



BHARAT HEAVY ELECTRICALS LIMITED
LAW OFFICERS (E1 Level) RECRUITMENT
through CLAT 2018 (PG Exam Scores)

COMPANY PROFILE

BHEL, India's premier engineering and manufacturing enterprise provides World class products and services and caters to core sectors of the Indian Economy viz, Power Generation and Transmission, Industry, Transportation, Renewable Energy, Defence, Aerospace, Oil & Gas with over 180 product offerings to meet the needs of these sectors. BHEL has a wide network of 17 Manufacturing Divisions, 04 Power Sector Regional Centres, 08 Service Centres, 15 Regional Marketing Centres, 04 Regional Offices, 03 Overseas Offices, 01 subsidiary and large number of project sites spread all over India and abroad. The company has its footprints in more than 80 countries all over the world and has achieved PBT of Rs 628 Crores and turnover of Rs 28840 Crores in 2016-17.

BHEL invites applications from willing and qualified Law Officers (Indian National only) to join its various Units/Offices at Bangalore, Bhopal, Haridwar, Ranipet, Jhansi, Delhi/NCR and for BHEL's Power Sector – Regions at, Kolkata, Chennai and Nagpur

VACANCIES

Position/ Scale of Pay	Educational Qualification	Upper Age Limit	Category Wise- No. of Vacancies
		As on 1 st March, 2018	
Law Officer / Grade – E1 / Rs 24,900- 50,500/- (Due for revision w.e.f from 01.01.2017)	<p>Essential: Full time regular Bachelor's Degree in Law (BL or LL.B.) from Colleges approved by Bar Council of India.</p> <p>Note: Candidates with above Degrees obtained through Distance or part-time education programme or through Correspondence will not be eligible.</p> <p>Desirable: Post Graduate Degree/ Diploma in Commercial/ Labour/ Taxation Laws</p>	30 Years	<p align="center">UR- 8 SC - 1 ST - 0 OBC – 3</p> <hr/> <p align="center">Total– 12*</p>
	<p>Experience Qualification</p>		
	<p>Essential: The prospective candidate should be in possession of at least 1 year of post-qualification experience as an Executive / Officer in the Legal set up of the Government / Semi Government/ Public Sector Undertaking/ Nationalised Banks/ Listed Companies on NSE/BSE.</p>		

* The number of vacancies indicated above is tentative and actual requirement may vary on review, based on which the number of vacancies reserved for various categories may also undergo revision.

WORK EXPERIENCE

The prospective candidate should have at least 1-year post qualification experience as on 1st March, 2018 as an Executive in the Legal/Judicial set up of the Government / Semi Government/ Public Sector Undertaking/ Nationalised Banks/ Listed Companies*

***Listed Companies would mean and include Companies listed on NSE or Group A & B of BSE.**

Further experience in any of the following will be desirable:

1. *Drafting /scrutinizing/vetting of commercial deeds/documents including inter-alia instruments, affidavits, deeds, agreements, contracts, indemnity bonds, bank guarantees, consortium & collaboration agreements etc as well as pleadings.*
2. *Rendering legal opinion/ advice on various matters.*
3. *Handling legal/court cases including court arbitration, domestic enquiry proceedings, service matters, labour cases etc*
4. *Ensuring compliance with statutory requirements under various laws*
5. *Handling of matters relating to RTI.*
6. *Practice of law as an Advocate either in a reputed law firm or otherwise before the Supreme Court/ High Courts/District Courts, appearance before the arbitral tribunals or other tribunals etc.*

RESERVATION & RELAXATION:

1. Reservation for Persons with Disabilities candidates will be in accordance with Government directives in this regard.
2. Upper age limit is relaxable for candidates belonging to the following categories as under:
 - i. For SC/ST: - by 5 years
 - ii. For OBC (Non Creamy Layer): – by 3 years
 - iii. For General PwD Candidates: - by 10 years
 - iv. For OBC (Non Creamy Layer) Pwd Candidates: - by 13 years
 - v. For SC/ST Pwd Candidates: - by 15 years
 - vi. 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:- by 5 years
 - vii. Relaxation in age for Ex-Servicemen will be as per extant Govt. rules.

In order to be eligible for 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, visit <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) as per the format prescribed by Government of India (this format can be downloaded from BHEL careers website <http://careers.bhel.in/> (Latest amendment in Annual Income criteria notified vide DOPT OM No.36033/1/2013-Estt. (Res) dated 13.09.2017).
3. Candidates belonging to SC/ST categories, PwD & Ex-Servicemen are exempted from paying the application processing fee.

4. The above notified positions are identified suitable for the disabilities as indicated under the relevant provisions of Rights of Persons with Disability Act (RPwD) 2016 and subsequent rules on the matter:

(a)Locomotor disability (b) Leprosy cured (c) Dwarfism and (d) Acid Attack Victims.

5. The age concession to the PwD shall be admissible irrespective of the fact whether the post is reserved for person with disabilities or not, provided the post is identified suitable for the relevant category of disability.

REMUNERATION AND OTHER BENEFITS

The selected candidate would be initially placed at the minimum of Pay Scale of Rs 24,900-50,500/- (*Due for revision w.e.f from 01.01.2017*), Industrial Dearness Allowance (Currently 126.9% of Basic Pay), Perks and other Allowances (upto a maximum of 46% of Basic Pay) and benefits such as Leave, Medical facilities for self and dependent family member, Provident Fund, Leave Encashment, Gratuity, Uniform, Subsidized Canteen Facilities, Company assisted accommodation or HRA etc. will be admissible as per Company Rules as applicable from time to time. (*Pay and allowances are due for revision w.e.f 01.01.2017 and the revised pay and allowances shall be applicable as and when notified.*)

MEDICAL STANDARDS:

Applicants should possess sound health. Before Joining, selected candidates will have to undergo medical examination by the Company's Authorized 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 are hosted on our careers website <http://careers.bhel.in/>

SELECTION PROCESS

a) Candidates interested in joining BHEL as Law Officer at E1 Level will have to appear for **Common Law Admission Test (CLAT) – 2018 (PG Programme Exam)**. Based on the CLAT-2018 (PG Exam) Marks and requirement, candidates will be shortlisted for Interview in order of merit in the ratio of 1:10 to the number of vacancies in each category. Please note that CLAT (PG Exam) Scores of 2018 will only be valid.

For shortlisting as per 1:10 ratio, initially, all UR candidates along with such reserved category (i.e. OBC, SC, ST) candidates, who do not avail any relaxation, will be grouped together and then arranged in descending order of merit of CLAT-2018 marks (marks out of 150) and candidates shall be called for interview in the ratio of 1: 10 in UR category.

After this, candidates belonging to OBC/SC/ST categories, who are not shortlisted for interview under UR category, shall be regrouped with their respective categories for further consideration and candidates will be called for interview in prescribed ratio of 1:10 in their respective categories

All the candidates obtaining same cut-off marks in respective groups shall be called for interviews.

b) The final merit list shall be prepared on the basis of 75% weightage to Written Test (CLAT-2018 PG Exam) Score & 25% weightage to Interview Stage.

HOW TO APPLY:

Application for the Law Officer at E1 Level position is a three stage process:

Step 1: Filling up Online Application

Candidates are advised to keep their certificates/ documents ready while filling up Online Application:

- Click on “Apply Online” link for initiating the application process
- Fill every section (Personal details, Education Qualification details etc.) of Online Application Form
- All fields, marked (*) are mandatory
- After completing the Online Application Form, click on SUBMIT button - the candidate details will be submitted and an ACKNOWLEDGEMENT NUMBER will be generated.

Kindly Note: “ACKNOWLEDGEMENT NUMBER” is to be kept safely, as this will be required by you for your LOGIN for completing the next two steps of your Online Application. At this stage, the candidate’s application is incomplete and will not be considered until **Step 2** and **Step 3** are completed.

Step 2: Uploading of Scanned images & documents

- Click on “Latest Status” link and Log-IN to the system using your “ACKNOWLEDGEMENT NUMBER” as USERNAME and “DATE of BIRTH” as Password, for uploading the following documents –
 1. Photograph (should not exceed 500KB, must be in .jpg/ .jpeg format)
 2. Signature (should not exceed 500 KB, must be in .jpg/ .jpeg format)
 3. Category Certificate (If Applicable) (should not exceed 1 MB, must be in .jpg/ .jpeg format or PDF format)
 4. Disability Certificate (If Applicable) (should not exceed 1 MB, must be in .jpg/ .jpeg format or PDF format)
 5. B.L/ LL.B Degree Certificate(should not exceed 1 MB, must be in .jpg/ .jpeg format or PDF format)
 6. Certificate/Documents in support of Post - Qualification Experience(should not exceed 1 MB, must be in .jpg/ .jpeg format or PDF format)
 7. DOB Certificate(should not exceed 1 MB, must be in .jpg/ .jpeg format or PDF format)
- Upload the documents mentioned above as per the specifications given on our website <http://careers.bhel.in/> and click on save. Once the documents are uploaded successfully, the page will return to Home Page Reflecting Status of Step 2 as “COMPLETED”

Note: 1. Uploading of Blurred/ edited images will lead to disqualification of the candidature

2. Uploading of documents depends on the Internet Connectivity, so in case of failed upload – Try Again, until the status reflects as “COMPLETED”.

Step 3: Online Payment of Fee

- Candidates are advised to preview his/her filled application before making payment of processing fee to ensure correct details have been filled.
- All candidates (except SC / ST / EXSM / PWD candidates) must pay processing fee through online payment mode only.
- Candidates can pay processing fee by Credit card/ Debit card/ Net banking.
- After successful payment of processing fee, the Application will be considered to be submitted.

GENERAL INSTRUCTIONS:

1. Candidates presently employed in Government/ Semi Govt./PSU/ Nationalised Banks/ Autonomous bodies are required to apply '**through Proper channel**'. However, in the event of difficulty, they may send their application directly and produce the relieving order from their organization in the event of selection.
2. Candidates are advised to write Full Name of the Company in the "**Name of Organisation**" column in the Online Application Form. BHEL shall not be responsible for interpreting the name of organization from the abbreviations used. Like for example, Name of Organization ""ABC" could mean ABC India Ltd or Aditya Birla Corporation etc.
3. 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.
4. SC, ST, OBC (Non-Creamy Layer), Persons with Disabilities, and Ex-Servicemen should carefully mention the categories, since these details may not be allowed to be changed later.
5. 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 at least next One Year as all communication to the candidates shall be provided by BHEL through e-mail.
6. Candidates are advised to be cautious while filling the application form on-line about accuracy and correctness of the information. They may cross-check the information furnished in the application form before finally submitting the same as no correction would be possible later. In case candidates are desirous of changing any detail in their application form, they are required to submit a fresh application with the necessary correction. The acknowledgement slip for this fresh application may be printed and sent to us along with required challan copy.
7. The responsibility of downloading and printing of Interview call letter shall be that of the candidate. No separate Interview call letters shall be sent to the candidate by post. Candidates are advised to visit the website <http://careers.bhel.in> regularly for updates.
8. Candidates called for interview will be reimbursed 2nd class sleeper to and fro train fare from their starting station or mailing address, which is nearer to the place of interview, by the shortest route, on production of proof of journey.
9. No transfer request for change of Unit/Division and/or change of location would be entertained during the first five years after date of joining. However, on Company's

requirements, these candidates may be transferred to any of the Company offices/ Divisions, anywhere in India or abroad.

10. The appointment of selected candidates will be subject to meeting health standards prescribed by the Company.
11. 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'.
12. 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.
13. BHEL reserves the right to cancel / restrict / enlarge the recruitment process, if the need so arises, without assigning any further notice or reason therefor.
14. Applications that are not in conformity with the requirements indicated in this advertisement/ incomplete/illegible applications/ those received after the last date will not be entertained.

Note: The candidates shortlisted for interviews shall be required to produce following documents for verification at the time of Interview.

- Tenth Class (High School) Certificate as DOB proof
- BL/LLB Degree Certificate & Mark Sheets of all years/semesters
- PG Certificate and Marksheets, if applicable
- Experience Certificates- Refer FAQ for details
- SC/ST Certificate, if applicable. Download Govt. prescribed format
- Certificate of domicile of J&K during the period from 1.1.1980 to 31.12.1989, if applicable
- Latest Physically Challenged Certificate, if applicable
- Ex-serviceman certificate, if applicable.
- OBC (Non-Creamy Layer) certificate, if applicable. Download Govt. prescribed format.
- Self-Undertaking in the format (Download prescribed format from website) for OBC ('Non-Creamy Layer Status).

Therefore, Candidates are advised in advance to ensure having the above documents in original.

IMPORTANT DATES

Milestones	Scheduled date
For BHEL LAW OFFICERS at E1 Level Recruitment through CLAT -2018 (PG Exam Scores)	
Last date for CLAT -2018 (PG Exam) Registrations	31 st March, 2018
On-line submission of BHEL applications commences	2 nd April, 2018 at 10: 00 AM
Closing of On-line Submission of BHEL application	2 nd May, 2018 at 11:59 PM