



No. 6050/TE/HR/HLS&SCB
Date: 16.07.2024

NALAWADE SANKET SURESH
Application No.: 309912

Address: Vastugaurav apartment block no. 12,
Markandi, Chiplun
415605RatnagiriMaharashtra

भारत इलेक्ट्रॉनिक्स लिमिटेड
(भारत सरकार का उद्यम, रक्षा मंत्रालय)
जालहल्ली पोस्ट, बेंगलुरु - 560 013, भारत

BHARAT ELECTRONICS LIMITED
(A Govt. of India Enterprise, Ministry of Defence)
Jalahalli Post, BENGALURU - 560 013, India

फोन / Phone : 080-22195314
फैक्स / Fax : hrhls@bel.co.in
ईमेल / E-mail : rechr4042@bel.co.in

Sub: Provisional Offer of Appointment for the post of Trainee Engineer-I.

Further to the written test, we are pleased to inform you that you are provisionally selected as "TRAINEE ENGINEER-I" and posted to **West** zone on the following terms and conditions:

TERMS OF THE ENGAGEMENT:

1. You will be engaged on temporary basis for a period of **TWO YEARS** with effect from the date of your joining duty. Your engagement on temporary basis is subject to satisfactory verification of your credentials/testimonials. Your engagement period may be extendable for period of One more year based on your performance and project requirements.
2. You will be paid a consolidated amount of Rs. 30,000/- per month during the first year, Rs. 35,000/- per month during the second year and Rs. 40,000/- per month during the third year of your employment period. In addition to the remuneration indicated above, a consolidated amount of Rs. 12,000/- per annum will be paid towards expenses like medical insurance premium, attire allowance, stitching charges, footwear allowance etc. The additional amount shall be paid in two instalments i.e., first instalment will be processed in the first month's salary after joining and the second instalment will be paid after completion of 6 months from the date of joining. Income tax/ Professional tax deductions and other statutory deductions will be made as per rules. You are required to produce a copy of your Permanent Account Number (PAN) for Income Tax purpose.
3. You will not be entitled to any other benefits applicable to regular employees of the Company such as DA, HRA, PF, Gratuity, Medical, Incentive, etc. However, you can avail Company's canteen / transport services on payment basis at actual rates wherever available.
4. The location of posting assigned to you is subject to change based on the project requirements and you should be willing to travel / re-locate to locations assigned to you during the course of your employment.

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5. You will be entitled for 01 Casual cum Sick leave per month. Apart from this, you will also be eligible for paid holidays declared by the Unit from time to time (including OH) based on the location of posting.
6. You are required to take Mediclaim Policy of Rs. 2,00,000/- per annum and a Policy of Rs. 5,00,000/- for life cover. The premium to be paid to Insurance Company shall be borne by the individual. The copies of the same to be submitted for our records at the time of reporting.
7. You are required to submit in original satisfactory pre-employment police verification report from Police Authorities.
8. Your performance will be reviewed periodically with reference to the tasks assigned to you and necessary corrective action taken from time to time in order to ensure completion of the assigned Job/Project on time. If your performance is not found satisfactory at any stage this engagement will be terminated with immediate effect without notice or compensation in lieu of notice.
9. You shall not communicate, directly or indirectly, any official document or any part thereof, or part with any information, which comes in to your possession or knowledge, in connection with your official duties, to any other person to whom you are not authorized to communicate such document, article, paper, etc., without obtaining prior and specific permission of the superiors. In other words, you will maintain utmost secrecy of the work related aspects of the above assigned Job/Project, any classified /secret/ critical information relating to the assigned Job/ Project in the interest of the progress of the assigned Job/ Project, and the national interest and also safeguard the security of all such information / documents to which you have access in the course of official duties or which you come into possession of it in any other way. The engagement shall be terminated immediately without notice or compensation in lieu of notice, if you fail to adhere to any of the points mentioned here.
10. Further, you shall at all times during the tenure of this engagement:
 - a) Maintain absolute integrity:
 - b) Maintain devotion to duty: and
 - c) Do nothing which is against the interest of the Job/Project/Company.
 Failing which, your engagement shall be terminated immediately without notice or compensation in lieu of notice
11. You are required to be regular in attendance. The engagement shall be terminated with immediate effect without notice or compensation in lieu of notice, if absent without prior permission or absence from his/her appointed place of work without permission or insufficient cause.
12. Your Employment would come to an end on completion of the tenure of the contract appointment or on completion of the project whichever is earlier. During the period of Contract Employment your services would be terminable by one month's notice in writing or one month's salary in lieu thereof by the management. If the termination of the service is by you, you will give one month's notice in writing or one month's salary in lieu thereof. Before leaving the Company you should hand over all tools and fixtures, drawings, designs, documents etc., related to your assignment to the concerned authorities.

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13. There shall be no restriction on applying for jobs within and outside BEL. However, prior intimation should be given for applying for post within BEL to the respective HR department. Further, lateral application for the same post is not permitted, i.e. Trainee Engineer who are presently working in any one of the Units/SBU's/Offices of BEL are not eligible to apply for Trainee Engineer elsewhere within BEL.
14. During your engagement you will be bound by rules and regulations of service including conduct and discipline as applicable to the personnel engaged on contract, that may be in force and your acceptance of this offer of appointment carries with it your agreement to observe all such rules and regulations.
15. Any other matter regarding your service not dealt with herein shall be governed by the discretion or decision of the Management.
16. You will not have any right to claim for permanency of employment or for extension of the engagement. At the end of the engagement period, your services shall stand terminated.
17. All certificates/Documents produced by you as a proof of Work Experience, Category, Qualification, police verification etc., will be verified and if found not genuine at any point of time, your engagement shall be terminated immediately without notice or compensation in lieu of notice.
18. **Overall degree percentage of BE/BTech or ME/MTech as indicated by the applicant in the online application form submitted earlier should match with the Degree certificate/Marks sheet. Wherever CGPA is mentioned, the CGPA conversion certificate issued from university/College to be compulsorily produced at the time of document verification. In the event where the percentage indicated by the applicant in the online application form is found different during the time of document verification his / her candidature will be cancelled with immediate effect.**
19. In the event of all documents being in order and document verification is successfully completed you will be required to join immediately on the same day. Own arrangements should be made for his/her stay for the duration of document verification till joining.
20. While reporting please bring the following documents in **Originals (Mandatory) and a copy of each** for our records:
 - a) **Copy of Online Application form.**
 - b) Copy of the Provisional Offer Letter.
 - c) SSLC marks card as proof of age.
 - d) B.E/B.Tech/ME/MTech All semester / year mark sheets and Provisional/Final degree certificate (issued on or before 01.02.2024).
 - e) **CGPA to Percentage** conversion certificate from university/College.
 - f) Caste Certificate if applied under SC/ST/EWS/OBC (NCL)/PwBD and should be **LATEST** and in the **PRESCRIBED FORMAT** only.
 - g) Copy of **Mediclaim policy** (₹ 2,00,000) and **Life Insurance policy** for Life Coverage (₹5,00,000) as stated above in clause 6.
 - h) **Pre-employment police verification report** as stated in clause 7.
 - i) Three latest Passport size colour Photographs.
 - j) **Relieving letter and Experience Certificate from the present employer is compulsory**, if any without which your document verification will be incomplete and joining will be on hold.
 - k) Copy of PAN Card, Aadhar Card, Bank Pass Book (First Page – which includes bank details)
 - l) **Medical fitness Certificate** from a medical officer not below the rank of **Civil Surgeon/Asst. Surgeon** (Format Enclosed) from **any Government Hospital**.
 - m) Any other relevant Certificates.



21. Your place of posting will be intimated after successful completion of document verification/joining.

If all the above terms and conditions are acceptable to you, you may send your acceptance to the offer of appointment to rech4042@bel.co.in on or before **18.07.2024**. You are required to report to **Assistant Manager (HR/HLS&SCB), Bharat Electronics Limited, Jalahalli Post, Bengaluru – 560 013** with all the above said documents on **24.07.2024 at BE Officers' Club, Jalahalli, Bengaluru-560013, 08:00AM** for document verification process failing which the offer will be treated as cancelled. In the event of all documents being in order and document verification is successfully completed you will be required to join immediately.

Yours Faithfully,
For Bharat Electronics Limited,

Assistant Manager [HR] HLS-SCB