves the right to debar you at any stage of the written test, if your candidature is not considered suitable for any reason.
- ix) Candidates who are unable to produce their B.Com Degree, Marks Card and Certificate in original on the day of document verification for whatever reason will not be considered. Canvassing in any form will result in disqualification.
- x) The admission at all stages of the selection process will be purely provisional. Mere issue of admit card call letter to the candidate will not imply that his/her candidature has been cleared by BEL.

**SPECIAL NOTE:**

**Please further ensure that you fulfill all the eligibility criteria (like age, qualification, experience, category certificate, etc.) as stipulated in our advertisement. If you fail to meet any of the eligibility criteria as stated in the advertisement for the post, your candidature will be cancelled. The decision of the management in this regard would be final. Application fee is non-refundable. Candidates must go through all instructions and eligibility criteria carefully before remitting Application Fee. Fee once paid will not be refunded in any case/circumstance.**

**In case you require any clarifications regarding the advertisement please send an e-mail to [belgzb@jobapply.in](mailto:belgzb@jobapply.in) . Please note that no other form of communication will be entertained including telephone calls, conventional mail, fax etc.**

\*\*\*\*\***END**\*\*\*\*\*

