



बीईएमएल लिमिटेड

(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 Pioneer in Multi - Business (Mining & Construction, Rail & Metro and Defence & Aerospace, etc.) Heavy Engineering Company with a large Customer network across the globe. The Annual Turnover of the company is around Rs.3000 Crores. We are looking for High Performing, Dynamic & Achievement-Oriented Professionals for the following positions:

Sl. No	Position	Grade	Post Qualification Experience Required (in Years)	Pay Scale (in Rs.)	Qualification	Upper Age Limit (in Years) *
1	CGM /GM (Company Secretary)	IX/ VIII	25/22	1,20,000-2,80,000 / 1,00,000-2,60,000	Graduate and qualified Company Secretary with membership of the Institute of the Company Secretaries of India. Graduate Degree in Law or MBA will be preferred.	51/48
2	GM/ DGM (HR)	VIII/ VII	22/19	1,00,000-2,60,000 / 90,000-2,40,000	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 years full-time Course with specialization in IR/ HR with Labour Legislations from a recognized University / Institution. Degree in Law is desirable.	48/ 45
3	DGM-(Finance)	VII	19	90,000-2,40,000	Full time (three year) Graduate with CA/CMA.	45
4	DGM (Defence Business Development) Tank/ ARV Specialist	VII	19	90,000-2,40,000	Full time Four years First Class Degree in Engineering in Mechanical/ Electrical/ Automobile / Production from a recognized University / Institution. Post-Graduate Qualification in Marketing Management preferred. The applicant should be Ex Army personnel at Colonel level. Additionally, the Applicants must possess work experience of overhauling of Tanks/ARVs. by working in Corps of EME and Base / Station Workshops.	45

5	DGM (Defence Business Development) ‘B’ Category Army Vehicle Specialist.	VII	19	90,000-2,40,000	Full time Four years First Class Degree in Engineering in Mechanical/ Electrical/ Automobile / Production from a recognized University / Institution. Post-Graduate Qualification in Marketing Management preferred. The applicant should be Ex Army personnel at Colonel level. Additionally, the Applicants must possess work experience in Corps of EME or Base / Field Workshops.	45
6	DGM (Administration)	VII	19	90,000-2,40,000	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 from a recognized University / Institution. Ex-Defence personnel at Colonel level in Army or equivalent rank from other Defence services possessing relevant qualification as above will be preferred.	45

Age relaxation for SC / ST / OBC/ PWD candidates will be as per the Govt. of India guidelines.

*** The upper age limit can be further relaxed subject to equivalent years of additional years of post-qualification experience prescribed herewith.**

Candidates are required to enclose an up to date curriculum vitae (CV) detailing career progression (Inter and Intra Organisation) with CTC etc.

Job Responsibility:

A) Chief General Manager / General Manager - (Company Secretary)

The prospective candidate will be responsible for:

- 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.

B) General Manager / Deputy General Manager - (HR)

The incumbent should have post qualification professional experience preferably in Engineering industries in the areas of :

- Manpower Planning
- Talent acquisition
- Career and Performance Management, reward & recognitions etc
- Learning & Development and Competency management
- Welfare & General Administration etc.
- HR, IR, Legal and Administration matters including Compliance of statutory requirements, Contract Labour matters, implementation of HR Policies.

He/ She shall also be responsible for HR planning, organizing, staffing, development, coordination and periodical review of all policies, systems procedures etc. for efficient and effective management of HR. The incumbent should have experience in leading a team of professionals in any large organization of repute and exposure in handling multiple Unions along with the expertise in Industrial relation matters. He/ She should communicate effectively in multiple languages.

- Other directives as issued from time to time regarding related matters.

C) Dy.General Manager (Finance)

The prospective candidate will be responsible for Division/Complex on:

- Resource Generation including Institutional financing
- Budgetary Planning and control
- Central Treasury Management
- Control of Accounts including P/L account and balance Sheet
- Taxation
- Investment planning and Management
- Auditing and Compliance
- Financial decision making & analysis
- Financial Analysis and Reporting
- Investment decision including finance & costing of Projects
- Risk Management
- Coordination with Statutory / Govt. Auditors
- Other directives as issued from time to time regarding related matters.

D) Dy. General Manager (Defence Business Development) encompassing **Tank/ ARV Specialist & 'B' Category Army Vehicle Specialist**

(i) Tank/ ARV Specialist:

- Be part of PMG and render advice on WZT-3 ARV manufacture and overhaul.
- Monitoring milestones in procurement / manufacture / overhaul of WZT-3 ARV.
- Earmarking and monitoring of ESM for various tasks related to WZT-3 ARV.
- Be part of Quality Assurance team and Documentation Team.
- Liaison with DGQA and monitoring & rendering assistance in testing / trial evaluation.

(ii) 'B' Category Vehicle Specialist:

- Be part of PMG for Defence projects.
- Be part of Quality Assurance team and Documentation Team.
- Liaison with DGQA and monitoring & rendering assistance in testing / trial evaluation

Additionally the candidate must possess the following :

- Have worked in Indian Army/ MoD and have knowledge of MoD Organization Structure and its units related to Indian Army.
- Have the coordination experience with various Defence Establishments, related to the Customers, DGQA and Vendors.
- Well versed with Defence Contracts & Purchase procedures.
- Should have Commercial knowledge for Pre-Sales activities including Contract Management, handling Negotiations, tracking receivables with Customers etc.
- Have Market intelligence on opportunities, Competitions, Customer plans and budgets.
- Have in-depth product knowledge including latest technologies in order to interact with MoD, DRDO, DPSUs etc., for generation of business opportunities based on Acquisition Programmes.
- Ability to support the Strategy and implementation of Business development Plans.
- Knowledge of OEMs and ability to build relationship towards collaboration for new Product development and Marketing. He/ She should be able to identify international partners and build relationship for business development and JVs.
- Should have knowledge on exports for coordinating Defence related exports Projects.
- Have the ability to define and deliver performance expectations of team members.
- Ensure healthy relationship with the internal and external stake-holders.
- Other directives as issued from time to time regarding related matters.

E) Dy.General Manager (Administration)

- To ensure all Administration related compliance, discipline, hygiene standards etc., at the Company Premises including Plant, Township, Medical Centers and other facilities.
- To ensure overall Security arrangements and systematic movement of Men and Materials.
- Should have exposure to CSR matters and capable of handling CSR projects, complying with Government guidelines.
- To be responsible for all Administration related activities at the Company Premises including House Keeping, Horticulture, Canteen, Transport, Contract Workmen Management etc.
- To be responsible for ensuring all Infrastructure & Equipments required for non-plant operation including Offices, Training Centers, Township, Medical Centers are maintained as per the standard.
- To be responsible implementation and administration of various policies and processes.
- To ensure readiness for any crisis/accident. He/ she must have the ability to handle conflict/ disputes relevant to admin functions & advise to Management on the risk management issues.
- To co-ordinate and liaise with different External agencies & Internal functionaries to ensure smooth all-round administration.
- Other directives as issued from time to time regarding related matters.
- Experience in administration of large plant, township and Head office setups is desirable.

GENERAL CONDITIONS :

- i. Only Indian Nationals may apply.
- ii. Age, Qualification & Experience stipulated above should be as on **14.08.2020**.
- 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. **The upper age limit can be further relaxed subject to equivalent years of**

additional years of post-qualification experience prescribed herewith. However, the maximum age with relaxation shall not exceed 55 years.

- 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.

[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.

*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.]
- vii. PWD candidates are required to submit PWD Certificate in the format as applicable for appointment to 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/interview as the case may be, as and when called.
- ix. Candidates employed in Government / Quasi-Government / PSU, should have worked for at least one (1) year in the immediate lower scale.
- x. 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.
- xi. Candidates may be considered for selection for lower post than applied subject to suitability.
- xii. Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them to be called for Interview/ Selection & Appointment.
- xiii. Management reserves the right to restrict the number of candidates.
- xiv. Management also reserves the right to cancel the advertisement and / or the selection process at its discretion.
- xv. Candidates will have an option to answer/ reply in Hindi if so desired at the time of interview.
- xvi. Intimation regarding interview 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.
- xvii. **Due to prevalent pandemic situation, based on the requirements online interviews may be conducted.**
- xviii. Out-station candidates called for face to face 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.

- xix. Eligible and interested General and OBC candidates applying for the above position (Not applicable for SC/ST/ PWDs) need to pay a non-refundable fee of Rs.500/- by clicking the **“ON-LINE FEE PAYMENT”** Link using State Bank Collect facility available at www.onlinesbi.com.
- xx. 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.
- xxi. The candidates can access the online application form in our career page at www.bemlindia.in. The online registration site would be available from **1100 Hrs on 31.07.2020 to 1745 Hrs on 14.08.2020**.
- xxii. Please note that during the ongoing Covid situation, it is encouraged that the requisite documents are received through electronic mode, as detailed below:

(i) The Candidates are required to upload the following scanned/ soft copies of the documents (Table -1):

(TABLE - 1)

Signature	Colour photograph	Self-attested Caste & PWD certificate, as applicable. It should be one combined ‘.pdf’ document
Self-attested Academic certificates of 10 th , 12 th , Graduation and Post-Graduation, as applicable. It should be one combined ‘.pdf’ document.		Curriculum Vitae

(ii) Keeping in view the server space, all other self-certified requisite documents, as mentioned below (Table-2) are required to be e-mailed to recruitment@beml.co.in.

(TABLE - 2)

Professional Qualification/s	Additional Qualification, as applicable	On-Line Application Fee Payment Receipt, As Applicable
Work experience details including Appointment Letters, Service Certificates, Relieving Letters etc.	copies of skills acquired, as applicable	Major trainings attended, as applicable
	Latest salary slip	PAN/ Aadhar

xxiii. **For any queries on the matter, Candidates may contact Recruitment Cell on Phone No. 080 – 22963279/239 & Mail Id: recruitment@beml.co.in.**

Date : 28.07.2020

(Advt No.KP/S/04/2020)

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