

**BHARAT HEAVY ELECTRICALS LIMITED****EXPERIENCED LAW PROFESSIONALS RECRUITMENT****COMPANY PROFILE**

Bharat Heavy Electricals Limited (BHEL) was incorporated in 1964 under the Indian Companies Act, 1956. BHEL, a Schedule- 'A' Maharatna CPSE, is today the largest engineering enterprise of its kind in India. BHEL caters to the needs of core sectors like Power, Transmission, Industry, Transportation (including Railways), Defence, and various industries like Petrochemicals, Petroleum, Steel, Cement, Fertilizers etc. It has 17 Manufacturing plants, 8 Service centers and 4 Power Sector regional centers besides a large number of regional offices and project sites spread all over India.

The company has its footprint in more than 70 countries all over the world and has achieved a net profit of Rs 1314 Crores and turnover of Rs 30806 Crores in 2014-15.

BHEL is looking for Experienced Law Professionals for the following positions:

VACANCIES

Position/ Scale of Pay	Educational Qualification	Experience (Years)	Upper Age Limit (Years)	No. of Vacancies* (Total 10 Nos)
		As on 1 st December, 2015		
Deputy Manager/ Grade - E3/ Rs 32,900-58,000/-	Essential: Full time regular Bachelor's Degree in Law (BL or LL.B.) from Colleges approved by Bar Council of India.	9 Years	38 Years	02 Nos
Manager/ Grade-E4/ Rs 36,600 - 62,000/-	Note: Candidates with above Degrees obtained through Distance or part-time education programme or through Correspondence will not be eligible.	12 Years	41 Years	02 Nos
Sr. Manager/ Grade-E5/ Rs 43,200 - 66,000/-		Desirable: Post Graduate Degree/ Diploma in Commercial/ Labour/ Taxation Laws	15 Years	44 Years

* The number of vacancies in different grades is indicative and if suitable candidates are not available in advertised higher grades of E4 or E5, the number of posts may be suitably increased in **next** lower advertised grades.

UNIT WISE VACANCIES

Unit	Grade			Total
	E3	E4	E5	
Corporate Office	1	1	2	4
International Operations	-	-	1	1
Bhopal	-	-	1	1
Jhansi	1	-	-	1
Haridwar	-	1	-	1
Industry Sector	-	-	1	1
PS-ER	-	-	1	1
Total	2	2	6	10

No. of vacancies and posting locations indicated above are tentative and may vary on review.

Accordingly, reservation may also vary.

WORK EXPERIENCE

The prospective candidate should be in possession of the required number of years of post-qualification experience as an Executive / Officer in the Legal set up of the Government / Semi Government/ Public Sector Undertaking/ Nationalised Banks/ Listed Companies* and should have sound knowledge of Civil / Commercial / Industrial /Labour / Company Laws etc

***Listed Companies would mean and include Companies listed on NSE or Group A & B of BSE.**

Further experience of the following will be desirable:

1. Drafting /scrutinizing/vetting of commercial deeds/documents including inter-alia instruments, affidavits, deeds, agreements, contracts, indemnity bonds, bank guarantees, consortium & collaboration agreements etc as well as pleadings.
2. Rendering legal opinion/ advice on various matters.
3. Handling legal/court cases including court arbitration, domestic enquiry proceedings, service matters, labour cases etc
4. Ensuring compliance with statutory requirements under various laws
5. Handling of matters relating to RTI.
6. Practice of law as an Advocate either in a reputed law firm or otherwise before the Supreme Court/ High Courts/District Courts, appearance before the arbitral tribunals or other tribunals etc.
7. In addition to the above, for the position in Corporate HR-Law Group, experience of dealing with disciplinary matters and Labour /Service Law matters is desirable.

SELECTION PROCESS

Selection process will comprise of Personal interviews only. During the interview candidate's knowledge/capability, skills, behavioural aspects, experience etc. shall be assessed. Maximum Marks allotted for Interview shall be 100. Out of which, 10 Marks are earmarked for Qualification and 10 Marks for relevant additional Experience.

In case the number of applications received from eligible candidates is more than ten times the number of vacancies, candidates will be shortlisted for being called for interview in the ratio of 1:10 to the number of vacancies on the basis of aggregate marks of all the years/ semesters/ subjects secured in qualifying required degree i.e. relevant Law Degree..

REMUNERATION AND OTHER BENEFITS

Besides Basic Pay, Industrial Dearness Allowance (Currently 107.9% of Basic Pay), Perks and other Allowances (upto a maximum of 46% of Basic Pay) and benefits such as Leave, Leave Encashment, Medical facilities for self and dependent family members, Provident Fund, Gratuity, Performance Related Pay, Uniform, Subsidized Canteen Facilities, Company assisted accommodation or HRA etc. will be admissible as per Company Rules as applicable from time to time.

RESERVATION & RELAXATION:

1. Reservation of vacancies for SC/ST/OBC (NCL) and PH candidates shall be displayed shortly on the website.
2. Upper age limit is relaxable for candidates belonging to the following categories as under:-
 - SC/ST: - by 5 years
 - OBC (NCL): – by 3 years

For getting the reservation benefits under OBC category:

- i. The name of caste and community of the candidate must appear in the Central list of other Backward Classes and the candidate must not belong to creamy layer (to see list of approved OBC caste/community name in the central list, log on to <http://ncbc.nic.in/centrallistifobc.html/>)
 - ii. The candidates need to furnish their OBC – non creamy layer (NCL) certificate (not more than one year old) as per the format prescribed by Government of India (this format can be downloaded from BHEL careers website <http://careers.bhel.in/>)
- Upper age limit is relaxable for Physically Challenged Candidates:
 - by 10 years for General
 - by 13 years for OBC (NCL)
 - by 15 years for SC/ST
 - Relaxation in age for Ex-Servicemen will be as per extant Govt. rules.
 - Upper age limit is relaxable by 5 years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir during the period from 1/1/1980 to 31/12/1989.
3. Maximum upper age limit of the candidate shall be restricted to 54 years as on 1st December, 2015, including all possible age relaxations.

MEDICAL STANDARDS:

Applicants should possess sound health. Before Joining, selected candidates will have to undergo medical examination by the Company's Authorized Officer and the appointment will be subject to meeting the health standards prescribed by the Company. No relaxation in health standards is allowed. The company's Medical Examination rules in brief are placed on our careers website <http://careers.bhel.in/>

The definition of Locomotor Disability, Hearing Impairment and Visual Impairment for Persons with disability is 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 for the benefit of reservation.

The Physically Challenged candidates 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.

HOW TO APPLY:

Candidates are advised to follow the instructions as given below for completing the BHEL application process for the advertised positions of Experienced Law Professionals:

1. Candidates will have to apply on-line to BHEL for which BHEL recruitment website <http://careers.bhel.in/> shall be activated from 15th December, 2015 to 02nd January, 2016. No other mode of submission of application is allowed.
2. The candidates are advised to apply for one post only. In case a Candidate applies for more than one post then the Candidate shall be considered for the highest eligible position only.
3. Candidates belonging to General and OBC categories are required to make a payment of **Rs. 250/-** as **non-refundable** processing fee. This fee can be paid in any of the branches of State Bank of India across the country, to “**Power Jyoti A/c - 30858787145**” through the challan hosted on the BHEL Recruitment website. Before making this payment candidates must refer to the online advertisement, ascertain their eligibility and then proceed.

The triplicate challan (1st copy – **Applicant’s copy**, 2nd copy- **BHEL’s copy**, and 3rd copy – **Bank’s copy**) for fees payment will be available on our website <http://careers.bhel.in> from 15th December, 2015 onwards.

4. In the online application form, candidates will be required to enter the Journal No. given by the bank on payment of fee. Candidates may read the instructions given on the website <http://careers.bhel.in/> carefully and fill-in the on-line application form giving accurate information. BHEL will not be responsible, if candidates fill up their details wrongly and consequently the application is rejected.

5. The candidates should submit their application ONLINE only. After submitting the application ONLINE, a unique Acknowledgement Number will be allotted to the candidate and he/she will then be required to download the acknowledgement slip. The challan copy of BHEL needs to be attached with Acknowledgement Slip and sent to BHEL, Ramachandrapuram, Hyderabad (Address given below), along with the following documents:

• Candidate has to affix a copy of recent photograph in the Acknowledgement Slip, sign at the space provided and send along with a self-attested copy of the following documents:

1. Tenth Class (High School) Certificate as DOB proof
2. Certificate evidencing award of Full time regular Bachelor’s Degree in Law (BL or LL.B).
3. Experience certificates in support of qualifying experience from the employer(s)-refer FAQ
4. BHEL challan copy (If Applicable)
5. Category Certificate (If Applicable)
6. PH Certificate (If Applicable)
7. J&K Domicile Certificate/ Ex-Servicemen Certificate (If claiming age relaxation)

These documents have to be sent to the address as below.

Manager- HR (RMX)
HR Department/ Admin. Bldg.
Bharat Heavy Electricals Limited
Ramachandrapuram, Hyderabad-502032

6. In case the candidate is shortlisted for interview, he/she should bring with him/her all the relevant documents in original, as mentioned in the interview call letter.

7. Candidates are advised to retain extra copies of passport size photograph used in online application as these will be required to be produced during BHEL Selection process.

GENERAL INSTRUCTIONS:

1. Candidates presently employed in Government/ Semi Govt./PSU/ Nationalised Banks/ Autonomous bodies are required to apply '**through Proper channel**' or submit '**No-Objection Certificate**' at the time of interview from their employer. Such candidates shall be required to submit two references from Legal Experts or from GM level Officials of their present organisation at the time of Interview.
2. Candidates are advised to write Full Name of the Company in the "**Name of Organisation**" column in the Online Application Form. BHEL shall not be responsible for interpreting the name of organization from the abbreviations used. Like for example, Name of Organization ""ABC"" could mean ABC India Ltd or Aditya Birla Corporation etc.
3. Candidates should ensure that they fulfil the eligibility criteria and other requirements and that the particulars furnished by them are correct in all respect. In case it is detected at any stage of recruitment process that the candidate does not meet the eligibility criteria and/or the candidate has furnished any incorrect/false information or has suppressed any material fact(s), the candidature of such a candidate is liable to be rejected. If any of the above shortcoming(s) is/are detected, even after appointment, his/her services are liable for suitable actions including termination and prosecution.
4. Candidates, who have left a PSU after availing Voluntary Retirement (VR), if selected will be required to return the VR compensation received to the PSU concerned.
5. SC, ST, OBC (Non-Creamy Layer), physically disabled, and ex-servicemen should carefully mention the categories, since these details may not be allowed to be changed later.
6. Candidates are advised to possess a valid e-mail ID, which is to be entered in the on-line Application Form. They are also advised to retain this e-mail ID active for at least next One Year as any important intimation to the candidates shall be provided by BHEL through e-mail.
7. Candidates are advised to be cautious while filling the application form on-line about accuracy and correctness of the information. They may cross-check the information furnished in the application form before finally submitting the same as no correction would be possible later. In case candidates are desirous of changing any detail in their application form, they are required to submit a fresh application with the necessary correction. The acknowledgement slip for this fresh application may be printed and sent to us along with required challan copy.
8. The responsibility of downloading and printing of Interview call letter shall be that of the candidate. No separate Interview call letters shall be sent to the candidate by post. Candidates are advised to visit the website <http://careers.bhel.in> regularly for updates.

Note:

1. Only Indian citizens are eligible to apply.
2. Candidates called for interview will be reimbursed 2nd AC to and fro train fare from their starting station or mailing address, which is nearer to the place of interview, by the shortest route, on production of proof of journey.
3. For the first five years after date of joining, no applications initiated by selected candidates for Transfer shall be entertained, however, on Company's requirements, these candidates may be transferred to any of the Company offices/ Divisions, anywhere in India or abroad.
4. The appointment of selected candidates will be subject to meeting health standards prescribed by the Company.
5. Candidates belonging to OBC category but not covered under 'Non-Creamy Layer' are not entitled to OBC reservation. As such, they should indicate their category as 'GENERAL'.
6. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto shall be subject to jurisdiction of the Courts at Delhi.
7. The Company reserves the right to reject any application without assigning any reason whatsoever.
8. Applications that are not in conformity with the requirements indicated in this advertisement/ incomplete applications/ those received after the last date will not be entertained.
9. BHEL reserves the right to cancel/ restrict/enlarge/ reopen the recruitment process, if the need so arises, without issuing any further notice or assigning any reason thereof.

Note: The candidates shortlisted for interviews shall be required to produce following documents for verification at the time of Interview.

- Tenth Class (High School) Certificate as DOB proof
- BL/LLB Degree Certificate & Mark Sheets of all years/semesters
- PG Certificate and Marksheets, if applicable
- Experience Certificates- Refer FAQ for details
- Candidates presently employed in Government/ Semi Govt./PSU/ Nationalised Banks/ Autonomous bodies shall be required to submit 'No-Objection Certificate' from their employer if not applied 'through Proper channel'.
- SC/ST Certificate, if applicable. Download Govt. prescribed format
- Certificate of domicile of J&K during the period from 1.1.1980 to 31.12.1989, if applicable
- Latest Physically Challenged Certificate, if applicable
- Ex-serviceman certificate, if applicable. Only those candidates will be treated as Ex-servicemen, who have either already retired from the defence services or would be retiring by December, 2015.
- OBC (Non-Creamy Layer) certificate, if applicable. Download Govt. prescribed format.
- Self-Undertaking in the format (Download prescribed format from website) for OBC ('Non-Creamy Layer Status).

Therefore, Candidates are advised in advance to ensure having the above documents in original.

IMPORTANT DATES

Milestones	Scheduled date
For BHEL EXPERIENCED LAW PROFESSIONALS Recruitment	
On-line submission of applications commences	15 th December, 2015 at 10: 00 AM
Closing of On-line Submission of application	02 nd January, 2016 at 5:00 PM
Last date for receipt of copy of Acknowledgement. Slip at BHEL, Ramachandrapuram, Hyderabad	9 th January, 2016 (16 th January, 2016 - for candidates in North East and far flung areas)

BHEL