

BHARAT ELECTRONICS LIMITED
(A Govt of India Enterprises under the Ministry of Defence)

Bharat Electronics Ltd., a Navaratna Company and India's premier Professional Electronics Company requires an outstanding Company Secretary with relevant experience for its Corporate Office, Bangalore.

Designation	Grade	No. of Posts	Pay Scale (₹.)	CTC (approx.)	Upper age limit as on 01.09.2013
Company Secretary	E-VI	1	32900-3%-58000/-	Rs.13.90 lakhs	45 years

The upper age limit indicated at Column No. 6 above is for candidates belonging to General Category. The upper age limit will be relaxable by 3 years for OBC candidates, 5 years for SC/ST and PWD Candidates.

QUALIFICATION:

Pass in final examination of the Institute of Company Secretaries of India and a member of the said Institute. In addition, candidates with Degree in Law will be preferred.

EXPERIENCE:

Minimum 15 years of relevant experience in a large listed company, preferably a Public Sector Undertaking.

Should have through knowledge of Companies Act, SEBI regulations, Secretarial procedures and Corporate Governance. Experience in the areas of mergers and acquisitions / joint ventures and patent laws will be an added advantage.

General Information

In addition to Basic Pay, other allowances like Dearness allowance, HRA, 48% of the basic pay as perquisites, Performance Related Pay (PRP), Group Insurance, PF, Gratuity, as per company rules will be part of the remuneration package.

Application of GEN/OBC candidates should be accompanied by a crossed Demand Draft drawn on any scheduled bank (preferably SBI) for **Rs.500/- and Rs. 200/-** in the case of SC/ST /PWD candidates in favour Bharat Electronics Limited, Bangalore. Candidates working in PSUs / Govt. organizations should submit the application through proper channel or produce No Objection Certificate at the time of the interview.

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

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Interested candidates may send the applications through post /courier, superscribing on the envelope the post applied for, the downloadable application format available on the Company's website(www.bel-india.com) enclosing a recent passport size photograph, attested copies of SSLC/ Matriculation Certificate (proof of age), Marks cards for having passed all semesters, Certificate from previous employer regarding relevant post qualification experience, Caste Certificate, PWD Certificate (if applicable) and other relevant certificates so as to reach **Dy.Gen.Manager (HR), Bharat Electronics Limited, Corporate Office, Outer Ring Road ,Nagavara, Bangalore -560045 on or before 25.10.2013.**