



**Bharat Heavy Electricals Limited**  
 (A Govt. of India Undertaking)  
 Electronics Division,  
 P. B. No. 2606, Mysore Road,  
 Bengaluru - 560 026

24<sup>th</sup> March, 2016

**Advertisement No. 1 /2016**

**Advertisement for the engagement of Graduates (Non-Engineering/Non-Technical) as NEEM Trainees for ONE Year in BHEL, EDN, Bangalore**

BHEL- Electronics Division, Bangalore, one of the Manufacturing Units of BHEL, a Maharatna Company proposes to engage 100 Nos. of Graduates (Non-Engineering/Non-Technical) as NEEM Trainees for ONE Year under the NEEM (National Employability Enhancement Mission) Scheme for the following disciplines/branches.

Sl. No	Branch/ Discipline	No. of Training Slots	Minimum Qualification	Age Limit
1.	B.COM	100	Candidates who have successfully passed their Degree with B.COM/B.B.M/B.A/B.SC/B.C.A/B.S.W in the year 2015 will be considered for engagement as NEEM Trainees. (Note: Candidates should have passed qualification examination after 01.01.2015). They should have passed with minimum of 70% of marks (60% for SC/ST candidates) in aggregate of all the years / semesters from recognized University/ Institution. MINIMUM - 18 years MAXIMUM - 30 Years (General) 33 Years (OBC) 35 Years (SC/ST) (As on 01/03/2016)	10 years for 'Person with Disability' candidates. "Person with disability" means a person suffering from not less than forty per cent of any disability (Low Vision/ Loco motor disability / Hearing Impairment) as certified by a medical authority as per 'The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.  Persons with not less than 40% of the relevant disability shall alone be eligible to apply.
2.	B.B.M			
3.	B.A			
4.	B.Sc.			
5.	BCA			
6.	B.S.W			

Note: The number of training slots are tentative and may undergo revision.

- ❖ **Employee Wards of BHEL** (Wards of Serving & Deceased employees) –
  - a) An additional 05 years relaxation in age shall be given to wards of BHEL Employees.
  - b) There will be relaxation in minimum percentage of marks for wards of BHEL Employees.

**IMPORTANT INSTRUCTIONS:**

- ❖ The training is under NEEM (National Employability Enhancement Mission) Scheme.
- ❖ For applying for the above training, candidates should have studied in the relevant branch/discipline from recognized institution as a regular student (full time).
- ❖ Preference will be given to candidates having knowledge of Kannada.
- ❖ Candidates may note that, if selected as NEEM Trainees, completion of training will be subject to registration by Board of Apprenticeship Training, Southern Region, Chennai. If due to any reason BOAT refuses registration, the training will be terminated and he/she will not be issued with the relevant certificate.

- ❖ Duration of training shall be ONE Year. Engaging suitable candidates as NEEEM trainees or the completion of training at BHEL shall not entitle such candidates/trainees any right to claim any type of employment in BHEL.
- ❖ Reservation for candidates belonging to OBC, SC/ST and Person with Disability category as per extant Government Rules/Regulations.
- ❖ Candidates should carefully fill up the Category (OBC/SC/ST) in the application form and the required documentary proof should be enclosed with the application.
- ❖ Candidates belonging to SC/ST/OBC/ Person with Disability category should enclose self-attested copy of the certificate issued by the Competent Authority to that effect. OBC candidates\*\* are required to submit Other Backward Class Certificate ('Non-Creamy Layer') (Certificate in the format as applicable for appointment to posts under Government of India, is to be produced). OBC candidates are also required to furnish a self-undertaking that they belong to OBC (Non Creamy Layer). (Formats enclosed)  
 [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(As amended from time to time)  
 Non- Creamy Layer: The gross annual income of parents of the candidate should not be more than Rs. 6 lakhs or above or possessing wealth above the exemption limit as prescribed in the Wealth Tax Act for period of three consecutive years in line with DOPT OM No.36033/1/2013- Estt. (Res) dated 27th May, 2013.  
 # Candidates belonging to 'Person with Disability' are required to furnish self-attested copy of duly stamped Medical Certificate in relation to their disability from Government Hospital or Medical Board attached to Special Employment Exchange for the handicapped.  
 The definition of Low Vision / Loco motor Disability / Hearing Impairment for Persons with Disability is as per 'The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995
- ❖ **Stipend:** The selected candidates shall be paid a stipend of Rs.7140/- (Rupees Seven Thousand One Hundred and Forty only) per month.
- ❖ **Standard of Fitness:** - Candidates who have successfully passed the selection procedure shall have the Standard of Fitness as prescribed.
- ❖ **Selection Process:** Selection shall be based on the number of applications received. If the number of eligible applicants is in the ratio of 1:3 to the no. of vacancies (300 applicants), then Personal Interview shall be conducted for all eligible candidates. However, if the number of eligible applicants is in excess of the ratio of 1:3 to the number of vacancies, the number of candidates will be restricted (to 300 applicants) for Personal Interview on the basis of aggregate marks obtained in the Degree Examination.  
 Note: No TA/DA will be paid for candidates called for Interview.
- ❖ Applications which are incomplete in any detail, not legible or without all the required enclosures/self-attested documents or received after the last date for receipt of applications will be rejected and no correspondence on this will be entertained. Application received after last date mentioned shall be rejected.
- ❖ Interested and eligible Candidates are advised to go through detailed instructions regarding submission of application and selection process which is available with BHEL website: [www.bheledn.com](http://www.bheledn.com).
- ❖ For any kind of enquiry regarding this engagement process, candidates can contact through telephone no. 080-26998505
- ❖ Short listed candidates will be individually informed through e-mail/post about the Personal Interview. Candidates are advised to provide a valid e-mail id / postal address in the enclosed Application Format.
- ❖ If at any stage of training, it is found that the candidate has furnished false/incorrect information or concealed any information, his/her Training shall be cancelled and suitable action will be taken as per extant rules.
- ❖ BHEL reserves the right to Revise/ Reschedule/ Cancel/ Suspend the engagement process, if the need so arises, without assigning any further notice or reason therefore. The decision of the management shall be final and no appeal shall be entertained.
- ❖ Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Bangalore and the Courts/Tribunals/Forums (Jurisdiction Courts) at Bangalore shall have sole and exclusive jurisdiction.
- ❖ No correspondence will be entertained with the candidates who are not invited/ selected for this training.
- ❖ Any corrigenda/amendments/updates will be hosted on our website: [www.bheledn.com](http://www.bheledn.com) only.
- ❖ Indian Nationals only need to apply.
- ❖ Canvassing in any form will be a disqualification

### **APPLICATION PROCEDURE**

- ❖ Candidates satisfying the eligibility norms should submit duly filled application form, which can be downloaded from BHEL website: [www.bheledn.com](http://www.bheledn.com)
- ❖ The Application Form shall be enclosed with the Self-attested photocopies of the documents mentioned below:-
  1. Degree Certificate/Provisional Certificate
  2. Mark sheets of all years/semesters/consolidated mark sheet of Degree qualification  
\* Wherever CGPA/OGPA/DGPA or Letter Grade in a degree is awarded, its equivalent percentage of marks must be indicated in the application form as per norms adopted by University / Institute. Proof of norms adopted by the University/ Institute to convert CGPA/OGPA/DGPA into percentage is to be submitted along with the application.
  3. Class X / SSLC Certificate for Proof of Date of Birth.
  4. Copy of Caste Certificate (SC/ST/OBC\*) issued by Competent Authority (If applicable) \*Format enclosed.
  5. Self-undertaking by the OBC candidate belonging to non-creamy layer. Format Enclosed.
  6. Disability Certificate from Competent Authority (If applicable)
- ❖ The Application Form duly signed along with the self-attested copy of the documents mentioned above shall be sent to the address mentioned below:-  
**Sr. Manager (HR-Administration),  
Bharat Heavy Electricals Limited  
Electronics Division,  
Mysore Road, Bangalore – 560 026** so as to reach us on or before **15/04/2016** by post/courier. Any other correspondence either in soft or hard form will not be entertained.
- ❖ The envelope containing the application form should be super-scribed with “**Application for the engagement of Graduates (Non-Engineering/Non-Technical) as NEEM Trainees in BHEL, EDN, Bangalore**”.
- ❖ BHEL is not responsible for any postal/courier loss or delay in receipt of applications.

**NOTE: PLEASE NOTE THAT THIS IS AN ADVERTISEMENT ONLY FOR 1 YEAR TRAINING. ENGAGING SUITABLE CANDIDATES AS NEEM TRAINEES OR THE COMPLETION OF TRAINING AT BHEL SHALL NOT ENTITLE SUCH CANDIDATES/TRAINEES ANY RIGHT TO CLAIM ANY TYPE OF EMPLOYMENT IN BHEL.**

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**Application Form for the engagement of Graduates (Non-Engineering/Non-Technical) as NEEM Trainees for ONE Year in BHEL, EDN, Bangalore**

Affix passport size photograph duly signed by the candidate

1. Branch/Discipline : \_\_\_\_\_

2. Name of the Candidate (in capital letters):  
(as in Class X Mark sheet) \_\_\_\_\_

3. Father's Name : \_\_\_\_\_

4. Date of Birth : \_\_\_\_\_

5. Marital Status : \_\_\_\_\_

6. Nationality : \_\_\_\_\_

7. Gender- Please tick (✓) : Male  Female

8. Religion : \_\_\_\_\_

9. Caste/Category Please tick (✓)  
(Caste/Community Certificate should be attached) : General  OBC (Non Creamy Layer)   
Scheduled Caste  Scheduled Tribe

10. Whether 'Person with Disability'  
Please tick (✓)  
If yes, type & percentage of disability) : YES  NO   
Loco motor :   
Hearing Impaired :   
Low Vision :

11. Postal Address : \_\_\_\_\_  
Address Line 1. \_\_\_\_\_  
Address Line 2. \_\_\_\_\_  
Address Line 3. \_\_\_\_\_  
City/Town/Village \_\_\_\_\_  
District \_\_\_\_\_  
State \_\_\_\_\_  
PIN Code \_\_\_\_\_

**12. Educational details:**

Examination Passed	Discipline/ Branch/	University/ Board	Institute/College With Address	Year & Month Of Passing	Marks Obtained	Maximum Marks	Percentage of Marks/ CGPA Score (Aggregate)
SSLC/X STD.	NA						
HSC / 12 <sup>TH</sup> STD							
DEGREE (B.COM/B.B.M/ B.A/B.SC/BCA/ B.S.W)							

**13. Contact Details** : Landline (with STD Code) :  
Mobile Number/  
Alternate Mobile Number:  
E-mail Address :

**14. (a) Are you an Employee Ward of BHEL** : Yes  No   
(Please (✓) )

**(b) If Yes, give the Name & Staff Number: a) Name:**

**b) Staff Number:**

**(c) Whether Serving / Deceased** : Serving:  Deceased:   
(Please (✓) )

**(d) BHEL Unit** :

**(e) Relationship with the Employee:**  
(Son/Daughter/Spouse)

**Declaration**

I hereby declare that all the above information furnished by me are true and complete to the best of my knowledge and belief. I am aware that furnishing of false / incomplete information will result in the rejection of my candidature at any stage or loss of training even after joining.

Place:

Date

Signature of the Candidate

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

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This is to certify that..... son /  
daughter of .....of village  
..... District /'  
Division ..... in the State  
belongs to the..... community which is recognised as a Backward Class  
under —

\* (i) Government of India, Ministry of Welfare Resolution No. 12011 / 68 / 93-BCC(C) dated the 10<sup>th</sup> September, 1993 published in the Gazette of India Extraordinary Part I, Section I No. 186, dated 13<sup>th</sup> September 1993 and

\* (ii) Government of India, Ministry of Welfare Resolution No.12011/9/94-BCC dated 19<sup>th</sup> October, 1994 published in the Gazette of India, Extraordinary of Part I, Section I No.163 dated 20<sup>th</sup> October 1994.

\* (iii) Government of India, Ministry of Welfare Resolution No.12011/7/95-BCC dated 24<sup>th</sup> May 1995 published in Gazette of India Extraordinary Part I, Section I No.88 dated 25<sup>th</sup> May 1995.

\* (iv) Government of India, Ministry of Welfare Resolution No.12011/44/96-BCC dated 6<sup>th</sup> December 1996 published in Gazette of India Extraordinary Part I, Section I No.210 dated the 11<sup>th</sup> December 1996.

Shri ..... and or his family ordinarily  
reside(s) in the ..... District / Division of the  
State. This is also to certify that he / she does not belong to the persons / sections (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M.No.36012/22/93-Estt.(SCT) dated 08/09/1993.

District Magistrate  
Dy.Commissioner

Dated

Seal

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*\* strike out whichever is not applicable*

NB (a) The term \* ordinarily' used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

(b) The authorities competent to issue caste certificates are indicated below:—

1. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner/  
Additional  
Deputy Commissioner/ Deputy Collector / I class Stipendary Magistrate / Sub -  
Divisional  
Magistrate/ Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not  
below the  
rank of I Class Stipendary Magistrate).
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency  
Magistrate.
3. Revenue Officer not below the rank of Tehsildar; and
4. Sub - Divisional Officer of the area where the candidate and / or his family normally  
resides.

## Undertaking

(To be submitted by OBC candidates along with the OBC certificate)

“I..... son/ daughter of Shri .....  
resident of village/town/city/district.....state.....  
hereby declare that I belong to..... community which is recognized as  
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.  
It is also declared that I do not belong to persons/ sections (creamy Layer)  
mentioned in Column 3 of the schedule to the above referred Office  
Memorandum, dated 08.09.1993”

Date :

(Signature)

Name

Father's Name