

About BEL:

Bharat Electronics Limited (BEL) is a Navaratna PSU and India's foremost Defence electronics company set up under the Ministry of Defence, Government of India. BEL is a multi-product, multi-technology, multi-unit conglomerate having products in the areas of Military Radars, Missile Systems, Military Communication, Naval Systems, Electronic Warfare & Avionics, Electro Optics, Ventilators, Strategic Communication & Unmanned Systems and a host of other electronic products in defence as well as in civilian areas. BEL's vision is to be a world-class enterprise in Professional Electronics.

BEL has nurtured itself to be known as one of the best public sector units in the nation. Our employee strength spread over 9 manufacturing Units and Offices across India and abroad is about 9000.

Documents Required

- Bio Data Format (You will receive through mail)
- 10th Marks Sheet
- 12th Marks Sheet
- CMA Group Wise Marks Sheets
- CMA Final Certificate
- SC/ST/PwBD/OBC/EWS Certificate (If Applicable)

Criteria

Upper age limit as on 01.05.2025

General candidates	: Max. 25 years of age (DoB on or after 01.05.2000)
OBC (NCL) candidates	: Max. 28 years of age (DoB on or after 01.05.1997)
SC/ST candidates	: Max. 30 years of age (DoB on or after 01.05.1995)

Persons with Benchmark Disability (PwBD) candidates with minimum 40% disability will get 10 years age relaxation in addition to the relaxation applicable to SC/ST/OBC (NCL) mentioned above.

Eligibility: Pass in CMA final examination for all categories.

Year of Passing: Should be from the latest batch of pass outs.

Job Profile:

The Company works in ERP environment (SAP)

Job Profile of Accounts Officer (Finance & Accounts)

1. Trade Receivable
2. Trade Payable
3. Costing
4. Preparation of Financial Statements and interaction with auditors
5. Treasury Management
6. Taxation – Direct and Indirect
7. Project Management including evaluation of proposals
8. Budget preparation and monitoring
9. Dealing with employee related payments

Job Profile of Accounts Officer (Internal Audit)

1. Companies Act.
2. CARO 2020.
3. Indian Accounting Standards (Ind As)
4. SIA (Standards on Internal Audit)
5. Ensuring that Internal controls are effectively implemented to mitigate risks;
6. Review of systems, procedures and internal controls to ascertain their continued adequacy, effectiveness and efficiency.
7. Ensuring that the policies, objectives, guidelines and procedures laid down by the management from time to time are effectively implemented;
8. Evaluating such policies, objectives, guidelines and procedures in the light of the past experience and present circumstances and recommend changes if any;
9. Reviewing compliance with external guidelines, statutory and regulatory requirements.(GST, Income Tax, Customs, FEMA, SEBI etc)
10. Review of the accuracy and reliability of accounting records and financial reports.
11. Reporting based on evaluations made during audit along with suggested recommendations promptly to appropriate authority so that timely action can be taken.
12. Appraising the adequacy of action taken on audit findings for satisfactory disposition of issues.