

# BHEL RECRUITMENT FOR GENERAL MANAGER (LAW) IN CORPORATE OFFICE

## Frequently Asked Questions

S/n	Query	Reply
1	I am meeting prescribed job specifications with respect to Qualifications and Work experience for GM (Law). I am 56 years and 5 days old on 01-Jan-2025. Am I eligible to apply?	Law graduates, belonging to general category, born before 01-Jan-1969 are not eligible to apply against GM (Law) <b>position</b> .
2	I had submitted my application and uploaded my Photograph and signature, is my application complete?	BHEL Application is a 3 stage process:  Step 1: Fill in the Application Details Step 2: Payment of Processing Fees Step 3: Send hard copy application form along with Educational Qualification & Experience Certificates
3	Can I send a Cheque/ DD in lieu of online payment along with the Acknowledgement Slip?	Payment should be made through SBI e-Collect only. No other mode of Payment is accepted.  BHEL Application will be completed on completion of all 3 stages of application process.
4	I am a reserved category candidate but don't have the caste certificate, can I apply as a General candidate?	If you so desire, you may apply as General Candidate giving your category as "Gen". Since, this is an Unreserved position.
5	Will any Travelling Allowance be paid to me for attending the Interview of GM (Law) position?	Candidates called for interview will be reimbursed up to economy class air fare from their starting station or mailing address, within India, whichever is nearer to the place of interview, by the shortest route, on production of proof of journey. For candidates travelling from abroad, it will be from port of disembarkation.
6	I am working in a Govt./Public Sector Company. Should I forward my application through proper channel or bring NOC from my employer at the time of interview	Candidates presently employed in Central/State Govt departments, PSUs, Autonomous bodies should apply through proper channel or bring No Objection Certificate (NOC) at the time of Interview, if shortlisted for interview.  However, in case you are employed on a contractual / tenure-based capacity then no such NOC shall be required.
7	After submitting the application on-line, can it be viewed again?	Yes. It can be viewed but no changes in application once submitted can be carried out.  In case of discrepancy, you may re-apply for the position on a fresh application.
8	Can any information submitted at the time of on-line application be changed?	The online application should be filled-in very carefully considering all the instructions. It is to be reviewed carefully before submission. Once the application is finally submitted, <u>no change in any field will be permitted</u>
9	Who is entitled for relaxation /concessions admissible to Person with Disabilities (PWD) candidates?	Persons with benchmark disability of 40% or more will get the benefits admissible to PwD candidates. It is necessary to have a valid disability certificate issued by the medical board constituted for the purpose and duly countersigned by the medical superintendent/ CMO/ Head of hospital. Candidates whose degree of disability is less than 40% are not entitled for any concessions admissible to PwD candidates.

10	While submitting application on line, I have noted that only year wise marks are to be entered while my Institution gives marks on semester basis. What should I do?	All those candidates who have passed the qualifying exam on semester basis should add the marks/GPA for all the semesters falling in one year for example if institute follows the 6 month semester system, one has to add the marks of the first and second semester and enter in the First year field, similarly total of the third and fourth semester may be entered in Second year field and so on. It is irrespective of the pattern and weightage of marks being adopted by different institutes/ colleges/ universities.
11	The aggregate % of marks in my Law degree as given in final year marksheet provided by my college is 75.8%. However when I fill my year-wise marks in BHEL's online application form, my percentages as computed by the system comes to 75%. Explain the discrepancy?	In the BHEL online application form, the aggregate of marks of all years/ semesters means average of marks/ GPA of <u>all the years/ semesters and all subjects</u> without taking into account weightage, if any, given to any particular subject/ year/ semester by the Institute or University.
12	I am a lawyer practicing for the past 28 years in a District court. Am I eligible to apply against the position of GM (Law) with this experience?	<p>Candidates with full time regular LLB Degree from a college approved by Bar Council of India and having <u>post-qualification work experience</u> as prescribed in the detailed advertisement are only eligible to apply for GM (Law) Level in BHEL.</p> <p>As such, candidates with experience of only practice in District Courts are not eligible. However, The Period of experience of practicing in any Bar and /or in District Courts/High Courts equivalent courts as advocate will be considered as executive experience <u>subject to a limit up to maximum of 7 years</u> of the total required experience.</p>
13	I meet the experience criteria, however, a part of my experience is in a contractual capacity. Can I still apply?	As long as your experience is in an Executive capacity and you meet the other stipulated criteria you are eligible to apply.
14	I have 10 years' experience in Practice of law as an Advocate in a reputed law firm and 16 years of experience in a Corporate Setup, will I be eligible to apply for the GM (Law) position?	<p>It is necessary for candidates to meet the prescribed experience criteria as stipulated in the advertisement, in order to be considered for the advertised positions.</p> <p>However, The Period of experience of practicing in any Bar and /or in District Courts/High Courts equivalent courts as advocate will be considered as executive experience <u>subject to a limit up to maximum of 7 years</u> of the total required experience.</p> <p>Therefore, the total experience, in this case will come out to be 16 + 7 years' experience and falling short of 26 years Total experience, as prescribed,</p>
15	What will be considered as supporting document as proof of experience?	Any of these documents can be submitted: 1. Joining-Relieving Letter from Company 2. Experience/Service Certificate issued by Company 3. Salary Certificate together with ITR & Form 16 issued by present/past employer(s)
16	To whom shall I address the envelope for sending Hard Copy Applications?	All candidates shall super scribe the Envelope with "Position/ Post Code", address it to AGM (HR-CRMM) and send it to the address as mentioned in the detailed advertisement.