

भारत हेवी इलेक्ट्रिकल्स लिमिटेड

BHARAT HEAVY ELECTRICALS LIMITED

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

BHEL House, Siri Fort, New Delhi – 110049

BHEL REQUIRES EXPERIENCED PERSONNEL IN THE FIELD OF CORPORATE COMMUNICATION / CORPORATE SOCIAL RESPONSIBILITY ON FIXED TENURE BASIS

BHEL, country's premier Engineering Organization and a NAVRATNA PSU provides world class products and services in Power, Transportation, Transmission and Electronics Sectors. In line with the growth in the size of the company's operations, BHEL's exposure in the national as well as international media has grown up by leaps and bounds. The Company is today one of the most widely tracked companies in India, not only by the media but also by corporate analysts, broking houses, investment banks and financial wire services. Corporate Communication and CSR group requires experienced candidates purely on **fixed tenure basis (FTA) for a period of 2 years**.

(A) Requirements:

Sl No	Position & Number of vacancies	Qualification	Minimum experience required	Type of experience	Compensation
1	Executive (Mass Communication) No of Vacancies - 01	Post Graduate degree (10+2+3+2) from a recognized Institution	12years	<p>a) Candidates should have experience of working in executive cadre with media and also in interfacing with govt/bureaucracy and event management.</p> <p>b) Proficiency in a foreign language and experience in CSR activities would be an added advantage</p>	Rs.39,380/- per month
2	Executive (Corporate Social responsibility) No of Vacancies - 01	<p>a) Masters degree (10+2+3+2) in Social Sciences/Sociology from a recognized Institution.</p> <p>b) Candidates having M Phil or pursuing PhD programme in the relevant area will be given preference</p>	10/12 years	<p>a) Candidates should have experience working in executive cadre with Government and Non-Government agencies/ Programmes related to environment and social sector development projects</p> <p>b) Working knowledge and experience in preparation of project reports, assessment studies and hands on experience for coordination with various agencies</p>	<p>Rs.36,000/- per month for candidates with 10 years of work experience &</p> <p>Rs.39,380/- per month for candidates with 12 years of work experience</p>

Upper Age Limit (as on **01.09.09**): 40 years for candidates with 10 years of experience & 42 years for candidates with 12 years of experience

Selection Process: Selection process will consist of Personal Interview of all eligible candidates.

How to apply:

- 1) Interested candidates (only Indian citizens) fulfilling the eligibility criteria should submit their application in the prescribed format (please download from <http://www.bhel.com>) indicating the Post applied for on the top of the cover/envelope.
- 2) Completed applications along with recent passport size photograph duly signed and affixed on right hand top of Application Form should reach **AGM (HR), Corporate Establishment, BHEL House, Siri Fort, New Delhi – 110049** latest by 21st September 2009. However, advance copy of filled in application may please be sent through e-mail to manju@bhel.in
- 3) A non-refundable Bank Demand Draft for Rs.200/- (Rupees Two Hundred only) in favour of **BHARAT HEAVY ELECTRICALS LIMITED** payable at NEW DELHI is to be enclosed as application fee. Candidates are advised to write their Name & Date of birth on back side of Demand Draft (**Physically Challenged candidates are exempted from payment of application fee – However medical certificate for proof has to be enclosed**)

General Instruction:

- 1) Mere conformity to the requirement will not entitle for calling for interview. BHEL reserves the right to cancel/ restrict/ enlarge the recruitment process, if the need so arises, without issuing any further notice or assigning any reason therefore.
- 2) No individual correspondence will be entertained with the candidates not short listed for interview and/or tenure appointment. Canvassing in any form will lead to disqualification of the candidate.
- 3) Incomplete applications or other than the one prescribed in this advertisement will not be entertained.
- 4) The job offered is on fixed tenure basis for a period of 24 months. **THIS POST IS NOT AGAINST ANY PERMANENT VACANCY.** This placement will not ensure any regular/permanent employment in BHEL in future.
- 5) Application not accompanied with requisite demand draft will not be entertained.
- 6) Candidates are advised to possess a valid e-mail ID, which is to be mentioned in the Application Form. They are also advised to retain this e-mail ID active for at least next six months as any important intimation to the candidates shall be provided by BHEL through e-mail.
- 7) Candidates will be individually informed about the interview through e-mail. Outstation candidates called for interview will be paid to and fro Second A/C railway fare from starting station or the mailing address whichever is nearer to the place of interview by shortest route on production of proof of journey.
- 8) The recruitment process can be cancelled/suspended/terminated without assigning any reasons. The decision of the management will be final and no appeal will be entertained.
- 9) Candidates will be subjected to medical examination by the Company's Doctor prior to their appointment after due selection.
- 10) The candidates short listed for interviews shall be required to produce following documents (**not to be sent along with Application Form**) for verification at the time of Interview.

1) Tenth Class (High School) Certificate as DOB proof. 2) Certificates & Mark Sheets of relevant educational qualifications of all years. 3) Experience Certificates 4) Latest Physically Challenged Certificate (if applicable).