

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

No.HR-2(1)/2026/

Date: 07.07.2026

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 non-teaching posts on an **ad hoc basis** for one session 2026-27 (initially up to 30.04.2027) for its English Medium Schools and BSM Office.

S. No.	Name of Posts & Code	Maximum Age Limit as on 30.06.2026	Qualification
01	Office Assistant No. of posts – 01	35 Years	- Bachelor's Degree is a must from a recognized University. - Proficiency in computer operations is essential; fluency in spoken English is desirable.
02	Accounts Assistant No. of posts – 01	28 Years	- Bachelor of Commerce (B.Com) with at least 50% marks in aggregate from a recognized University - Master of Commerce (M.Com) from a recognized University (Desirable) - 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).

Age relaxation criteria: Age relaxation up to 05 years for experienced candidates in 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 15.07.2026 (Wednesday) till 5:00 PM**. Applicants are required to submit the application form online only, and applications received thereafter shall not be considered.

Walk-In-Interview Details

The walk-in interview details are as follows:

Applicants meeting the prescribed eligibility criteria shall be shortlisted for interview. Only Shortlisted candidates who receive a call shall be required to report to the BHEL Shiksha Mandal office for the interview.

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. Selection in the interview does not guarantee an automatic appointment to the post. Appointments will be made based on actual vacancies and requirements.
2. 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.
3. Any candidate found providing false information during the recruitment process will be disqualified from the interview.

SECRETARY/BSM