



बीईएमएल लिमिटेड BEML LIMITED

(भारत सरकार का उपक्रम) (A Govt of India Undertaking)

CIN: L35202KA1964GOI001530

BEML Soudha, 23/1, 4th Main, Sampangirama Nagar, Bangalore-560 027, INDIA

Walk-in-Interview RECRUITMENT OF EXECUTIVES (Advt No KP/S/02/2024 Dt.21.02.2024)

BEML Limited, India's leading multi-technology company under the Ministry of Defence, has successfully spearheaded with its realm of producing world-class products over the last six decades, mainly for core sectors- Defence & Aerospace, Rail & Metro, Power, Mining & Construction through its state-of-the-art manufacturing facilities. To further build country's promising projects, namely - Vande Bharat sleeper trains, Metro rail coaches, High mobility & Armoured recovery vehicle, Special application Engines for Defence, AI-based high-end mining equipment, BEML Ltd welcomes interest from career-oriented professionals who wish to achieve great future with us and explore "New Frontiers, New Dreams" for tomorrow.

Details of the Positions:

1	2	3	4	5	6	7
Job Position	Vacancy	Qualification	Post Qualification Experience (PQE)	Minimum years of PQE	Upper Age Limit (Years)	Job Description
Deputy General Manager – Company Secretary	1	Qualified and Practicing Company Secretary with membership of the Institute of the Company Secretary of India. Graduate Degree in Law or MBA will have added advantage	The candidate should have post qualification experience preferably from large listed corporates with a thorough expertise in compliance areas including all statutory matters. Should have expertise in dealing with Stock Exchanges for filing returns.	16	45	The candidate shall 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
Assistant General Manager – Company Secretary				13	42	



1	2	3	4	5	6	7
Job Position	Vacancy	Qualification	Post Qualification Experience (PQE)	Minimum years of PQE	Upper Age Limit (Years)	Job Description
						<p>under the provisions of Companies Act, 2013 and other applicable laws.</p> <p>Dealing with Stock Exchanges for filing returns and other regular correspondence for a listed Company.</p> <p>E-filing of various returns with Ministry of Corporate Affairs.</p> <p>Co-ordination with Registrar & Share Transfer Agent of the company and Redressal of Investors' grievances.</p> <p>Assistance in preparation of Annual report of the Company and convening Annual General Meeting.</p> <p>Co-ordination with Statutory Auditors / Government Auditors / Secretarial Auditors, etc.</p> <p>Other directives as issued from time to time regarding related matters.</p>
Manager – Corporate Communications	1	Graduate in any Discipline with Post-Graduation / PG Diploma in Public Relations / Journalism / Mass Communication Advertising	The candidate should have post qualification experience from a large corporate in the field of Corporate Communications. Hands on experience / exposure in handling stake holder communications, all forms of media including print, Graphic Designing, social and audio, Visual media & Branding Management will be an added advantage.	8	34	Shall be responsible for Internal & external communication activities, Management of Print and Electronic Media along with the Social Media presence, Corporate Branding, supporting Products / customer branding, Vendor management etc.
Assistant Manager – Corporate Communications				4	30	



Walk-in Interview Dates

Interview Date	Position	Time	Venue
06.03.2024 (Wednesday)	Deputy General Manager/ Assistant General Manager – Company Secretary	Reporting Time: 9:00 am	BEML Soudha 23/1, 4 th Main, SR Nagar, Bangalore-560027
07.03.2024 (Thursday)	Manager/ Assistant Manager – Corporate Communications		

Pay Scale & Remunerations:

Grade	Position	BEML Pay Scale
Grade – III	Assistant Manager	Rs.50,000 – 1,60,000
Grade – IV	Manager	Rs.60,000 – 1,80,000
Grade – VI	Assistant General Manager	Rs.80,000 – 2,20,000
Grade – VII	Deputy General Manager	Rs.90,000 – 2,40,000

Besides Basic Pay, candidates will be eligible for Industrial Dearness Allowance, Perquisites & Allowances @ 13.78% of the applicable Basic Pay under the Cafeteria System, Company Accommodation / House Rent Allowance, Provident Fund, Gratuity etc. as per the prevailing Company Rules. The executive will also be eligible for Performance related Pay (PRP).

GENERAL CONDITIONS

- Only Indian Nationals may apply.
- Age, Qualification & Experience stipulated above should be as on **04.03.2024**.
- The upper age limit indicated is relaxable as per the Govt. of India guide lines i.e., 5 years for SC/ST and 3 years for OBC candidates. For PwD Candidates the upper age limit is relaxable by additional 10 years over and above the relaxation admissible for candidates belonging to SC/ST/OBC – NCL. Relaxation of age limit would be permissible to candidates with minimum 40% disability.
- 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 57 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.



b. ***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 seeking reservations under EWS are required to submit income & assets certificate in the format applicable for Economically Weaker Sections
- ix. Candidates employed in Government / Quasi-Government / PSU, should send their online application through proper channel or produce NOC at the time of assessment as the case may be. At the time of joining, the selected candidate must provide a clear relieving letter.
- x. Candidates employed in Government / Quasi-Government / PSU, should have worked for at least one (1) year in the immediate lower scale.

BEML Grade of selection and pay scale	IDA pay scale of immediate lower Grade	Equivalent rank of Central Government in the immediate lower Grade	Equivalent grade/ pay of public sector Banks in the immediate lower Grade
Deputy General Manager Rs.90,000 – 2,40,000	Rs.80,000 – 2,20,000 (Revised) Rs.32,900 – 58,000 (Pre-revised)	Level-12 Rs. 78,800 – 2,09,200	AGM/ Scale – V Rs.89,890 – 1,00,350 (Revised) Rs.59,170 – 66,070 (Pre-revised)
Asst. General Manager Rs.80,000 – 2,20,000	Sr. Manager Rs.70,000 – 2,00,000 Rs.29,100-54,500 (Pre-revised)	Level-11 Rs. 67,700 – 2,08,700	Chief Manager/ Scale-IV Rs.76,010–89,890 (Revised) Rs.50,030–59,170 (Pre-revised)
Manager Rs.60,000 – 1,80,000	Assistant Manager Rs.50,000 – 1,60,000 (Revised) Rs.20,600–46,500 (Pre-revised)	Level -8 Rs.47600–15100	Deputy Manager/ Scale-II Rs.48,170–69,810 (Revised) Rs.31,705–45,950 (Pre-revised)
Assistant Manager Rs.50,000 – 1,60,000	Officer Rs.40,000–1,40,000 (Revised) Rs.16,400–40,500 (Pre-revised)	Level-7 Rs.44,900–1,42,400	Assistant Manager/ Scale-I Rs.36,000–63,840 (Revised) 23,700–42,020 (Pre-revised)

- xi. Private sector candidates must be employed in a regular capacity in Company registered under The Companies Act.
- xii. Candidates from Private Sectors have to clearly provide their Reporting Structure of the current position held and will be required to submit experience certificate in the Letter Head of the Company at the time of interview.
- xiii. 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.

- xiv. Mere meeting the conditions of the advertisement by the candidate(s) will not automatically entail them for Appointment.
- xv. Management reserves the right to restrict the number of candidates and increase the Qualifying percentage based on number of applications received.
- xvi. Management also reserves the right to cancel the advertisement and / or the selection process at its discretion.
- xvii. Management reserves the right to increase / decrease the vacancies based on Business requirements and availability of Qualified candidates.
- xviii. Management reserves the right to convert the position into contract engagement where the selected candidates do not meet all the requirements.
- xix. Only candidates meeting all eligibility criteria mentioned herein viz., Qualification, Experience, age, caste/ PWD (as applicable) need to apply.
- xx. Candidates provisionally shortlisted after the assessment process will have to undergo Pre-Employment Medical examination before joining. Appointment of selected candidates are subject to meeting the medical standard of the Company and receipt of satisfactory medical report from the Company Medical Officer.
- xxi. Intimation of provisional offer/ final offer etc., will be sent only through e-mail declared in application. The list of shortlisted/selected candidates for final selection, will be uploaded in Company's website.
- xxii. Eligible and interested **GEN/OBC/EWS candidates** interested in the above positions (Not applicable for SC/ST/ PWDs) will be required to pay a non-refundable fee of **Rs.500/-** by means of Demand Draft favouring BEML Limited, Bangalore payable at Bangalore. The same needs to be carried and submitted at the time of document verification.

HOW TO APPLY

- i. **Interested candidates can download the "Application Form" hosted under this Recruitment advertisement and e-mail their interest in attending the walk-in by forwarding copy of detailed resume/ CV along with filled in Application Form to recruitment@bemltd.in on or before 04.03.2024.**
- ii. **The self-attested copies of following certificates along with Original (as applicable) needs to be brought along with filled in application form on the date of interview:**
 - a. Identity (any Identity card issued by Government of India (for eg. Aadhar, Passport, Driving License, PAN Card, etc.)
 - b. Age (Xth / SSLC Marks),
 - c. Qualifying Degree (as applicable) along with marks sheets
 - d. CGPA Conversion certificate/formula (as applicable)
 - e. Post Graduation Marks cards as applicable
 - f. Post Graduation Certificate as applicable.
 - g. **Experience Documents (clearly indicating start & end date at each Organisation served) along with letter of appointment of each employment.**
 - h. Organisation's turnover document & reporting structure
 - i. Detailed Resume.



- j. Demand Draft of Rs.500 (non-refundable application fee for GEN/OBC/EWS Candidates)
- iii. Queries may be addressed to recruitment@bemltd.in
- iv. Only candidates meeting all eligibility criteria mentioned herein viz., Qualification, age, caste (as applicable) need to apply.

Date: 21.02.2024

(Advt. No.KP/S/02/2024)

[Corrigendum/ Addendum, if any will be hosted in BEML Website only.](#)

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