

BHEL SHIKSHA MANDAL
MGM Dispensary Building D-Sector Piplani BHEL Bhopal
Phone: 0755-2503047, 2503418

No.HR-2(1)/2024/

Date: 03.12.2024

EMPLOYMENT NOTICE- WALK- IN INTERVIEW

BHEL Shiksha Mandal invites online applications from suitable candidates for a **Walk-In Interview** for the appointment to the following teaching and non-teaching posts on an **ad hoc basis** for one session 2024-25 for its English Medium Schools and BSM Office.

S. No.	Name of Posts & Code	Maximum Age Limit as on 01.04.2024	Qualification
01	Ad hoc Primary Teacher (PRT) For Class I to V Hindi No. of posts – 01 (Female Candidate only)	35 Years	<ul style="list-style-type: none">- Master's Degree from a recognized University (Desirable).- Bachelor's Degree is a must from a recognized University.- B.Ed. or equivalent Degree from a recognized University.- Proficiency in computer operations and fluency in spoken English are desirable.
02	Ad hoc Teacher (PGT) For Class IX to XII Hindi No. of posts – 01	40 Years	<ul style="list-style-type: none">- Master's Degree from a recognized University.- Bachelor's Degree is a must from a recognized University.- B.Ed. or equivalent Degree from a recognized university.- Proficiency in computer operations and fluency in spoken English are desirable.
03	Ad hoc Teacher (PGT) For Class IX to XII Physics No. of posts – 01	40 Years	<ul style="list-style-type: none">- Master's Degree from a recognized University in the concerned Subject (Physics)- Bachelor's Degree is a must in the concerned Subject (Physics)- B.Ed. or equivalent Degree from a recognized University.- Proficiency in computer operations and fluency in spoken English are desirable.
04	Ad hoc NCC Officer No. of posts – 01	35 Years	<ul style="list-style-type: none">- Bachelor's Degree is a must from a recognized University.- B.Ed. or equivalent Degree from a recognized University (Desirable)- Must have experience of minimum 3 years as NCC officer.- Preference will be given to candidates holding an NCC 'C' & 'B' Certificate.
05	Ad hoc Account Assistant No. of posts - 01	25 Years	<ul style="list-style-type: none">- Bachelor of Commerce (B. Com - Account honors') from a recognized University- Proficiency in Computer Operation - PGDCA & Certification Degree in Tally with good computer knowledge. (Desirable)- Minimum of 2 years of experience in the accounting field (Desirable).

06	Ad hoc Purchase Assistant No. of posts - 01	35 Years	- Bachelor of Commerce (B. Com) from a recognized University - Proficiency in Computer Operations (Desirable) - Minimum 2 years of experience in purchasing field (Desirable)
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Age relaxation criteria: Age relaxation up to 55 years (as on date 31.10.2024) for experienced candidates in Teaching and Non-teaching positions will be considered.

Note: Vacancies may vary according to the requirement of BHEL Shiksha Mandal (BSM).

Note-

1. The **salary** will be provided in accordance with the candidate's suitability and experience. Benefits such as Employees' Provident Fund (EPF), Employees' State Insurance (ESI), leaves, holidays, etc., are admissible as per BHEL Shiksha Mandal norms.
2. BHEL Shiksha Mandal reserves the right to increase or decrease the number of vacancies and also reserves the right not to fill up posts under special circumstances for reasons considered appropriate.
3. BHEL Shiksha Mandal management reserves the right to discontinue the recruitment process at any stage.

Submission of Application Form

The online application form for the **walk-in interview will be accepted until 06.12.2024 at 5:00 PM**. Applications submitted after this date will not be considered.

Walk-In-Interview Details

The walk-in interview details are as follows:

Date & Time: It will be communicated separately to the eligible candidates.

Venue: BHEL Shiksha Mandal Office, MGM Dispensary Building D- Sector, Piplani, BHEL, Bhopal

Instructions:

1. All eligible candidates will be required to report to the BHEL Shiksha Mandal office for the interview.
2. Selection in the interview does not guarantee an automatic appointment to the post. Appointments will be made based on actual vacancies and requirements.
3. Candidates must bring the original documents and a set of self-attested photocopies of their resume, educational qualifications, experience letters, government ID, and any other relevant documents along with a passport-size photograph.
4. Any candidate found providing false information during the recruitment process will be disqualified from the interview.

SECRETARY/BSM