



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

BEML Limited, a pioneer in Multi Business (Defence, Mining & Construction, Rail & Metro, Aerospace, Dredging etc.) Heavy Engineering Company with a customer network across the globe, and an Annual Turnover of around ₹3500 Crores is on the look for High Performing, Dynamic & Achievement Oriented Professionals in the following positions for its International Business Division, New Delhi and Corporate Office, Bengaluru :

Sl. No	Position	Grade	Post Qualification Experience Required	Pay Scale (in Rs.)	Qualification	Upper Age Limit
1	GM/DGM (Marketing – International Business)	VIII/ VII	22/19	100000-260000/ 90000-240000	First Class Degree in Engineering in Mechanical/Automobile/ Production/Electrical / Electronics from a recognized University / Institution. An MBA or equivalent degree / diploma with specialization in International Business/ Marketing is desirable.	48/45
2	Senior Manager/ Manager (Legal)	V/IV	13/9	70000-200000 / 60000-180000	Three years full time graduation degree with LLB/ 5 years LLB from a recognized University / Institution. Candidates with a Post Graduate Degree in Law (LLM) will be preferred.	39/34
3	Senior Manager/ Manager/ Assistant Manager (Company Secretary)	V/ IV/ III	13 / 9 / 5	70000-200000/ 60000-180000/ 50000-160000	Graduate and qualified Company Secretary with membership of the Institute of the Company Secretary of India. Graduate Degree in Law or MBA will be preferred	39/34/ 30

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

Job Responsibility:

A) General Manager/Deputy General Manager (Marketing-International Business) – International Business Division - New Delhi.

- ❖ The incumbent should have:
 - Sound Marketing exposure. Expertise in commercials including international business.
 - Should have handled Marketing of Industrial Products in a large Engineering/Automobile Industry/Earth Moving equipment / Defence products/ Railway products.
 - Should have proficiency in Microsoft office, especially in the use of MS Word, MS Excel and MS PowerPoint.

- ❖ Responsibilities envisaged :
 - Should be able to spearhead marketing activities of the Business Group, manage HOD's of service, parts and equipment sales department within the Business Group and interact with Quality, Planning, Production Control to implement sound Marketing Strategies.
 - Ability to spearhead the International Business Division to improve export of products, outsourcing of service and products / aggregates, improve value of sales and diversification.
 - Expertise and exposure to Market Research ensuring customer satisfaction & interaction with institutions and agencies for Marketing.
 - Demonstrate a vision for the Marketing department and strategies to improve market share of the company's products.
 - Ability to choose successful product that the company should manufacture and market in future.
 - Formulate and implement strategies for business development and enhancing market share.
 - To achieve order book/ Sales Targets and Business growth under all 3 business verticals through:
 - Business networking
 - Interactions with embassies/ Ministry
 - Market Entry strategy, Dealer/ Representative Management
 - Financial needs initiatives
 - Overseas presence through Market Expansion and Re-assessment

B) Sr. Manager /Manager (Legal) - International Business Division, New Delhi.

- ❖ The incumbent should have the prescribed post qualification experience in the following areas :
 - At least 5 years of experience in handling International Business.
 - Drafting and vetting of domestic and International contracts.
 - Conducting of domestic and International Arbitration and litigations.
 - Liaison with Law Firms, Advocates, Legal Consultants, Statutory Authorities, Senior Counsels, both domestic and International.
 - Drafting and vetting of Pleadings in domestic and International litigation and Arbitration.
 - Advisory services such as rendering opinions, advises, etc.
 - Pre Contract negotiations.
 - Conciliation, Mediations etc.
 - Domestic and International Tax Laws.
 - Contract Management.
 - Preparation of Policies on legal matters.

- Empanelment and engagement of Advocates.
- Interaction with International Law Firms, Briefing of Senior Advocates etc.

❖ Responsibilities envisaged:

- Drafting and vetting of Agreements, Contracts, Commercial documents etc., with respect to Domestic and international Business.
- Drafting and vetting of all pleadings to be filed before domestic and international courts/ Forums.
- Rendering of Legal opinions/advices.
- Advising the Company on legal / statutory compliances on domestic & International laws, Regulations Notifications, Treaties, conventions etc.
- Participating in pre-contract negotiations.
- Drafting and vetting of Legal notice, Reply notice, Statutory notices etc.
- Post Contract Management.
- Advising the Company on the new statutes, decisions of Courts including ICJ etc having bearing on the Company.
- Empanelment and engagement of advocates and Legal consultants.
- Initiating/defending legal proceedings by against the Company .
- Conducting legal cases before Domestic and International Courts and Tribunals against /by the Company and appear before the Court/Tribunal wherever required.
- Liaison with Legal Firms, Advocates, solicitors, Legal Consultants etc.
- Apprise the Management on the status of cases by / against the Company from time to time.
- Preparation of Policies, Circulars, Bulletins etc., concerning the Company wherever required.
- Correspond with Ministries, Statutory bodies, external agencies, embassies, high commissions etc.
- Deal with all legal matters concerning the International business division of the Company and to attend the matters entrusted from time to time.

C) Senior Manager/Manager/ Assistant Manager (Company Secretary) – Corporate Office, Bengaluru.

❖ The incumbent should have the prescribed post qualification experience in the following areas :

- 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.
- Dealing with Stock Exchanges for filing returns and other regular correspondence for a listed Company.

❖ Responsibilities envisaged :

- 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.
- 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,
- Any Other assignments from time to time regarding related matters.

GENERAL CONDITIONS:

- Only Indian Nationals may apply.
- Age, Qualification & Experience stipulated above should be as on 31.03.2020.
- Reservations for SC / ST / OBC/ EWS candidates will be as per the Govt. of India guidelines.
- 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 excess post qualification experience prescribed. However, the maximum age with relaxation shall not exceed 55 years.
- SC/ST candidates are required to submit SC/ST Caste Certificate in the format as applicable for appointment to posts under Government of India.
- 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.]

- PWD candidates are required to submit PWD Certificate in the format as applicable for appointment to posts under Government of India.
- 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.
- Candidates employed in Government / Quasi-Government / PSU, should have worked for at least one (1) year in the immediate lower scale.
- 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.
- Candidates may be considered for selection for lower post than applied subject to suitability.
- 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.
- Candidates will have an option to answer/ reply in Hindi if so desired at the time of interview.
- 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.
- 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.
- 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.
- 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.
- 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 **17.03.2020 to 1745 Hrs** on **31.03.2020**.
- The candidate is required to take a printout of the online application form and sign in the space provided and attach copy of the print out of the fee payment receipt (if applicable), self-attested copies of certificates in support of qualification, experience (with latest pay-slip as proof for current employment), age, caste, disability (as applicable), one recent passport size photograph etc. and forward the same to the address mentioned below in a sealed envelope mentioning the post applied for on the top left corner of the envelope :

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

- The envelope with documents should reach the above address latest by **07.04.2020**. Hard copy of the applications not received within the stipulated date or Applications received without photograph/ signature/ fee payment receipt/ attachments/ proper documents will be summarily rejected without any further correspondence.
- For any queries in the matter, candidates may contact Recruitment Cell on Phone No. **080 – 22963279** & Mail Id: **recruitment@beml.co.in**

Date : 17.03.2020

(Advt. No.KP/S/01/2020)

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