



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 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 | ED/CGM (Finance) | X/IX | 28/25 | 150000-300000/ 120000-280000 | CA/CMA | 54/51 |
| 2 | CGM (HR) | IX | 25 | 120000-280000 | 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. Degree in Law is desirable. | 51 |
| 3 | DGM/AGM (Finance) | VII/VI | 19/16 | 90000-240000/ 80000-220000 | CA/CMA | 45/41 |
| 4 | AGM (Company Secretariat) | VI | 16 | 80000-220000 | 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 | 41 |
| 5 | Assistant General Manager/ Senior Manager (HR) | VI/V | 16/13 | 80000-220000 70000-200000 | 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. Degree in Law is desirable. | 41/39 |
| 6 | Sr. Manager/ Manager (Finance) | V/IV | 13/9 | 70000-200000/ 60000-180000 | CA/CMA | 39/34 |

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

Job Responsibility:

A) Executive Director /Chief General Manager (Finance)

The prospective candidate should have post qualification executive experience preferably in any large Engineering Industry in the areas of Treasury Management, Indirect and Direct Taxation, Purchase Scrutiny consolidation & finalization of Accounts/ Internal Audit / Costing & Budgeting/ Pricing / Management of Receivables & Inventory/ Payroll, Provident Funds, Time Office functions and the incumbent will be responsible for Company's overall Institutional Finance, Budgetary Planning & Control, Central Treasury Management, Resources Generation, Control of Accounts, Balance Sheet, Investment Planning & Management, Auditing Management, Financial Analysis and Reporting, Taxation, Finance & Costing, MIS etc.

B) Chief General Manager (HR)

The incumbent should have post qualification professional experience preferably in engineering industries in the areas of HR, IR, Legal and Administration matters including Compliance of statutory requirements, Contract Labour matters, implementation of HR Policies, Manpower Planning, Performance Management System, Learning& Development, Welfare, General Administration etc. 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 should have exposure in handling multiple Unions, etc.

C) Dy.General Manager/Asst.General Manager(Finance)

The prospective candidates will be responsible for Division/Complex on Institutional finance, Budgetary Planning and control, Central Treasury Management, Resource Generation, Control of Accounts, Balance Sheet, Investment planning and Management, Auditing Management, Financial Analysis and Reporting, Taxation, Finance and Costing of projects, MIS, Income Tax and all other Taxation matters, Coordination with Statutory / Govt. Auditors, Bank related work, Internal Audit etc.

D) Assistant General Manager (Company Secretariat)

The prospective candidate shall assist the Company Secretary in discharging the following roles & responsibilities in the Company Secretariat:

- 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.

E) Sr.Manager/Manager (Finance)

The prospective candidates will be responsible for Division/Complex on Institutional finance, Budgetary Planning and control, Central Treasury Management, Resource Generation, Control of Accounts, Investment planning and Management, Auditing Management, Financial Analysis and Reporting, Taxation, Finance and Costing of projects, MIS, Income Tax and all other Taxation matters, Coordination with Statutory / Govt. Auditors, Bank related work, Internal Audit, Bank Guarantee etc.

F) Assistant General Manager (HR) & Senior Manager (HR)

The incumbent should have prescribed post qualification experience preferably in engineering industries in the areas of Human Resources/ Industrial Relations, Compliance of statutory requirements including contract labour matters, formulation and implementation of HR Policies, Human Resource Planning, Performance Management System, Training & Development, Welfare, General Administration etc. The incumbent shall also be responsible for -

- Ensuring a consistent approach to HR activities and compliance with organization policies and legal requirement.
- Drive organization resource plans, talent reviews, succession plans, high potential individual development plans and performance management.
- Implement a methodology for identifying and tracking critical roles and individuals ensuring adequate organization focus on such roles and individuals.
- Identify and facilitate people and organization effectiveness interventions that improve organization dynamics.
- Provide relevant HR expertise and experience to effectively coach/counsel managers and employees.
- Co-own the agenda to develop a greater creative culture in the organization.

GENERAL CONDITIONS:

- Only Indian Nationals may apply.
- Age, Qualification & Experience stipulated above should be as on **16.07.2019**.
- 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. Internal candidates who are meeting the eligibility criteria can also apply.
- 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 to 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/OBC & EWS 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 the career page of www.bemlindia.in. The online registration site would be available from **1100 Hrs** on **02.07.2019 to 1745 Hrs** on **16.07.2019**.
- The candidate is required to take a printout of the online application form, affix the recent passport size photograph, 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) 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 **23.07.2019**. 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** & E-Mail Id: **recruitment@beml.co.in**

Date :02.07.2019

(Advt. No.KP/S/06/2019)

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