



QUALITY, TECHNOLOGY, INNOVATION

(A Govt. of India Enterprise under the Ministry of Defence)

**Applicants are advised to go through the website [www.bel-india.in](http://www.bel-india.in) for any updates.**

Bharat Electronics Limited a Navratna and India's premier Professional Electronics company requires **Staff Nurse** in the below mentioned grade on **permanent basis** for its Hyderabad Unit:

| Name of the Post | Educational Qualification  | No. of posts | Reservation pattern | Age Limit                                      | Experience as on 01.12.2021   | Grade / Career Path / Pay Scale                                |
|------------------|--|--------------|---------------------|--|---|--|
| Staff Nurse      | SSLC + Diploma in General Nursing from a Recognized Institute / Council. | 01           | SC                  | Upper age as on 01.12.2021 should be 33 years. | Three years of experience after completion of Diploma in a reputed Hospital / Nursing Home. Registration as a Staff Nurse is Essential. | WG-IV / CP-V<br>Rs.21,500-3%-80,000/- + admissible allowances. |

## **2. EDUCATIONAL QUALIFICATION:**

2.1 The candidate should possess SSLC + 3 Years Diploma in Nursing from a recognized Institute / Council. **Registration as a Staff Nurse is compulsory.**

## **3. PAY AND PERKS:**

In addition to Basic Pay other allowance like Dearness Allowance, House Rent Allowance, Perquisites, reimbursement of Medical Expenses, Group Insurance, PF, Pension, Gratuity etc. as per Company rules will be a part of remuneration package.

## **4. DUTIES & RESPONSIBILITIES :**

- Assisting Part Time Visiting Doctor/s in administering first aid to staff inflicted with any injuries or who are in medical emergency.
- Dispensing of medicines as prescribed by the Visiting Doctors.
- Processing of Medical Bills of regular employees and retired employees.
- Coordinating dispensation of out-patient medicines inside the factory.
- Maintenance of first-aid boxes kept in the factory premises.
- Coordinating with employees on medical issues.
- Coordinating Medical Camps / First Aid Training Programmes or any other Employee Training Programmes relevant to Medical Field.
- Performing functions like medical record keeping by entering in diary, sorting, filling, dispatch, maintaining medical registers, medicines, medical equipment, etc., and all other works connected to Medical Centre, including maintaining hygiene in the medical

center and surrounding area.

- i) Identification of shelf life of all medicines / equipment and other items used in the Medical Centre. Stock checking, procurement and safe custody of all equipment, furniture, medicines, etc.
- j) Overall incharge of Crèche: Supervising the functioning of Crèche – providing guidance to crèche assistants, periodical visits to crèche and monitoring crèche activities.
- k) Any other duties and responsibilities assigned by the Management from time to time.

## **5. SELECTION METHODOLOGY:**

- a. The candidates meeting the Qualification and Work Experience criteria will be shortlisted for the selection process. The selection process will comprise of written test for 150 marks.
- b. The eligible candidates will be required to appear for written test (Objective type) consisting of:

Part I: **General Aptitude:** 50 marks – comprises of general mental ability and aptitude to logical reasoning, analytical, comprehension ability, basic numeracy, data interpretation skills and general knowledge.

Part II: **Technical Aptitude:** 100 marks – consists of Technical/Professional Knowledge Test with 100 questions having specific questions from respective discipline.

- c. The minimum qualifying marks will be 35% in both Part I & Part II separately.

## **6. GENERAL CONDITIONS FOR WRITTEN TEST:**

6.1 The candidates have to produce a valid photo identity proof while appearing for the written test. The candidates claiming TA for travel have to produce original caste/disability certificate and submit a copy of the same along with the train / bus tickets.

6.2 The duration of the test shall be for 150 minutes, i.e, 2 ½ hours. All questions carry equal marks (1 mark). Wrong & multiple answers would result in ½ negative marks.

6.3 The venue for the written test will be at Hyderabad. The exact date and time shall be communicated in the Admit Card for written test.

6.4 The final list will be prepared based on the cumulative marks (both Part I and Part II put together) scored by the candidate in the written test.

6.5 However, the candidature of the applicant will be provisional and is subject to verification of Certificates / Testimonials and Antecedents submitted by him/her.

## **07. HOW TO APPLY:**

7.1 Interested candidates meeting all the criteria mentioned above, should submit the application in the prescribed format appended to this advertisement along with the following self-attested photocopies of the documents (one set in THE SAME sequence) immediately by Speed Post only, superscribing on the envelope the Post applied for:

### **7.2 Documents to be attached along with the hard copy of the Application:**

- a. Filled in application form, downloaded from the BEL website.
- b. Certificate / Marks Sheet issued by Board for Matriculation / Higher Secondary in support of proof of age.
- c. All certificates (starting from Matriculation / Class X) in support of educational qualifications. (Candidates having part-time or correspondence course in prescribed qualification are not eligible).
- d. Conversion formula for conversion of CGPA / DGPA / OGPA or letter grade to percentage marks & awarded class, duly certified by the University / Institution, wherever applicable.
- e. 'No Objection Certificate' if employed in PSU / Government / Quasi Government and Public Sector undertakings.
- f. Experience Certificate/s: Post qualification work experience certificate/s from previous / current employer. Where current employment certificate is not produced, the Offer of current appointment, Employee ID proof and latest pay slip should be compulsorily attached.
- g. Copy of Registration Certificate as Staff Nurse
- h. Copy of registration in Telangana Employment Exchange Office.
- i. **Latest Resume/CV.**
- j. Any other Certificates / Testimonials they may desire to place before the selection committee.

7.3 Applications complete in all respect may be sent through post to **Dy. General Manager (HR), Bharat Electronics Limited, I.E.Nacharam, Hyderabad- 500076, Telangana State** so as to reach on or before **31.12.2021**. Application sent through email/any other channel will not be considered. Any Hard Copy Application received after **31.12.2021** will not be considered for the selection process. BEL will not be responsible for any delay or loss in postal transit for any reason whatsoever.

7.4 Applications that are incomplete, not in the prescribed format or without the required enclosures, will summarily be rejected without assigning any reasons and no correspondence will be entertained in this regard.

## **8. GENERAL GUIDELINES:**

8.1 **Registration in the Employment Exchanges of Telangana State is compulsory.** Knowledge of Telugu is preferable.

8.2 Candidates are advised to carefully read the full advertisement for details of eligibility criteria and selection modalities before submission of application.

8.3 Only those candidates who meet all the aforementioned eligibility criteria for the post shall be called for Written Test. However, the candidature of the applicant will be provisional and subject to verification of Certificates / Testimonials submitted by him/her.

8.4 Admit card for provisionally eligible candidates for the Written Test will be sent through E-Mail. Candidates are required to provide their one valid e-mail ID which shall be entered in the application form. BEL will not be responsible for any loss of email sent due to invalid/wrong Email ID provided by the candidate or due to any other reason what so ever.

8.5 Candidates working in Government / Semi government / Public Sector Organization are required to produce "No Objection Certificate" at the time of Document verification. In case the candidate fails to do so, his/her candidature will be disqualified.

8.6 The number of post indicated above, may vary based on the actual requirement at the time of selection. Applications that are incomplete, not in the prescribed format, without the required enclosures will be summarily rejected without assigning any reason and no correspondence in this regard will be entertained. There will be no separate communication to any candidates on their non- selection at any stage.

8.7 All eligibility qualification should be recognized and from a recognized Institution/Board/Council/ University. Wherever CGPA/OGPA/DGPA or Letter Grade in a degree/diploma 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 at the time of verification.

8.8 Applicants should have sound Health. No relaxation in health standard is allowed. Appointment of selected candidates will be subject to their being found medically fit in the Pre-employment Medical Examination to be conducted as per Norms & Standards of Medical Fitness.

8.9 SC/PWD Candidates shall be reimbursed second class rail fare/bus fare by shortest route for to and fro travel for the purpose of appearing for Written Test, on production of railway ticket/number/bus ticket for onward journey and self-attested copy of SC/PWD certificate, restricted to distance between the address for communication and the test centre. The candidates have to produce valid SC/PWD certificate in proof of their category for verification.

8.10 Candidature is liable to be rejected at any stage of recruitment/eligibility/selection process or after joining, if any information provided by the candidate is not found in conformity with the criteria mentioned in the advertisement. The candidature is also liable for rejection at any stage if BEL comes across any evidence/knowledge that the qualification, experience and any other particulars indicated in the application/other forms/formats are not recognized/false/misleading and/or amounts to suppression of information/particulars which should have been brought to the notice of BEL.

8.11 Mere submission of application does not guarantee the adequacy of candidature for being considered for further selection process.

8.12 Management reserves the right to cancel/restrict/enlarge/modify/alter the recruitment/selection process, if need so arises, without issuing any further notice or assigning any reason thereafter.

8.13 Application forms that are incomplete and without the prescribed fee will be rejected straight away and no correspondence in this regard will be entertained.

8.14 There is no provision of re-checking / re-evaluation of Answer Sheets.

8.15 The candidature of the candidate at all stages of the selection process shall be provisional in nature.

8.16 Mobile phones / pagers/ iPad / iPod / Tablets / Phablets / Calculators or any other such electronic device is strictly prohibited inside the examination hall. Candidates are advised not to carry the same to the examination hall. Possession of any electronic device inside the examination hall may lead to disqualification of candidature of the candidate.

8.17 All information regarding this recruitment will be made available on the website: <http://www.bel-india.in> and no separate communication shall be made for information regarding dates of written test, downloading of admit card, result of written test, medical standards etc.

8.18 In the event of any applicant has litigated with his/her employer in the past, the same should be clearly mentioned in the application in brief.

8.19 Not more than one application should be submitted by any candidate. In case of multiple applications, only latest valid (completed) application will be retained and the application fee paid for the other application will stand forfeited.

8.20 In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on BEL website shall prevail.

8.21 Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Hyderabad.

8.22 E-mail ID and Mobile number to be entered in the application form is mandatory. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before filling the application form. Candidates are advised to keep the e-mail ID and Mobile number entered compulsorily in the application form, active for at least one year. No change in the email ID or mobile number will be allowed once submitted. All future correspondence shall be made via e- mail only.

8.23 Applicants should keep sufficient copies of same photographs in reserve for future use, which they have pasted while filling the application.

8.24 Only Indian Nationals need to apply.

8.25 Canvassing in any form will result in disqualification. BEL reserves the right to debar / disqualify any candidates at any stage of the selection process for any reason whatsoever.

8.26 Based on the marks in the written test, provisionally shortlisted / selected candidates will be called for document verification. The candidates have to produce the original documents and submit one set of self-attested copies of the following documents:

- a) Passport size photograph which was pasted at the time of submitting the application.
- b) SSLC /SSC / ISC marks card and any other valid document as proof of date of birth.
- c) Marks Card of each academic year / semester in as applicable.
- d) Certificate pertaining to completion of Diploma issued by the Competent Authority/ Board.
- e) Proof of norms adopted by the University / Institute to convert CGPA into percentage.
- f) No Objection Certificate from your present employer (if you are employed in Govt/Quasi Govt/PSU) if applicable.
- g) Candidates need to submit their caste / disability certificate as per the prescribed format.
- h) Registration certificate / Experience certificate / Discharge certificate, if applicable.

8.27 Please note that if you fail to produce any of the above certificates, your candidature will be disqualified.

#### **9. CLARIFICATIONS:**

For further details or any clarifications, please feel free to contact on e-mail [hydhrgen@bel.co.in](mailto:hydhrgen@bel.co.in). Please note that no other form of communication will be entertained including telephone calls, conventional mail, fax etc.

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