

Advertisement No. 01/2023

CS Trainees Requirement

Name of the Company	Bharat Heavy Electricals Limited
Address	BHEL House Sirifort Auditorium, New Delhi 110049
Contact person	Shri Virendra Prasad Sah, Manager (HR-ETX)/011-66337199/ hretx@bhel.in Shri Arvind Singh, Dy Officer /011-66337168.
Minimum Qualification Required	CS Executive Programme Pass (should have cleared all papers of module 1 and module 2)
Job description for trainee	Training on various secretarial aspects covered in Company Law and SEBI guidelines which interalia includes: <ol style="list-style-type: none">1. Filling and filing of forms under the Companies Act, 20132. Practical & Procedural aspects of convening and conducting Board Meetings and General meeting3. Secretarial Standards for Board/Committee Meetings4. Corporate Governance requirements
Number of Trainees required	2 (Two)
Required at location	Corporate Office, BHEL, New Delhi
Duration of Training	Up to 21 months based on the course requirement
Stipend details	Rs.12000/-for first 12 Months and thereafter Rs. 14000/-
Last date to apply for training	14.08.2023
How to Apply	Only eligible interested candidates must send their Biodata in the format attached below along with scanned copy of CS Executive Marksheets , failing which the application for Industrial Training will not be considered.

BIO-DATA

Affix your recent
passport size

1.	Name						
2.	Father's Name						
3.	E-Mail Id:						
4.	Date of Birth						
5.	Qualification:						
	Academic		Professional				
	Exam Passed	Year	% of marks	Exam Passed	MM / YY	Marks obtained	% of marks
	10th			CS : Executive			
	12th			Module 1			
	Graduation		Module 2				
6.	Computer Knowledge						
7.	Languages Known						
8.	Whether Employed (if Yes, employment Details)						
9.	Local Address / Current Address with Telephone No.						
10.	Any other information						

Date:

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Signature of the Candidate