

**BHARAT ELECTRONICS LIMITED**  
(A Govt. of India Enterprise under the Ministry of Defence)

**SPECIAL RECRUITMENT DRIVE FOR PWD**

Bharat Electronics Ltd., a Navaratna Company and India's premier Professional Electronics Company requires outstanding professionals with experience in the field of Official language for its Units / Offices located in different parts of the Country.

Sl. No.	Designation	Grade	No. of posts	Pay Scale (Rs.)	CTC (approx.)	Upper age limit as on 01.04.2011
1	Sr. Asst. Official Language Officer (Post is reserved for <b>HH- partially deaf</b> )	E-1	1	12600 - 32500	4.34 Lakhs	38 yrs (inclusive of relaxation)

**QUALIFICATION:**

The essential qualification required is as follows:

Masters Degree from a recognized University or equivalent in Hindi with English as a subject at Degree level.

OR

Masters Degree from a recognized University or equivalent in English with Hindi as a subject at Degree level.

OR

Masters Degree from a recognized University or equivalent in any subject with Hindi and English as subjects at Degree level.

OR

Masters Degree from a recognized University or equivalent in any subject with Hindi Medium and English as a subject at Degree level.

OR

Masters Degree from a recognized University or equivalent in any subject with English Medium and Hindi as a subject at Degree level.

In addition to Basic pay, other allowances like dearness allowance, HRA, Performance Related pay, conveyance allowance, Leave Travel Allowance (LTA), Professional Development Allowance (PDA), reimbursement of medical expenses, Children Education Allowance, Attire Maintenance Allowance, interest free multipurpose advance, interest subsidy on housing loan, Group insurance, PF, gratuity etc., as per Company rules will be part of the remuneration package.

Candidates working in PSUs / Govt. Organisations should submit the application through proper channel or produce No Objection Certificate at the time of the interview. Candidates called for the written test will be reimbursed to and fro train fare (Second Class) by the shortest route on production of the railway ticket receipts as per company rules.

**Canvassing in any form will result in disqualification.** The number of posts indicated above may vary based on the actual requirement at the time of recruitment. Applications that are incomplete, not in the prescribed format, not legible, without the required enclosures will be summarily rejected without assigning any reasons and no correspondence in this regard will be entertained. Only Indian National need apply.

Interested candidates may send the applications through post / courier, superscribing on the envelope the post applied for, in the downloadable application format enclosing a recent passport size photograph along with self attested copies of SSLC / Matriculation Certificate (proof of age), Marks Cards of all semesters for having possessed the relevant qualifications mentioned above, certificate from previous employer regarding experience in OL implementation, Caste certificate, PWD certificate and other relevant certificates so as to reach Manager (HR) / CO , Bharat Electronics Limited, Corporate Office, Outer Ring Road, Nagavara, Bangalore – 560 045, **on or before 31.03.2011.**

Paste self  
attested  
recent  
passport size  
photograph

**APPLICATION FOR THE POST OF SR. ASSISTANT OFFICIAL LANGUAGE  
OFFICER**

**SPECIAL RECRUITMENT DRIVE FOR PWD (HH Category Only)**

1) INSTRUCTIONS:

- a) All columns should be filled in BLOCK LETTERS  
b) Incomplete applications / applications without enclosures will be rejected.

2) a) FULL NAME (IN CAPITAL LETTERS) :

b) DATE OF BIRTH:

c) AGE AS ON 01.03.2011:

d) SEX: MALE / FEMALE:

e) MARITAL STATUS: MARRIED / UNMARRIED

3) a) CATEGORY (Tick Mark) : GEN  SC  ST  OBC  XSM

b) If XSM, indicate number and rank.

c) If yes, mention the category of disability HH

d) Percentage of disability as indicated  
in the disability certificate : \_\_\_\_\_%

e) RELIGION : \_\_\_\_\_

4) PERMANENT ADDRESS:

CORRESPONDENCE ADDRESS:

5) TELEPHONE NO : (R) \_\_\_\_\_ (O) \_\_\_\_\_

MOBILE NO: \_\_\_\_\_

E-MAIL ID : \_\_\_\_\_

6) a) FATHER'S NAME : \_\_\_\_\_

b) OCCUPATION : \_\_\_\_\_

7) LANGUAGES KNOWN : (UNDERLINE MOTHER TONGUE)

READ	WRITE	SPEAK
_____	_____	_____
_____	_____	_____
_____	_____	_____

8) EDUCATIONAL QUALIFICATIONS (starting from Matriculation):

QUALIFICATIONS	NAME OF THE INSTITUTION	YEAR STUDIED FROM TO		Languages Studied (English/Hindi)	CLASS	<u>MEDIUM</u> (Hindi/English)
SSLC / Matriculation						
PUC						
Degree						
Post graduate degree						
OTHERS (please specify)						

9) Are you employed in Govt./PSU/Quasi Govt., if yes, have you enclosed NOC? Yes / No

10) **Please tick the appropriate option of the eligibility criteria you are meeting:**

- a) Masters Degree from a recognized University or equivalent in Hindi with English as a subject at Degree level.
- b) Masters Degree from a recognized University or equivalent in English with Hindi as a subject at Degree level.
- c) Masters Degree from a recognized University or equivalent in any subject with Hindi and English as subjects at Degree level.
- d) Masters Degree from a recognized University or equivalent in any subject with Hindi Medium and English as a subject at Degree level.
- e) Masters Degree from a recognized University or equivalent in any subject with English Medium and Hindi as a subject at Degree level.

**11) EXPERIENCE:**

a) (Start with the current employment)

NAME OF THE EMPLOYER AND ADDRESS	DESIGNATION	DURATION		BRIEF NOTE ON DUTIES & RESPONSIBILITIES / ASSIGNMENTS HANDLED
		<u>FROM</u> (dd/mm/yy)	<u>TO</u> (dd/mm/yy)	

b) SALARY DRAWN (please furnish details of all components like Basic, DA, HRA, CCA including Pay scale etc.,)

**DECLARATION**

I hereby declare that the above statements are true and complete to the best of my knowledge and belief. In the event, the information is found to be false or incorrect my candidature / appointment may be terminated without notice.

SIGNATURE OF CANDIDATE

PLACE :

DATE :