



## BHARAT HEAVY ELECTRICALS LIMITED - SUPERVISOR TRAINEE RECRUITMENT

### COMPANY PROFILE

Bharat Heavy Electricals Limited (BHEL), is India's premier engineering and manufacturing enterprise since 1964, providing world class products and services, and catering to the core sectors of the Indian economy viz., Power (Thermal, Nuclear, Hydro & Solar) Generation, Power Transmission, Defence, Aerospace, Rail Transportation, Oil & Gas, e-mobility, with over 180 product offerings. Leveraging its extensive network of 16 Manufacturing Facilities, 08 Service Centres, 15 Regional Marketing Centres, 04 Regional Offices, 02 Repair Units, 3 active joint ventures, and more than 150 current project sites across India and abroad, BHEL delivers a wide range of high quality & reliable products adhering to national and international standards. The company achieved a turnover in excess of Rs 23,000 Crores in 2022-23. The Company has its footprint in all the inhabited 6 continents of the world with references in 89 countries.

BHEL offers a challenging and rewarding career to young and dynamic Diploma Holders in "Civil" or "Mechanical" Disciplines or Bachelor in Business Administration/ Management Graduates as Supervisor Trainees (STs) to contribute towards nation building at BHEL.

### Position - Supervisor Trainee (Mechanical), Supervisor Trainee (Civil) & Supervisor Trainee (HR)

BHEL Units/ Location	Discipline	UR	EWS	OBC	SC	ST	Total
BHEL - Power Sector (**)	Civil	14	3	8	3	2	30
	Mechanical	13	4	8	3	2	30
	HR	2	0	1	1	1	5
Corporate Office	HR	3	0	1	0	1	5
HEP, Bhopal	HR	1	0	0	0	0	1
HPEP Hyderabad	HR	1	0	0	0	0	1
HPBP Trichy	HR	1	0	0	0	0	1
HEEP Haridwar	HR	1	0	0	0	0	1
TP, Jhansi	HR	#Reserved only for Ex-Servicemen					1(#)
<b>Total</b>		<b>36</b>	<b>7</b>	<b>10</b>	<b>7</b>	<b>6</b>	<b>75*</b>

\*3 Vacancies are reserved for PWD candidates as per applicable Act and Reservation for Ex-Servicemen candidates is 14.5% of the above notified vacancies.

\*\*Supervisor Trainee (Mechanical) & Supervisor Trainee (Civil) will be required to serve at Project Sites for a period of at least Ten years.

- As per Company policy, the vacancies are partially earmarked for being filled through dependents of deceased employees of BHEL on Compassionate grounds. All relevant details as to how to / who can apply under this category are given in "Compassionate Consideration" Link on our website <http://careers.bhel.in>. In case these vacancies are not filled up due to non-availability of qualified candidates, they may be filled through open selection.
- The number of vacancies indicated above is tentative. Actual requirement may vary based on further assessment. As such the category wise reservation indicated above may also vary in event of any changes in the number of vacancies.

## Job Specifications:

Position	Educational Qualifications #	Upper Age Limit (27 years) (as on 01/10/2023)
Supervisor Trainee (Mech)	Full time regular Diploma in "Mechanical" Engineering from a recognized Indian University / Institute#	Minimum 65% marks or Equivalent CGPA in aggregate* of all years/ semesters (relaxable to 60% for SC/ST candidates)
Supervisor Trainee (Civil)	Full time regular Diploma in "Civil" Engineering from a recognized Indian University / Institute#	Minimum 65% marks or Equivalent CGPA in aggregate* of all years/ semesters (relaxable to 60% for SC/ST candidates)
Supervisor Trainee (HR)	Full time regular Bachelor's degree in Business Administration or Social Work or Business Management or BBS or BMS from a recognized Indian University/ Institute #	Minimum 65% marks or Equivalent CGPA in aggregate* of all years/ semesters (relaxable to 60% for SC/ST candidates)

### IMPORTANT NOTE:

**Candidates who have completed their Bachelor's Degree/Diploma and are in possession of their Final year marks sheets are only eligible to apply. Failure to produce the applicable Degree/ Final Year marksheet, would lead to candidate being declared "ineligible" for the purpose of this recruitment,**

\* For the purpose of calculating aggregate marks, all subjects in the mark sheet of all semesters shall be considered.

# The degree must be from any of Universities incorporated by an Act of the Central or State Legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as a University Under Section-3 of the University Grants Commission Act, 1956.

## RESERVATION & RELAXATION:

1. **For PWD candidates:** Reservation for PWD candidates will be in accordance with Government directives.

The position of Supervisor Trainee (Civil) & Supervisor Trainee (Mech) in BHEL are identified for Locomotor Disability (OA & OL), leprosy cured, Dwarfism, Acid Attack Victim, Blindness (Single Eye – Full Vision), Deaf, Hard of Hearing, Speech and Language Disability.

The Physical requirements for the position of Supervisor Trainee (Civil) & Supervisor Trainee (Mech) in BHEL are Sitting, Standing, Walking, Bending, Seeing, Communicating, manipulating with hands, Hearing, Reading & Writing.

The position of Supervisor Trainee (HR) in BHEL are identified for Locomotor Disability, leprosy cured, Dwarfism, Acid Attack Victim, Low Vision, Blindness (Single Eye – Full Vision), Deaf, Hard of Hearing, Speech and Language Disability.

The Physical requirements for the position of Supervisor Trainee (HR) in BHEL are Sitting, Standing, Walking, Bending, Seeing, Communicating, Hearing, Reading & Writing.

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 from the date of application to BHEL as per the format prescribed by Government of India (this format can be downloaded from BHEL careers website <http://careers.bhel.in/>)
  - Persons with Disabilities 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. **For EWS candidates:** Reservation for Economically Weaker Section candidates will be in accordance with Government directives, issued in this regard.

### **BHEL SELECTION PROCESS (TWO Stage Process):**

BHEL Selection process comprises of two stages. Candidates interested in joining BHEL as Supervisor Trainee shall have to necessarily clear both the stages in order to be considered on the merit list for joining.

#### **Stage I: Computer Based Examination**

All prima facie eligible candidates will have to appear for a **Computer Based Examination (CBE)**. Based on CBE Marks, candidates will be shortlisted for Document Verification in order of merit in the ratio of 1:3 to the number of vacancies in each Category. Physically Challenged candidates & Ex-Servicemen candidates will be accorded upto 25% relaxation below the cut-off marks in their respective categories for being shortlisted for Document Verification/ Scrutiny.

For shortlisting as per 1:3 ratio, initially, all UR candidates along with reserved category (i.e. EWS, OBC, SC, ST) candidates of that discipline, who do not avail any relaxation, will be grouped together and then arranged in descending order of merit of their CBE marks (marks out of 100) and candidates shall be called for Document Verification/ Scrutiny in the ratio of 1:3 in UR category.

After this, candidates belonging to EWS/OBC/SC/ST categories, who are not shortlisted for Document Verification/ Scrutiny under UR category, shall be regrouped with their respective categories for further consideration and candidates will be called for Document Verification/ Scrutiny in prescribed ratio of 1:3 in their respective categories

All the candidates obtaining same cut-off marks in respective groups shall also be called for Document Verification/ Scrutiny.

#### **Stage II: Document Verification/ Scrutiny**

Document Verification/ Scrutiny is the second stage of the selection process. All candidates shortlisted for the Document Verification/ Scrutiny Stage must necessarily attend and complete this stage of selection process, in order to be further considered for being placed on the merit list. Document Verification/ Scrutiny shall be considered as only qualifying stage.

The final merit order shall be prepared only on the basis of CBE Score. i.e Candidates qualified (Found eligible) in Document Verification/ Scrutiny, shall be placed on the merit list in the order of their CBE Scores.

### **TRAINING & EMOLUMENTS:**

Candidates joining BHEL as Supervisor Trainees will undergo training for one year. During training period, basic pay of Rs 32,000/- in the scale of pay of Rs 32,000-1,00,000/- will be paid. After successful completion of training, the trainees will be absorbed as Supervisors in the scale of pay of Rs 33,500-1,20,000/- with a basic pay of Rs 33,500/-.

Besides Basic Pay, Dearness Allowance, Perks and other Allowances and benefits such as Leave, Medical facilities for self and dependent family members, Provident Fund, Gratuity, Uniform, Company's accommodation or HRA etc. will be admissible as per Company Rules as applicable from time to time. The approximate CTC is Rs 7.5 Lakhs per annum for Supervisor Trainees.

### **MEDICAL STANDARDS:**

Applicants should possess sound health. Before Joining, selected candidates will have to undergo medical examination by the Company's Authorized Medical 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 can be accessed @ BHEL's Medical Examination Rules – hosted on the BHEL careers website. The Persons with Disability candidates are required to furnish self-attested copy of duly stamped Medical Certificate in relation to their benchmark disability from Government Hospital or Medical Board attached to Special Employment Exchange for the handicapped.

### **GENERAL INSTRUCTIONS:**

1. The submission of applications will be ONLINE only through our website <https://careers.bhel.in>. Applicant must read the instructions for submission carefully and ensure that the application submitted successfully and transaction with reference to payment of fee for application form and / or processing fee as applicable is successfully transacted.
2. Application Fee and Processing fee will be applicable as indicated below:

<b>Applicable Fees for BHEL Supervisor Trainee – 2023 Recruitment</b>			
<b>Category</b>	<b>Application Fee</b>	<b>Processing Fee</b>	<b>Total</b>
UR/EWS/OBC	Rs 500	Rs 250 +GST	Rs 795
SC/ST/PWD/Ex-Servicemen	NIL	Rs 250 +GST	Rs 295

3. In case of multiple submission of ONLINE applications from same applicant, only the last eligible application shall be considered as final submission for candidature in BHEL.
4. The applicant may have to bear Bank Charges over & above the application fees, depending upon fees payment through Internet banking/Debit card/ Credit Card etc.

5. All applicant will be given option to choose amongst the Test Centers/ Venue for upto 3 choices. However, BHEL reserves the right to add or cancel any city/center depending upon the no. of candidates choosing a particular city/center
6. The applicant /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.
7. SC, ST, OBC (Non-Creamy Layer), EWS, PwD, J&K domiciled candidates and ex-servicemen should carefully mention the categories, since these details may not be allowed to be changed later.
8. 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'.
9. Candidates applying under EWSs category should fulfil the conditions stipulated for applying under 'Reservation for Economically Weaker Sections (EWSs) in civil posts and services in Government of India' issued vide DoPT OM dt.31.01.2019. Such candidates should attach the requisite certificate certifying their "Income and Asset of the family", from an officer not below the rank of Tehsildar, along with their application and at the time of Document Verification/ Scrutiny.
10. Applications that are not in conformity with the requirements indicated in this advertisement/ incomplete application will not be entertained.
11. Candidates presently employed in Central/ State Government, Autonomous bodies, PSUs may apply through 'Proper channel' or submit 'No Objection Certificate' at the time of Document Verification/ Scrutiny from their employer, if they are invited for Document Verification/ Scrutiny. However, in the event of difficulty, they may send the application directly and produce the relieving order from their organisation in the event of selection.
12. Candidates should be able to furnish their Degree/ Final Year Mark sheets at the time of Document Verification/ Scrutiny.
13. The candidature of applicants at all stages of selection process will be provisional and is subject to satisfying the prescribed eligibility conditions. Mere issue of unique acknowledgement number / Document Verification/ Scrutiny call letter to the candidate will not imply that his/her candidature has been finally cleared by BHEL. BHEL takes up verification of eligibility conditions with reference to original documents once again, after the candidate has been invited for Document Verification/ Scrutiny.
14. 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 atleast one year as any important intimation to the candidates shall be provided by BHEL through e-mail. They are further requested to check regularly their e-mail (including message in SPAM folder) for any communication from BHEL in this regard.

15. BHEL reserves the right to cancel/ restricts/increase/ reopen the recruitment process, if the need so arises, without issuing any further notice or assigning any reason thereof.
16. 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.
16. BHEL recruitment website <http://www.careers.bhel.in> will provide necessary details regarding, how to apply/ important dates / FAQs/ Document Verification/ Scrutiny call letters etc. No separate communication shall be sent to the candidate by post. It shall be the responsibility of candidate to read the detailed instructions on the website and adhere to application requirements. Candidates are advised to visit the website <http://careers.bhel.in> regularly for updates.

**DIARY DATES:**

<b>Milestones</b>	<b>Scheduled Date</b>
Opening of On-line submission of application	25 <sup>th</sup> October, 2023 at 10:00 AM
Closing of On-line submission of application	25 <sup>th</sup> November, 2023 at 11:45 PM
Date of Examination*	Tentatively in the month of December, 2023

\*These dates are tentative and may undergo change. Any changes in these dates / other information shall be displayed on our website <https://careers.bhel.in>.