

BEL OPTRONIC DEVICES LIMITED (BELOP) – PUNE
(Govt. of India Enterprises under Ministry of Defence)

BEL Optronic Devices Limited (BELOP), is located at EL-30,'J' Block, Bhosari Industrial Area, Pune – 411 026 manufacturing Image Intesifier Tubes and associated Power Supply Units for the use in Night Vision Devices. Applications have been called for:

Sl No	Post	Grade & Scale of Pay (Rs.)	No of Posts	Reservation Pattern	Non refundable application fees
1	2	3	5	6	7
1	Accounts Assistant Code : Fin - NE - 001- 16/17	CP-III / WG- II Rs.7940-250-13940	One	UR	Rs.300/-

1.0 Reservation of posts for SC/ST/OBC/PWD will be as per Government directives.

2.0 AGE RELAXATION:

2.1 Upper age as on 01.12.2016 should be 28 years for General, 31 years for OBC (Non-creamy layer) and 33 years for SC/ST candidates.

2.2 Upper age limit for PWD (OH only) candidates shall be relaxable by 10 years for General Candidates (13 years for PWD (OH only) candidates belonging to OBC and 15 years for PWD (OH only) candidates belonging to SC/ST category).

2.3 Age relaxation for Ex-servicemen would be applicable as per Government guidelines.

3.0 PAY AND PERKS:

3.1 In addition to Basic pay and Dearness Allowance other allowances like, HRA, Conveyance Allowance etc as per company's rules will be part of the remuneration package.

4.0 REQUIRED QUALIFICATION:

Sl No	Post	Qualification
1	2	3
1	Accounts Assistant Code : Fin - NE - 001- 16/17	B.Com from recognised Indian university with Minimum 60% for General / OBC candidates & 50% for SC/ST/PWD (OH only)

5.0 REQUIRED EXPERIENCE:

Sl No	Post	Experience
1	2	3
1	Accounts Assistant Code : Fin - NE - 001- 16/17	At least 3 years post qualification

6.0 REQUIRED SKILLS:

Sl No	Post	Skills	
		Essential	Desirable
1	Accounts Assistant	Knowledge of Computers, Must able to use MS-Word, MS-Excel proficiently and able to send and received E-mails etc.	Knowledge of accounting related software
	Code : Fin - NE - 001- 16/17		

7.0 SELECTION METHODOLOGY:

7.1 The candidates meeting the criteria will have to attend the Written Test.

7.2 The written tests (Objective type) will consist of General Aptitude Test & Professional Knowledge Test

8.0 GENERAL CONDITIONS FOR WRITTEN TEST:

8.1 The candidates have to produce a valid photo identity proof alongwith self attested Xerox copy of same I D proof while appearing for the written test.

8.2 The duration of the test shall be for 150 minutes, i. e, 2 ½ hours.

8.3 The venue, exact date and time for the written test shall be communicated by e- mail and will also be displayed on to the BEL website.

9.0 APPLICATION FEE:

9.1 Candidates belonging to GEN / OBC category are required to pay the application fee in favour of "BEL Optronics Devices Limited" payable at Pune for Rs.300/- in Demand Draft drawn from any scheduled bank (preferably SBI). SC and ST candidates are exempted from payment of application fee. The application fee is non refundable. The candidate is required to write his/ her name on the reverse of the demand draft and Post applied for.

10.0 GENERAL GUIDELINES:

1. Candidates are advised to carefully read the full advertisement for details of eligibility criteria and selection modalities before submission of application. Candidates who do not produce the cast certificate (cast certificate for SC/ ST / OBC and Disability certificate for PWD (OH only) Candidates) in the specified format will be rejected and no further communication will be entertained.
2. Only those candidates who meet all the aforementioned eligibility criteria for the post shall be called for Written Test. Those who are unable to produce their Certificates in original for verification on the day of the Written Test for whatever reason, will not be considered.
3. Admit card for provisionally eligible candidates for the Written Test will be send through E mail. Candidates are required to possess a valid e-mail ID which is written in the application, so that intimation regarding written test/selection can be sent to candidates.

BELOP will not be responsible for not delivered/bounced back of any e-mail sent to the candidates.

Please note that the admit card will not be sent by post.

4. Candidates employed in Govt. / Quasi Govt. and Public Sector Undertaking are required to submit the application through proper channel OR to produce "No Objection Certificate" at the time of Written Test; without which such candidate will not be allowed to appear for the interview.

5. The number of posts indicated above, may vary based on the actual requirement at the time of selection.
6. 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.

7. All eligibility qualification should be recognized and from a recognized Institution/Board/Council/ University.
8. Applicants should have sound health. 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 by a Civil Surgeon / Asst. Civil Surgeon and submit the medical report as per the requirements of the Company. No selected candidates will be appointed to any post in the Company unless he/she is declared medically fit by the Govt. Medical Authority / Company's medical authorities as per the medical fitness standards laid down by the Company.
9. **Reservation/Relaxation/Concession for OBC Non Creamy Layer (NCL) candidates** will be subject to submission of attested copy of OBC (NCL) certificate along with Declaration in the format prescribed by the Govt. of India for "Appointment in Central Govt. Posts" issued by the competent authority at the time of document verification. Income Certificate will not be considered as OBC Certificate.
10. **Persons suffering from not less than 40% of the relevant disability** (Orthopedically handicapped) shall only be eligible for the benefit for PWD (OH only) subject to submission of Disability Certificate issued by a Government Medical Board in the format prescribed by Govt. of India.
11. 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 BELOP 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 BELOP.
12. Mere submission of application does not guarantee the adequacy of candidature for being considered for further selection process.
13. 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.
14. Online application forms will not be entertained.
15. There is no provision of re-checking / re-evaluation of written test answer sheet. Hence, such request from the candidate will not be entertained.
16. The candidature of the candidate at all stages of the selection process shall be provisional in nature.
17. Mobile phones / pagers/ iPad / iPod / Tablets / 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.
18. In case a candidate submits more than 01 application for same post, the application against which is deposited shall only be considered, the application with the latest registration number shall only be considered.

19. **Change in the email ID or mobile number will be not be entertained.**
20. Only Indian Nationals need to apply.
21. Incomplete application form is liable to be rejected.
22. **Canvassing in any form will result in disqualification.**
23. **Registration in any of the employment exchanges of Maharashtra is essential.**
24. The candidates have to produce the original documents and submit the self attested copies of the following documents:
 - a) Passport size photograph which was pasted on the application.
 - b) SSLC /SSC Mark card & certificate as proof of date of birth.
 - c) Certificate and Marks Card of each academic year in Commerce degree.
 - d) 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).
 - g) Candidates belonging to SC / ST / PWD (OH only) need to submit their caste / tribe / disability certificate as per the prescribe format.
 - h) Candidates belonging to OBC category are required to submit the community certificate in the prescribed format (format available on the website) issued by the Competent Authority on or after 01.01.2016.
 - i) Candidates with relevant disability of not less than 40 per cent will be eligible for reservation and relaxation as PWD (OH only) Disability certificate issued by the Medical Board in the prescribed format.
 - j) Experience Certificates from previous employers if applicable.

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

The last date for receipt of Applications at BELOP, PUNE is 11/02/2017.