



BHARAT HEAVY ELECTRICALS LIMITED
(A Govt. Of India Undertaking)

Advt. No. CE-05/2024

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 of Rs 23,893 Crores in 2023-24. The Company has its footprint in all the inhabited continents of the world with references in 89 countries.

BHEL invites applications for **One Position of "Assistant Protocol Consultant"** with expertise in Protocol Duties of Senior Officials for its Corporate Administration Group. The position shall be based at New Delhi or any other location as decided by the management.

Period of Engagement:

The period of engagement shall be for two years which can be further extended by a period of upto one year at a time or till the completion of assignment (whichever is earlier). However, the maximum tenure shall be limited to five years or upto 65 years of age. (whichever is earlier).

Job Description:

The Assistant Protocol Consultant shall assist the Corporate Administration Group in following areas: -

1. Protocol duties of Senior Officials of BHEL, Ministry, VVIP & dignitaries.
2. Liaison at Airport, Airport Staff & various levels of Airport security.
3. Liaison at Ministry, Office at Residence of Ministers etc
4. Any other tasks which may be assigned from time to time

Eligibility Criteria:

Any retired non-executives of BHEL equivalent grade of workman from PSUs/Autonomous Organizations /Central/State Government / Statutory Bodies meeting following eligibility criteria can apply:

- (i) **Age (as on 01st Nov,2024):** The applicant should not be more than 63 years.

Note: Applicants retired under VRS Scheme shall be considered only after attaining 60 years of age*.

* Exception for Ex-Servicemen for the lower age, however duration of engagement for Ex-Servicemen shall be 05 years (maximum) or till 65 years of age, whichever is earlier.

(ii) **Qualification Requirements:**

The applicant must have passed class 12th / Sr Secondary board.

- (iii) **Experience (as on 01st Nov,2024):** The applicant should have minimum 10 years' work experience as Protocol Officer dealing with Government & VVIPs protocol. A certificate issued by the Ministry, under whom served, is required to support work experience requirement.

Selection Process:

The applications, received against the notification, will be scrutinized by a committee and the shortlisted candidates may be then called for an interaction, if required, by a duly constituted Selection Board.

The outside candidates called for the interaction shall be reimbursed the travel expenses as given below: **By Rail:** AC-II Sleeper or **By Road:** Actuals limited to Train fare of AC-II Sleeper.

Emoluments:

The Assistant Protocol Consultant will be paid a consolidated fee of Rs. 40,000/- per month. In addition, mobile phone charges (Upto Rs 2000) for one connection, House Rent Allowance as per applicable rates and Transport allowance at 10% of consultancy fee shall be admissible as per the policy.

Further, the Assistant Protocol Consultant shall be eligible for TA/DA on official tours, as per rules.

General Instructions:

1. Applications that are not in conformity with requirements indicated in the advertisement/incomplete applications will not be entertained.
2. The candidature of applicants at all stages of selection process will be provisional and is subject to satisfying the prescribed eligibility conditions.
3. Candidates/Applicants, who have undergone any major punishment as per the policy shall not be eligible.
4. BHEL reserves the right to cancel/restrict/reopen/increase the number of vacancies for the engagement, if the need so arises, without issuing any further notice or assigning any reason thereof.
5. Applicants should send their application in the prescribed format as mentioned below through e-mail at following ID:

hretx@bhel.in

With the following subject line: "Application for the Post of Assistant Protocol Consultant -Corporate Administration Group: YOUR NAME".

The complete application form should comprise of the following:

- a. Letter of Interest (LoI) for the said position.
- b. Duly filled Application form enclosed with this Advertisement.

- c. Necessary documents to substantiate Eligibility details as referred in Application form, including DOB Proof, Qualification, Comprehensive Biodata and Service certificate/ Experience Certificate(s).
6. Responsibility of attaching the necessary documents shall be with the Applicant. Maximum Size of the attachment should not exceed 15MB.
7. The uploaded documents shall be in legible form- i.e. the contents should be readable. Attachment of blurred/edited images will lead to disqualification of the candidature.
8. Applicants must keep their E-mail ID (from which the applicant is submitted at BHEL) active for at least 6 months as any important intimation/notice with regards to this notification shall be provided by BHEL through e-Mail. They are further requested to check their e-mail for any communication from BHEL in this regard.
9. Vigilance clearance shall be obtained in respect of Assistant Protocol Consultant before issue of Offer of Engagement for the applicant retired from Central / State PSUs, Autonomous Organizations of Central / State PSUs or their equivalent in other organizations owned or controlled by Central/State Government.

IMPORTANT DATES:

Milestones	Scheduled Date
Opening date of Application	28/11/2024
Last date of submission of Complete Application with necessary attachments	04/12/2024

**Format of the application for engagement as Consultant / Expert
in BHEL
(Tick as applicable)**

- 1) Post applied for
- 2) Full Name
- 3) Date of birth
- 4) Date of Retirement (For Consultants)
- 5) Address for Correspondence
- 6) Telephone No. / Mobile No.
- 7) Email
- 8) Previous Employment Details:

a. Experience Details: Total Post Qualification Experience ____ Years

S.No.	Organization	Designation	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Job profile	Specific Achievement / Award

In case of BHEL employee, Staff Number and Unit also to be mentioned

b. Salary Details

Last Pay Drawn/Annual CTC: _____

- 9) Qualification

S.No.	Examination passed	Name of Institution/ University	Year of passing	% of Marks / Grade	Specialization

- 10) Details of relevant experience / projects handled

- 11) Justification for being the most suitable candidate for the Assignment

- 12) Details of Certification, Achievements / Awards, Copyrights / Patents, Papers / presentation in National / International Journals / Foras, if any
- 13) Details of Post held or Membership at National/Intl relevant professional body
- 14) Medical History: Whether any known major illness in the last 5 years?
- 15) Whether any penalty (Minor/Major) was awarded during the employment? If yes, please provide details.
- 16) I certify that, to the best of my knowledge and belief, there are no present or currently planned interests (financial, contractual, organizational, or otherwise) relating to the work to be performed under the contract that would create any actual or potential conflict of interest (or apparent conflicts of interest) (including conflicts of interest for immediate family members: spouses, parents, children) that would impinge on its ability to render impartial, technically sound, and objective assistance or advice or result in it being given an unfair competitive advantage. In this clause, the term "potential conflict" means reasonably foreseeable conflict of interest. I further certify that I will continue to exercise due diligence in identifying and removing or mitigating, to BHEL's satisfaction, such conflict of interest (or apparent conflict of interest). If I perceive any possible conflict of interest in foreseeable future the same will be informed by me to BHEL.

I certify that the information given above is true and correct.

(Signature of Candidate)