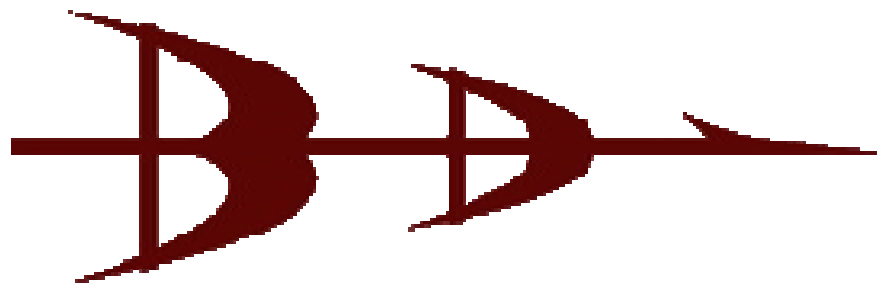


# RECRUITMENT RULES-2012



**BHARAT DYNAMICS LTD.**  
**KANCHANBAGH, HYDERABAD-58**

# RECRUITMENT RULES

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# 1. Introduction

## 1.1. General

This manual lays down **Recruitment Rules** for Bharat Dynamics Limited (BDL) and comes into force with effect from 24.09.2012. This manual supersedes all previous rules and regulations in force with regards to recruitment.

## 1.2. Objective

The Recruitment Rules have the following objectives:

- 1.2.1. To plan the manpower requirements and budget the requirement of requisite human resources with necessary qualifications, skills, aptitude and experience etc.
- 1.2.2. To attract potential candidates as per the requirements in order to make a positive, innovative contribution towards the growth of the Company.
- 1.2.3. To regulate and facilitate recruitment and selection of suitable human resources in the company.

## 1.3. Scope

- 1.3.1 These regulations will be applicable to all recruitment made to the Company's service from various sources specified hereinafter. These will not however apply on deputation, casual employment or contract services.
- 1.3.2 Masculine gender also refers to feminine gender

## 1.4. Key Definitions

- 1.4.1. "**Company**" means Bharat Dynamics Limited.
- 1.4.2. "**Appointing Authority**" means the authority to which the power of appointment has been delegated by the company.
- 1.4.3. "**Competent Authority**" means the Chairman and Managing Director (CMD) of the Company or any other officer to whom the powers are delegated by CMD.
- 1.4.4. "**Employee**" means any person appointed by the Company in regular or temporary capacity other than on deputation or casual employment. It also includes Trainees other than those recruited under Apprentices Act, 1961.
- 1.4.5. "**Full Time Course**" means a course where student has to attend class room sessions full time throughout the course.
- 1.4.6. "**First Class**" means a candidate has secured an average of minimum 60% (or equivalent CGPA).

## 1.5. Description of Non-Executive Wage Groups & Executive Grades

- 1.5.1. The employees are divided into two categories—Non-executives & Executives. The Non-executives are spread across thirteen wage-groups i.e. WG-0 to WG-12 and the Executives are across nine grades i.e. Grade-I to Grade-IX, below Board level.

**(a) Pay Scales for Non-Executive Cadre**

The following are the pay scales for Non-executives at BDL, in existence from January 1, 2007, subject to revision from time to time

Wage Group	Pay Scales 2007 (Open-ended) ( ` )	Rate of Increment
12	12150	3%
11	11750	3%
10	11350	3%
9	10950	3%
8	10550	3%
7	10250	3%
6	9700	3%
5	9150	3%
4	8750	3%
3	8350	3%
2	8000	3%
1	7650	3%
0	7350	3%

**(b) Pay Scales for Executive Grades**

The following are the pay scales for Executives, in existence from January 1, 2007, subject to revision from time to time.

Designation	Grade	Pay Scales 2007 ( ` )	Rate of Increment
Executive Director	IX	51300-73000	3%
General Manager	VIII	43200-66000	3%
Addl. General Manager	VII	36600-62000	3%
Deputy General Manager	VI	32900-58000	3%
Senior Manager	V	29100-54500	3%
Manager	IV	24900-50500	3%
Deputy Manager	III	20600-46500	3%
Assistant Manager	II	16400-40500	3%
Junior Manager	I	12600-32500	3%

- 1.5.2. Candidates as recruited to the Company's service shall be placed in any of the approved pay scales of the Company as prevailing from time to time and applicable to the post to which recruitment is made. In certain circumstances, as approved by competent authority, appointment may be made against consolidated amount as remuneration, as may be determined by the Competent Authority, instead of in regular scales of pay.

## 2. Recruitment of Executives, Non-Executives & Management Trainees (MTs)

### 2.1. Appointing Authority

The appointing authority, for all appointments will be as per the Delegation of Powers as at **Annexure-1**.

### 2.2. Induction Levels

#### 2.2.1. Non-Executive Cadre

(A) There will be three induction levels in the Non-executive cadre:

- (a) Wage Group-0
- (b) Wage Group-2
- (c) Wage Group-4

(B) In addition to the three induction levels mentioned above, CMD on recommendations of Functional Director and Head (HR), for exceptional requirements to meet specialized skill requirements, can approve recruitment other than in the induction level Wage Groups.

(C) Qualification required for such exceptional cases will be similar to the respective induction levels i.e. WG-0, WG-2 & WG-4.

#### 2.2.2. Executive Cadre

(A) Vacant positions in executive cadre can be filled through direct recruitment except in Grade-I posts.

(B) The posts in Grade-II will normally be filled by absorption of Management Trainees (MTs). For MTs no work experience is prescribed. However, in the areas of medical, welfare, safety, official language or any other statute related positions where experience is desirable, candidates for such positions may be recruited in Gr-I or Gr-II with specific approval from CMD.

(C) The number of vacancies for direct recruitment of MTs will be 45% of the total vacancies identified for Gr-I & II.

### 2.3. Standard Designations

The designations in respect of different induction levels for non-executives in the Company are at **Annexure-2**. Executive designations will be as per clause 1.5.1 (b) Chairman & Managing Director is competent to change any of the designations at any time on the recommendations of Head (HR).

### 2.4. Qualifications for recruitment at various induction levels

2.4.1. Educational qualifications for recruitment at various induction levels are indicated at **Annexure- 2** (Non-Executives) and **Annexure- 30** (Executives)

for Non-Executive and Executives respectively. However, CMD can, on recommendation of Head (HR), prescribe higher/ additional qualification(s) over and above the qualifications mentioned in the Annexure, depending on the need of the post.

- 2.4.2. The designations, qualifications and experience details mentioned at corresponding Annexure are based on present needs of the Company and the prevailing qualifications in various disciplines in the industry. These designations, qualifications and experience may be revisited from time to time due to emergence of new technologies, disciplines in the industry and introduction of contemporary qualifications. Therefore, CMD is empowered to approve any additional designations, qualifications and/ or experience requirements for direct recruitment at various induction levels in consultation with Head (HR) and Functional Director.
- 2.4.3. The courses mentioned in **Annexure- 2(Non-executive) & 30(Executive)** should be of full time nature and should be recognized by the State/ Central Government/UGC/AICTE. However, existing Company employees who apply for posts under direct recruitment should possess relevant technical & professional qualifications from recognized University/ Institution either as a regular or a part time course through Distance Education program or correspondence course recognized by the Government.
- 2.4.4. Candidates possessing qualifications prescribed for recruitment to WG-2, WG-4 or above will not be recruited in WG-0.

## 2.5. Post-qualification work experience

- 2.5.1. The minimum required post-qualification work experience in other than induction level posts in Non-executive cadre will be as given in **Annexure – 54 .**
- 2.5.2. For direct recruitment to Executive cadre minimum required post-qualification experience is given at **Annexure- 31.**
- 2.5.3. A candidate, from any Government department/ PSU, should possess a minimum of 1 (one) year relevant experience in the immediate lower pay-scale (or equivalent) for recruitment in Executive cadre.
- 2.5.4. The eligibility of a candidate from private organization will be determined taking into account the Cost to Company drawn, the designation, nature of work, years of experience etc, for recruitment in Executive cadre.

## 2.6. Prescribed Age for Recruitment

- 2.6.1. For direct recruitment at WG-0, WG-2, WG-4, the maximum permissible age limit is 30 years. The maximum permissible age limit in other than induction level posts in Non-executive cadre will be as given in **Annexure – 54 .**

2.6.2. Age limits for recruitment in Executive cadre are shown at **Annexure- 32**.

2.6.3. Age limit for recruitment of MTs is 27 years. However, for recruitment of those MTs who have passed the final exam of ICAI or ICWAI or ICSI, the maximum age limit will be 28 years.

## 2.7. Age Relaxations for Specific categories

Age relaxations for specific categories, viz. SC/ ST/ OBC (non-creamy layer)/ PWD/ Ex-Servicemen/ Persons domiciled in the Kashmir Division, are shown at **Annexure-3**.

## 2.8. Sourcing of candidates

### 2.8.1. Non-Executives

- (a) The vacancies earmarked for Direct Recruitment shall be notified to any or all of the following agencies for sourcing of candidates:-
- (i) Concerned Local/ Regional Employment Exchanges or Central Employment Exchanges as per the provisions of Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959.
  - (ii) Vocational Rehabilitation Centers (VRC)
  - (iii) Zilla Sainik Boards (ZSB)
- (b) If the vacancies reserved for Persons With Disability could not be filled from among the candidates sponsored by the above agencies (in Para A) or could not sponsor any candidates within the stipulated time, these vacancies shall be notified to the following agencies:-
- (a) Special Employment Exchanges in the State,
  - (b) All India Federation of Blind,
- (c) If the vacancies reserved for Ex-Servicemen could not be filled from among the candidates sponsored by the above agencies (in Para A) or could not sponsor any candidates within the stipulated time, these vacancies shall be notified to the following agency:
- (a) Rajya Sainik Boards (RSB)
  - (b) Resettlement Cells of armed forces, i.e. army, navy and air force.
- (d) If the vacancies reserved for SC/STs could not be filled from among the candidates sponsored by the above agencies (in Para A) or could not sponsor any candidates within the stipulated time, these vacancies shall be notified to the Department of Social Welfare/ Tribal Welfare of the State Government.
- (e) If the vacancies could not be filled from among the candidates sponsored by all the above agencies mentioned above or, these agencies could not sponsor any candidates within the stipulated time, the vacancies shall be advertised as under—
- (i) One English, one Hindi and one Vernacular regional newspaper having wide circulation where the unit is situated.
  - (ii) Web hosting on the official website of the Company
  - (iii) Any other mode as decided by the Company.



- (f) In case of recruitment of vacancies other than Induction level where some experience is also required, such vacancies shall be advertised as given in the above point (Para E) with a notification of vacancy to Employment exchange. In case suitable candidates not available against, the advertisement will be given state wide.
- (g) In case of newspaper advertisement, the candidate has to submit prescribed Application Fee in the form of Demand Draft drawn in favour of Bharat Dynamics Limited OR any other mode of payment as decided by the company.
- (h) Candidates belonging to SC/ST/Ex-Servicemen/ Persons With Disability categories and internal employees are exempted from Application Fee.

#### 2.8.2. **Executive Cadre**

- (A) The recruitment of Executives will be through advertisement.
- (B) In case of requirement of Ex-Servicemen, it will be through Government agencies like Directorate General of Resettlement, New Delhi. Positions exclusively required to be filled by servicemen retiring / immediate absorption basis, a notification of the vacancy will be sent to military service branch/ personnel service branches of the army, air force & navy and Director General (Resettlement), New Delhi. If the vacancies could not be filled from the sponsored names or no names were sponsored from the MSB/PSB of the army, air force & navy and DGR, New Delhi, this vacancies will be notified as per the procedure mentioned below for Direct Rec. of Executives.
- (C) Methodology for Advertisement
  - (a) The vacancies earmarked for Direct Recruitment shall be advertised on an all-India basis as under—
    - (i) Short Advt. in one English and Hindi newspaper having nationwide circulation
    - (ii) Short Advt. in Regional newspaper having circulation in those areas where the national daily does not cover specific part of the country.
    - (iii) Short Advt. in one vernacular newspaper of the region where the unit of the Company is situated for which the vacancies are initially meant for.
    - (iv) Employment News (English, Hindi, Urdu)—detailed advertisement
    - (v) Detailed Job-posting & other details on the Company website
    - (vi) Any other mode as approved by CMD on the recommendation of HEAD (HR)
    - (vii) Simultaneously, the Vacancies will be notified to the appropriate Regional & Central Employment Exchange for information.
  - (b) The candidate has to submit prescribed Application Fee in the form of Demand Draft drawn in favour on Bharat Dynamics Limited OR any other mode of payment as decided by the company. This fee is non-refundable. Candidates belonging to SC/ST/Ex-Servicemen/ Persons with Disability categories and internal employees are exempted from Application Fee.

### 2.8.3. WALK IN INTERVIEW

The Management can resort for Walk in Interview in the following circumstances:

#### a) Non-Executives:

In case nil candidates or sufficient candidates are not sponsored by employment exchange to fill backlog vacancies of SC/ST/OBC/PH Ex-Servicemen of Non-Executives cadre. Then on the recommendation of Head P&A, Competent Authority may approve to fill these vacancies through WALK IN INTERVIEW. The qualification, age, experience etc will be as per Rules. The requirement will be notified in the local News papers (2 nos) inviting eligible candidates to appear for Walk In Interview on the scheduled date along with application and documents. A committee as per rules will interview the eligible candidates and give their recommendation. Based on the recommendations of the committee, Competent authority approves the recommendations and offers will be given to the selected candidates.

#### b) Executives

In case of urgent requirement or requirement of specialist trades or requirement of intellectuals or candidates required for special assignment/task, with the approval of Competent Authority (CMD) Walk In Interview may be conducted. The indenting division should specify the urgency of filling up of such vacancies through walk-in-interview mode. The requirement will be notified as per rules referred above, inviting eligible candidates to appear for Walk In Interview on a scheduled date.

### 2.8.4. Management Trainees (MTs)

MTs will be recruited in the Company on All India basis through Open Advertisement. However, on recommendation of Head (HR) and approval of CMD, Company may consider the option of recruiting MTs by Campus Selection to cater to specialized technical requirements in project management or research areas or any other challenging area requiring innovative skills and strong technical understanding. Campus selection can also be considered for non-technical areas for corporate services in the field of financial management, human resource management & commercial management. Therefore, Recruitment of MTs can be done through any or all of the following:

- (a) All India Advertisement
- (b) Campus Selection.

#### (A) Sourcing through All India Advertisement for MTs

The recruitment of MTs will be done through All India Advertisement. The methodology for advertisement for recruitment of MTs shall be as per Rule 2.8.2.C

**(B) Sourcing Through Campus Selection**

- (i) For recruitment of MTs through Campus Selection, any of the campuses of the following Institutes will be considered:
- (a) Indian Institute of Technology (IITs) [For Technical]
  - (b) National Institute of Technology (NITs) [For Technical]
  - (c) Birla Institute of Technology (BITs) [For Technical]
  - (d) Indian Institute of Management (IIMs) [For Non Technical]
  - (e) XLRI [For HR]
  - (f) TISS [For HR]
  - (g) Institute of Public Enterprises (IPE, Hyderabad) [For HR and Non-Technical]
  - (h) CA / ICWA / ACS [For Finance / Company secretary]
  - (i) Any other institute with courses in Missile Technology relevant to BDL like DIAT, Pune.
  - (j) Any other institute, as approved by CMD.
- (ii) On the recommendation of Head (HR), CMD approves the Target Institutes for campus selection from time to time.

**2.9. Application process**

- 2.9.1. In case of Executive Recruitment, the candidate needs to fill in an online application form (**Annexure- 33**) on the Company's website. The candidate needs to sign the printed application form and send it alongwith the copies of the documents, as mentioned in the advertisement.
- 2.9.2. Candidates who are employed in Government/Semi-Government/PSUs should apply through proper channel. However, the candidate is required to submit the NOC at the time of Interview, if his application is not routed through proper channel.
- 2.9.3. In case of Campus Selection, HR Department will communicate the Selected Institute as approved by CMD and arrange the Preliminary list of candidates in the prescribed format.

**2.10. Scrutiny and Short listing of Candidates**

- 2.10.1. Applications received against notification/ advertisement shall be scrutinized by the HR Department as per (**Annexure- 4, 5, 5A, 6, 6A**). The applications that fulfill the prescribed requirements/specifications after preliminary scrutiny shall be listed and forwarded to the Department concerned (Indenting department) for further scrutiny to ascertain the quality and relevancy of the work experience.
- 2.10.2. On completion of the scrutiny of applications by the Department concerned, they will forward to HR Department the list of candidates considered eligible

for further selection process spelling out the basis of rejection/ selection of applications in each case.

- 2.10.3. On the basis of the inputs received from the concerned department, HR Department, will prepare a final list of eligible candidates and submit the same to the concerned Appointing Authority for according approval to call the candidate to appear for the written test and/or practical test and/or interview. The prescribed format for the call letter to the short listed candidates is at **Annexure- 7**.
- 2.10.4. The number of persons to be called for interview should not ordinarily exceed Seven times the number of vacancies required to be filled. However, the competent authority with specific approval may increase the number upto ten times mentioning the reasons, thereof.
- 2.10.5. The list of candidates short listed for interview shall be posted on the Company website with details of the interview dates, time and venue. This posting should also mention that the Call Letters have been emailed to the respective e-mail ID wherever available, clearly indicating that the Company is not responsible for email-bouncing or mail reaching to spam folder.
- 2.10.6. In case of Campus Selection, HR Department will scrutinize the candidates in respect of their age, category and discipline. Only those candidates will be considered who have secured a minimum of 60% (or equivalent CGPA) in the examinations that are completed at the time of short listing. The names of the short listed candidates will be communicated to the institute along with details of date, time and venue of the interview. An e-mail to this effect will also be sent to the candidate.

## **2.11. Reimbursement of Travel fare**

- 2.11.1 Executive recruitment – no traveling expenses will be paid to the candidates for attending written test. However, the Company will reimburse 3Tier AC Sleeper to & fro train fare (by the shortest route or equivalent amount) to the outstation candidates belonging to SC/ST/PWD/Ex-serviceman categories, called for written test.
- 2.11.2 Non-executive recruitment - no traveling expenses will be paid to the candidates for attending selection process. However, the Company will reimburse 2<sup>nd</sup> class sleeper to & fro train fare or bus fare (by the shortest route or equivalent amount) will be paid to the candidates as per the address details where the call letter for attending the selection process has been sent for SC/ST/PWD candidates, if the distance is more than 30 kilometer each way. To & fro travel fare will be reimbursed to the candidates on production of onward journey tickets.
- 2.11.3 The Company will reimburse the travel fare to the outstation candidates called for interview against Executive Post as per the present address

details provided by the candidate through online. The amount to be reimbursed, as per the grade for which the candidate is called for interview, will be as under:

- (a) For MTs, Grade- II & III—3 Tier AC Sleeper to & fro train fare by the shortest route or equivalent amount
- (b) For Grade-IV to VI – 2 Tier AC Sleeper to & fro train fare by the shortest route or equivalent amount
- (c) For Grade-VII & above – 1st AC to & fro train fare by the shortest route / Air fare in economy class by the shortest route or equivalent amount

- 2.11.4 To & Fro travel fare will be reimbursed to the candidates on production of onward journey receipts/ tickets.
- 2.11.5 Internal candidates attending interview against Executive posts advertised by the Company may be treated as on duty and paid Travelling Allowance/Daily Allowances according to Company rules.
- 2.11.6 In case the candidate is not permitted to appear for the test/ interview due to any reason attributable to the candidate including non production of NOC wherever applicable, the travel fare will not be reimbursed.

## 2.12. Selection Committees for Selection Process

- 2.12.1. The Competent Authority, to nominate suitable candidates as members on the Selection Committees, will be as per the Delegation of Power of the Company, for the recruitment process (Refer **Annexure-1** ).
- 2.12.2. The selection committee will be chaired by an officer of the following Rank

S. No.	Level of the post for selection	Rank of the Chairperson
1	For posts in Non-executive Cadre	GM and above
2	For posts in Executive Grade- I & MTs	GM and above
3	For posts in Grade- II & III	GM and above
4	For posts in Grade-IV & V	Executive Director and above
5	For posts in Grade VI & VII	Functional Director and above
6	For post in Grade VIII	CMD

- 2.12.3. The Selection committee shall consist of not less than 04 members, including one SC/ST representative, wherever required.
- 2.12.4. In case a Committee member is not available, the Chairperson can opt for a suitable replacement.
- 2.12.5. For Grade- VII and above a “specialist member” may be co-opted as Additional Member of the Committee at the discretion of CMD.

- 2.12.6. In case of Non-executive recruitment, an executive belonging to any of the minority communities Viz. Muslims, Christians, Neo Buddhists, Sikhs, and Zoroastrians should be an additional member in the Selection Committee(s) when the recruitment is for ten or more vacancies. It is not necessary that the member should belong to the community of the candidates being interviewed. However, where a minority community member already stands included in the Assessment Committee(s) by its original constitution itself, it is not necessary to include another individual belonging to a minority community as additional member.
- 2.12.7. For more than 10 vacancies, lady member to be included. Where a lady member already stands included in the Assessment Committee(s) by its original constitution itself, it is not necessary to include another lady as additional member.
- 2.12.8. Honorarium Payment, TA and Stay Arrangements to the External “Specialist member” and/or External Member(s) of the Selection Committee for Interview, will be as approved by CMD on recommendation of HEAD (HR).

## 2.13. Selection process

### 2.13.1. Non-Executive

- (A) The selection process for recruitment in Non-executive cadre comprises of a combination of written test, practical test & interview depending on the induction level.
- (B) The criteria and the respective weightages for the different elements in the selection process are summarized overleaf:

Induction Levels	Selection Criteria with Weightages			
	Written Test	Practical test	Interview	Total
WG-0	85	~	15	100
WG-2	35	50	15	100
WG-4	85	~	15	100
WG-4 (Stenographers)	40	45	15	100
Other than Induction Level	85	~	15	100

- (C) Minimum qualifying marks in each of the criteria is 60% for General category candidates and 50% for other category candidates (if sufficient no. of candidates in the reserved category are not available, the criteria may be further relaxed up to maximum of 45%).
- (D) Candidates need to secure the minimum prescribed marks for each criteria defined, to qualify for the subsequent stage of selection.
- (E) Minimum qualifying marks for PWD candidates may further be relaxed on the recommendations of HEAD (HR) in case sufficient number of PWD candidates are unavailable with the above standards.

### 2.13.2 Executives (Grade – II & above)

- (A) The selection process for recruitment of Executives at Grade – II & above is by interview.
- (B) General category candidates need to secure the minimum aggregate of 60% marks to qualify for selection and 50% marks in case of SCs/STs/OBC (Non-creamy layer) category candidates (if sufficient no. of candidates in the reserved category are not available, the criteria may be further relaxed up to maximum of 45%).
- (C) The Selection Committee arranges the names of the qualified candidates in order of merit. The offers will be issued to the extent of vacancies available including reservations and the other candidates will be on panel in order of merit. It is a collective and judicious decision of the Selection Committee.
- (D) Minimum qualifying marks for PWD candidates may further be relaxed on the recommendations of HEAD (HR) in case sufficient number of PWD candidates are unavailable with the above standards.

### 2.13.3 Management Trainees

- (A) The selection process for recruitment of MTs comprises of written Test / GATE score & Interview. BDL shall give advance notification of filling up of posts through paper advertisement before conduct of the GATE Examination as per 2.8.2.C.
- (B) The criteria and their respective weightages in the selection process are
  - (a) Written Test / GATE score - 85 marks
  - (b) Interview- 15 marks
- (C) Minimum qualifying marks in each of the criteria is 60% for General category candidates and 50% for other category candidates (if sufficient no. of candidates in the reserved category are not available, the criteria may be further relaxed up to maximum of 45%).
- (D) Candidates need to secure the minimum prescribed marks for each criteria defined, to qualify for the subsequent stage of selection. It is a collective and judicious decision of the Selection Committee.
- (E) Minimum qualifying marks for PWD candidates may further be relaxed on the recommendations of HEAD (HR) in case sufficient number of PWD candidates are unavailable with the above standards.

## 2.14. Conduct of Written and Practical Tests

### 2.14.1. Non-Executives

- (A) The Written test and Practical test will be conducted by Selection Committee formed for this purpose. Alternatively, Company can outsource written test or practical test or both.
- (B) The assessment forms for the written test and practical test (**Annexure— 9 10, 11, 12, 13**) duly signed by the Selection Committee or by the external agency, will be submitted to the HR Department.

- (C) Separate assessment forms shall be used for each category of candidates (SC/ST/OBC/UR)

#### 2.14.2. Management Trainees

- (A) Company may outsource the conducting of the written tests to an external agency.
- (B) Generally, written test will be of objective type and will contain 150 multiple-choice questions. The duration of written test will be two hours and the questions will be in English only. The written test will have the following two parts:

Part-I : Knowledge of the subject / discipline – 100 questions

Part-II: General aptitude test – 50 questions

- (C) Candidates need to secure minimum 60% marks in written test, to be placed in Zone of consideration for the interview, with relaxations as applicable to SC/ST/OBC (non-creamy layer)/PWD.
- (D) For recruitment of MTs in technical area, instead of written test, Company may opt for Graduate Aptitude Test in Engineers (GATE) scores of the candidates in the concerned discipline. On the basis of the GATE scores candidates will be short listed for further selection process comprising of Interview.
- (E) Normally, the cut off marks in each discipline will be determined keeping in view up to 7:1 ratio. The Selection committee will decide the final ratio of calling candidates. Candidates, who meet the cut off marks criteria, will be short-listed for Interview in their respective discipline.
- (F) The marks obtained in the written test/marks scored in GATE Examination will be converted in accordance with the weightage of the written test criterion.
- (G) The list of candidates shortlisted for interview shall be posted on the Company website with details of the interview dates, time and venue. The shortlisted candidates can download their Call Letters for the Interview from the website(**Annexure-34 or 39**).

#### 2.15. Conduct of Interview

- 2.15.1. HR Department will complete the pre-interview formalities in respect of each candidate as per **Annexure- 8**
- 2.15.2. The Interview will be conducted by the Selection Committee formed for this purpose.
- 2.15.3. The Selection Committee will assess SC/ST/OBC candidates separately if vacancies are reserved. Separate assessment forms shall be used for each category of candidates (SC/ST/OBC/UR)
- 2.15.4. The Final Rating Sheet (**Annexure 40 for MTs and Annexure-36 for other executives**) shall be signed by the Committee members. It is a collective and judicious decision of the Selection Committee.



## 2.16. Preparation of Merit List

- 2.16.1. The HR Department will analyze the rating sheet with regards to statutory guidelines on SC, ST, OBC (non-creamy layer), PWD and Ex-Servicemen and will prepare the merit list and draw a "Panel" for approval of the Appointing authority.
- 2.16.2. The Panel is valid for one year. The said period may be extended up to a further period of six months by the Appointing Authority for reasons to be recorded in writing.
- 2.16.3. When two or more candidates secure equal marks, they will be empanelled in the chronological order of their Date of Birth, the eldest being placed first among them. In case, date of birth is also same than the marks scored in written test will be the basis for merit list.
- 2.16.4. Separate panels are to be drawn by the Selection Committee for General, OBC (NON CREAMY LAYER) and SC/ST categories.
- 2.16.5. For the purpose of Campus Selection, the Selection Committee will be empowered to inform the names of selected candidates in writing to the institute immediately on completion of the interview process. Further, Institute will be informed that the selected candidates are required to give an undertaking with in one week of their selection with respect to their confirmation to join BDL. Candidate who do not confirm by submitting acceptance of the undertaking, with in the stipulated time, will have their selection cancelled and withdrawn. The Selection Committee will prepare the Merit List and draw the Panel and submit the final rating sheet duly signed by the committee members along with the relevant documents to the HR Department for taking approval from the appointment authority.

## 2.17. Issue of Preliminary Offer of Appointment

- 2.17.1. Based on the panel as approved by the Appointing Authority, HR Department will issue Preliminary Offer of Appointment(s) in duplicate (**Annexure-16, 37 or 41**) in order of merit given in the panel depending upon the number of sanctioned posts keeping in view the reservation roster.
- 2.17.2. The candidate has to keep one copy of the Preliminary Offer of Appointment with him and return the second copy duly signed on each page to HR department as a token of acceptance of offer.

## 2.18. Verification of Character & Antecedent

The character and antecedent verification process will be carried out as per the guidelines mentioned at para-8.7.

## 2.19. Medical Examination

The appointment of an individual will be subject to his submission of satisfactory medical report on "Pre-Employment Medical Examination Form" as given at **Annexure-15**. The Medical Examination standards are listed at **Annexure-15A**. The candidate may undergo the medical examination on prescribed format from Government Medical Officer not below the rank of a Civil Surgeon/Assistant Civil Surgeon and submit the report on "Pre-Employment Medical Examination Form" or the company may ask the candidate to appear before Company Medical Officer or any other authority as authorized by Head (HR) to undergo the "Pre-Employment Medical Examination".

## 2.20. Issue of Provisional Offer of Appointment

2.20.1. The Provisional Offer of Appointment will be issued to the candidate as per the proforma shown at **Annexure-28, 38 or 43**, if :-

- (a) The documents submitted by the candidate are in order,
- (b) The Pre-Employment Medical Examination declares him/her as "Medically Fit"
- (c) In case of Campus Selection, the candidate has secured First Class after the final examination, with relaxations to SC/ST/OBC(non-creamy layer)/PWD as applicable.

2.20.2. If the requirements mentioned at Para-2.20.1 above is not met, the Preliminary Offer of Appointment will stand cancelled and withdrawn, and the same will be communicated to the candidate.

2.20.3. The candidate is required to submit the Acceptance for the Provisional Offer of Appointment by submitting one copy of the same duly signed on each page and handover it to the HR department along with all the documents as mentioned in the letter, at the time of joining (**Annexure-17,18, 19, 20, 21, 22, 23, 24, 25, 26 and 27**).

2.20.4. Candidate, after joining duty, normally may not be posted in Sensitive department/shops unless the character and antecedents verification report is received from the concerned authorities/Police Verification Report (PVR).

2.20.5. Once the character and antecedents verification report is received from the concerned authorities with no adverse remarks, necessary orders will be issued confirming the Provisional Offer of Appointment (**Annexure- 29**).

## 2.21. Verification of qualification and experience

For the candidates who join the Company, their basic qualification and additional qualification beyond basic qualification required for the position and the experience in the preceding years as per post qualification experience requirements as per Annexure-33 may be verified internally / through an

external agency as decided by HEAD (HR) except for those candidates who are coming from PSUs / Govt. In case on non-receipt of report pertaining to verification of qualification and experience within 6 months from the date of issue of letter(s), provisionally it will be presumed that the certificates are in order and in case it is found that the certificates produced by the candidate are false or fake at a later stage his services shall be summarily dismissed.

## 2.22. Training, Evaluation and Absorption of MTs

- 2.22.1. The training duration of the MTs will be for a period of one year. Corporate HRD will design and coordinate the training plan.
- 2.22.2. Corporate HRD will review the performance of each MT on a quarterly basis and present/share a consolidated analysis of the progress, to the Head (HR) and respective Functional Directors.
- 2.22.3. The Performance Evaluation of the candidate after completion of training will be done by a Committee as constituted by CMD on recommendations of Head (HR). The committee will decide the Criteria of performance evaluation and fill the rating sheet as given at **Annexure – 44**, to evaluate the performance of MTs. The HR Department will analyze the rating sheet, as submitted by the committee, with regards to statutory guidelines on SC, ST, OBC (non-creamy layer), PWD and Ex-Servicemen and will subsequently prepare the Merit List for approval of the Appointing authority. Merit List will comprise of all MTs who secure minimum qualifying marks in the absorption process, with relaxations wherever applicable. The seniority after absorption of the candidate will be based on the Merit list approved by the appointing authority. Where two or more MTs obtain the same number of marks, their inter-se-seniority is to be determined with reference to their dates of birth, the older being above the younger in the Merit list. Generally, all the MTs will join on the same date, in case of some exigencies as per the recommendations of the appropriate authority, the joining time may be extended and MTs joining within one month period after the specified date in the final offer their seniority will be reckoned as per the merit list. Those joining after one month they will be treated as juniors.
- 2.22.4. MTs whose performance found unsatisfactory based on the ratings recommended by the committee, will have his/her training period extended by 6 months. During the extended period, the MT will be required to undergo training as designed by Corporate HRD. At the end of extended six months, the performance of the candidate will be evaluated by the Committee. If the Performance during the extended period of Training of the MT is found unsatisfactory, his/her services will be terminated forthwith.
- 2.22.5. Based on the Merit List, the MTs will be issued Absorption cum Posting Order for the post of Assistant Manager (Grade-II).

- 2.22.6. On absorption of MTs, one additional increment will be granted above the minimum basic in the pay-scale applicable to their respective grades.
- 2.22.7. The terms & conditions of employment on absorption, will be as mentioned in the Preliminary Offer of Appointment for MTs. The Company can post the MT in any Division or Department it considers suitable.
- 2.22.8. The training period of the MTs, will not be counted as service for all purposes.

### **3. Recruitment of Service /Ex-Service Personnel**

#### **3.1. Appointing Authority**

The appointing authority, for appointments of Ex-serviceman will be as per the Delegation of Powers as at **Annexure-1**.

#### **3.2. Induction Levels**

##### **3.2.1. Non-Executive Cadre**

- (A) Based on the requirement, Ex-serviceman can be recruited at any level as applicable in Non-Executive cadre induction level.
- (B) However, for exceptional requirements, on a case-to-case basis on recommendations of HEAD (HR), CMD can approve for recruitment of Non-Executives other than the levels as mentioned above.
- (C) Any such exception can be sanctioned by CMD on recommendation of Head(HR) under any of the following circumstances—
- (a) To meet specific technical/ statutory requirement
  - (b) To meet specialized skill requirements.
  - (c) Reservations
- (D) Experience required for such exceptional cases will be decided on a case-to-case basis, by CMD on recommendation of Head(HR).

##### **3.2.2. Executive Cadre**

Based on the requirement, Serving Officer of services / Ex-serviceman can be recruited at any level from Grade-III to Grade-VIII in Executive cadre.

#### **3.3. Standard Designations**

The designations for Ex-Serviceman in respect of different induction levels for Executive and Non-Executive cadre will be the same as applicable for regular Executive & Non-executive recruitments. The Chairman & Managing Director is

competent to change any of the designations at any time on the recommendation of Head (HR).

### 3.4. Qualifications, Experience and Age for recruitment at various induction levels

#### Executive Cadre

- (A) In Executive Cadre, Serving / Ex-serviceman will be recruited based on the last Post (Officer) held and number of year of service in the Armed Forces. Age and qualification should not be criteria for selection.
- (B) Eligible Induction Grade in executive cadre and its corresponding Post in Armed Forces are indicated below:

S. No.	ARMY	NAVY	AIR FORCE	INDUCTION GRADE IN BDL
1	Captain	Lieutenant	Flight Lieutenant	Grade-III
2	Major	Lt. Commander	Squadron Leader	Grade-IV
3	Lt. Colonel	Commander	Wing Commander	Grade-V
4	Colonel	Captain	Group Captain	Grade-VI / VII
5	Brigadier	Commodore	Air Commodore	Grade-VIII / IX*

Note – For Ranks Covered under S.No. 4 & 5, if the officer completes 3 years or above services in the Armed Forces, he/she will be considered for recruitment in next grade subject to approval of CMD and the same has been advertised and notified.

- Recruitment in Grade IX will be subject to approval from Board of Directors.

### 3.5. Age Relaxations for Specific categories

- 3.5.1. For Non-executive recruitment, age relaxations for specific categories, viz. SC/ ST/ OBC (non-creamy layer)/ PWD/ Ex-Servicemen/ Persons domiciled in the Kashmir Division, are applicable as per rules.
- 3.5.2. For executive recruitment, age will not be criteria. Therefore, age relaxations for specific categories, viz. SC/ ST/ OBC (non-creamy layer)/ PWD/ Ex-Servicemen/ Persons domiciled in the Kashmir Division, are not applicable.
- 3.5.3. The maximum age limit including all relaxations as applicable should not exceed 55 years of age at the time of recruitment for executive and non-executive posts.

### 3.6. Sourcing of candidates

#### 3.6.1. Non-Executives

- (A) The vacancies earmarked for Direct Recruitment shall be notified to Zilla Sainik Boards (ZSB) and CCS for sourcing of candidates.
- (B) If the vacancies could not be filled from among the candidates sponsored by the above agency or could not sponsor any candidates within the stipulated time, these vacancies shall be notified to the following agency:
  - (a) Rajya Sainik Boards (RSB)
  - (b) Resettlement Cells of armed forces, i.e. army, navy and air force.
- (C) If the vacancies could not be filled from among the candidates sponsored by all the above agencies mentioned above or, these agencies could not sponsor any candidates within the stipulated time, the vacancies shall be advertised as under—
  - (a) One English, One Hindi and one Vernacular regional newspaper having wide circulation.
  - (b) Web hosting on the official website of the Company
  - (c) Any other mode as decided by the Company.
- (D) There will be no Application Fee in this category.

### 3.6.2. Executive Cadre

- (A) The recruitment of Executives- serving officers, for taking them on immediate absorption basis,, notification will be sent to MS Branch in MOD, Head Quarters of all the three services (military service branch/ personnel service branches of the army, air force & navy). For taking retired service personnel in the respective Grades in BDL, notification will be sent to Government agencies like Directorate General of Resettlement, New Delhi. If the vacancies could not be filled from the sponsored names or no names were sponsored from the MSB/PSB of the army, air force & navy and DGR, New Delhi, these vacancies will be notified as per the procedure mentioned below for Direct Rect. of Executives.
- (B) If the vacancies could not be filled from among the candidates sponsored by all the above agencies mentioned above or, these agencies could not sponsor any candidates within the stipulated time, the vacancies shall be advertised as under—
  - (i) Short Advt. in one English and one Hindi newspaper having nationwide circulation
  - (ii) Short Advt. in Regional newspaper having circulation in those areas where the national daily does not cover specific part of the country.
  - (iii) Short Advt. in one vernacular newspaper of the region where the unit of the Company is situated for which the vacancies are initially meant for.
  - (iv) Employment News (English, Hindi, Urdu)—detailed advertisement
  - (v) Detailed Job-posting & other details on the Company website

- (vi) Any other mode as approved by CMD on the recommendation of HEAD (HR)
  - (vii) Simultaneously, the Vacancies will be notified to the appropriate Regional & Central Employment Exchange for information.
- (C) The candidate has to submit an Application Fee of Rs.400/- in the form of Demand Draft drawn in favor of Bharat Dynamics Limited OR any other mode of payment as decided by the company. This fee is non-refundable. Candidates belonging to SC/ST/ Persons with Disability categories and internal employees are exempted from Application Fee.

3.6.3 The service personnel may be selected for officer position through Job melas or any other fair (campus selection) as approved by CMD.

### 3.7. Preference to Ex-Servicemen for specific posts

3.7.1 In order to keep up the intake of Ex-Servicemen in various wage groups particularly in WG-2 & 4, the following categories of posts may preferably be filled by Ex-Servicemen:-

- (a) Security Guards;
- (b) Specialized Drivers;
- (c) Vehicle Mechanics;
- (d) Engine Equipment Mechanics;
- (e) Store Keepers;
- (f) Small Arms/ Weapons Specialist/ Nursing Assistants

#### 3.7.2. **CONTRACT APPOINTMENTS FOR EX-SERVICEMAN:**

On approval of CMD ex- servicemen can be appointed on contract basis, sourcing of personnel as per specification approved will be notified to DGR New-Delhi or through Job melas or any other Job fairs (campus selection) as approved by CMD.

### 3.8. Fixation of Pay on Appointment

3.8.1 **Non-Executive post:** Initial pay of a candidate selected for appointment will ordinarily be fixed at the beginning of the scale of pay of respective Wage Group. CMD on recommendation of Selection Committee can decide additional increments on case to case basis on the merits of the candidate.

3.8.2 **Executive post:** On immediate absorption the pay protection is allowed. In case of Ex-servicemen pay will be fixed as per DPE guidelines. Protection of pay (Basic + DA + GP) in respect of candidate (s) selected from Government / Public sector Undertaking can be given with the approval of Appointing Authority on receipt of request with last pay drawn certificate from the concerned candidate(s).

- 3.8.3 **Contract appointments** : Emoluments will be granted as approved by the Board ref clause 4.3.7

## 4. Temporary Appointment

### 4.1. General

The Company will consider the following three options for Temporary Appointments—

- (a) Fixed term / Tenure Employment
- (b) Engaging Superannuated/Superannuating Employees of the Company/from other PSUs/Govt. Dept./Defence Services/Private Enterprises
- (c) Engaging Consultant/Advisors/Retainers on assignment basis

### 4.2. Fixed Term / Tenure Employment

The Company can consider option of employing suitable person, both in the Executive and Non-executive cadre, on a fixed term where the project / specific job involved is of limited duration or is of temporary in nature on the approval of CMD.

#### 4.2.1. Acquisition Process

- (a) Age, Qualification, Experience Requirement, Sourcing, Selection process, Reservations and Relaxations followed for acquisition of candidates on Fixed Term / Tenure Employment will be similar to the one followed for permanent employees at the appropriate levels, in both Executive and Non-executive cadre.
- (b) The fixed term/tenure employment of the individual will be for a definite period defined under the terms and conditions. There will not be any commitment to the candidate either for absorption as permanent employee or for extension of term.
- (c) The selected candidate(s) will be issued the Preliminary Offer for Fixed Term Employment as per **Annexure-45**.
- (d) Candidates are required to submit the Acceptance Form in response to the Preliminary Offer for Fixed Term Employment as shown in (**Annexure-46**), along with the enclosures mentioned in the Preliminary Offer for Fixed Term Employment (**Annexures-15,17, 18,19 and 20**)
- (e) Character and antecedent verification process and the pre-employment medical examination carried out will be similar to that followed for recruitment of permanent employees.
- (f) Documents submitted by the candidate along with the acceptance letter in response to the Preliminary Offer for Fixed Term Employment, if found to be in order, the Provisional Offer for Fixed Term Employment will be issued to the candidate as per the proforma shown at **Annexure-47**.



- (g) Candidate is required to submit the Acceptance in response to the Provisional Offer for Fixed Term employment in the prescribed format as shown at **Annexure-48**, along with all the documents indicated in the Provisional Offer for Fixed Term Employment, at the time of joining (**Annexure- 17, 18, 19,20, 21, 22, 23, 24, 25, 26 and 27**).

#### 4.2.2. Posts earmarked for Ex-Servicemen

- (a) In order to keep up the intake of Ex-Servicemen in Non-executive positions, the following categories of posts may preferably be filled by Ex-Servicemen:-
- (i) Security Guards;
  - (ii) Specialist Drivers;
  - (iii) Vehicle Mechanics;
  - (iv) Engine Equipment Mechanics;
  - (v) Store Keepers;
  - (vi) Small Arms/ Weapons Specialist/ Nursing Assistants
- (b) For certain Executive positions where the experience in defence services can add definite value, such positions may be filled by Ex-Servicemen.

#### 4.2.3. Emoluments & Benefits

- (a) The pay structure and the allowances to be given to the individual on fixed term employment will be similar to an equivalent permanent employee of the Company in the corresponding pay-scale. The individual appointed on Fixed Term employment will not be eligible for loans and advances (except TA / DA) any time during the tenure of the temporary appointment.
- (b) The performance of the individual on fixed term employment will be evaluated on the format as given at **Annexure – 49**. Individuals with performance rating satisfactory & above will be granted an increment, as applicable to the corresponding pay-scale, on completion of each year during the employment. individuals having performance rating Poor or below will be given 3 months time in writing to improve their performance. After three months again performance will be evaluated and if again the performance rating found poor or below, the services of the individual will be terminated by giving 15 days notice.

#### 4.2.4. Completion of the Tenure of Fixed Term Employment

- (a) Ordinarily, on completion of the tenure, the fixed term employment of the individual automatically ceases. However, in specific circumstances, the Company may consider any of the following options—
- (i) Extension of Fixed Term Employment—This will occur either when the project is extended for a limited period beyond the anticipated period or a new project / specific job of short duration comes up.
  - (ii) Absorption as Permanent Employee – Management has the

discretion to consider these temporary employees for permanent posts (by following the process mentioned below), keeping in view the business expansion and business requirement. The absorption will be in the wage-group/ grade corresponding to the pay-scale of the individual during the temporary appointment.

- (b) The posts identified to be made permanent will be notified internally, inviting applications from the interested individuals on Fixed Term Employment. The criteria for filling such posts will be merit only.
- (c) A committee will be constituted by the Company to evaluate the individuals taking into consideration of performance, attendance, conduct, etc for absorption in the permanent post. The composition of Selection Committee will be similar to those formed for recruitment of permanent employees.
- (d) The Selection committee may reject the candidature of a candidate in any of the following circumstances, during his fixed term employment—
  - (i) Any misconduct committed
  - (ii) Any case of unauthorized absence even for a single day.
  - (iii) Any adverse vigilance observation
  - (iv) Any other criteria as deemed fit by the Company

However, if committee feels that the issue covered under any of the above criteria is not of a grave nature, the candidate may be allowed to participate in the interview. The Committee has to record in writing the specific reasons for allowing such candidates.

- (e) The candidates will be evaluated through an interview process. The rating sheet will be as per **Annexure-50**.
- (f) The last Basic pay drawn by the individual will be protected after giving annual increment in case of absorption. Further the candidate will be on probation as per extant rules.
- (g) The period of fixed term employment will not be counted as service for any purpose including promotions. In respect of gratuity, the provisions of the Payment of Gratuity Act will be followed.

#### **4.3. Engaging Superannuated Employees of the Company/ from other PSUs/ Govt. Dept./ Defence Services/ Private Enterprises**

- 4.3.1. The Company may engage persons from among the superannuated employees of BDL / other PSUs / Government Departments / Defence Services / Private enterprises on contract basis, to utilize the expertise acquired by them in the operations / specified works.
- 4.3.2. For engaging Ex-Serviceman, in addition to the conventional sources like Zilla sainik Board etc., CMD is empowered to approach placement fairs or such other events to source the ex-serviceman on the terms and conditions depending upon the market scenario.

- 4.3.3. Such contract may be initially for a period of six months extendable up to two years after the superannuation i.e. not beyond 62 years of age. In case of Ex-Serviceman, the contract may be upto 5 years, extendable by two years after the retirement but not beyond 62 years of age.
- 4.3.4. The appointing authority should review every six months, the necessity for continuance of the contract.
- 4.3.5. Such engagements will take place after relieving of the person from regular employment and it should not be considered as continuation of employment for any purpose.
- 4.3.6. The remuneration will be decided based on market price. In addition to this, CMD may approve on recommendation of Head (HR), a suitable conveyance charges and/or telephone/mobile expenses to the individual on need basis.
- 4.3.7. In case of Ex-serviceman for all level posts consolidated per month remuneration, conveyance expences, telephone/mobile expenses per month and increase in total remuneration per annum will be decided by CMD on recommendation of Head (HR). Junior Level post will be treated on par with JM, Senior level posts (like Wg. Cdr./Grp. Capt. or equivalent rank in other services) will be treated on par with DGM of BDL for the purpose of claiming TA/DA only. In any circumstances they will not be entitled for any benefit including PRP other than the consolidated amount as mentioned above.
- 4.3.8. Facilities available in the Medical Inspection Room may be availed during working hours in the Company, if necessary. No other medical facility such as hospitalization is allowed.

#### **4.4. Engaging Consultant/Advisors/Retainers on assignment basis**

- 4.4.1 The Company may engage Consultant/Advisors/Retainers for a specific task/survey or service or for advise.
- 4.4.2 The period of engagement comes to an end on completion of the assignment or the period prescribed for completion whichever is earlier.
- 4.4.3 The remuneration will be decided depending on market conditions and delegation of Powers.
- 4.4.4 Conveyance charges will be paid/reimbursed at actuals if company transport is not made available. However, monthly ceilings will be decided on case to case basis with the approval of CMD.
- 4.4.5 Such persons are not eligible for any medical facility.

## **5. SCHEME FOR COMPASSIONATE APPOINTMENT**

### **5.1. General**

- 5.1.1. Appointment on Compassionate grounds is not a legally enforceable right.
- 5.1.2. Only dependents of an employee who died in harness (accidental and natural) leaving his family in penury and without any means of livelihood, dependents of an employee who is permanently disabled due to employment injury and dependents of an employee whose services are terminated on medical grounds and who has not taken compensation as per Company Rules, may be considered for appointment on compassionate grounds.
- 5.1.3. Neither the qualification of the applicant (dependant family member) nor the post held by the deceased or permanent disabled or medically retired (i.e. Executive / Non-executive) is relevant. If the applicant finds it below his dignity to accept the post offered, he is free not to do so. The post is not offered to cater to his status but to see the family through the economic hardship.
- 5.1.4. Compassionate appointment cannot be granted after lapse of a reasonable period i.e. the applicant should make the request with in a period of one year from the date of occurrence of the incident. It is not a vested right which can be exercised at any time in future. Compassionate appointment cannot be offered by an individual functionary on an ad hoc basis.

### **5.2. Objective**

The objective of the Scheme is to grant appointment on Compassionate Grounds to—

- 5.2.1. A dependent family member of an Employee who dies in harness (accidental and natural), thereby leaving his family in penury and without any means of livelihood, to relieve the family of the Employee concerned from financial destitution, and to help it get over the emergency
- 5.2.2. A dependent of the employee who is permanently disabled during and in the course of employment as defined in Workmen Compensation Act and
- 5.2.3. A dependent of the employee whose services are terminated on medical grounds and who has not taken compensation as per Company Rules.

### **5.3. Applicability**

- 5.3.1. The scheme is applicable to a dependent family member of the Employee who dies while in service and others as brought out at para-5.12 & 5.13.

The dependent's name should have been declared as dependent while in service of the deceased employee.

5.3.2. 'Dependent Family Member' means –

- (a) Spouse (or)
- (b) Son (including adopted son) (or)
- (c) Unmarried Daughter (included adopted Unmarried Daughter).

5.3.3. 'Employee' means – Executives and Non-executives working in the Company.

#### **5.4. Post to which appointments can be made**

In WG-0, 2 & 4 depending on the qualification.

#### **5.5. Eligibility**

5.5.1. Applicant for Compassionate appointment should be eligible and suitable for the post in all respects under the provisions of the Recruitment Rules of the Company.

5.5.2. Applicant should pass the prescribed test and interview for appointment to the concerned post.

5.5.3. No member of the family of the deceased employee should be in permanent employment in a reputed private /Govt./PSU.

5.5.4. Emoluments of the family should not exceed Rs.18000/- or the gross pay of WG-0 whichever is higher.

5.5.5. All members of the family should give affidavit on a bond paper in support of employment to the nominated family member.

5.5.6. If the deceased/permanently disabled/medically terminated employee's age is 54 years and above, his dependent is not eligible for compassionate appointment. However, on the recommendations of Head (HR), CMD can relax the age.

#### **5.6. Exemptions**

5.6.1. Notification to Employment Exchange: Only formal notification to be sent to Employment Exchange notifying vacancies and intimating that the same is being filled in by candidates on Compassionate Grounds.

5.6.2. Professionally Qualified may be considered for employment in WG-04 for which basic qualification is only Diploma.

#### **5.7. Relaxations**

- 5.7.1. If spouse of the deceased employee applies for employment, the age limit will be 53 years and if the employment is for a child, the age limit will be 35 years.
- 5.7.2. Qualification can be relaxed for WG-0 post by CMD in exceptional circumstances with proper justification.

## **5.8. Availability of Vacancies**

- 5.8.1. Appointment on Compassionate Grounds could be made depending on the availability of vacancies of the Company's need to fill the same.
- 5.8.2. The total number of employees appointed on compassionate grounds shall at any time not be more than 5% of the total strength of the Company.

## **5.9. Request for Compassionate Appointment**

- 5.9.1. The dependent of the deceased / permanently disabled / medically terminated employee should submit a request for compassionate appointment to the Competent Authority along with affidavit giving consent by the rest of the dependants in his/her favour through the concerned Divisional HR & Admin's / Divisional Head within one year from the date of occurrence of incident/event.
- 5.9.2. The applications so received will be kept as per received date seniority and the same will be valid for three chances only.
- 5.9.3. The applicants should furnish financial details, family details and particulars of movable and immovable properties as per the proforma as at **Annexure – 51** along with request for compassionate appointment.

## **5.10. Procedure of Appointment**

- 5.10.1. The selection of candidate for appointment under compassionate grounds will be as per the recruitment procedure laid down in rules governing Recruitment of Non-executives. For such employment, where more than one candidate is available, selection may be done of such candidate who is most suitable from the concerned priority category.
- 5.10.2. The selection process for appointment of candidates under compassionate grounds will be held separately.

## **5.11. Time Limit for Compassionate Appointment**

- 5.11.1. The maximum time an applicant's name (who has applied for compassionate appointment as per para-5.9) can be kept under consideration for offering compassionate appointment will be for three chances, subject to review of the financial condition at the end of each

chance. The applicant will submit fresh Income Certificate from Revenue Department for each chance along with **Annexure-51**.

- 5.11.2. If compassionate appointment cannot be given to the applicant within three chances from the date of death of the employee / ceasure of employment, his/her name will be finally removed from the list of candidates eligible for appointment on compassionate grounds.

#### **5.12. Compassionate appointment for dependents of the employee whose services are terminated/discharged on Medical Grounds**

Dependents of the employee whose services are terminated/discharged on medical grounds and who has not taken compensation as per Company Rules and opted for appointment on compassionate grounds will only be eligible for compassionate appointments.

#### **5.13. Priorities to be observed in making appointments on Compassionate Grounds**

The following should be the order of priority to be followed while making appointments on compassionate grounds:

- (a) Dependents of deceased employees who die or are permanently disabled during and in the course of employment as defined in Workmen's Compensation Act.
- (b) Dependents of employees who die in harness in normal course.
- (c) Dependents of employees whose services are medically terminated and opted for appointment under compassionate grounds by foregoing the compensation as per Company Rules.
- (d) In each of the categories as enlisted at (a), (b) & (c) above, if there is more than one candidate found suitable and having been declared as indigent as per the eligibility criteria laid down at para-5.5 they shall be ranked in order of their assessment of financial destitution on a 100-point scale as per **Annexure-52**. Where the candidates have equal marks in financial destitution assessment in terms of the 100-point scale, their performance in the written test / interview and their ranking as assessed by the Committee will determine the eligibility for appointment.

#### **5.14. Undertakings to be Obtained**

- 5.14.1. Undertaking to be obtained at the time of appointment on compassionate grounds:-

A person appointed on compassionate grounds under the scheme should give an undertaking in writing that he/she will maintain properly the other family members who were dependent on the deceased employee in question and in case it is proved subsequently (at any time) that the family

members are being neglected or, are not being maintained properly by him/her, his/her appointment may be terminated forthwith.

- 5.14.2. Appointment of Widow on Compassionate Grounds on her getting remarried:-

A widow appointed on compassionate grounds will be allowed to continue in service even after re-marriage, subject to her continuing to fulfill obligations towards dependents of her deceased husband and to this effect an undertaking is to be given.

### **5.15. CMD's Discretion**

- 5.15.1. CMD at his discretion can relax any or all of the conditions of Compassionate Appointments in case the employee dies due to an accident at the work place/while on official tour.
- 5.15.2. CMD at his discretion can relax age and qualification of the candidate.
- 5.15.3. CMD is the Competent Authority to make appointments.

## **6. Appointment of Sportspersons**

### **6.1. General**

- 6.1.1. Company will recruit Sports personnel with the objective of encouraging sports activities and promoting the image of BDL as a socially responsible organization.
- 6.1.2. The posts in which Sportspersons are appointed are to be considered as supernumerary. Sportspersons may not be expected to work full time though they may be given appropriate designations; they will be relieved from work for practice/tests/ tournaments.

### **6.2. Induction Levels**

The Sportspersons can be appointed at any of the induction levels in the Non-executive cadre and in Grade-II in Executive cadre.

### **6.3. Eligibility Criteria**

- 6.3.1. The Sportsperson should have represented a State or the Country in National or International competitions in any of the games, such as Football, Hockey, Basket-ball, Cricket, Badminton or any other games that may be included in the course of time.



### 6.3.2. Age

The age of the player should not exceed 25 years in case of State Level players and 27 years in the case of National Level players at the time of induction;

### 6.3.3. Qualification & Experience

The sport persons concerned should possess the minimum qualification and experience as specified for entry to the grade to which they will be recruited. CMD on recommendation of Head (HR) may relax the qualification and experience prescribed to attract outstanding sportsmen. The Sportspersons, depending on the qualification(s) possessed by them will be posted in technical/ non-technical department. The candidates having only elementary qualifications are to be taken in WG-2, unless they have outstanding sports achievements to their credit. The stipulation regarding qualification and experience under the Recruitment & Promotion Rules will be suitably relaxed for appointment of Outstanding Sportspersons by the Competent Authority on a case to case basis.

## 6.4. Sourcing

Sourcing will be through newspaper advertisement at the state level for Non-executive posts and at the national level for Executive posts. Procedure followed for notification will be similar to that followed for Non-executive/ Executive recruitment.

## 6.5. Selection process

Criteria will be interview / as decided by the Selection Committee. The Maximum marks for the interview will be 100 which cover the candidate's Playing skills, Education, achievements in sports, etc.

## 6.6. Selection Committee

6.6.1. Chairperson- Chairperson of the Sports Committee

6.6.2. Members—Captain of the team (BDL employee) for the respective game, Secretary of the respective game, Coach of the respective game, External expert in the respective game who has represented a State at Senior National Championships or at equivalent level, at least for five years.

6.6.3. Member Secretary—Representative from HR

## 6.7. Offer of Appointment

- 6.7.1. The selected candidate(s) will be issued the Preliminary Offer of Appointment as per **Annexure-16** (for Non-executives), **Annexure-37** (for Executives) in duplicate. The candidate has to keep one copy of the Preliminary Offer of Appointment with him and send back the second copy duly signed by him on each page to HR department as a token of acceptance of offer along with the enclosures mentioned in the Preliminary Offer of Appointment (**Annexures-15, 15A, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26 & 27**)
- 6.7.2. The documents submitted by the candidate along with the acceptance letter in response to the Preliminary Offer of Appointment, if found to be in order, the Provisional Offer of Appointment will be issued to the candidate as per the proforma shown in **Annexure-28** (for Non-executives), **Annexure-38** (for Executives).
- 6.7.3. The candidate is required to submit the Acceptance for the Provisional Offer of Appointment by submitting one copy of the same duly signed by him on each page and handover it to the HR department along with all the documents as mentioned in the letter, at the time of joining.
- 6.7.4. The character and antecedent verification process and the pre-employment medical examination carried out will be similar to that followed for recruitment of permanent employees.

## 7. Deputation

- 7.1.1. At present, deputation of Government officers as a mode of recruitment is banned. Government officers can join posts only on immediate absorption basis.
- 7.1.2. However, deputation may be permitted for CVOs and other officers on deputation to the Vigilance Department of CPSEs.
- 7.1.3. Rules / Guidelines governing deputation, as issued by DPE / DOPT from time to time, are applicable.

## 8. General Conditions for Recruitment

### 8.1. Sanction for Recruitment

All recruitments will be within the manpower sanctioned by the Board of Directors of the Company. The Appointing Authority shall take concurrence of the Industrial Engineering department of the Company before initiating any recruitment action.

### 8.2. Creation of Posts

Recruitment process is to be initiated to fill up existing post(s) and / or additional post(s) to be created based on the requirements received from various business functions / departments.

Authority for creation of posts for various levels is given as under:

POSTS	AUTHORITY TO RECOMMEND	AUTHORITY TO SANCTION
Executive Posts in Gr-IX and above	Board of Directors	Ministry of Defence
Executive Posts up to Gr-VIII	Head (HR)	CMD
Non-Executive posts and others	Head (HR)	CMD

### 8.3. Recruitment of Indian nationals only

Only Indian Nationals are to be appointed in the Company. This should be clearly stated in all recruitment advertisements.

### 8.4. Reservation of vacancies for SC/ST/OBC (non-creamy layer)/ Ex-Servicemen/ PWD

Reservation of vacancies and concessions in appointment for Scheduled castes, Scheduled Tribes, Other Backward Classes, Ex-Servicemen and Persons With Disability will be in accordance with the instructions issued in this regard from time to time by the Government / Department of Public Enterprises. Nothing in these rules shall adversely affect the reservations and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, OBCs (non-creamy layer), PWDs and other special categories of personnel in accordance with the orders issued by the Government / Department of Public Enterprises from time to time.

### 8.5. Adoption of Advanced Technology

Keeping pace with the advancement/ trends in the technology, the Company has the flexibility to adopt them in the recruitment process. This would include the way in which the information is communicated to the target population and the way it is collected from the candidates.

### 8.6. Authority of the Selection Committee

Although the Appointing Authority will, as a rule, pay due regard to the recommendations of the Selection Committee, the Committee is purely an advisory body and the responsibilities for making appointments are that of the Appointing Authority only.

### 8.7. Verification of Character & Antecedent

- 8.7.1. The character and antecedent verification process will be carried out as per the following guidelines:
- (a) For all recruitments, the Company will obtain a Police Verification Report (PVR) on the character and antecedents of the selected candidates. Attestation forms (**Annexure-17**) duly filled in by the candidate should be sent directly to the District Magistrate/Collector/Deputy Commissioner/Commissioner of Police or other authorities, in duplicate, at the earliest. Wherever detailed verification is prescribed in the case of Indian Nationals who lived abroad/living abroad for some years, two additional sets of attestation forms should be sent to the Intelligence Bureau also through the Ministry of Defence for verification and report.
  - (b) The Company shall issue the appointment letter to the selected candidates only after obtaining a satisfactory PVR except in the following cases—
    - (i) In case of candidates joining from Government offices or Public Sector Undertakings, if their candidature is through proper channel / with No Objection Certificate, these cases will be exempt from the following the procedure required for obtaining PVR/ character and antecedent report. In such cases the character verification report should be obtained from previous organization.
    - (ii) In case of candidates joining at certain technical posts where attrition rate is high and selected candidates do not join if appointment letters are not issued expeditiously.
- 8.7.2. In the case of persons falling in category described in para- (8.7.1) b(ii), the following shall be followed—
- (a) Selected candidates will be required to submit two identification-cum-character certificates by two gazetted officers of the Central or State Government
  - (b) Selected candidate will be required to submit a certificate from local police station of the area where he/she is presently residing, certifying no adverse remarks against him/her and indicating the period of stay in that area,
  - (c) Provisional appointment may be issued to candidates who submit the certificates as per the requirement outlined in para- 8.7.2. (a) & (b). Such persons shall not be positioned in sensitive department/shops till the regular PVR is not received from the State Police Authorities.
- 8.7.3. The following departments/shops have been identified as sensitive:
- (a) Design & Development, Prototype, Quality Control, all manufacturing and Assembly shops, Computer and Planning Departments;
  - (b) Security & Vigilance, Fire Fighting Departments;
  - (c) Personal Staff of CMD, Whole time Director(s), Executive Directors, General Manager(s) & Additional General Manager(s).

- 8.7.4. All confirmations in appointments should be effected only after receipt of satisfactory Police Verification Reports on character and antecedents. If the character and antecedents reports is not received within one year provisionally he/she will be allowed all financial benefits including grant of increments and in case of adverse report at a later stage his services shall be summarily dismissed as indicated at 8.7.5.
- 8.7.5. If adverse reports are received from any of the authorities, the services of the individual should be terminated forthwith, without divulging the reasons for termination. Nature of report against the individual, or the substance of the report should not be disclosed under any circumstance.

*Note—*

1. *Verification of character and antecedents should at all times be treated as “Secret” even in cases where it may become necessary to terminate the services of an employee on account of adverse report.*
2. *Whenever any leakage is brought to the notice, the matter should be inquired into thoroughly to fix the responsibility for such leakage following which strict action should be taken against the person concerned.*

### **8.8. Appointment to a Lower Grade**

Appointment to the lower grade will be applicable only for recruitment in Executive cadre. During the interview, if a candidate is found fit for a grade which is lower than the post for which he/she had applied, he/she may be offered appointment to the post in lower grade, if so recommended by the Selection Committee, subject to the following conditions:-

- (a) The post in the lower grade, to which such a candidate is proposed to be appointed was also advertised,
- (b) The candidate has no objection to accept such appointment in the lower grade.

### **8.9. Seniority**

- 8.9.1. At the time of preparation of Merit List, if there are two candidates who obtain the same number of marks, their inter-se-seniority is to be determined with reference to their dates of birth, the older being above the younger in the Merit list.
- 8.9.2. Seniority of persons is to be determined with reference to the date of their joining the post for which they are selected. If two persons join, on the same day, one in the forenoon and the other in the afternoon, the one who joined in the forenoon becomes senior. If one or more persons join the same grade on the same forenoon or afternoon, their inter-se-seniority will be fixed on the basis of the Merit List prepared.
- 8.9.3. Between employees appointed to the same grade by direct recruitment and by promotion on the same forenoon/afternoon of the same date, those

appointed by promotion are to be deemed senior to those appointed by direct recruitment.

- 8.9.4. Between an internal candidate and an external candidate appointed to the same grade by direct recruitment joining on the same forenoon/afternoon of the same date, the internal candidate will be deemed to be senior.
- 8.9.5. In case the period of probation of an employee is extended by the Competent Authority, his seniority will count from the date arrived at by adding extended period of probation to his date of joining on the post.
- 8.9.6. With respect to MTs the seniority will be based on the para 2.22.3.

### **8.10. Seniority on Demotion**

- 8.10.1. The seniority of an employee demoted to the lower grade/group shall be reckoned from the date of his appointment to the higher grade/group
- 8.10.2. If such a demoted employee is subsequently promoted/appointed to the grade/group from which he was demoted, the service rendered by the employee in the grade/group prior to demotion shall not be taken into account while fixing his seniority in the higher grade/group after such promotion/appointment.

### **8.11. Fixation of Pay on Appointment**

- 8.11.1. Initial pay of a candidate selected for appointment will ordinarily be fixed at the minimum of the scale of pay of the post to which he/she is appointed. However, on the merit of each case, higher initial pay may be given up to 5 increments on the recommendation of the Selection Committee with the approval of Appointing Authority. The selection committee will, for recommending the initial pay fixation on appointment, take into consideration qualifications, experience, merit performance in the interview and the existing emoluments of the candidate. Protection of pay (Basic + DA) in respect of candidate (s) selected from Government / Public sector Undertaking will be given with the approval of Appointing Authority on receipt of request with last pay drawn certificate from the concerned candidate(s).
- 8.11.2. For a candidate from PSUs / Government organizations, any advance increment(s) recommended by the Selection Committee will be in addition to the pay protection given to him/her.
- 8.11.3. The pay in respect of Ex-servicemen/re-employed pensioners, deputationists/ immediate absorptions, Emergency Commissioned Officers and Short Service Commissioned Officers appointed in the Company is to be fixed in accordance with the rules/procedure laid down for the purpose.

- 8.11.4. No advance increments shall be granted to the Company employees selected for appointment against open selection posts. Their pay on such selection and appointment shall be fixed in accordance with the rules laid down for fixation of pay on promotion.

## 8.12 Stipend for MTs

- 8.12.1 During the training period the MTs will be paid a stipend equivalent to the sum of the following:

- (a) Minimum basic pay admissible to an Executive in Gr.II
- (b) Dearness Allowance (DA) on minimum basic pay, as admissible from time to time
- (c) HRA admissible at the minimum basic pay
- (d) 20% of minimum basic pay towards Allowances

- 8.12.2 Candidate selected through Campus Selection will get two additional increments on absorption.

- 8.12.3 In case candidates selected through campus selection from DIAT, Pune or any other similar institute (refer para 2.8.4(B)) i.e. Post Graduate candidates will be absorbed as Assistant Manager in Grade-II.

## 8.13 Bond Execution for MTs

At the time of joining, MT should execute a bond binding himself / herself to serve the Company for a minimum period of two years from the date of absorption in Grade-II, or in default, pay to the Company in accordance with the following—

Time of exit	Amount to be paid to the Company
During the Training period	Actual amount spent during training on the candidate.
During 1 <sup>st</sup> year of service after Training period	Total amount spent during the training period on the candidate.
During First Half of the 2 <sup>nd</sup> year of service after Training period	50% of the total amount spent during the training period on the candidate.
During Second Half of the 2 <sup>nd</sup> year of service after Training period	25% of the total amount spent during the training period on the candidate.

For PG Students taken from DIAT Pune through campus selection will be on On the Job Training for six months. Thereafter they will be on probation for one year if found suitable. They have to execute a bond to serve the company for the period of two years.

The format for signing of bond is mentioned at **Annexure- 42**

## 8.14 Probation & Confirmation

### 8.14.1 Probation

- (a) All employees recruited against permanent posts are to be appointed on probation for a period of six months in the case of appointments to posts in Non-executive cadre and for a period of twelve months in the case of appointments to posts in Executive cadre from the date of joining the Grade/Wage Group.
- (b) An employee will be treated as on probation till he/she is confirmed or discharged. The employee is deemed as confirmed in his/her post, only when he/she is intimated to that effect in writing.
- (c) During the period of probation, employees are to be watched for their ability, conduct and attendance and monthly progress reports are to be maintained by the concerned Departmental/ Divisional Head or an Officer authorized by them.
- (d) Any deficiencies noticed in the performance of the employee during the period of probation shall be brought to his/her notice in writing, thereby affording him/her a chance to overcome the same and improve his/her performance. Details on such cases should be brought to the notice of HR department, in writing.
- (e) At the end of probation period, the Departmental Head will send to the HR Department a report as per the form at **Annexure-53** , intimating whether the employee has successfully completed the probation and hence could be confirmed, or otherwise.
- (f) Individuals on probation who are unable to attend duties during the probation on account of long sickness will be considered on merits individually, on the recommendation of the Company Medical Officer. The period of sickness will not be considered as part of the probation period. The employee will be required to attend duties for the shortfall period on account of sickness on resumption of duty to complete his/her probation.

### 8.14.2 Extension of Probation

- (a) If the candidate does not acquire the standards required or his/her conduct and work are considered unsatisfactory during the period of probation, he/she is liable to be discharged either during the period of probation or at the end of probation. However, at the discretion of the appointing authority, the period of probation may be extended. The reasons for extending the period of probation are to be communicated to the employee concerned in writing.



- (b) The extension of probationary period will be 3 months in the case of Non-executives and 6 months in the case of Executives
- (c) An employee whose probation has been extended will lose the seniority by a period equivalent to the period the probation was extended.
- (d) The due date of increment will also be postponed to the extent of extension of the probation period. The due date of increment thereafter will be reckoned with reference to the actual date of confirmation.

#### 8.14.3 Termination

- (a) If, at the end of such extended period, the employee's performance is still found to be unsatisfactory, his/her services will be terminated.
- (b) In case of Non-executives, the services will be terminated by following the procedure laid down.

#### 8.14.4 Confirmation

- (a) If an employee on probation has completed the probation period to the satisfaction. Orders will be issued confirming the employee in the appointed post.
- (b) In case of employee on extended probation has successfully completed the probation during the extended period, orders will be issued confirming the employee in the appointed post from the date of completion of the extended period of probation.

### **9. Amendments & Interpretations**

- 9.1 These provisions may be amended, modified or altered by the Chairman & Managing Director as may be found to be expedient.
- 9.2 In case of doubt regarding the interpretation of these provisions, on the recommendations of Head (HR), the matter shall be referred to CMD for a decision, which will be final.
- 9.3 Any issue not specifically covered in these provisions, will be decided by CMD on recommendation of Head (HR)
- 9.4 The enclosed annexure are liable for amendment/alteration/ changes/ modifications on the recommendation of Head (HR) by CMD as and when found necessary.

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**ANNEXURE- 1**
**SCHEDULE OF DELEGATION OF POWERS WITH REGARD TO  
RECRUITMENT & PROMOTION**
**(Extract from "SCHEDULE OF DELEGATION OF POWERS TO CMD/FDs/ OFFICERS  
BELOW THE LEVEL OF DIRECTORS]**

Sl. No.	Nature of Powers	Officers to whom powers are delegated	Extent of powers	Remarks
2 (a)	Recruitment or by departmental promotions according to the normal rules or by deputation for posts other than Govt. appointments	<b><u>Recruitment:</u></b> CMD  FD  ED/GM  ED/GM (BG)  <b><u>Promotion:</u></b> CMD  FD  ED/GM  ED/GM (BG)	Up to and inclusive of Gr-VIII  Up to and inclusive of Gr-VI  All appointments in non-executive cadre in their respective areas  All appointments in non-executive cadre in respect of Bhanur Group  Up to and inclusive of Gr-IX  Up to and inclusive of Gr-VI  All appointments in non-executive cadre in their respective areas  All appointments in non-executive cadre in respect of Bhanur Group	On the recommendation of a regularly constituted selection / promotion board / committee according to the company's procedure

2 (b)	To constitute committees for selection and promotion of employees	<p><b><u>Recruitment:</u></b></p> <p>CMD</p> <p>FD</p> <p>ED/GM</p> <p>ED/GM (BG)</p> <p><b><u>Promotion:</u></b></p> <p>CMD</p> <p>FD</p> <p>ED/GM</p> <p>ED/GM (BG)</p>	<p>Up to and inclusive of Gr-VIII</p> <p>Up to and inclusive of Gr-VI</p> <p>All appointments in non-executive cadre in their respective areas</p> <p>All appointments in non-executive cadre in respect of Bhanur Group</p> <p>Up to and inclusive of Gr-IX</p> <p>Up to and inclusive of Gr-VI</p> <p>All appointments in non-executive cadre in their respective areas</p> <p>All appointments in non-executive cadre in respect of Bhanur Group</p>	
2 (d)	Fixation of initial pay on first appointment	<p>CMD</p> <p>FD</p> <p>ED/GM (P&amp;A)</p> <p>ED/GM (BG)</p>	<p>Up to and inclusive of Gr-VIII subject to increments for merit</p> <p>Up to and inclusive of Gr-VI with eight advance increments for merit</p> <p>Up to and inclusive of Gr-IV</p>	Subject to the recommendations of the selection board / committee and with financial concurrence

			Up to and inclusive of Gr-IV in respect of Bhanur Group	
2 (e)	Grant of increments beyond 5 to protect the pay + DA of employees moving from Govt./PSU	CMD  FD  ED/GM (P&A)  ED/GM (BG)	Up to and inclusive of Gr-IX  Up to and inclusive of Gr-VI  All appointments in non-executive cadre in their respective areas  All appointments in non-executive cadre in respect of Bhanur Group	
10	Extension of joining time: (a) On the appointment	CMD  FD  ED / GM  ED/ GM (BG)	Full powers  Full powers for which they are appointing authorities  Full powers in respect of non-executives  Full powers in respect of non-executive in respect of Bhanur Group	Reasons to be recorded in writing
	(b) On transfer involving change of headquarters / station	CMD  FD  ED / GM AGM / DH	Full powers.  Full powers for which they are appointing authorities  Full powers in respect of non-executives in their respective areas	Reasons to be recorded in writing



17	Engagement of consultancy firms including architects firms / Audit firms (other than Statutory Auditors) except foreign consultants and fixing their fees	CMD	Full powers	With financial concurrence
		FD	Up to Rs. 5.00 Lakh in each case.	
		ED	Up to Rs. 3.00 lakh in each case	
		GM	Up to Rs. 2.00 lakh in each case	
		AGM / DH	Up to Rs. 0.50 lakh in each case	
18	Appointment of consultant(s) / advisers / retainers	CMD	Up to Rs. 5.00 lakh in each case	With financial concurrence
		FD	Up to Rs. 1.00 lakh in each cases	
19	Write off of: (i) Unrecovered amount in the case of termination of employees for reasons other than superannuation / resignation  (ii) Un-recovered amount in the case of termination of employment on superannuation / resignation	CMD	Full power	With financial concurrence and to be reported to the Board
		CMD	Up to Rs. 10,000/- in each case	
		FD	Up to Rs. 2,000/- in each case	
		ED/GM	Up to Rs. 1000/- in each case	

**NOTE:**

This schedule of Delegation of Powers may be updated from time to time whenever a change is notified by the Competent Authority

## ANNEXURE - 2

**DESIGNATIONS, EDUCATIONAL QUALIFICATIONS FOR RECRUITMENT AT VARIOUS  
WAGE GROUP INDUCTION LEVELS**

Wage Group-0

Designation	Qualification required
Helper	Class-VIII passed
Ayah	Class-VIII passed
Ward boy	Class-VIII passed
Waiter-cum-cleaner	Class-VIII passed
Grain Cleaner-cum Waiter	Class-VIII passed
Dresser	Class-VIII passed with certificate of training in first-aid
Plastic Cane Weaver	Class-VIII passed
Jumbo Operator	Class-VIII passed with LMV license

Wage Group-2

Technical/ Non- Technical	Designation	Qualification required
Technical	Junior Technician-I(Fitter/ Turner/ grinder/ heat treatment operator/ mill Wright/ miller/ platter/ welder/ radio mechanic/ electrician/ refrigeration mechanic/ automobile mechanic/ plumber/ painter/ carpenter/ mechatronics/ DG set cum compressor operator/ any other trade)	➤ ITI with NAC or equivalent recognized by the state/ central government
Technical	Small Arms/ Weapons Specialist	➤ Retd. Armourer with experience in firing in Small arms like Pistols/Rifles etc in Army. (Reserved for Ex-Servicemen only, they will be inducted in WG-2 or in higher grade as indicated at Rule-3 of Recruitment Rules.)
Non- Technical	Driver/ Fork Lift Operator/ Crane Operator	➤ SSC with HTV license Or ITI (Crane Operator) with NAC
Non- Technical	Cook	➤ SSC with minimum two years experience as a cook preparing 100 meals in a day in a reputed organization/canteen/ hotel/ guest house Or ITI (Cooking) with NAC
Non- Technical	Junior Assistant-I (Nursing)	SSC with 18 months full-time course in Nursing & Mid-wifery

Non- Technical	Junior Assistant-I (Sanitation)	SSC with 1 year full time Sanitary Inspector course
Non- Technical	Security Guard	➤ Reserved for Ex-Servicemen only, they will be inducted in WG-2 or in higher grade as indicated at Rule-3 of Recruitment Rules.
Non- Technical	Junior Assistant-I (Clerical Support- any functional area)	➤ SSC, Type writing (30 WPM) and Minimum 6 months Computers course Office Applications or ➤ Vocational course in Office Administration Or DCCP/ DCP course
Non- Technical	Junior Storekeeper	SSC with experience in store-keeping (Reserved for Ex-Servicemen only, they will be inducted in WG-2 or in higher grade as indicated at Rule-3 of Recruitment Rules.

Wage Group-4

<b>Technical/ Non- Technical</b>	<b>Designation</b>	<b>Qualification required</b>
Technical	• Technical Assistant (Planning/ Inspection/ IMM/ Maintenance/ Production/ D&E- <b>(Mechanical)</b> )	3 years Diploma or equivalent full time course in relevant discipline recognized by State/ Central government (Relevant Discipline---Mechanical, Automation & Robotics, Production)
Technical	• Technical Assistant (Inspection/ IMM/ Production/D&E- <b>(Electronics)</b> )	3 years Diploma or equivalent full time course in relevant discipline recognized by State/ Central government (Relevant Disciplines--- Electronics & Communications, Electronics & Instrumentation, Automation & Robotics)
Technical	• Technical Assistant (Maintenance- <b>(Electronics)</b> )	3 years Diploma or equivalent full time course in relevant discipline recognized by State/ Central government (Relevant Disciplines--- Electrical & Electronics Engineering, Electronics & Communication Engineering, Electronics & Instrumentation Engineering)
Technical	• Technical Assistant (Inspection/ IMM/ Production/ Maintenance- <b>(Electrical)</b> )	3 years Diploma or equivalent full time course in relevant discipline recognized by State/ Central government (Relevant Disciplines--- Electrical, Electrical & Electronics, Industrial Electronics & Instrumentation, Plant Maintenance Engineering)
Technical	• Technical Assistant (Metallurgy)	3 years Diploma or equivalent full time course in relevant discipline recognized by State/ Central government (Relevant Discipline--- Metallurgy)
Technical	• Technical assistant (Automobile)	3 years Diploma or equivalent full time course in relevant discipline recognized by State/ Central government (Relevant Disciplines--- Automobile)
Technical	• Technical Assistant (Civil),	3 years Diploma or equivalent full time course in relevant discipline recognized by State/ Central government (Relevant Discipline--- Civil)
Technical	• Technical Assistant (Electrical),	3 years Diploma or equivalent full time course in relevant discipline recognized by State/ Central government (Relevant Disciplines--- Electrical, Electrical & Electronics)
Technical	• Technical Assistant (IT)	BCA/ B.Sc (Computers)- minimum 3-year full time course Or 3 years Diploma or equivalent full time course in relevant discipline recognized by State/ Central government

		(Relevant Disciplines--- Information Technology,)
Technical	• Scientific Assistant	B.Sc (Chemistry)/ B.Sc (MPC)- minimum 3-year full time course Or 3 years Diploma or equivalent full time course in relevant discipline recognized by State/ Central government (Relevant Disciplines--- Chemical Engineering)
Technical	• Technical Assistant (Drafting/ Tool Design)	3 years Diploma or equivalent full time course in relevant discipline recognized by State/ Central government (Relevant Disciplines--- Mechanical) AND 1 year Post-Diploma in Tool Design
Technical	• Technical Assistant (Radiography)	[B.Sc (MPC)- minimum 3-year full time course Or 3 years Diploma or equivalent full time course in any engineering discipline recognized by State/ Central government ] AND Certificate Course in NDT Level II from ISNT/ASNT
Technical	• Technical Assistant (Medical Lab)	3 years Bachelors full time course in Medical Laboratory Technology (If no suitable candidate is available with the above qualification, candidates possessing qualification of Intermediate with 2 year Diploma full time course in Medical Laboratory Technology can also be considered)
Technical	• Technical Assistant (Environment)	B.Sc - minimum 3-year full time course AND 1 Year Diploma full time course in Environmental Engineering
Non- Technical	Stenographer	3 year Degree full time course, Type writing (40 WPM), Shorthand (80 WPM) and Minimum 6 months Computers course in Office Application Or 3 year Degree full time course, Shorthand (80 WPM) and Vocational course in Office Administration Or 3 year Degree full time course and DCCP/ DCP
Non- Technical	Librarian	Any full time degree course with one year diploma full time course in Library Science OR 3 years degree full time course in Library Science
Non- Technical	Pharmacist	Intermediate with minimum 2 year full time Diploma course in Pharmacy
Non- Technical	Assistant-I (Hindi Translation)	Bachelor's Degree with Hindi and English as main subjects or either of the two as medium of examination and the other as a main subject with Diploma/ Certificate course in translation from Hindi to English and vice-versa or two years experience of translation work from Hindi to English and vice-versa from an organization of repute Or MA (Hindi)/ MA (Functional Hindi Translation) from a recognised University with English as a subject at degree level Or MA (English) from a recognised University with Hindi as a subject at degree level
Non- Technical	Assistant-I (Finance)	Full time degree course in Commerce/ Business

		Administration (with Finance specialization) with minimum 6 months Computer Course in Office Applications OR Intermediate with CA Inter/ ICWA Inter/ CS Inter OR Any full time degree in Science/ Economics with 1 year full time diploma course in Financial Management with minimum 6 months Computer Course in Office Applications
Non- Technical	Assistant-I (HR)	Full time degree in Business Administration, Social Welfare, PM&IR, Personnel Management, HR, Social Sciences with minimum 6 months Computer Course in Office Applications OR Any full time degree with 1 year full time diploma course in PM, PM&IR, SW, T&D, HR, Labour Law with minimum 6 months Computer Course in Office Applications
Non- Technical	Assistant-I (IMM)	Full time degree course in Commerce with minimum 6 months Computer Course in Office Applications OR Any full time degree with 1 year full time diploma course in Material Management, Supply Chain Management with minimum 6 months Computer Course in Office Applications
Non-Technical	Assistant-I (Horticulturist)	B.Sc (minimum 3-year) full time course in Horticulture

Note:

1. The courses mentioned above should be of full time nature and should be recognized by the State/ Central Government
2. For ex-servicemen, equivalent qualification(s) will be applicable
3. **In addition to above trades, on the recommendations of Head (HR), CMD is competent to sanction Multi skill trades like 1) Production & Manufacturing, 2) Electrical, 3) Electronics, 4) Automobile, 5) IT Sector, 6) Plastic Processing, 7) Refrigeration & ) Air conditioning, 8) Process Plant Maintenance, 9) Industrial Automation, as notified by Govt. of India) for recruitment from time to time depending on the requirements.**
4. CMD has powers to add or relax any qualification on the recommendation of Head HR and also has powers to fill the vacancy either through civilian or Ex-servicemen or both.

## Annexure-3

**AGE RELAXATIONS FOR RECRUITMENT FOR  
SPECIFIC CATEGORIES****a. Scheduled Castes and Scheduled Tribes**

The upper age limit for candidates belonging to Scheduled Castes and Scheduled Tribes is relaxable by 5 years against reserved posts.

**b. Other Backward Classes (OBCs), (non-creamy layer)**

The upper age limit for candidates belonging to Other Backward Classes is relaxable by 3 years against reserved posts.

**c. Persons With Disabilities**

The upper age limit for Persons With Disabilities is relaxable by 10 years (15 years for SC/ST, 13 years for OBCs (non-creamy layer)) for recruitment through open competitive examination and by 5 years (10 years for SC/ST, 8 years for OBCs (non-creamy layer)) for recruitment through other than open competition.

**d. Ex-Servicemen**

In the case of appointments to reserved vacancies, every ex-servicemen who has put in not less than six months continuous service in the Armed Forces of the Union, shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed the maximum age limit prescribed for the post or service for which he seeks appointment/employment by more than 3 years, he is deemed to satisfy the condition regarding the age limit. Disabled ex-servicemen would be eligible for relaxation up to 45 years of age.

Specifically for executive cadre, Commissioned Officers/ Emergency Commissioned Officers/ Short Service Commissioned Officers who have rendered at least five years military service and have been released (including those whose assignment is due to be completed within the next six months) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment, are eligible for relaxation of the upper age limit upto 5 years for selection as Management Trainees, based on All India Open Competitive Examinations.

Relaxation of upper age limit in respect of Ex-servicemen should be confined to initial appointments only.

**e. Company employees applying against direct recruitment posts**

The upper age limit in the case of Company employees applying against open selection posts will be 55 years provided they fulfill the minimum requirements of educational qualifications and experience prescribed.

**f. Persons domiciled in the Kashmir Division of the State of Jammu & Kashmir**

The upper age limit in the case of candidates who had ordinarily been domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period from 01-01-1980 to 31-12-1989, is relaxable by 5 years both against reserved and unreserved posts.

DOCUMENTS CONSIDERED FOR DATE OF BIRTH

The Secondary School Certificate (High School Pass certificate) is the accepted document required for verification of date of birth. However, if this document is not available, the candidate should produce any of the following—

- i. School Leaving Certificate/ Transfer Certificate
- ii. Birth Certificate issued by Registrar of Births & Deaths of the place where the candidate was born
- iii. Original of Baptismal Certificate
- iv. Discharge Certificates from the Army, Navy, Air Force and Certificate of age issued by the Government Departments/Public Sector Undertakings, where the candidates were working

If none of these documents are available, the opinion of the Medical Officer of the Company should be obtained as regards the age of the candidate.

**ANNEXURE- 5**

**VERIFICATION OF CASTE (SC/ST/OBC) CERTIFICATE**

The Caste Certificate submitted by the candidates belonging to the SC/ST/OBC categories will be verified based on the following:

- i) Caste certificate submitted shall be as per the format prescribed at Annexure-5A
- ii) The caste certificate should have been issued by any one of the following authorities:
  - a. District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/City Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (Not below the rank of 1st Class Stipendiary Magistrate)
  - b. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate
  - c. Revenue Officers not below the rank of Tehsildar.
  - d. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
  - e. Administrator/Secretary to Administrator/Development Officer (Lakshadweep Islands)

A Caste certificate issued by any one of the authorities competent to do so, be accepted as sufficient proof in support of candidate's claim as belonging to SC/ST/OBC.



**PROFORMA FOR CERTIFICATE TO BE PRODUCED BY A CANDIDATE  
BELONGING TO A SC/ST/ OBC IN SUPPORT OF HIS/HER CLAIM**

**A. Proforma for Caste Certificate for Scheduled Castes and Scheduled Tribes**

This is to certify that Shri/Shrimati\*/Kumari\* \_\_\_\_\_ son/daughter of \_\_\_\_\_ of village\*/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belong to the \_\_\_\_\_ caste/tribe\* which is recognized as a Scheduled caste/Scheduled Tribe\*

**Under:**

- @The Constitution (Scheduled Castes) Order, 1950
- @The Constitution (Scheduled Tribes) Order, 1950
- @The Constitution (Scheduled Castes) (Union Territories) Order, 1951
- @The Constitution (Scheduled Tribes) (Union Territories) Order, 1951

(As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Re-organisation Act, 1960, the Punjab Re-organisation Act, 1966, the State of Himanchal Pradesh Act, 1970, The North Eastern Areas (Re-organisation) Act, 1971 and Scheduled Tribes Orders (Amendment) Act, 1976).

- @The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956.
- @The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
- @The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959.
- @The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962.
- @The Constitution (Pondicherry) Scheduled Castes Order, 1964.
- @The Constitution Scheduled Tribes (Uttar Pradesh) Order, 1967.
- @The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968.
- @The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968.
- @The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- @The Constitution (Sikkim) Scheduled Castes Order, 1978.
- @The Constitution (Sikkim) Scheduled Tribes Order, 1978.

**B. Proforma for Caste Certificate in the case of Scheduled Castes/Scheduled Tribes**

Persons who have migrated from one State/union Territory:

This certificate is issued on the basis of the Scheduled Caste/ Scheduled Tribe certificate issued to Shri/Shrimati \_\_\_\_\_ father/mother of Shri/Shrimati/Kumari\* \_\_\_\_\_ in District/Division \_\_\_\_\_ of the State/Union Territory \_\_\_\_\_ of the State Union Territory \_\_\_\_\_ who belonging to the \_\_\_\_\_ caste/tribe\* which is recognized as Scheduled Caste/Scheduled Tribe\*

In the State/Union Territory\* \_\_\_\_\_ issued by the  
 \_\_\_\_\_ (name of the prescribed authority) vide their  
 No. \_\_\_\_\_ dated \_\_\_\_\_

Shri/Shrimati/Kumari\* \_\_\_\_\_ and or his/her\* family ordinarily  
 reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division of  
 the State/Union Territory\* of \_\_\_\_\_.

Signature \_\_\_\_\_ \*\*Designation \_\_\_\_\_  
 (with seal of Office)

Place \_\_\_\_\_ (State/Union Territory) Date: \_\_\_\_\_

\* Please delete the words which are not applicable.

@ Please Quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term 'Ordinarily' reside(s) used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

\*\* List of authorities empowered to issue Scheduled Caste/Scheduled Tribe certificates

1. District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/City Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/ Executive Magistrate/Extra Assistant Commissioner (Not below the rank of 1st Class Stipendiary Magistrate)
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officers not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
5. Administrator/Secretary to Administrator/Development Officer (Lakshadweep Islands)

Proforma for Caste Certificate in the case of Other Backward Communities

This to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter of \_\_\_\_\_  
 of village/town \_\_\_\_\_ in District/Division \_\_\_\_\_ in  
 the State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_  
 community which is recognised as a backward class under the Government of India,  
 Ministry of Welfare Resolution No.12011/68/93-BCC(C) dated 10th September, 1993  
 published in the Gazette of India Extraordinary Part I Section I dated 13th September,  
 1993. Shri \_\_\_\_\_ District/ Division of the  
 \_\_\_\_\_ State. This is also to certify that he/she does not belong to  
 the persons/sections (Creamy Layer) mentioned in column 3 of the Schedule to the  
 Government of India, Department of Personnel & Training OM No.36012/22/93-Estt  
 (SCT) dated 8.9.1993.

District Magistrate,  
 Deputy Commissioner etc.

Dated: Seal

NOTE: The latest proformae, as per the directives of the government issued from time  
 to time, needs to be adopted,

VERIFICATION OF CERTIFICATE FOR PERSONS WITH DISABILITY

The Certificate submitted by the candidates under Persons With Disability category will be verified based on the following:

- i. Disability Certificate submitted shall be as per the format prescribed at Annexure-6A
- ii. The competent authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central/State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor / cerebral/visual / hearing disability, as the case may be.
- iii. The Medical Board shall, after due examination, give a permanent disability certificate in cases of such permanent disabilities where there are no chances of variation in the degree of disability. The Medical Board shall indicate the period of validity of the certificate, in cases where there are chances of variation in the degree of disability. No refusal of disability certificate shall be made unless an opportunity is given to the applicant of being heard. On representation by the applicant, the Medical Board may review its decision having regard to all the facts and circumstances of the case and pass such orders in the matter as it thinks fit. .

PROFORMA FOR CERTIFICATE FOR PERSONS WITH DISABILITY

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. \_\_\_\_\_ Date: \_\_\_\_\_

**DISABILITY CERTIFICATE**

AFFIXED PASSPORT PHOTO



This is certified that Shri/Smt/Kum\_\_\_\_\_son/wife/daughter of Shri\_\_\_\_\_age \_\_\_\_\_sex\_\_\_ identification marks (s)\_\_\_\_\_is suffering from permanent disability of following category:

**A. Locomotor or cerebral palsy:**

- i. BL-Both legs affected but not arms.
- ii. BA-Both arms affected
  - (a) Impaired reach
  - (b) Weakness of grip
- iii. OL-One leg affected (right or left)
  - (a) Impaired reach
  - (b) Weakness of grip
  - (c) Ataxic
- iv. OA-One arm affected
  - (a) Impaired reach
  - (b) Weakness of grip
  - (c) Ataxic
- v. BH-Stiff back and hips (cannot sit or stoop)
- vi. MW-Muscular weakness and limited physical endurance.

**B. Blindness or Low Vision:**

- (i) B-Blind
- (ii) PB-Partially Blind

**C. Hearing impairment:**

- (i) D-Deaf
  - (ii) PD-Partially Deaf
- (Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of \_\_\_\_\_years\_\_\_\_\_months.\*

3. Percentage of disability in his/her case is.....percent.

4. Sh./Smt./Kum.....meets the following physical requirement for discharge of his/her duties:-

- (i) F-can perform work by manipulating with fingers. Yes/No
- (ii) PP-can perform work by pulling and pushing. Yes/No
- (iii) L-can perform work by lifting. Yes/No
- (iv) KC-can perform work by kneeling and crouching. Yes/No
- (v) B-can perform work by bending. Yes/No
- (vi) S-can perform work by sitting. Yes/No
- (vii) ST-can perform work by standing. Yes/No
- (viii) W-can perform work by walking. Yes/No
- (ix) SE-can perform work by seeing. Yes/No
- (x) H-can perform work by hearing/speaking. Yes/No
- (xi) RW-can perform work by reading and writing. Yes/No

(Dr._____)	(Dr._____)	(Dr._____)
Member	Member	Chairperson
Medical Board	Medical Board	Medical Board

Countersigned by the

Medical Superintendent/CMO/Head of

Hospital (with seal)

\*strike out which is not applicable

**ANNEXURE - 7****CALL LETTER TO THE SHORTLISTED CANDIDATES CALLED  
FOR WRITTEN TEST**

**BHARAT DYNAMICS LIMITED**  
(A Govt. of India Enterprise) Ministry of Defence  
Kanchanbagh :: Hyderabad – 500058.

E-mail: [bdlpersonnel@ap.nic.in](mailto:bdlpersonnel@ap.nic.in), Phone: 040 24587026, Fax No.: 040 24340464.

Date: \_\_\_\_\_

**A.**

Call Lr. No.	Category	
Post	Affix here, your latest passport size photograph and get it attested by a Gazetted Officer	
Name & Address		
	Signature of Candidate	
TEST CENTRE/VENUE	TEST DATE/TIME	REPORTING TIME

Dear Candidate,

1. You are requested to appear for the written test at the Test Centre on the date and time specified above. The duration of Written Test is <duration>.
2. Please affix your recent passport size photograph duly attested by a Gazetted Officer and also sign in the space provided above, without this, you will not be allowed to write this test.
3. This Call Letter should be brought to the examination centre and handed over to the Room Invigilator. In case you have received more than one Call Letter, having different call letter numbers you should bring to the Examination Centre and surrender all of them to the Room Invigilator.
4. You should reach the test centre 30 minutes before the test time as per the reporting time as mentioned above. Latecomers will not be permitted to appear in the test. You have to bring with you two good quality blue/black ballpoint pens for the test.
5. The candidates are not allowed to carry any papers, notes or books, calculators, mobile phones, scanning devices, alarm clocks, electronic/computerised devices,

- etc., into the examination hall. Any candidates found in possession of such unauthorised material or indulging in copying or adopting unfair means is liable to be summarily disqualified in this test, as well as in future tests. You are to follow the instructions given by the Room Invigilator failing which you will be disqualified in this test.
6. Your candidature for this test is **PROVISIONAL** and is subject to your fulfilling the prescribed Educational Qualification, Age, Category, matching of the photograph and other prescribed conditions for the post as notified failing which your candidature will be summarily rejected, after scrutiny and verification, at any stage.
  7. Request for change of Test centre / Test date and address of correspondence will not be entertained under any circumstances.
  8. Please note down your Call Letter Number and Registration Number and keep a copy of the Call Letter for future reference, as this Call Letter will be collected from you at the Test Centre.
  9. Please note that this letter does not constitute an offer of employment to you.
  10. Travelling Allowance for Out station Candidates for attending Test/Interview: II Class Train/Bus to and fro fare by shortest route will be reimbursed on production of Railway/Road Transport receipt, if the distance is more than 30 Kms. each way. In view of large candidates appearing in the test, fare will be reimbursed later through A/c. payee cheques by post subject to submission of TA claim Form along with original tickets/receipts or photocopy thereof or original bus ticket(s) after the written test at your test centre (or) in case the number of eligible candidates claiming for TA is minimal the same will be reimbursed at the test venues. The blank TA forms will be made available at the Examination Centre on the day of test.
  11. After completion of the written test, you must be in touch with the BDL website or notice board on a regular basis to know if you have been shortlisted for practical test. There will be no separate communication sent to you in this regard. Company will not be responsible, if you miss to take note of the date of practical test.
  12. If you qualify for the practical test, you are requested to appear for the practical test at the venue on the specified date and time. The duration of Practical Test is <duration>
  13. After completion of the practical test, you must be in touch with the BDL website or notice board on a regular basis to know if you have been shortlisted for interview. There will be no separate communication sent to you in this regard. Company will not be responsible, if you miss to take note of the date of interview.
  14. You are requested to appear for the interview at the venue on the specified date and time.
  15. If you are shortlisted for the interview, you will be required to produce the following documents in original and submit a copy of the same---
    - a. Date of birth,
    - b. Qualifications
    - c. Work experience
    - d. Emoluments and Benefits
    - e. Caste certificate (if applicable)
    - f. Employment Exchange registration card (if applicable)

- g. "No Objection Certificate" from the employer in case of candidates from PSUs/ Government departments
  - h. Certificate for Age Relaxation for candidates from Kashmir Division of the State of J&K (if applicable)
16. For the written test, turn the page and familiarise with the instructions and sample Questions given to understand the same.

Truly,

For BHARAT DYNAMICS LIMITED,

**IMPORTANT NOTE ----- NOT TO BE PRINTED AS PART OF THE CALL LETTER**

**Paragraphs—11 to 14 needs to be appropriately modified as per the wage group considered for recruitment**

**INSTRUCTIONS ON HOW TO ANSWER IN THE WRITTEN TEST AND SAMPLE QUESTIONS**

1. The following are some instructions regarding the written test:
  - a) Candidates are not allowed to carry any papers, notes, books, mobile phones, pagers, scanning devices, electronic/ computerized devices, etc., into the examination hall. Any candidate found using or in possession of such unauthorized material or indulging in copying or impersonation or adopting unfair means is liable to be summarily disqualified from the present as well as future recruitment of the organization and may be subjected to penal action.
  - b) Strictly follow the instructions given by Centre Supervisor / Room invigilator and those given on the Question Booklet.
  - c) You must bring blue or black ballpoint pen for the written test.
  - d) AFTER FINISHING THE EXAMINATION, THE CANDIDATES HAS TO HAND OVER THE CALL LETTER, THE COMPLETE QUESTION BOOKLET AND THE OMR ANSWER SHEET TO THE ROOM INVIGILATOR, IF ANY CANDIDATE CARRIES THE QUESTION BOOKLET OR ANY PART THEREOF OR THE CALL LETTER OR THE ANSWER SHEET OUTSIDE THE EXAMINATION ROOM IT WILL BECOME A PUNISHABLE OFFENCE. A POLICE COMPLAINT WILL BE LODGED AND THE CANDIDATE WILL HAVE TO FACE THE CONSEQUENCES.
2. The duration of test is <duration> hour. The written test for all disciplines will consist of 100 marks technical questions of the concerned discipline.
3. The test is objective type with multiple choices for all discipline. Each objective question is followed by four responses serialled 1 to 4. Your task is to chose the correct/best response and mark your response with blue or black ball point pen in the OMR Answer sheet and not in the Question Booklet
4. Completely darken the CIRCLE so that the number inside the CIRCLE is not visible.
5. Darken ONLY ONE CIRCLE FOR each answer as shown in the example below. If you darken more than one circle, your answer will not be evaluated.

**Some Wrong Methods**



**Correct Method**



6. Mark answers only in the space provided DO NOT make any stray mark anywhere on the answer sheet **DO NOT** fold or wrinkle the answer sheet, Rough work **MUST NOT** be done on the answer sheet use your test booklet for this purpose.



7. **BE CAREFUL IN DARKENING THE CIRCLE, ONCE THE CIRCLE IS DARKENED THERE WILL BE NO CHOICE TO CHANGE THE ANSWER. NO SEPARATE OMR SHEET WILL BE PROVIDED IN EXCESS.**

### SAMPLE QUESTIONS

1. The earth potential is taken as  
1. zero                      2. that of supply                      3. infinite                      4. none of these
2. Stoke is the unit of  
1. surface tension                      2. viscosity                      3. kinematic viscosity                      4. none of these
3. Each of two cascaded stages has a voltage gain of 30. The overall gain is  
1. 3                      2. 9                      3. 30                      4. 900
4. The ratio of the lateral strain to the linear strain is called  
1. modulus of elasticity                      2. modulus of rigidity                      3. bulk modulus                      4. Poisson's strain
5. Tool(s) used for the purpose of necking, shouldering, making grooves and drawing down is/are  
1. hammer                      2. fuller                      3. bolster                      4. all of these
6. On drying, which of the following **does not** remain part of the paint?  
1. Pigment                      2. Resin                      3. Solvent                      4. Thinner
7. A simple capacitor consists of two plates separated by  
1. a resistor                      2. an inductor                      3. a dielectric                      4. a conductor
8. The dehumidification process, on the psychometric chart is shown by  
1. horizontal line                      2. vertical line                      3. inclined line                      4. curved line
9. Diesel engine knock occurs at  
1. end of combustion                      2. mid-point of combustion  
3. start of combustion                      4. any time during combustion
10. Radiation of electrical energy is practicable only  
1. 5 kHz                      2. 30 kHz                      3. 10 kHz                      4. 12 kHz
11. A hacksaw blade is specified by its  
1. length                      2. material                      3. width                      4. number of teeth
12. The thermodynamically standard state of carbon is  
1. diamond                      2. charcoal                      3. graphite                      4. none of these
13. Feed depends upon  
1. depth of the cut                      2. required surface finish                      3. type of cutting tool                      4. all of these

Note: This is a sample format for call letter and can be changed depending on the requirement arises from time to time.

## ANNEXURE- 8

## PRE INTERVIEW FORMALITIES

- [A] The candidate will be required to fill the Pre-Interview Form (**Annexure-14** for Non-executives and **Annexure-35** for Executives) provided to him/her before the interview and submit copy of certificates in support of the following:-
- (a) Date of birth,
  - (b) Qualifications
  - (c) Work experience
  - (d) Emoluments and Benefits
  - (e) Caste certificate (if applicable)
  - (f) Employment Exchange registration card (if applicable)
  - (g) "No Objection Certificate" from the employer in case of candidates from PSUs/ Government departments
  - (h) Certificate for Age Relaxation for candidates from Kashmir Division of the State of J&K (if applicable)

The original documents/ certificates brought by the candidates in support of the above are to be verified by the recruitment cell before the interview.

- [B] Verification of Date of Birth will be done as per details mentioned at **Annexure- 4**
- [C] Verification of Caste will be done as per details mentioned at **Annexure-5, 5A.**
- [D] Verification of Certificate for Persons With Disability will be done as per details mentioned at **Annexure-6,6A.**
- [E] In case of candidates domiciled in Kashmir Division of the State of Jammu & Kashmir during the period from 01-01-1980 to 31-12-1989, the domicile certificate will be verified with regards to the issuing authority viz. District Magistrate in the Kashmir Division within whose jurisdiction the candidate had ordinarily resided or any other authority designated in this behalf by the Government of Jammu & Kashmir.
- [F] Each candidate has to fill the Pre-Interview Form as per **Annexure-14**. The Recruitment Cell will appraise the Secretary of the Committee of any doubt with regards to any certificate. The Secretary of the Committee will ensure that the Committee is apprised for necessary action.  
*[NOTE: The team(s)' responsibility is limited to verification and not authentication of the certificate. The candidate will be solely responsible if the certificate is found to be fake at any later stage]*
- [G] In case any discrepancy is observed in the documents produced or the candidate fails to submit any of the relevant document(s), he/she will not be permitted to appear for the interview and the travel fare will not be reimbursed.

## ANNEXURE – 9

## RATING SHEET FOR RECRUITMENT TO POSTS IN WAGE GROUP-0

Category: UR / SC/ ST/ OBC/ PWD/ Ex-Servicemen (Tick the appropriate category)

<b>Post</b>		<b>Number Called for Written Test</b>	
<b>Scale of Pay</b>		<b>Number Reported for written test</b>	
<b>Division</b>		<b>Number qualified for interview</b>	
<b>Source of Applicants</b>		<b>Number Reported for interview</b>	
<b>Date(s) of Written Test</b>		<b>Number of candidates selected</b>	
<b>Date(s) of Interview</b>		<b>Number of candidates on the panel</b>	
<b>Number of Vacancies</b>			

Sl. No.	Name	Call Letter No.	Category	DOB	Qualification	Written Test Marks	Interview Marks	Total Marks	Remarks
						85	15	100	
A	B	C	D	E	F	G	H	I	J

MEMBER

MEMBER

MEMBER

MEMBER SECRETARY

CHAIRMAN

**Note:**

- Minimum qualifying marks in each of the criteria is 60%.
- Concessions/relaxations as per the prescribed guidelines will be extended to Scheduled Caste/Scheduled Tribes & OBC (non-creamy layer) candidates, while assessing their suitability for recruitment.
- Separate Rating Sheet shall be used for each category of candidates (SC/ST/OBC/UR)

## ANNEXURE- 10

## RATING SHEET FOR RECRUITMENT TO POSTS IN WAGE GROUP-2

Category: UR / SC/ ST/ OBC/ PWD/ Ex-Servicemen (Tick the appropriate category)

<b>Post</b>		<b>Number Called for Written Test</b>	
<b>Scale of pay</b>		<b>Number Reported for written test</b>	
<b>Division</b>		<b>Number qualified for Practical Test</b>	
<b>Source of Applicants</b>		<b>Number Reported for Practical Test</b>	
<b>Date(s) of Written Test</b>		<b>Number qualified for interview</b>	
<b>Date(s) of Practical Test</b>		<b>Number Reported for interview</b>	
<b>Date(s) of Interview</b>		<b>Number of candidates selected</b>	
<b>Number of Vacancies</b>		<b>Number of candidates on the panel</b>	

Sl. No	Name	Call Letter No.	Category	DOB	Qualification	Written Test Marks	Practical Test Marks	Interview Marks	Total Marks	Remarks
						35	50	15	100	
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>

MEMBER

MEMBER

MEMBER

MEMBER SECRETARY

CHAIRMAN

**Note:**

- Minimum qualifying marks in each of the criteria is 60%.
- Concessions/relaxations as per the prescribed guidelines will be extended to Scheduled Caste/Scheduled Tribes & OBC (non-creamy layer) candidates, while assessing their suitability for recruitment.
- Separate Rating Sheet shall be used for each category of candidates (SC/ST/OBC/UR)

## ANNEXURE-11

## RATING SHEET FOR RECRUITMENT TO POSTS IN WAGE GROUP- 4 EXCEPT FOR THE POST OF STENOGRAPHER

Category: UR / SC/ ST/ OBC/ PWD/ Ex-Servicemen (Tick the appropriate category)

<b>Post</b>		<b>Number Called for Written Test</b>	
<b>Scale of Pay</b>		<b>Number Reported for written test</b>	
<b>Division</b>		<b>Number qualified for interview</b>	
<b>Source of Applicants</b>		<b>Number Reported for interview</b>	
<b>Date(s) of Written Test</b>		<b>Number of candidates selected</b>	
<b>Date(s) of Interview</b>		<b>Number of candidates on the panel</b>	
<b>Number of Vacancies</b>			

Sl. No	Name	Call Letter No.	Category	DOB	Qualification	Written Test Marks	Interview Marks	Total Marks	Remarks
						85	15	100	
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>
MEMBER	MEMBER	MEMBER	MEMBER	MEMBER	SECRETARY	CHAIRMAN			

**Note:**

- Minimum qualifying marks in each of the criteria is 60%.
- Concessions/relaxations as per the prescribed guidelines will be extended to Scheduled Caste/Scheduled Tribes & OBC (non-creamy layer) candidates, while assessing their suitability for recruitment.
- Separate Rating Sheet shall be used for each category of candidates (SC/ST/OBC/UR)

**ANNEXURE- 12**

RATING SHEET FOR RECRUITMENT TO THE POST OF STENOGRAPHER IN WAGE GROUP-4

Category: UR / SC/ ST/ OBC/ PWD/ Ex-Servicemen (Tick the appropriate category)

<b>Post</b>		<b>Number Called for Written Test</b>	
<b>Scale of Pay</b>		<b>Number Reported for written test</b>	
<b>Division</b>		<b>Number qualified for Speed Test</b>	
<b>Source of Applicants</b>		<b>Number Reported for Speed Test</b>	
<b>Date of Written Test</b>		<b>Number qualified for interview</b>	
<b>Date(s) of Interview</b>		<b>Number Reported for interview</b>	
<b>Date(s) of Speed Test</b>		<b>Number of candidates selected</b>	
<b>Number of Vacancies</b>		<b>Number of candidates on the panel</b>	

Sl. No	Name	Call Letter No.	Category	DOB	Qualification	Written Test Marks	Speed Test in Typing & Shorthand	Interview Marks	Total Marks	Remarks
						40	45	15	100	
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>

MEMBER MEMBER MEMBER MEMBER SECRETARY CHAIRMAN

**Note:**

- Minimum qualifying marks in each of the criteria is 60%.
- Concessions/relaxations as per the prescribed guidelines will be extended to Scheduled Caste/Scheduled Tribes & OBC candidates, while assessing their suitability for recruitment.
- Separate assessment forms shall be used for each category of candidates (SC/ST/OBC/UR)

## ANNEXURE-13

## ASSESSMENT FOR WRITTEN TEST FOR RECRUITMENT TO POSTS IN OTHER THAN INDUCTION LEVEL

Category: UR / SC/ ST/ OBC/ PWD/ Ex-Servicemen (Tick the appropriate category)

<b>Post</b>		<b>Number Called for Written Test</b>	
<b>Scale of Pay</b>		<b>Number Reported for written test</b>	
<b>Division</b>		<b>Number qualified for interview</b>	
<b>Source of Applicants</b>		<b>Number Reported for interview</b>	
<b>Date of Written Test</b>		<b>Number of candidates selected</b>	
<b>Date of Interview</b>		<b>Number of candidates on the panel</b>	
<b>Number of Vacancies</b>			

Sl. No	Name	Call Letter No.	Category	DOB	Qualification	Work Experience (in years)	Experience in the field in which experience is useful or required for the job for which he is interviewed	Written Test Marks	Interview Marks	Total Marks	Remarks
							15	85	15	100	
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>

MEMBER

MEMBER

MEMBER

MEMBER SECRETARY

CHAIRMAN

**Note:**

- Minimum qualifying marks in each of the criteria is 60%.
- Concessions/relaxations as per the prescribed guidelines will be extended to Scheduled Caste/Scheduled Tribes & OBC candidates, while assessing their suitability for recruitment.
- Separate assessment forms shall be used for each category of candidates (SC/ST/OBC/UR)
- Experience: 0 marks for minimum prescribed experience, 3 marks for every additional year of experience, subject to a maximum of 15 marks

**ANNEXURE- 14**

## PRE-INTERVIEW FORM FOR NON-EXECUTIVE CADRE

Name of the post applied for: \_\_\_\_\_  
 Employment Exchange Registration No.: \_\_\_\_\_ (if applicable)

1	Name of the Candidate (IN CAPITAL LETTERS)	
2	Date of Birth (DD/MM/YYYY)	
3	Father's Name & Occupation	
4	Permanent Address	
5	Present Address (for any correspondence)	
6	Phone No./Mobile No.	
7	E-Mail ID (Mandatory)	
8	Nationality	
9	Religion	
10	Place of Birth & State	
11	Marital Status	Single/Married
12	Specify which category you belongs to (tick)	UR / OBC / SC / ST
13	Are you a person with disability (if yes, pl. specify)	Yes <input type="checkbox"/> No <input type="checkbox"/> Visually/Hearing/Orthopaedically
14	Are you an Ex- Servicemen (if yes, pl. specify no. of years of service)	Yes <input type="checkbox"/> No <input type="checkbox"/> No. of years:



15. Educational Qualifications (Declare all the qualifications, which you possess and pursuing) :

S.No	Qualification	Specialization	University/Institution	Year of passing	%age of Marks	Duration of the course

I hereby declare that I do not possess any other qualifications and also not pursuing any other course. I may be terminated without notice if Management found that I have concealed any higher qualification, which I have possessed before joining the Company and also pursuing higher qualification at the time of joining the Company.

16. Experience details (Start from Present Employer) :

Sl. No	Full Address of Office/Firm or Institution	Central/ State/ PSU/ Private	Designation of post held	Scale of Pay & Gross Pay	Period of service		Nature of Duties	Reasons for leaving
					From	To		

17	Present Pay particulars  Scale of Pay (if applicable) a. Basic (per annum) b. DA (per annum), if applicable c. HRA (per annum) d. Variable Pay (if any) e. Others (per annum) (Pl. Specify)  CTC (per annum) a+b+c+d+e (Enclose latest payslip copy)	
18	Any of your relative working in BDL (tick) (if yes, specify details)	Yes <input type="checkbox"/> No <input type="checkbox"/>
19	Have you ever attended	

	for Interview for any post in BDL (if yes, pl. specify)	Yes <input type="checkbox"/> No <input type="checkbox"/> Name of the post: Date when attended:
20	Details of Demand Draft (tick) {IFAPPLICABLE}	DD No. & Date _____, Amount Rs. _____. Name of Bank & Branch, DD drawn :

**DECLARATION**

I hereby declare that the information stated above by me is true, complete to the best of my knowledge and belief. In case, the information stated above by me is found to be false or incorrect, my candidature / appointment may be considered terminated without any notice.

Date:

Signature:

Place:

Name of the Candidate:

-----

**For Office use only**

The photocopies are verified with the original certificates with regards to the following, wherever applicable:

Sl. No.	Item	OK/ NOT OK	Comments, in case of "NOT OK"
a	Date of birth,		
b	Qualifications		
c	Work experience		
d	Emoluments and Benefits		
e	Caste certificate (if applicable)		
f	Employment Exchange registration card (if applicable)		
g	"No Objection Certificate" from the employer in case of candidates from PSUs/ Government departments		
h	Certificate for Age Relaxation for candidates from Kashmir Division of the State of J&K (if applicable)		

Signature of the team members, with name & designation

**ANNEXURE- 15**

**CERTIFICATE FOR PRE-EMPLOYMENT MEDICAL EXAMINATION**

No \_\_\_\_\_ Date \_\_\_\_\_  
 Name \_\_\_\_\_ Age \_\_\_\_\_ Years Sex \_\_\_\_\_  
 Job \_\_\_\_\_  
 Height \_\_\_\_\_ Meters Weight \_\_\_\_\_ Kg.  
 Chest: Inspiration \_\_\_\_\_ Expiration \_\_\_\_\_ (Min. Expansion 5.08 cm)  
 Vision: Distant-(L) \_\_\_\_\_ (R) \_\_\_\_\_ Near Vision R-JI \_\_\_\_\_ L-JI \_\_\_\_\_  
 With glasses (L) \_\_\_\_\_ (R) \_\_\_\_\_ With glasses R-J \_\_\_\_\_ L-J \_\_\_\_\_  
 Color Vision \_\_\_\_\_  
 E.N.T. Exam \_\_\_\_\_  
 Skin \_\_\_\_\_  
 Teeth \_\_\_\_\_  
 Cardiovascular System \_\_\_\_\_ BP \_\_\_\_\_ mm/Hg.  
 Respiratory system \_\_\_\_\_ Nervous system \_\_\_\_\_  
 Genito-urinary system \_\_\_\_\_ Alimentary system \_\_\_\_\_

**Special Examination:**

Investigations:

1. Complete Blood Picture
2. HBs Ag
3. Blood Grouping Rh Typing
4. Urine Analysis –
  - i. Alb \_\_\_\_\_
  - ii. Sugar \_\_\_\_\_
  - iii. Microscopic \_\_\_\_\_
5. Chest X-ray PA View \_\_\_\_\_
6. E.C.G \_\_\_\_\_
7. Ultrasound Whole Abdomen \_\_\_\_\_
8. Any other investigation \_\_\_\_\_

Identification marks: (1)  
 (2)

**Declaration by the applicant**

Have you or any member/s of your family  
 Suffering/suffered from any diseases like  
 PTB, Epilepsy, Psychiatric disorders, etc.  
 (Tick against appropriate option)

YES/NO

**Recommendations of the examining physician**

GOOD      FAIR      POOR      ACCEPTED / REJECTED

Signature of the applicant

Signature of the Doctor with stamp

NOTE: You are advised to undergo the following medical tests and present before the Company Medical Officer for issuance of the Certificate of Pre-Employment Medical Examination:

1. Blood Grouping Rh Typing
2. HBs Ag
3. Complete Urine Examination
4. Complete Blood Picture
5. Serum Creatinine level
6. X-Ray (Chest P.A. view)
7. ECG
8. Ultrasound Whole Abdomen

You shall get the above medical tests conducted only at one of the authorized hospitals/ diagnostic centers listed below:

1. <Name of Authorized medical Agency>, <Address>, <Contact Phone Number>
2. <Name of Authorized medical Agency>, <Address>, <Contact Phone Number>
3. <Name of Authorized medical Agency>, <Address>, <Contact Phone Number>
4. <Name of Authorized medical Agency>, <Address>, <Contact Phone Number>
5. <Name of Authorized medical Agency>, <Address>, <Contact Phone Number>

**ANNEXURE- 15A****RECOMMENDED MEDICAL STANDARD FOR PRE-EMPLOYMENT  
MEDICAL EXAMINATION****I. PHYSICAL STANDARDS:**

- a) Height: Height shall be dependent on the requirement of the job. The minimum height should be 5 ft (152.04 Cms) for males and 4' 10" (147 Cms) for females.
- b) Weight: Weight shall be appropriate to the height and age as per accepted Standards. Minimum: Not below 45 Kg. for males and 39 Kg. for females. However, Company Medical Officer is competent to relax the respective requirements by 5%.
- c) Chest: Expansion should be minimum 2" (5.08Cms.)
- d) Eyes: Should not suffer from any chronic eye disease like Iridocyclitis, Phlyctenular Conjucativitis, Scleritis, etc.
- e) Visual Acuity:
  - Distant: Without glasses: Each eye 6/12 (Rt & Lt)
    - a. With glasses: 6/9 each eye (Rt & Lt)
  - Near: JI

Note: Candidates with one eye are not suitable for posts of Inspector, Drivers, Crane Operators and other trade like Welding, Grinding and jobs involving handling of caustics. However, such candidates could be considered for indirect jobs, like clerks, etc.
- f) Color Vision: Ability to perceive the colors.
- g) E N T: Hearing should be normal by both ears. There shall not be any chronic infection of ears/mastoid.
- h) Dental Standard: As determined by the doctor examining the candidate.
- i) Carcinoma: Should not be suffering from carcinoma in any part of the body.
- j) Cardiovascular System: There should not be any congenital heart disease or ischaemic heart disease or coronary heart disease. There should not be any significant functional or structural abnormality of the circulatory system.
- k) Respiratory System: Should not ordinarily be suffering from any respiratory disease like PTB, Lung Cancer & Bronchiectasis. There shall be no acute disability of the lungs or any active disease of the structures of the mediastinum or pleura. Active pulmonary tuberculosis shall be considered as disqualification. Healed lesions of pulmonary tuberculosis is not a disqualification, extensive deformity of thoracic cage may be assessed as unfit.

- l) Central Nervous System: Candidates should not be suffering from chronic nerve diseases and psychiatric disorders.
- m) Gastro Intestinal Tract: No palpable mass lesions or chronic cirrhosis of liver or carcinoma of stomach.
- n) Genitor Urinary System: Hernia and Hydro are to be operated before fitness. The urine should not contain any abnormal elements, which may be considered as pathological. Should not be suffering from chronic renal failure, prostatic carcinoma and carcinoma rectum.
- o) Extremities: No varicose veins. Should not be suffering from physical handicap with reference to skeletal and joints and osteo-carcinoma
- p) Skin: Should not be suffering from any chronic diseases like Hansen's Tuberculosis, Eczema, and chronic Ulcers, etc., Candidates with chronic Lymphadenopathy are unfit.
- q) Lymph Glands: As per the minimum standards in the opinion of the doctor examining the candidates.
- r) Females: Pregnant women shall not be appointed till the confinement is over. Chronic diseases, which in the opinion of the doctor, examining the candidates, will interfere with the job adversely, will be a disqualification.

## **II POSTS PRESCRIBING SPECIAL REQUIREMENT:**

- a) Height: Minimum height should be more than 5 ft for drivers, which may be determined by the Company Medical Officer.
- b) E N T: Person required to work in noisy environment such, as test house should have the basic audiometry done.
- c) Skin: Person required to work in jobs involving handling of acids and alcohol, should not have dry skin.
- d) Hygiene: Personnel working in canteens should be examined for personal hygiene. For this examination, special attention is to be devoted with regard to motion examination investigation against VD, P.T.B. and skin diseases are to be kept in view.

**ANNEXURE- 16**

**PRELIMINARY OFFER OF APPOINTMENT FOR NON-EXECUTIVES**

**BHARAT DYNAMICS LIMITED**  
A Govt. of India Enterprise  
Ministry of Defence,  
Kanchanbagh, Hyderabad- 500058,  
Andhra Pradesh, India

Ref No.:

Dated:

To,

Shri \_\_\_\_\_  
\_\_\_\_\_

Dear Sir/ Madam,

Sub: Preliminary Offer of Appointment for the post of \_<DESIGNATION> in Wage group---<>\_ in the pay-scale of Rs. \_<> {open-ended) at ,<location>

1. With reference to your name sponsored by the <Government Agency> vide letter no.-<> dated <> / application dated \_\_\_\_\_ and the subsequent selection process you had with us, we are pleased to make a preliminary offer of appointment to you for the post of \_\_\_\_\_ in Wage Group <> at <location>, on the following terms and conditions:
  - i) Your basic pay will be Rs.\_\_\_\_\_ per month in the pay-scale of Rs.\_\_\_\_\_ (open-ended) with an increment rate of 3% per annum, plus other allowance(s) as admissible from time to time;
  - ii) Your appointment will be subject to your presenting a satisfactory medical report from BDL's Company Medical Officer, <location> in the enclosed format for Pre-Employment Medical Examination
  - iii) You will be on probation for a period of six months from the date of your appointment. In the event of your performance not found satisfactory or for any other reason during the probation period, your probation period may be extended/ terminated as decided by the Company. Your services will be confirmed in this post, only if you are intimated to that effect in writing.
- 2 During the probationary period, the Company can terminate your services by by giving 15 days' notice in writing, with or without assigning any reasons or by giving you 15 days' basic pay in lieu of notice. During the probation period, you

are free to resign from the services of the company by giving 15 days' notice in writing, or by paying 15 days' basic pay in lieu of notice.

- 3 After the probationary period when your services are confirmed, the Company has the right to terminate your services by giving one months' notice in writing, or by giving you one months' basic pay in lieu of notice. You are free to resign from the services of the company by giving one month's notice in writing, or by paying one months' basic pay in lieu of notice. In case of shorter notice, the liability will be restricted to payment for the proportionate period which falls short of notice period. If during the notice period you are absent without permission, your services can be terminated without notice. Further in the event of your giving notice of resignation, the Company will have the option to accept the resignation with immediate effect or at any time before the date of expiry of the notice period in which case you will be paid only for the period you actually worked.
- 4 This preliminary offer of appointment is subject to getting confirmation from the concerned authorities, with regard to satisfactory verification of your character and antecedents.
- 5 Your continuation in service will be subject to satisfactory verification/ re-verification of your credentials/testimonials, etc from time to time.
- 6 If you belong to Scheduled Caste/ Scheduled Tribe/ OBC (non-creamy layer) , your appointment will be provisional subject to the caste/ tribe/ OBC (non-creamy layer) certificates being verified through the proper channels and if the verification reveals that the claim of the candidate to belong to Scheduled Caste or Tribe or Other Backward Classes or not to belong to creamy layer is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate(s).
- 7 You will be liable to serve in any position or Department or Division in any part of India or abroad at the discretion of the company;
- 8 You are required to give an undertaking that you will not apply for any scholarship/appointment/commission elsewhere without first obtaining the written permission from the competent authority of the company;
- 9 The age of superannuation in BDL is 60 years and thereafter you shall be retired from services of the Company and you shall have no claim to be continued in the services of the Company thereafter;
- 10 During your employment, you will be governed by the rules and regulations of service of the company that may be in force and which may be amended, altered or extended from time to time and your acceptance of this offer of appointment carries with it your agreement to observe all such rules and regulations;



- 11 You should intimate to this office changes, if any, that have taken place or that will take place in respect of the particulars furnished by you in your application/biodata for the post mentioned above;
- 12 If you are joining from Government offices or Public Sector Undertakings, you will be paid TA/DA as per rules of the Company. Other candidates working in Private Sector/ PSU Joint Ventures are not eligible for TA/DA.
- 13 In case of suppression of any fact(s) with regard to qualification, experience, character & antecedents, age, etc. and if the Company comes to know about the same, subsequently at any time during the course of your service, your services are liable for termination.
- 14 You are requested to send the following documents through post so as to reach this office on or before <date> failing which it would be presumed that you are not interested in this offer:-
  - (i) A Certificate from local police station of the area where you are presently residing, certifying no adverse remarks against you and indicating the period of stay in that area,
  - (iii) Self-attested copies of two character-cum-identity certificates from two different Gazetted officers of Govt. (for having known you for at least six months on the date of signing the certificate). [ Note- The Gazetted Officer who has signed the five Attestation Forms should not issue this Certificate]
  - (iv) Copy of the offer letter signed (on each page);
  - (v) Enclosed acceptance letter proforma duly signed
  - (vi) Enclosed five (5) attestation forms duly filled in and signed [ Note- All the Attestation Forms should be signed by one Gazetted Officer]
  - (vii) Enclosed form of "Declaration of Employment in Foreign Missions" of your family members, duly filled in and signed
  - (viii) Enclosed Pre-Employment Medical Certificate duly signed by the appropriate authority (as mentioned in para 1 (ii) above), alongwith the original reports.

15. It may please be noted that this is only a Preliminary Offer of appointment.

Yours faithfully,

**BHARAT DYNAMICS LIMITED**

<Signature>

<Name of the Signatory>

<Designation of the Signatory>

Enclosures: As mentioned above

**ANNEXURE- 17**

ATTESTATION FORM FORMAT

**BHARAT DYNAMICS LIMITED  
HYDERABAD – 500 058  
(A Government of India Enterprise)**

**B. ATTESTATION FORM**

WARNING:

A. The furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification and is likely to render the candidate unfit for employment in the Company.

B. If detained, convicted, debarred etc., subsequent to the completion and submission of this form, the details should be communicated immediately, failing which, it will be deemed to be a suppression of factual information.

C. If the fact that false information has been furnished or that there has been suppression of any factual information in the Attestation Form comes to notice at any time during the service of a person, his services would be liable to be terminated.

---

1. Name in full (in block letters)  
with aliases, if any (please)  
Indicate if you have added or dropped at  
Any stage any part of your name or  
Surname)

---

2. Present address in full (i.e.)  
Village, Thana District and House Number/  
Lane/Street/Road and Town. and name

---

3.a) Home address in full (i.e.)  
Village, Thana, District and House Number/  
Lane/Street/Road and Town, and name of  
the district Head quarters.

---

b) If originally a resident of Pakistan, the  
address in that country and the date of  
migration to Indian union.

---

4. Particulars of places (with periods of residence) where you have resided for more than one year at a time during the preceding 5 years. In case of stay abroad (including Pakistan) particulars of all



c) District & State to which your father originally belongs :

9. Your Religion :  
Are you a member of Scheduled Caste/Tribe/OBC Answer 'Yes' or 'No':

10. Educational qualifications showing places of education with years in Schools and Colleges since 15th years of age.

Name of School/College with full Address	Date of entering	Date of leaving	Examination passed

11(a) If you have, at any time been employed, given details.

Designation of post held or description of work	Period		Full address of Office/firm or Institution	Reasons for Leaving the previous Service
	From	To		

11.b) If the previous employment was under the Govt. of India State Govt./and Undertaking owned or controlled by the Government of India or State Government / an / Autonomous body / University / Local body and If you had left service on giving a months notice under rule 5 of the Central Civil Services (temporary – Service) rules, 1965 or any similar Corresponding rules, where you have been called up to explain your conduct in any matter at the time you have notice of termination of service, or at a subsequent date, before your service actually terminated please furnish the details:

12(a) Have you ever been arrested, prosecuted, kept under detention or bound down/fined, convicted by a court of law for any offence or debarred/disqualified by any public Service Commission from appearing at it's examination any University or any other educational authority / Institution.

b) Is any case pending against you in any court of law, University or any other educational authority/Institution at the time of filling up this Attestation form?

(If the answer to (a) or (b) is 'yes', full particulars of the case arrest, detention, fine, conviction, sentence etc. and the nature of the case pending in the court/University/ Educational authority etc. at the time of filling up this form should be given)

(Note: please also see the 'Warning' at the top of this Attestation form)

13. Names of two responsible persons of your locality or town, references to whom you are known: (with full address with telephone & mobile number).

- 1.
- 2.

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Place :

Date :

**Signature of the candidate**

---

**IDENTITY CERTIFICATE**

Certificate to be signed by any one of the following:

- i) Gazetted officers of Central or State Government.
- ii) Members of Parliament or State Legislature.
- iii) Belonging to the Constituency where the candidate or his parents/guardian is ordinarily resident
- iv) Sub-Division Magistrates/Officers.
- v) Tahsildars or Naib/Deputy Tahasildars authorized to Exercise Magestrial powers.
- vi) Principal/Head Master of the recognized School/College/Institution where the candidates studied last.
- vii) Block Development Officer.
- viii) Panchayat Inspectors
- ix) Post Masters.

Certified that I have known Sri/Smt./Kum. \_\_\_\_\_

\_\_\_\_\_ S/D of Sri. \_\_\_\_\_ for the last \_\_\_\_\_  
years \_\_\_\_\_ months and that to the best of my knowledge and belief the particulars  
furnished by him/her are correct.

Place :

Date :

Signature:

Designation:

Address:

Telephone Number:

Mobile Number:

(To affix)

Photo attested by the same  
Gazetted Officer who issued  
identity certificate.

**ANNEXURE- 18**

**DECLARATION OF EMPLOYMENT IN FOREIGN MISSIONS**

I ..... <NAME>..... hereby declare that my family members

- 1) are not working in Foreign Missions and related Organizations in India or with any international Organizations or Foreign Commercial Organizations in India (OR)
- 2) are working and details of same are given hereunder:

(strike off whichever is not applicable)

- a) Name of the Family member and Relationship  
(Family means, the spouse, children and stepchildren and other persons such as wards who are dependent on and normally live with the employee)
- b) Name of the Foreign Mission and related Organisation in India or International Organisation or Foreign Commercial Organisation in India in which employed
- c) Date of taking up employment
- d) Post held
  - i) Pay Scale & Group
  - ii) Present emoluments

I hereby seek permission for having employment in the said Organization by my family member(s) stated above.

Signature of the Candidate

Date:

## ANNEXURE- 19

RECORD SHEET FORMAT
---------------------

1	Name				
2	Surname				
3	Father's/Husband's Name				
4	Designation				
5	Staff No.				
6	Department				
7	Date of Joining				
8	Educational Qualification				
9	Date of Birth				
10	Present Address:	11	Permanent Address:		
12	Identification Marks	a.			
		b.			
13	Languages Known	To Read	To Write	To Speak	Mother Tongue
a					
b					
14	Height				
15	Weight				
16	Colour of Eyes				
17	Colour of Hair				
18	Religion				
19	Caste				
20	Address of next kin: (To be informed in case of emergency with Tel. No)				
21	Whether Ex-servicemen				
22	If so, amount of gratuity drawn and Pension being drawn				
23	Whether disabled, if so give details				

Signature of the Employee  
(to be signed in presence of an Officer of Admin.)

1. Initial Issue of Identity Card with Date: \_\_\_\_\_
2. Duplicate Issued on: \_\_\_\_\_
3. Triplicate Issued on: \_\_\_\_\_

**ANNEXURE- 20**

UNDERTAKING ON SCHOLARSHIP/APPOINTMENT/COMMISSION

To  
The Chairman & Managing Director,  
Bharat Dynamics Limited,  
Kanchanbagh,  
Hyderabad- 500 058.

Sir,

I \_\_\_\_\_ working as

\_\_\_\_\_ hereby agree that I will not apply for any Scholarship / Commission elsewhere without first obtaining the written permission from the competent authority of the company.

Yours faithfully,



ANNEXURE- 21

FORM-IV- GSLIS

**FORM OF APPOINTMENT OF BENEFICIARY**

I \_\_\_\_\_ Staff No. \_\_\_\_\_  
an Insured Member of the Group Savings – Linked Insurance  
Scheme hereby appoint in terms of Rule No. 13 headed  
'Appointment of Beneficiary' of the Rules governing the scheme  
by relationship \_\_\_\_\_ named \_\_\_\_\_  
and whose address is \_\_\_\_\_

\_\_\_\_\_ as the person to be the beneficiary to whom the money is payable  
in terms of the Rules of the Scheme shall be paid in the event of  
my death.

Signed at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ <Insert Year>.

Signature of Insured Member

**Witness by:**

1. Signature:

Name:

Address:

1. Signature:

Name:

Address:

**ANNEXURE- 22**

ANTECEDENTS PROFORMA

Name of the Employee	
Father's/Husband's Name	
Section	
Designation	
Native Place	
Place where he studied	
Address in City	
Whether Antecedents have been verified	
Remarks	

Signature of the Candidate

**ANNEXURE- 23**

PENSIONER'S PROFORMA

(THIS MAY BE FILLED UP BY ALL GOVERNMENT SERVANTS WHO ARE RELIEVED FROM SERVICE AND GETTING PENSION)

Name	
Govt. Organization where previously employed	
No. of years of service	
Amount of pension assessed/being drawn	
Amounts of pension being drawn after communication is commuted	
Remarks	

Signature of the Candidate

## ANNEXURE- 24

## FORM FOR FIRST GOVERNMENT APPOINTMENT

**Close relation who are nationals of or are domiciled in other countries:**

S. No	Name	Nationality	Present Address	Place of Birth	Occupation
1	Father				
2	Mother				
3	Wife / Husband				
4	Son (s)				
5	Daughter (s)				
6	Brother (s)				
7	Sister (s)				

**Close relation residents in India who are of Non-Indian Origin:**

S. No	Name	Nationality	Present Address	Place of Birth	Occupation
1	Father				
2	Mother				
3	Wife / Husband				
4	Son (s)				
5	Daughter (s)				
6	Brother (s)				
7	Sister (s)				

If in Public Service give full particulars regarding designation of the post, name of Department/Office etc., where employed and the date of employment.

I certify that the forecast, information is correct and complete to the best of my knowledge and belief.

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** Suppression of information in this form will be considered a major departmental offence for which the punishment may be extended to dismissal from service.

- Subsequent change if any in the above should be reported to the said Office/Department each year.

**ANNEXURE- 25**

**UNDERTAKING UNDER INDIAN OFFICIAL SECRET ACT-1923**

**UNDERTAKING UNDER INDIAN OFFICIAL SECRETS ACT – 1923 DECLARATION**

1. I have read carefully the provisions under Section 5 of the Indian Official Secrets Act, 1923, understood the same and hereby solemnly affirm to abide by the provisions of the said Act.
2. I will not communicate the code or password, sketch, plan, model, article, note, document or information to any person other than a person to whom I am authorized to communicate it, or a court of justice or a person to whom it is, in the interests of the state my duty to communicate it.
3. I will not use information in my possession for the benefit of any foreign power or in any other manner prejudicial to the safety of the state.
4. I will not retain the sketch, plan, model, article, note or document in my possession or control when I have no right to retain or when it is contrary to my duty to retain it, and will not fail to comply with all the directions issued by lawful authority with regard to the return/disposal thereof.
5. I will take reasonable care of, or so conduct myself so as not to endanger the safety of sketch, plan, model, article, note, document, secret official code or password or information.

Signed in my presence

Signature of the Employee

Name of the Employee:

Staff No:

Department:

Designation:

Name of responsible officer  
with Designation

## ANNEXURE- 26

## ADDRESS OF NEXT KITH &amp; KIN

भारत डायनामिक्स लिमिटेड, हैदराबाद - 500 058.

BHARAT DYNAMICS LIMITED, HYDERABAD - 500 058.

श्री/श्रीमती/कुमारी \_\_\_\_\_ स्टाफ क्रमांक \_\_\_\_\_  
 पदनाम \_\_\_\_\_ के परिवार के सदस्यों का विवरण  
 Particulars of family members of Shri \_\_\_\_\_  
 St. No. \_\_\_\_\_ Designation \_\_\_\_\_

क्रमांक Sl. No.	परिवार के सदस्यों के नाम Names of the Family Members	कर्मचारी के साथ संबंध Relationship with employee	आयु Age	क्या ये कर्मचारी पर आश्रित हैं? Whether they are dependent of the employee

कर्मचारी के हस्ताक्षर  
 Signature of the Employee

भारत डायनामिक्स लिमिटेड, हैदराबाद - 500 058.

BHARAT DYNAMICS LIMITED, HYDERABAD - 500 058.

कृपया अपने और अपने निकटतम संबंधी का वर्तमान पता बताएँ.

Please notify the present house address of yourself and your next kin.

वर्तमान पता दूरभाष सं. (यदि हो) PRESENT HOME ADDRESS Tel.No. (If any)	निकटतम संबंधी का पता दूरभाष सं. (यदि हो) ADDRESS OF NEXT KITH-KIN Tel.No. (If any)

**ANNEXURE- 27**

**NOMINATION FORM UNDER EPF, EPS & GRATUITY**

**FORM 'F'**

[See sub-rule (1) of rule 6]

**Nomination**

To .....

[Give here name or description of the establishment with full address]

I. Shri/Shrimati/Kumari ..... whose particulars are given in the statement below,  
 [Name in full here]  
 hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).

2. I hereby certify that the person(s) mentioned is a/are member(s) of my family within the meaning of clause (h) of section (2) of the Payment of Gratuity Act, 1972.

3. I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act.

4.

(a) My father/mother/parents is/are not dependent on me.

(b) my husband's father/mother/parents is/are not dependent on my husband.

5. I have excluded my husband from my family by a notice dated the to the Controlling Authority in terms of the proviso to clause (h) of section 2 of the said Act.

6. Nomination made herein invalidates my previous nomination.

**Nominee(s)**

Name in full with full address of nominee(s)	Relationship with the employee	Age of nominee	Proportion by which the gratuity will be Shared
1.			
2.			
3.			
so on			

**Statement**

1. Name of employee in full.
2. Sex.
3. Religion.
4. Whether unmarried/married/widow/widower.
5. Department/Branch/Section where employed.
6. Post held with Ticket or Serial No., if any.
7. Date of appointment.
8. Permanent address.

Village ..... Thana ..... Sub-division ..... Post Office .....

District ..... State.....

Place  
Date

Signature/Thumb impression  
of the employee

*Declaration by witnesses*

Nomination signed/thumb impressed before me.

Name in full and full  
address of witnesses.

Signature of witnesses.

1.  
2.

1.  
2.

Place

Date

*Certificate by the employer*

Certified that the particulars of the above nomination have been verified and recorded in this establishment.

Employer's Reference No., if any.

Signature of the employer/  
officer authorised

Designation

Date

Name and address of the  
establishment or rubber stamp  
thereof.

*Acknowledgement by the employee*

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.

Date

Signature of the employee





Certified that I have no family as defined in para 2 (vii) of the Employees's Family Pension Scheme 1995 and should I acquire a family hereafter I shall furnish Particulars there on in the above form.

I hereby nominate the following person for receiving the monthly widow pension (admissible under para 16 2 (a) (i) & (ii) in the event of my death without leaving any eligible family member for receiving pension.

Name and Address of the nominee	Date of Birth	Relationship with member

Date \_\_\_\_\_

Signature or thumb impression of the subscriber

**CERTIFICATE BY EMPLOYER**

Certified that the above declaration and nomination has been signed / thumb impressed before me by Shri / Smt./ Miss \_\_\_\_\_ employed in my establishment after he/she has read the entries / the entries have been read over to him/her by me and got confirmed by him/her.

Date : \_\_\_\_\_

Signature of the employer or other authorised officer of the establishment

Name & address of the Factory /Establishment

Place :

Date :

**ANNEXURE- 28**

**PROVISIONAL OFFER OF APPOINTMENT FOR NON-EXECUTIVES**

**BHARAT DYNAMICS LIMITED**  
A Govt. of India Enterprise  
Ministry of Defence,  
Kanchanbagh, Hyderabad- 500058,  
Andhra Pradesh, India

Ref No.:

Dated:

To,  
Shri \_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

Sub: Provisional Offer of Appointment for the post of \_<DESIGNATION> in Wage group---<>\_ in the pay-scale of Rs. \_<> {open-ended} at ,<location>

1. Further to the Preliminary Offer of Appointment vide letter No.\_\_\_\_ dt.\_\_\_\_\_ and your acceptance of the same vide letter No.\_\_\_\_ dt.\_\_\_\_\_ we are pleased to offer you the post of \_\_\_\_ in Wage Group <\_\_\_\_> at <location> with a basic pay of Rs.\_\_\_\_\_ per month in the pay-scale of Rs.\_\_\_\_\_ (open-ended) with an increment rate of 3% per annum, plus other allowance(s) as admissible from time to time, on the terms and conditions already conveyed to you.
2. You are requested to bring the following certificates/documents in original along with the enclosed forms duly filled in, when you report for duty:
  - i. A relieving certificate and a service certificate from your present employer, if any;
  - ii. Documentary evidence in proof of your date of birth;
  - iii. Documents/certificates in proof of your educational and professional/technical qualifications, previous experience, etc.
3. You are requested to report to <Name>, <Designation> for duty on \_\_<date> at <time>\_\_\_\_. In the event of your failure to report by the stipulated date & time, this offer will automatically stand cancelled and withdrawn.

Yours faithfully,

**BHARAT DYNAMICS LIMITED**

Enclosures:

- a. Nomination form under the EPF, EPS, Gratuity, GSLIS
- b. Form to be filled by Government Employees on First Appointment;
- c. Undertaking (form) in accordance with the Indian Official Secret Act, 1923;
- d. Form for address of Next Kith & Kin;
- e. Acceptance Form for Provisional Offer of Appointment

**ANNEXURE- 29**

CONFIRMATION OF PROVISIONAL OFFER OF APPOINTMENT

Dated:

To  
Shri .....  
St.No. ....  
Designation: .....,  
Division: .....

Sub: Confirmation of Provisional Offer of Appointment.  
Ref: Provisional Offer of Appt. Lr. No.<>, Dt <>

The Provisional Offer of appointment issued to you vide reference cited above is here by confirmed.

The other terms and conditions of your appointment will remain unaltered.

Yours faithfully,

BHARAT DYNAMICS LIMITED

**ANNEXURE- 30**

<b>EDUCATIONAL QUALIFICATIONS FOR RECRUITMENT IN EXECUTIVE CADRE (INCLUDING MTs)</b>
--

<b>A</b>	<b>TECHNICAL</b>
<b>1</b>	<b>ALL TECHNICAL FUNCTIONS</b>
	<ul style="list-style-type: none"> <li>• First Class Degree (or 5-year integrated course) in Engineering or Technology in relevant field from recognized Universities/ Institution or equivalent course or</li> <li>• First Class M.Sc (Physics/ Applied Physics/ Metallurgy/ Electronics/ Polymers/ Optoelectronics/ Chemistry/ Explosive Chemistry/ Environment Science)</li> <li>• Post Graduation specialization relating to in Aeronautics or Missile Industry</li> </ul>
<b>2</b>	<b>IMM TECHNICAL</b>
	<ul style="list-style-type: none"> <li>• First Class Degree (or 5-year integrated course) in Engineering or Technology in any field from recognized Universities/ Institution or equivalent course with First Class MBA/ Post Graduate Diploma/ Post Graduate Degree in Materials Management/ Supply Chain Management disciplines of 2-years duration from Universities/Institutions recognized by Government</li> </ul>
<b>3</b>	<b>SAFETY</b>
	<ul style="list-style-type: none"> <li>• Qualifications of Safety Officers as may be prescribed by the State Government (ref. Sec.-40B(2) of the Factories Act, 1948)</li> </ul>

<b>B</b>	<b>NON-TECHNICAL</b>
<b>1</b>	<b>FINANCE</b>
	<ul style="list-style-type: none"> <li>• Membership of Institute of Cost and Works Accountants of India or</li> <li>• Membership of the Institute of Chartered Accountants of India or</li> <li>• First Class MBA or equivalent / Post Graduate Diploma/ Post Graduate Degree in Finance discipline of 2 years duration from University/Institution recognized by Government.</li> </ul>
<b>2</b>	<b>HUMAN RESOURCES</b>
	<ul style="list-style-type: none"> <li>• First Class in MBA or equivalent / Post Graduate Diploma/ Post Graduate Degree in HR/ PM&amp;IR/ Personnel Management/ Industrial Relations/ Social Science/ Social Welfare/ Social Work of 2 years duration from University/Institution recognized by Government.</li> <li>• Desirable - Graduate in Law</li> </ul>

<b>3</b>	<b>LEGAL</b>
	<ul style="list-style-type: none"> <li>• First Class degree in LLB of 3/5 years duration from a law school/ university recognized by Government</li> </ul>
<b>4</b>	<b>WELFARE OFFICER</b>
	<ul style="list-style-type: none"> <li>• Qualifications of Welfare Officers as may be prescribed by the State Government (ref. Sec.-49(2) of the Factories Act, 1948)</li> </ul>
<b>5</b>	<b>COMMERCIAL/ IMM (NON-TECHNICAL)</b>
	<ul style="list-style-type: none"> <li>• First Class MBA or equivalent / Post Graduate Diploma/ Post Graduate Degree in Materials Management/ Supply Chain Management of 2-years duration awarded by Universities/Institutions recognized by Government</li> </ul>
<b>6</b>	<b>COMPANY SECRETARY</b>
	<ul style="list-style-type: none"> <li>• Membership of the Institute of Company Secretaries of India, desirable- Graduate in Law</li> </ul>
<b>7</b>	<b>SECURITY AND VIGILANCE</b>
	<ul style="list-style-type: none"> <li>• First Class Degree or equivalent in any discipline, awarded by Universities/Institutions recognized by the Government AND</li> <li>• Mandatory completion of any of the specialized training course/ basic training course of a duration of minimum nine months for Defence Forces including Short Service Commission, Para Military Forces and Central / State Government Police Forces (Including IB/ CBI/ RAW/BSF/ CRPF/ CISF/ Assam Rifles/ RPF/ SSB etc.) which is a prerequisite for qualifying for the post of Sub Inspector of Police and above in States/ Central and equivalent ranks including Military/ Air Force/ Naval Police.</li> </ul>
	<ul style="list-style-type: none"> <li>• Successful completion of one to one and half year's course conducted by the Central/State Governments qualifying for appointment as Deputy Superintendent of Police/Sub-Inspector in State Police, Railway Protection Force, Central Reserve Police, Border Security Force.</li> </ul>
<b>8</b>	<b>BUSINESS DEVELOPMENT</b>
	<ul style="list-style-type: none"> <li>• First Class Degree (or 5-year integrated course) in Engineering &amp; Technology (Mechanical/ Electrical &amp; Electronics/ Electronics &amp; Communications/ Electronics &amp; Instrumentation/ Industrial Electronics/ Production) with First Class in 2-years MBA or equivalent / Post Graduate Diploma/ Post Graduate Degree with specialization in Marketing/ Sales &amp; Marketing awarded by Universities/Institutions recognized by the Government.</li> </ul>
<b>9</b>	<b>MEDICAL</b>
	<ul style="list-style-type: none"> <li>• MBBS or MS/ MD (with relevant specialization) from any medical college recognized by the Government.</li> </ul>

<b>10</b>	<b>PUBLIC RELATIONS</b>
	<ul style="list-style-type: none"> <li>• First Class MBA / Post Graduate Diploma/ Post Graduate Degree in Public Relations/ Communication/ Mass Communication/ Journalism of 2-years awarded by Universities/Institutions recognized by Government</li> </ul>
<b>11</b>	<b>OFFICIAL LANGUAGE</b>
	<ul style="list-style-type: none"> <li>• MA (Hindi)/ MA (FHT) from a recognised University with English as a subject at degree level and PG Diploma in Translation from a recognised University/Institute.</li> <li>or</li> <li>• MA (English) from a recognised University with Hindi as a subject at degree level and PG Diploma in Translation from a recognised University/Institute.</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Experience (essential): Two years experience of Translation from English to Hindi &amp; vice versa from an Organisation of repute and Knowledge of Hindi and English Typing/ Computer.</li> </ul>
<b>12</b>	<b>LIASION OFFICER</b>
	First Class Degree or equivalent in any discipline, awarded by Universities/Institutions recognized by the Government, with relevant number of years of experience as per the grade in which he is taken to be decided by CMD on the recommendation of Head HR. This will be filled through civilian or Servicemen /Ex-servicemen as decided by CMD.

**Note:**

1. The courses mentioned above should be of full time nature and should be recognized by the State/ Central Government
2. Equivalent qualification for ex-servicemen will be applicable.
3. CMD has powers to add or relax any qualification on the recommendation of Head HR and also has powers to fill the vacancy either through civilian or Ex-servicemen or both.
4. "First Class" read as "60% marks in aggregate for UR/OBC (Non-Creamy layer) candidates and 55% marks in aggregate for SC/ST candidates in aggregate."

## ANNEXURE- 31

## POST-QUALIFICATION WORK EXPERIENCE IN EXECUTIVE CADRE

Grade	Minimum years of Post Qualification Executive Experience required
Gr-II	2 years
Gr-III	5 years
Gr-IV	7 years
Gr-V	9 years
Gr-VI	14 years
Gr-VII	16 years
Gr-VIII	18 years
Gr-IX	20 years

Note- CMD has powers to increase or decrease the no. of years of min. years of post qualification experience required for any specific post on the recommendations of Head HR and also has powers to fill the vacancy either through civilian or Servicemen/Ex-servicemen or both.



## ANNEXURE- 32

## AGE FOR RECRUITMENT IN EXECUTIVE CADRE

Grade	Age
Gr-I	NA
MTs	27 years
Gr-II	28 years
Gr-III	35 years
Gr-IV	40 years
Gr-V	45 years
Gr-VI	50 years
Gr-VII	54 years
Gr-VIII	54 years
Gr-IX	55 years

Age relaxations applicable for SC/ST/OBC/PWD/Ex-Servicemen as per rules.

## ANNEXURE- 33

## ONLINE APPLICATION FORM FOR RECRUITMENT IN EXECUTIVE CADRE

- a. Name of the post applied for: \_\_\_\_\_  
 b. Online Registration No.: \_\_\_\_\_  
 c. In case of working in Govt Organisations/PSU, whether applied through proper channel:

Yes  No  Not applicable

1	Name of the Candidate (In capital letters)	
2	Date of Birth (DD/MM/YYYY)	
3	Father's Name & Occupation	
4	Permanent Address	
5	Present Address (for any correspondence)	
6	Phone No./Mobile No.	
7	E-Mail ID (Mandatory)	
8	Nationality	
9	Religion	
10	Place of Birth & State	
11	Marital Status	Single/Married/ Divorced
12	Specify which category you belongs to (tick)	GEN / OBC / SC / ST
13	Are you a person with disability (if yes, pl. specify)	Yes <input type="checkbox"/> No <input type="checkbox"/> Visually/Hearing/Orthopaedically
14	Are you an Ex-Servicemen (if yes, pl. specify no. of years of service)	Yes <input type="checkbox"/> No <input type="checkbox"/> No. of years:

15. Educational Qualifications (Declare all the qualifications, which you posses and pursuing) :

S.No	Qualification	Specializatio	University/	Year of	%age of	Duration of
------	---------------	---------------	-------------	---------	---------	-------------

	(SSC onwards)	n	Institution	passing	Marks	the course

I hereby declare that I do not possess any other qualifications and also not pursuing any other course. I may be terminated without notice if Management found that I have concealed any higher qualification, which I have possessed before joining the Company and also pursuing higher qualification at the time of joining the Company.

16. Experience details (Start from Present Employer) :

S. No	Full Address of Office/ Firm or Institution	Central/ State/ PSU/ Private	Design. of post held	Employee Code No.-	Scale of Pay & Gross Pay	Period of service		Nature of Duties for each post held (max. 1000 characters for each post held)	Reasons for leaving (max. 100 characters)
						From	To		

17	Present Pay particulars  Scale of Pay (if applicable) a. Basic (per annum) b. DA (per annum), if applicable c. HRA (per annum) d. Variable Pay (if any) e. Others (per annum) (Pl. Specify)  f. CTC (per annum) a+b+c+d+e (Enclose latest payslip copy)	_____
18	Any of your relative working in BDL (tick) (if yes, specify details)	Yes <input type="checkbox"/> No <input type="checkbox"/>
19	Have you ever attended for Interview for any post in BDL (if yes, pl. specify)	Yes <input type="checkbox"/> No <input type="checkbox"/>  Name of the post:

		Date when attended:
20	Details of Demand Draft (tick)	DD No. & Date _____, Amount Rs. _____. Name of Bank & Branch, DD drawn : _____ _____

**DECLARATION**

I hereby declare that the information stated above by me is true, complete to the best of my knowledge and belief. In case, the information stated above by me is found to be false or incorrect, my candidature / appointment may be considered terminated without any notice.

Date:

Signature:

Place:

Name of the Candidate:

**GENERAL CONDITIONS:**

1. Management reserves the right to increase/decrease the number of vacancies advertised as per the need or cancel the advertisement itself without any notice.
2. Management reserves the right to fill or not to fill the posts and mere fulfillment of qualifications and other requirements laid down does not entitle a candidate to be called for Interview.
3. Management reserves the right to increase/decrease the minimum eligibility standard etc. in order to restrict the number of candidates to be called for Selection procedure.
4. Applicants serving in Government, Quasi-Government Organizations, Public Sector Undertakings should produce 'No Objection Certificate' at the time of Interview failing which they will not be permitted to appear for the Interview.
5. Appointment of selected candidates is subject to verification of Caste and Character & Antecedents as the case may be from the Concerned Authorities, as per the Rules of the Company.
6. The appointment of selected candidates will be subject to being found medically fit, as per the prescribed health standards of the Company and they will be required to undergo medical examination prior to the appointment after due selection.
7. If the SC/ST/OBC/Disability Certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self certified translated copy of the same either in English/Hindi.
8. No Manual/paper applications will be entertained directly unless registered and applied ONLINE.
9. Mere submission of application will not entail a right for claiming interview/appointment.
10. Only persons suffering from not less than 40% disability are eligible as per the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995.
11. All the posts require good communication skills.
12. Management reserves the right to increase / decrease the specifications given in the advertised posts depending upon the response.
13. Only Indian Nationals need apply.
14. No correspondence on any matter is allowed.
15. Age, Qualification & Experience stipulated above should be as on <date> i.e. the last date of submission of the online application.
16. Candidates are required to apply against only one post in response to the above advertisement.
17. Management reserves the right to fill up or otherwise any or all the notified posts and also to fill up the future vacancies, if any from the valid panel of selected candidates as per the rules of the Company.
18. Candidates not fulfilling the essential eligibility criteria can be debarred ab-initio at any stage of the recruitment process.

19. For calculation of aggregate marks –

$$\frac{\text{Total marks obtained in all semesters or years}}{\text{Maximum marks (cumulative of all semesters or years)}} \times 100$$

20. Rs.400/- which is non-refundable, is to be sent in the form of crossed Demand Draft drawn on any Nationalized Bank in favour of “Bharat Dynamics Limited” payable at Hyderabad along with registration slip to “Head Recruitment, Bharat Dynamics Limited, Kanchanbagh, Hyderabad – 500 058”. Applicants belonging to SC/ST/Persons with Disability and BDL employees are exempted from payment of application fee.

21. Candidature of the registered candidate may also be liable to be rejected if registration & application form is not received or received without application fee (as applicable) / Non-receipt of community certificate.

22. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted in appropriate Courts/ Tribunals / Forums in Hyderabad only, shall have sole and exclusive jurisdiction to try any cause/ dispute.

#### HOW TO APPLY:

Applications should be submitted strictly ONLINE by logging on to BDL Website <http://bdl.ap.nic.in> and click on “Careers” > “Recruitments” and subsequently enter on relevant post being applied. Applications will not be accepted through any other mode. The Website will be open on <date> and closes on <date> at <time> hrs for submission of application form. The Web site will be kept open up to 1600 hrs. on that day for this purpose. Candidates are allowed to apply only once and applications once submitted cannot be altered under any circumstances. Candidates are required to possess a valid e-mail ID, which is to be entered in the Application form, so that intimation regarding downloading of call letter for Written Test / Interview can be sent. BDL will not be responsible for bouncing of any e-mail sent to the candidates, due to invalid/wrong e-mail id provided by the candidate or delivery of e-mail to spam/bulk mail folder or for delay/non-receipt of information, if the candidate fails to access his/her mail/website in time. However, necessary information will be hosted on BDL’s Website from time to time. Candidates other than SC/ST and PWD are required to furnish the details of Demand Draft in order to register their application Online. On submission and acceptance of application, the System will generate Registration Number and the candidates have to print the registration slips.

It is mandatory to write his/her Name and the registration number allotted, on the reverse side of the Demand Draft and SC/ST/PWD on the reverse side of the certificates, which is to be forwarded along with registration slip and duly filled in Bio-Data (as per proforma at Annexure - II) to “Head Recruitment, Bharat Dynamics Limited, Kanchanbagh, Hyderabad – 500 058” by post so as to reach latest by <date>. The envelope should be superscribed with “Application for the post being applied in BOLD LETTERS”. In case of non-receipt of the same by BDL with in the stipulated date (i.e. <date>), his/her online application is liable to be rejected by BDL.

**ATTACHMENTS**

1. Bank Challan/Demand Draft (Whichever is applicable), in Original.
2. Self-Attested copies of the following documents / certificates in proper and valid formats, are to be enclosed.
  - a. Copy of Date of Birth (Birth Certificate (or) SSLC / Matriculation Marks List / as applicable).
  - b. Copy (s) of Qualification documents (Degree Certificate and consolidated / semester-wise marks statements)
  - c. Copy (s) of Experience certificates from the present / previous employer(s).
  - d. Copy of caste/community certificate (applicable for SC/ST/OBC Non-Creamy layer candidates).
  - e. Copy of disability certificate, if applicable.
  - f. Copy of discharge certificate for Ex-Servicemen, if applicable.
  - g. Copy of latest pay slip.
  - h. Self-certified translated copy of SC/ST/OBC (Non-Creamy Layer)/Disability certificate either in English or Hindi.

**Canvassing in any manner would be a disqualification.**

Online Registration would open on <date> and closes on <date> at <time> hrs.

- STEP-1: Login to <http://bdl.ap.nic.in>
- STEP-2: Click on "Careers" > "Recruitments" and subsequently enter on relevant post being applied.
- STEP-3: Read the Advertisement carefully and click on "Register Online" & fill up the Online Application Form with your details
- STEP-4: Click SUBMIT, take a print of the registration slip after it is displayed.
- STEP-5: Please save the registration slip on to your local system for future printing/reference.
- STEP-6: Paste a recent passport size photograph on the registration slip, attach the DD or Caste (SC/ST/PWD) certificate (as applicable) and filled in Bio-Data as per proforma enclosed at Annexure - II. Please mention your registration number on the reverse of the DD/Certificates. The envelope should be superscribed with "Application for the post being applied" in BOLD LETTERS.

**IMPORTANT INSTRUCTIONS TO CANDIDATES**

- The Demand Draft of Rs.400/- needs to be ready before proceeding.
- The applicant has to take print out of Acknowledgment Slip on submission of the Application Online. Applicant should note down their registration number and keep a copy of the registration slip for future reference.
- Selected candidates are required to complete all pre-employment formalities like medical examination, document verification etc. Please note that no extension of time limit for joining would be granted to the selected candidates.
- Candidates are advised to read the detailed advertisement before applying, to ensure that they meet all the notified requirements. Candidature of applicants not meeting all the specifications in the advertisement would be cancelled at any stage of the selection process, as and when it is noticed by BDL, without notice.
- The list of candidates short-listed for Written Test / Interview will be hosted on website and intimation regarding downloading of call letters to appear for Written Test / Interviews will be mailed to their e-mail IDs.

**NOTE: CANDIDATE MUST NOTE DOWN THEIR REGISTRATION NO. AND KEEP A COPY OF REGISTRATION SLIP FOR FUTURE REFERENCE.**



**ANNEXURE- 34**

**CALL LETTER TO THE SHORTLISTED CANDIDATES CALLED FOR  
INTERVIEW (EXECUTIVES)**

**BHARAT DYNAMICS LIMITED**  
A Govt. of India Enterprise  
Ministry of Defence,  
Kanchanbagh, Hyderabad- 500058,  
Andhra Pradesh, India

Test Call Letter No.:

Dated:

To,  
Shri \_\_\_\_\_

\_\_\_\_\_

Dear Sir/ Madam,

Sub: Recruitment for the post of \_<DESIGNATION> in Grade ---<>\_ in the pay-scale of Rs. \_<> at ,<location>

1. With reference to your online application form no. \_\_\_\_\_, for the post of “<Designation>” in the grade <Grade-no.> in the pay-scale of Rs. \_<>, you are requested to appear for Interview on <Date> at <Time> at <venue>.
2. You are required to produce the following documents in ORIGINAL alongwith a set of attested copies of the same, at the time of interview--
  - a. Date of birth,
  - b. Qualifications
  - c. Work experience
  - d. Caste certificate in case of SC/ST/ OBC(non-creamy layer) candidate from the Competent Authority. The time gap between the date of issue of the OBC certificate(non-creamy layer) and the date of interview should not be more than six months.
  - e. “No Objection Certificate” from the employer in case of candidates from PSUs/ Government departments
  - f. Certificate for Age Relaxation for candidates from Kashmir Division of the State of J&K (if applicable)
3. You will be reimbursed the travel fare (only for outstation candidates) to attend the interview. The reimbursement will be restricted to---- (Select the applicable option, in the letter to be sent)
  - a. for Grade-II, III----- 3Tier AC Sleeper to & fro train fare by the shortest route or equivalent amount
  - b. for Grade-IV to VI – 2 Tier AC Sleeper to & fro train fare by the shortest route or equivalent amount
  - c. for Grade-VII & above – 1st AC to & fro train fare by the shortest route / Air fare in economy class by the shortest route or equivalent amount

4. The travel fare will be reimbursed on production of appropriate receipts/ tickets.
5. If required, you will have to stay for Interview for more than a day at your own expenses;
6. Management reserves the right to reject your candidature at any stage of selection process and can terminate appointment, if it is found that you are not fulfilling any of the eligibility criteria mentioned.
7. In case of any discrepancy found in any of the documents produced, you will neither be permitted to appear for the interview, nor be eligible for reimbursement of Travel Fare.
8. You are not eligible to appear for interview if you have attended for selection process for any post in BDL in the immediate preceding six months and not selected. In such case, please ignore this call letter.
9. The Company will not be held responsible in case of email bouncing.
10. Request for change of Date and Time of Interview will not be entertained.
11. This letter should be produced at the venue of interview (i.e. at <location>)

Yours faithfully,

**BHARAT DYNAMICS LIMITED**

<Signature>

<Name of the Signatory>

<Designation of the Signatory>

## ANNEXURE- 35

**PRE-INTERVIEW FORM FOR EXECUTIVE CADRE (INCLUDING MTs  
SELECTED ON ALL INDIA BASIS)**

Name of the post applied for: \_\_\_\_\_

Online Registration No.: \_\_\_\_\_

In case of working in Govt Organisations/PSU, whether applied through proper channel:

Yes No Not applicable **CHANGE, IF**

1	Name of the Candidate (IN CAPITAL LETTERS)		
2	Date of Birth (DD/MM/YYYY)		
3	Father's Name & Occupation		
4	Permanent Address		
5	Present Address (for any correspondence)		
6	Phone No./Mobile No.		
7	E-Mail ID (Mandatory)		
8	Nationality		
9	Religion		
10	Place of Birth & State		
11	Marital Status	Single/Married	
12	Specify which category you belongs to (tick)	UR / OBC / SC / ST	
13	Are you a person with disability	Yes <input type="checkbox"/> No <input type="checkbox"/>	



CHANGE, IF

17	<b>Present Pay particulars</b>  Scale of Pay (if applicable) a. Basic (per annum) b. DA (per annum), if applicable c. HRA (per annum) d. Variable Pay (if any) e. Others (per annum) (Pl. Specify)  f. CTC (per annum) a+b+c+d+e (Enclose latest payslip copy)		
18	Any of your relative working in BDL (tick) (if yes, specify details)	Yes <input type="checkbox"/> No <input type="checkbox"/>	
19	Have you ever attended for Interview for any post in BDL (if yes, pl. specify)	Yes <input type="checkbox"/> No <input type="checkbox"/>  Name of the post: Date when attended:	
20	Details of Demand Draft (tick) {IFAPPLICABLE}	DD No. & Date  Amount Rs. _____ Name of Bank & Branch, DD drawn :	

**DECLARATION**

I hereby declare that the information stated above by me is true, complete to the best of my knowledge and belief. In case, the information stated above by me is found to be false or incorrect, my candidature / appointment may be considered terminated without any notice.

Date:

Signature:

Place:

Name of the Candidate:

**ANNEXURE- 36**

**RATING SHEET FOR RECRUITMENT TO EXECUTIVE CADRE**

Category: UR / SC/ ST/ OBC/ PWD/ Ex-Servicemen (Tick the appropriate category)

<b>Post</b>		<b>No. of vacancies</b>	
<b>Scale of Pay</b>		<b>Number reported for Interview</b>	
<b>Division</b>		<b>No. qualified in interview</b>	
<b>Source of Applicants</b>		<b>Date of Interview</b>	

Sl.No	Candidate Name	Call Letter No.	Category	DOB	Educational Qualification	Relevant Work Experience (in years)	Interview Marks	REMARKS
A	B	C	D	E	F	G	M	N
Max. Marks in each criteria to be decided by Selection Committee							100	

MEMBER      MEMBER      MEMBER      MEMBER SECRETARY      CHAIRMAN

**NOTE:**

1. Minimum qualifying marks is 60%.
2. Concessions/relaxations as per the prescribed guidelines will be extended to Scheduled Caste/Scheduled Tribes & OBC (non-creamy layer) candidates, while assessing their suitability for recruitment.
3. Separate assessment forms shall be used for each category of candidates (SC/ST/OBC/UR)

**ANNEXURE- 37**

**PRELIMINARY OFFER OF APPOINTMENT FOR EXECUTIVES**

**BHARAT DYNAMICS LIMITED**  
A Govt. of India Enterprise  
Ministry of Defence,  
Kanchanbagh, Hyderabad- 500058,  
Andhra Pradesh, India

Ref No.:

Dated:

To,

Shri \_\_\_\_\_  
\_\_\_\_\_

Dear Sir/ Madam,

Sub: Preliminary Offer of Appointment for the post of \_<DESIGNATION> in Grade---  
<>\_in the pay-scale of Rs. \_<> at ,<location>

1. With reference to your name sponsored by the <Government Agency> vide letter no.-<> dated <> / application dated \_\_\_\_\_ and the subsequent selection process you had with us, we are pleased to make a preliminary offer of appointment to you for post of \_\_\_\_\_ in Grade <> at <location>, on the following terms and conditions:
  - i) Your basic pay will be Rs.\_\_\_\_\_ per month in the pay-scale of Rs.\_\_\_\_\_ with an increment rate of 3% per annum, plus other allowance(s) as admissible from time to time;
  - ii) Your appointment will be subject to your presenting a satisfactory medical report from BDL's Company Medical Officer, <location> or a Government Medical Officer not below the rank of a Civil Surgeon/Assistant Civil Surgeon, in the enclosed format for Pre-Employment Medical Examination
  - iii) You will be on probation for a period of one year from the date of your appointment. In the event of your performance not found satisfactory or for any other reason during the probation period, your probation period may be extended/ terminated as decided by the Company. Your services will be confirmed in this post, only if you are intimated to that effect in writing.
  - iv) During the probationary period, the Company can terminate your services by giving one month's notice in writing, with or without assigning any reasons or by giving you one month's basic pay plus DA in lieu of notice. During the probation period, you are free to resign from the services of the company by

- giving one month's notice in writing, or by paying one month's basic pay plus DA in lieu of notice.
- v) After the probationary period when your services are confirmed, the Company has the right to terminate your services by giving three months' notice in writing, or by giving you three months' basic pay in lieu of notice. You are free to resign from the services of the company by giving three month's notice in writing, or by paying three months' basic pay in lieu of notice. In case of shorter notice, the liability will be restricted to payment for the proportionate period which falls short of notice period. If during the notice period you are absent without permission, your services can be terminated without notice. Further in the event of your giving notice of resignation, the Company will have the option to accept the resignation with immediate effect or at any time before the date of expiry of the notice period in which case you will be paid only for the period you actually worked.
  - vi) This preliminary offer of appointment is subject to getting confirmation from the concerned authorities, with regard to satisfactory verification of your character and antecedents.
  - vii) Your continuation in service will be subject to satisfactory verification/ re-verification of your credentials/testimonials, etc from time to time.
  - viii) If you belong to Scheduled Caste/ Scheduled Tribe/ OBC (non-creamy layer) , your appointment will be provisional subject to the caste/ tribe/ OBC (non-creamy layer) certificates being verified through the proper channels and if the verification reveals that the claim of the candidate to belong to Scheduled Caste or Tribe or Other Backward Classes or not to belong to creamy layer is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate(s).
  - ix) You will be liable to serve in any position or Department or Division in any part of India or abroad at the discretion of the company;
  - x) You are required to give an undertaking that you will not apply for any scholarship/appointment/commission elsewhere without first obtaining the written permission from the competent authority of the company;
  - xi) The age of superannuation in BDL is 60 years and thereafter you shall be retired from services of the Company and you shall have no claim to be continued in the services of the Company thereafter;
  - xii) During your employment, you will be governed by the rules and regulations of service of the company that may be in force and which may be amended, altered or extended from time to time and your acceptance of this offer of appointment carries with it your agreement to observe all such rules and regulations;
  - xiii) You should intimate to this office changes, if any, that have taken place or that will take place in respect of the particulars furnished by you in your application/biodata for the post mentioned above;



- xiv) If you are joining from Government offices or Public Sector Undertakings, you will be paid TA/DA as per rules of the Company. Other candidates working in Private Sector/ PSU Joint Ventures are not eligible for TA/DA.
- xv) In case of suppression of any fact(s) with regard to qualification, experience, character & antecedents, age, etc. and if the Company comes to know about the same, subsequently at any time during the course of your service, your services are liable for termination.
- xvi) You are requested to send the following documents through post so as to reach this office on or before <date> failing which it would be presumed that you are not interested in this offer-:
  - a. A Certificate from local police station of the area where you are presently residing, certifying no adverse remarks against you and indicating the period of stay in that area,
  - b. Self-attested copies of two character-cum-identity certificates from two different Gazetted officers of Govt. (for having known you for at least six months on the date of signing the certificate). [ Note- The Gazetted Officer who has signed the five Attestation Forms should not issue this Certificate]
  - c. Copy of the offer letter signed (on each page);
  - d. Enclosed acceptance letter proforma duly signed;
  - e. Enclosed five (5) attestation forms duly filled in and signed [ Note- All the Attestation Forms should be signed by one Gazetted Officer]
  - f. Enclosed form of "Declaration of Employment in Foreign Missions" of your family members, duly filled in and signed
  - g. Enclosed Pre-Employment Medical Certificate duly signed by the appropriate authority (as mentioned in para 1 (ii) above), alongwith the original reports.

2. It may please be noted that this is only a Preliminary Offer of appointment.

Yours faithfully,

**BHARAT DYNAMICS LIMITED**

.

<Signature>

<Name of the Signatory>

<Designation of the Signatory>

Enclosures: As mentioned above

**ANNEXURE- 38**

**PROVISIONAL OFFER OF APPOINTMENT FOR EXECUTIVES**

**BHARAT DYNAMICS LIMITED**

A Govt. of India Enterprise  
Ministry of Defence,  
Kanchanbagh, Hyderabad- 500058,  
Andhra Pradesh, India

Ref No.:

Dated:

To,  
Shri \_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

Sub: Provisional Offer of Appointment for the post of \_<DESIGNATION> in Grade---<>\_ in the pay-scale of Rs. \_<> at ,<location>

1. Further to the Preliminary Offer of Appointment vide letter No.\_\_\_\_ dt.\_\_\_\_\_ and your acceptance of the same vide letter No.\_\_\_\_ dt.\_\_\_\_\_ we are pleased to offer you the post of \_\_\_\_\_ in Grade <\_\_\_\_> at <location> with a basic pay of Rs.\_\_\_\_\_ per month in the pay-scale of Rs.\_\_\_\_\_ with an increment rate of 3% per annum, plus other allowance(s) as admissible from time to time, on the terms and conditions already conveyed to you.
2. You are requested to bring the following certificates/documents in original along with the enclosed forms duly filled in, when you report for duty:
  - i. A relieving certificate and a service certificate from your present employer, if any;
  - ii. Documentary evidence in proof of your date of birth;
  - iii. Documents/certificates in proof of your educational and professional/technical qualifications, previous experience, etc.
3. You are requested to report to <Name>, <Designation> for duty on \_\_<date> at <time>\_\_\_\_. In the event of your failure to report by the stipulated date & time, this offer will automatically stand cancelled and withdrawn.

Yours faithfully,

**BHARAT DYNAMICS LIMITED**

Enclosures:

- a. Nomination form under the EPF, EPS, Gratuity, GSLIS
- b. Form to be filled by Government Employees on First Appointment;
- c. Undertaking (form) in accordance with the Indian Official Secret Act, 1923;
- d. Form for address of Next Kith & Kin;
- e. Acceptance Form for Provisional Offer of Appointment

## ANNEXURE - 39

**CALL LETTER TO THE SHORTLISTED CANDIDATES CALLED  
FOR WRITTEN TEST// INTERVIEW (MANAGEMENT TRAINEE-**

|

**BHARAT DYNAMICS LIMITED**  
(A Govt. of India Enterprise) Ministry of Defence  
Kanchanbagh :: Hyderabad – 500058.

E-mail: [bdpersonnel@ap.nic.in](mailto:bdpersonnel@ap.nic.in), Phone: 040 24587026, Fax No.: 040 24340464.

Date: \_\_\_\_\_

**C.**

**D. CALL LETTER FOR WRITTEN TEST**

Call Lr. No.		Category
Post: MANAGEMENT TRAINEE		Affix here, your latest
Name & Address		passport size
		photograph
		and get it attested by a Gazetted Officer
		Signature of Candidate
TEST CENTRE/VENUE	TEST DATE/TIME	REPORTING TIME

Dear Candidate,

1. You are requested to appear for the written test at the Test Centre on the date and time specified above. The duration of Written Test is <duration>.
2. Please affix your recent passport size photograph duly attested by a Gazetted Officer and also sign in the space provided above, without this, you will not be allowed to write this test.
3. This Call Letter should be brought to the examination centre and handed over to the Room Invigilator. In case you have received more than one Call Letter, having different call letter numbers you should bring to the Examination Centre and surrender all of them to the Room Invigilator.

4. You should reach the test centre 30 minutes before the test time as per the reporting time as mentioned above. Latecomers will not be permitted to appear in the test. You have to bring with you two good quality blue/black ballpoint pens for the test.
5. The candidates are not allowed to carry any papers, notes or books, calculators, mobile phones, scanning devices, alarm clocks, electronic/computerised devices, etc., into the examination hall. Any candidates found in possession of such unauthorised material or indulging in copying or adopting unfair means is liable to be summarily disqualified in this test, as well as in future tests. You are to follow the instructions given by the Room Invigilator failing which you will be disqualified in this test.
6. Your candidature for this test is **PROVISIONAL** and is subject to your fulfilling the prescribed Educational Qualification, Age, Category, matching of the photograph and other prescribed conditions for the post as notified failing which your candidature will be summarily rejected, after scrutiny and verification, at any stage.
7. Request for change of Test centre / Test date and address of correspondence will not be entertained under any circumstances.
8. Please note down you Call Letter Number and Registration Number for future reference, as this Call Letter will be collected from you at the Test Centre.
9. The list of candidates who qualify the written test and are shortlisted for interview shall be posted on the Company website with details of the interview dates, time and venue. The shortlisted candidates can download their Call Letters for the Interview from the website. No separate mail/ courier will be sent in this regard.
10. Please note that this letter does not constitute an offer of employment to you.
11. **Canvassing in any manner would be a disqualification.**
12. Travelling Allowance for Out station Candidates for attending Test/Interview (Applicable only for candidates belonging to SC/ST/OBC (non-creamy layer)/PWD categories): 3Tier AC Sleeper Train fare or equivalent to and fro fare by shortest route will be reimbursed on production of appropriate receipt. In view of large candidates appearing in the test, fare will be reimbursed later through A/c. payee cheques by post subject to submission of TA claim Form along with original tickets/receipts or photocopy thereof or original bus ticket(s) after the written test at your test centre (or) in case the number of eligible candidates claiming for TA is minimal the same will be reimbursed at the test venues. The blank TA forms will be made available at the Examination Centre on the day of test.
13. Turn the page and familiarise with the instructions and sample Questions given to understand the same.

Truly,

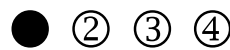
For BHARAT DYNAMICS LIMITED,

8. The following are some instructions regarding the written test:
- e) Candidates are not allowed to carry any papers, notes, books, mobile phones, pagers, scanning devices, electronic/ computerized devices, etc., into the examination hall. Any candidate found using or in possession of such unauthorized material or indulging in copying or impersonation or adopting unfair means is liable to be summarily disqualified from the present as well as future recruitment of the organization and may be subjected to penal action.
  - f) Strictly follow the instructions given by Centre Supervisor / Room invigilator and those given on the Question Booklet.
  - g) You must bring blue or black ballpoint pen for the written test.
  - h) AFTER FINISHING THE EXAMINATION, THE CANDIDATES HAS TO HAND OVER THE CALL LETTER, THE COMPLETE QUESTION BOOKLET AND THE OMR ANSWER SHEET TO THE ROOM INVIGILATOR, IF ANY CANDIDATE CARRIES THE QUESTION BOOKLET OR ANY PART THEREOF OR THE CALL LETTER OR THE ANSWER SHEET OUTSIDE THE EXAMINATION ROOM IT WILL BECOME A PUNISHABLE OFFENCE. A POLICE COMPLAINT WILL BE LODGED AND THE CANDIDATE WILL HAVE TO FACE THE CONSEQUENCES.
9. The duration of test is <duration> hour. The written test for all disciplines will consist of <number> technical questions of the concerned discipline and <number> questions on general aptitude.
10. The test is objective type with multiple choices for all discipline. Each objective question is followed by four responses serialled 1 to 4. Your task is to chose the correct/best response and mark your response with blue or black ball point pen in the OMR Answer sheet and not in the Question Booklet
11. Completely darken the CIRCLE so that the number inside the CIRCLE is not visible.
12. Darken ONLY ONE CIRCLE FOR each answer as shown in the example below. If you darken more than one circle, your answer will not be evaluated.

### Some Wrong Methods



### Correct Method



13. Mark answers only in the space provided DO NOT make any stray mark anywhere on the answer sheet **DO NOT** fold or wrinkle the answer sheet, Rough work **MUST NOT** be done on the answer sheet use your test booklet for this purpose.
14. **BE CAREFUL IN DARKENING THE CIRCLE, ONCE THE CIRCLE IS DARKENED THERE WILL BE NO CHOICE TO CHANGE THE ANSWER. NO SEPARATE OMR SHEET WILL BE PROVIDED IN EXCESS.**

BHARAT DYNAMICS LIMITED  
(A Govt. of India Enterprise) Ministry of Defence

Kanchanbagh :: Hyderabad – 500058.

E-mail: [bdlpersonnel@ap.nic.in](mailto:bdlpersonnel@ap.nic.in), Phone: 040 24587026, Fax No.: 040 24340464.

Date: \_\_\_\_\_

**E. CALL LETTER FOR INTERVIEW**

**IMPORTANT—THIS CALL LETTER FOR INTERVIEW IS VALID ONLY IF YOU ARE SHORLISTED FOR THE INTERVIEW**

Call Lr. No.	Category
Post	Affix here, your latest
Name & Address	passport size photograph and get it attested by a Gazetted Officer
	Signature of Candidate

Dear Candidate,

1. You are requested to appear for the interview at the venue on the specified date and time. The duration of interview is <duration>.
2. Please affix your passport size photograph, **same as the one affixed for written test call letter**, duly attested by a Gazetted Officer and also sign in the space provided above, without this, you will not be allowed to write this test.
3. This Call Letter should be brought to the venue and handed over to the Invigilator.
4. You should reach the venue well in time. Latecomers will not be permitted to appear in the interview.
5. Your candidature for the interview is **PROVISIONAL** and is subject to your qualifying in the written and practical test and fulfilling the prescribed Educational Qualification, Age, Category, matching of the photograph and other prescribed conditions for the post as notified, failing which your candidature will be summarily rejected, after scrutiny and verification, at any stage.
6. Request for change of venue/ interview date/ interview time/ address of correspondence will not be entertained under any circumstances.
7. Please note down you Call Letter Number for future reference, as this Call Letter will be collected from you at the venue.

8. Please note that this letter does not constitute an offer of employment to you.
9. Travelling Allowance for Out station Candidates for attending Interview: II Class Train/Bus to and fro fare by shortest route will be reimbursed on production of Railway/Road Transport receipt. In view of large candidates appearing for interview, fare will be reimbursed later through A/c. payee cheques by post subject to submission of TA claim Form along with original tickets/receipts or photocopy thereof or original bus ticket(s) and copy of caste certificate after the interview at the venue (or) in case the number of eligible candidates claiming for TA is minimal the same will be reimbursed at the venues. The blank TA forms will be made available at the venue on the day of interview.

Truly,

For BHARAT DYNAMICS LIMITED,

## ANNEXURE-40

RATING SHEET FOR RECRUITMENT TO POSTS AS MANAGEMENT TRAINEE THROUGH ALL INDIA ADVERTISEMENT
--

Category: UR / SC/ ST/ OBC/ PWD/ Ex-Servicemen (Tick the appropriate category)

<b>Post with discipline</b>		<b>Number Called for Written Test</b>	
<b>Division</b>		<b>Number Reported for written test</b>	
<b>Stipend</b>		<b>Number qualified for interview</b>	
<b>Date(s) of Written Test</b>		<b>Number Reported for interview</b>	
<b>Date(s) of Interview</b>		<b>Number of candidates selected</b>	
<b>Number of Vacancies</b>		<b>Number of candidates on the panel</b>	

Sl. No	Name	Call Letter No.	Category	DOB	Education Details			Written Test Marks	Interview Marks	Total Marks	Remarks
					Qualification	Name of institute	% marks secured				
								85	15	100	
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>

MEMBER

MEMBER

MEMBER

MEMBER SECRETARY

CHAIRMAN

**Note:**

1. Minimum qualifying marks is 50% overall.
2. Concessions/relaxations as per the prescribed guidelines will be extended to Scheduled Caste/Scheduled Tribes & OBC candidates, while assessing their suitability for recruitment.
3. Separate assessment forms shall be used for each category of candidates (SC/ST/OBC/UR)



**ANNEXURE- 41**

**PRELIMINARY OFFER OF APPOINTMENT FOR MANAGEMENT TRAINEE  
THROUGH ALL INDIA ADVERTISEMENT**

**BHARAT DYNAMICS LIMITED**  
A Govt. of India Enterprise  
Ministry of Defence,  
Kanchanbagh, Hyderabad- 500058,  
Andhra Pradesh, India

Ref No.:

Dated:

To,

Shri \_\_\_\_\_

Dear Sir/ Madam,

Sub: Preliminary Offer of Appointment as Management Trainee (MT) <Discipline> at  
,<location>

1. With reference to your application in response to the advertisement dated <date> and the subsequent selection process you had with us, we are pleased to make a preliminary offer for appointment as Management Trainee <Discipline> at <location>, on the following terms and conditions:
  - i. You will be paid a stipend will be Rs.\_\_\_\_\_ per month, which includes variable DA during the training period.
  - ii. Your appointment will be subject to your presenting a satisfactory medical report from BDL's Company Medical Officer, <location> or a Government Medical Officer not below the rank of a Civil Surgeon/Assistant Civil Surgeon, in the enclosed format for Pre-Employment Medical Examination
  - iii. You shall execute a bond on a non-judicial stamp paper of Rs.100/- in the presence of a Notary, binding yourself to serve the Company for a minimum period of two years from the date of joining. The proforma for Bond is enclosed.
  - iv. You will be on training for a period of one year from the date of your appointment as Management Trainee. In the event of your performance not found satisfactory or for any other reason during the training period, your training period may be extended/ terminated as decided by the Company.
  - v. During the course of the training period, you shall undergo one or more Written test(s) and/or viva-voce and/or such other evaluation tests, as required by the Company.

- vi. You are eligible for leave as per the Leave Rules applicable to permanent employees.
- vii. This preliminary offer of appointment as Management Trainee is subject to getting confirmation from the concerned authorities, with regard to satisfactory verification of your character and antecedents.
- viii. If you belong to Scheduled Caste/ Scheduled Tribe/ OBC (non-creamy layer) , your appointment will be provisional subject to the caste/ tribe/ OBC (non-creamy layer) certificates being verified through the proper channels and if the verification reveals that the claim of the candidate to belong to Scheduled Caste or Tribe or Other Backward Classes or not to belong to creamy layer is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate(s).
- ix. If you are joining from Government offices or Public Sector Undertakings, you will be paid TA/DA as per rules of the Company. Other candidates working in Private Sector/ PSU Joint Ventures are not eligible for TA/DA.
- x. In case of suppression of any fact(s) with regard to qualification, experience, character & antecedents, age, etc. and if the Company comes to know about the same, subsequently at any time during the course of your service, your services are liable for termination.
- xi. On successful completion of the training, you will be absorbed as Assistant Manager in Grade-II and will carry the pay scale of Rs.<pay scale> with an increment rate of 3% per annum plus other Allowances as admissible from time to time. Your basic will be fixed by giving one advance increment on the minimum basic of the pay-scale.
- xii. You will be on probation for a period of six months from the date of your absorption as Assistant Manager. In the event of your performance not found satisfactory or for any other reason during the probation period, your probation period may be extended/ terminated as decided by the Company. Your services will be confirmed in this post, only if you are intimated to that effect in writing.
- xiii. During the probationary period, the Company can terminate your services by by giving one month's notice in writing, with or without assigning any reasons or by giving you one month's basic pay plus DA in lieu of notice. During the probation period, you are free to resign from the services of the company by giving one month's notice in writing, or by paying one month's basic pay plus DA in lieu of notice.
- xiv. After the probationary period when your services are confirmed, the Company has the right to terminate your services by giving three months' notice in writing, or by giving you three months' basic pay in lieu of notice. You are free to resign from the services of the company by giving three month's notice in writing, or by

paying three months' basic pay in lieu of notice. In case of shorter notice, the liability will be restricted to payment for the proportionate period which falls short of notice period. If during the notice period you are absent without permission, your services can be terminated without notice. Further in the event of your giving notice of resignation, the Company will have the option to accept the resignation with immediate effect or at any time before the date of expiry of the notice period in which case you will be paid only for the period you actually worked.

- xv. You will be liable to serve in any position or Department or Division in any part of India or abroad at the discretion of the company;
- xvi. Your continuation in service will be subject to satisfactory verification/ re-verification of your credentials/testimonials, etc from time to time.
- xvii. You are required to give an undertaking that you will not apply for any scholarship/appointment/commission elsewhere without first obtaining the written permission from the competent authority of the company;
- xviii. The age of superannuation in BDL is 60 years and thereafter you shall be retired from services of the Company and you shall have no claim to be continued in the services of the Company thereafter;
- xix. During your employment, you will be governed by the rules and regulations of service of the company that may be in force and which may be amended, altered or extended from time to time and your acceptance of this offer of appointment carries with it your agreement to observe all such rules and regulations;
- xx. You should intimate to this office changes, if any, that have taken place or that will take place in respect of the particulars furnished by you in your application/biodata for the post mentioned above;
- xxi. You are requested to send the following documents through post so as to reach this office on or before \_\_\_\_\_ failing which it would be presumed that you are not interested in this offer:-
  - a. A Certificate from local police station of the area where you are presently residing, certifying no adverse remarks against you and indicating the period of stay in that area,
  - b. Self-attested copies of two character-cum-identity certificates from two different Gazetted officers of Govt. (for having known you for at least six months on the date of signing the certificate). [ Note- The Gazetted Officer who has signed the five Attestation Forms should not issue this Certificate]
  - c. Copy of the offer letter signed (on each page);
  - d. Enclosed acceptance letter proforma duly signed;
  - e. Enclosed five (5) attestation forms duly filled in and signed [ Note- All the Attestation Forms should be signed by one Gazetted Officer]

- f. Enclosed form of "Declaration of Employment in Foreign Missions" of your family members, duly filled in and signed
  - g. Enclosed Pre-Employment Medical Certificate duly signed by the appropriate authority (as mentioned in para 1 (ii) above), alongwith the original reports.
  - h. Bond duly prepared and signed in the presence of a Notary on a non-judicial stamp paper of Rs.100/-
2. It may please be noted that this is only a Preliminary Offer of appointment as Management Trainee.

Yours faithfully,

**BHARAT DYNAMICS LIMITED**

<Signature>

<Name of the Signatory>

<Designation of the Signatory>

Enclosures: As mentioned above

**ANNEXURE- 42**

**BOND AGREEMENT FORMAT FOR MANAGEMENT  
TRAINEES**

THIS AGREEMENT made on the \_\_\_\_\_ day of \_\_\_\_\_ Two  
Thousand and \_\_\_\_\_ amongst:

(I) Mr./Ms. \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ aged <age> years residing at  
\_\_\_\_\_ (hereinafter called the  
Management Trainee) of the first part :

(II) Mr./Ms. \_\_\_\_\_ son/daughter of Shri \_\_\_\_\_ aged <age> years residing at  
\_\_\_\_\_ (hereinafter called the  
SURETY) of the second part AND

The Bharat Dynamics Limited, a Company incorporated under the Companies  
Act, having its Registered Office at Kanchanbagh, Hyderabad-500 058 (hereinafter  
called the company) of third part.

**WITNESSES AS FOLLOWS:**

I. WHEREAS the Company has a Scheme for inducting Management Trainees in  
order to ensure the availability to the Company of adequate number of Managers  
possessing requisite qualification and specialized knowledge in different areas of  
Management.

II. WHEREAS the Management Trainee herein has applied to the Company to  
admit and evaluate him to the said training and agreed to abide by the provisions of the  
Training Scheme and the terms and conditions herein contained.

III. AND WHEREAS the Surety herein has, on the request of the Management  
Trainee, agreed to guarantee to the Company the due observance by the Management  
Trainee of the terms and conditions of this Agreement and the Scheme.

**IV. NOW THESE PRESENTS WITNESS AS FOLLOWS:**

(1) The Company hereby admits the Management Trainee for training under  
the Management Trainee Scheme (52 weeks or 12 months) introduced in the Company  
subject to the terms and conditions and covenants herein contained.

(2) The duration of the training is 52 weeks or 12 months provided however  
the Company shall be entitled to reduce or extend its term or suspend it or cancel it  
altogether at anytime without giving rise to liability in favour of the Management Trainee  
in consequence thereof.

(3) The course of study, on the job practical work, syllabus and all other matters relating to training shall be as prescribed and as may be modified by the Company from time to time in its discretion.

(4) The places where the training course will be conducted will be the ISTM, BDL, Hyderabad-500 058 and the various Divisions of the Company and outside Institutes as modified from time to time by Company in its discretion. The Company shall however be entitled to change the venue or impart training at more than one place.

(5) During the period of training, the Management Trainee shall, duly observe the rules of conduct, attendance timings, dress regulations, discipline, hostel etc., as prescribed by the Authority incharge of the training from time to time.

(6) During the period of training, the Company will:

- (a) provide opportunity to the Management Trainee for acquiring such theoretical and practical knowledge in different areas and disciplines of work as it may prescribe from time to time.
- (b) pay a consolidated stipend equivalent to----- Rs.16,400 (Rupees Sixteen thousand four hundred) +Dearness Allowance (as admissible from time to time) +HRA + Allowances admissible at the minimum basic pay admissible to an Executive in Gr.II per month during the training.

(7) Upon completion of the training the Management Trainee shall undergo a Written test and/or viva-voce and/or such other evaluation tests, if required by the Company.

(8) The Management Trainee shall be bound to serve the Company for a minimum period of two year from the date of joining, subject to the following conditions.

(Explanation: In computing the term of two years, for which the Trainee is liable to serve as aforesaid, the period during which the trainee is on unauthorized absence, authorized leave without pay and study leave shall be excluded).

- (a) The MT will be absorbed as Assistant Manager in Grade-II and will carry the pay scale of Rs.16400- 40,500 with an increment rate of 3% per annum plus other allowances as admissible from time to time. The basic will be fixed by giving one advance increment on the minimum basic of the pay-scale.
- (b) The appointee shall be on probation for a period of six months during which his/her services may be terminated without notice, if he/she is not found suitable or his/her performance is not found satisfactory. After confirmation, his/her service may be terminated by the Company at any time by giving three months notice or pay in lieu of it.

- (c) The appointee shall be liable to transfer anywhere in India or outside and from one Division or Department to another and also liable to deputation from this Company to any other Company or establishment under the control of the Ministry of Defence, Government of India. No deputation allowance or other allowances shall be payable to the appointee by reason only of such transfer/deputation.
- (d) All conditions of service including leave, holidays, shift working, hours of work, conduct, attendance, termination, discipline, superannuation etc., applicable to same or similar posts in the Company shall apply to him.
- (e) The Management Trainee hereby agrees and covenants with the Company as follows:-
  - (i) During the said period of training, he/she shall :
    - a. apply himself/herself conscientiously and diligently and endeavour to acquire the theoretical and practical knowledge imparted to him during the training;
    - b. attend to practical and instructional classes regularly;
    - c. carry out lawful orders of the Company, its Officers and the Instructors;
    - d. conceal and in no way reveal the secrets of the Company or its business which come to his/her knowledge during the course of his/her training;
    - e. not commit or suffer any acts of waste or damage in relation to the Company or its property;
    - f. not take part in any disputes or disagreements between the Company and its workmen and refrain from participation in any strike or other agitations of workmen;
    - g. observe the rules and regulations of the Company applicable to Management Trainees in the matter of conduct, discipline, attendance, hours of work, leave, holiday etc., and
    - h. in general abide by the terms and conditions of the scheme and carryout his obligations thereunder and under this agreement.

V. If the Management Trainee fails or neglects:

- (a) to undergo and complete the training satisfactorily; or
- (b) to serve the Company for the full term of two years as undertaken by him; or
- (c) otherwise commits a breach of any of the terms and conditions of the training scheme or these presents, the Company shall be entitled;
  - (i) to suspend or terminate his training/services as the case may be;

(ii) to reimburse from the Management Trainee (including surety) of the cost of training, subject to the following limits:

During the Training period	Minimum Rs. One Lakh or actual amount paid as stipend during training plus the amount paid by the Company to any external training agency towards his/her training, whichever is higher
During 1 <sup>st</sup> year of service after Training period	Total amount paid as stipend during training period plus the amount paid by the Company to any external training agency towards his/her training .

VI. The Surety herein covenants with the Company that the Management Trainee shall duly perform all his obligations towards the Company as per the Training Scheme and this Agreement and in the event of his/her failing or neglecting to do so, the Surety shall pay to the Company whatever is payable to it by the Management Trainee in that behalf in accordance with Clause – V.

The Surety further covenants that any time or indulgence shown by the Company to the Management Trainee or any forbearance on the part of it so sue the Management Trainee in the matter of any of his obligation shall not discharge the Surety from his obligations under these presents.

VII. All suits and legal proceeding pertaining to this Agreement or any matter howsoever arising out of or connected herewith shall be instituted and decided in the Courts at Hyderabad only and those Court alone shall have jurisdiction to entertain or adjudicate thereon.

IN WITNESS WHEREOF the parties herein have executed these presents at Hyderabad.

MANAGEMENT TRAINEE

WITNESSES

1) Signature \_\_\_\_\_

Name(caps) \_\_\_\_\_

Address \_\_\_\_\_

2) Signature \_\_\_\_\_

Name(caps) \_\_\_\_\_

Address \_\_\_\_\_

SURETY

\_\_\_\_\_

1) Signature \_\_\_\_\_

Name(caps) \_\_\_\_\_

2) Address \_\_\_\_\_

Signature \_\_\_\_\_

Name(caps) \_\_\_\_\_

for BHARAT DYNAMICS LIMITED

\_\_\_\_\_

1) Address \_\_\_\_\_

Signature \_\_\_\_\_

Name(caps) \_\_\_\_\_

\*Give full Name & Address

\_\_\_\_\_

Address \_\_\_\_\_

MANAGEMENT TRAINEE





**ANNEXURE- 43**

**PROVISIONAL OFFER OF APPOINTMENT FOR MANAGEMENT  
TRAINEES THROUGH ALL INDIA ADVERTISEMENT**

**BHARAT DYNAMICS LIMITED**

A Govt. of India Enterprise  
Ministry of Defence,  
Kanchanbagh, Hyderabad- 500058,

Ref No.:

Dated:

To,  
Shri \_\_\_\_\_

Dear Sir,

Sub: Provisional Offer for Appointment as Management Trainees at <location>

1. Further to the Preliminary Offer for Appointment as Management Trainees vide letter No. \_\_\_\_\_ dt. \_\_\_\_\_ and your acceptance of the same vide letter No. \_\_\_\_\_ dt. \_\_\_\_\_ we are pleased to induct you as Management Trainee at <location> with a consolidated stipend of Rs. \_\_\_\_\_ per month, on the terms and conditions already conveyed to you.
2. You are requested to bring the following certificates/documents in original along with the enclosed forms duly filled in, when you report for duty:
  - i. A relieving certificate and a service certificate from your present employer, if any;
  - ii. Documentary evidence in proof of your date of birth;
  - iii. Documents/certificates in proof of your educational qualification, clearly indicating the completion of the course and marks secured;
  - iv. Documents/certificates in proof of your professional/ technical qualifications, previous experience, if any.
3. You are requested to report to <Name>, <Designation> for duty on \_\_<date> at <time> \_\_\_\_. In the event of your failure to report by the stipulated date & time, this offer will automatically stand cancelled and withdrawn.

Yours faithfully,

**BHARAT DYNAMICS LIMITED**

Enclosures:

- A Nomination form under the EPF, EPS, Gratuity, GSLIS
- B Form to be filled by Government Employees on First Appointment;
- C Undertaking (form) in accordance with the Indian Official Secret Act, 1923;
- D Form for address of Next Kith & Kin;
- E Acceptance Form for Provisional Offer of Appointment

## ANNEXURE- 44

## RATING SHEET FOR ASSESSMENT OF MTs DURING TRAINING

Category: UR / SC/ ST/ OBC/ PWD/ Ex-Servicemen (Tick the appropriate category)

<b>Post with Discipline</b>			
<b>No. of MTs</b>			
<b>Date(s) of Interview</b>			

Sl.No	Candidate Name	Staff No.	Category	DOB	Qualification	INTERVIEW MARKS	REMARKS
						100	

MEMBER

MEMBER

MEMBER

MEMBER SECRETARY

CHAIRMAN

NOTE:

1. A candidate in order to qualify for absorption must secure a minimum of 60% in the interview.
2. Concessions/relaxations as per the prescribed guidelines will be extended to Scheduled Caste/Scheduled Tribes & OBC candidates, while assessing their suitability for recruitment.
3. Separate assessment forms shall be used for each category of candidates (SC/ST/OBC/UR)

PRELIMINARY OFFER FOR FIXED TERM EMPLOYMENT

**BHARAT DYNAMICS LIMITED**  
A Govt. of India Enterprise  
Ministry of Defence,  
Kanchanbagh, Hyderabad- 500058,  
Andhra Pradesh, India

Ref No.:

Dated:

To,

Shri \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear Sir/ Madam,

Sub: Preliminary Offer for Fixed Term Employment to the post of \_<DESIGNATION (ON FIXED TERM )> with a Basic Pay of Rs. \_<amount> {open-ended) at ,<location> for a period of <number of months> months with effect from the date of reporting duty

1. With reference to your name sponsored by the <Government Agency> vide letter no.-<> dated <> / application dated \_\_\_\_\_ and the subsequent selection process you had with us, we are pleased to make a preliminary offer for Fixed Term Employment to you for the post of \_<DESIGNATION (ON FIXED TERM EMPLOYMENT)> at <location>, on the following terms and conditions:
  - i) Your basic pay will be Rs.\_\_\_\_\_ per month (open-ended) with an increment rate of 3% per annum, plus other allowance(s) as admissible from time to time;
  - ii) Your offer for fixed term employment, will be subject to your presenting a satisfactory medical report from BDL's Company Medical Officer, <location> in the enclosed format for Pre-Employment Medical Examination
  - iii) During the period of the fixed term employment, if you are absent without permission or if your services are not found satisfactory or not required by the Company, your services can be terminated by the company. Your services are terminable by giving 30 days notice or basic pay, on either side i.e. by you or the Management. In case of shorter notice, the liability will be restricted to payment for the proportionate period which falls short of notice period. If during the notice period you are absent without permission, your services can be terminated without notice. Further in the event of your giving notice of resignation, the Company will have the option to accept the resignation with immediate effect or at any time before the date of expiry of the notice period in which case you will be paid only for the period you actually worked.

- iv) This preliminary offer of appointment on fixed term employment is subject to getting confirmation from the concerned authorities, with regard to satisfactory verification of your character and antecedents.
- v) If you belong to Scheduled Caste/ Scheduled Tribe/ OBC (non-creamy layer), your fixed term employment will be provisional subject to the caste/ tribe/ OBC (non-creamy layer) certificates being verified through the proper channels and if the verification reveals that the claim of the candidate to belong to Scheduled Caste or Tribe or Other Backward Classes or not to belong to creamy layer is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificate(s).
- vi) You will be liable to serve in any position or Department or Division in any part of India or abroad at the discretion of the company;
- vii) Your fixed term employment will automatically get terminated on the expiry of the tenure of appointment and you shall have no claim to be continued in the service of the Company thereafter.
- viii) You are required to give an undertaking that you will not apply for any scholarship/appointment/commission elsewhere without first obtaining the written permission from the competent authority of the company;
- ix) During the period of fixed term employment, you will be governed by the rules and regulations of service of the company that may be in force and which may be amended, altered or extended from time to time and your acceptance of this offer carries with it your agreement to observe all such rules and regulations;
- x) You should intimate to this office changes, if any, that have taken place or that will take place in respect of the particulars furnished by you in your application/biodata for the post mentioned above;
- xi) If you are joining from Government offices or Public Sector Undertakings, you will be paid TA/DA as per rules of the Company. Other candidates working in Private Sector/ Joint Ventures are not eligible for TA/DA.
- xii) In case of suppression of any fact(s) with regard to qualification, experience, character & antecedents, age, etc. and if the Company comes to know about the same, subsequently at any time during the course of your fixed employment, your services are liable for termination.
- xiii) You are requested to send the following documents through post so as to reach this office on or before \_\_\_\_\_ failing which it would be presumed that you are not interested in this offer:-
  - a. A Certificate from local police station of the area where you are presently residing, certifying no adverse remarks against you and indicating the period of stay in that area,
  - b. Self-attested copies of two character-cum-identity certificates from two different Gazetted officers of Govt. (for having known you for at least six months on the date of signing the certificate). [ Note- The Gazetted Officer

who has signed the five Attestation Forms should not issue this Certificate]

- c. Copy of the offer letter signed (on each page);
  - d. Enclosed acceptance letter proforma duly signed;
  - e. Enclosed five (5) attestation forms duly filled in and signed [ Note- All the Attestation Forms should be signed by one Gazetted Officer]
  - f. Enclosed form of "Declaration of Employment in Foreign Missions" of your family members, duly filled in and signed
  - g. Enclosed Pre-Employment Medical Certificate duly signed by the appropriate authority (as mentioned in para 1 (ii) above), alongwith the original reports.
2. It may please be noted that this is only a Preliminary Offer for fixed term employment.

Yours faithfully,

**BHARAT DYNAMICS LIMITED**

<Signature>

<Name of the Signatory>

<Designation of the Signatory>

Enclosures: As mentioned above

ACCEPTANCE OF PRELIMINARY OFFER FOR FIXED TERM  
EMPLOYMENT

From:

To  
Head (HR- Planning & ED)  
Bharat Dynamics Limited,  
A Govt. of India Enterprise  
Ministry of Defence,  
Kanchanbagh, Hyderabad- 500058,  
Andhra Pradesh, India

Dear Sir,

Sub: Acceptance of Preliminary Offer to the post of \_<DESIGNATION (ON FIXED TERM EMPLOYMENT)> with a Basic Pay of Rs. \_<amount> {open-ended) at ,<location> for a period of <number of months> months with effect from the date of reporting duty

I hereby accept the Preliminary Offer for Fixed Term Employment made to me for the post of <DESIGNATION (ON FIXED TERM EMPLOYMENT)> vide letter No. \_\_\_\_\_ dt. \_\_\_\_\_,

I have understood the terms and conditions detailed in the said Preliminary Offer for Fixed Term Employment and agree to abide by the same.

As directed by you, please find enclosed the following documents:

- a) Copy of the preliminary offer letter signed (on each page);
- b) Five (5) attestation forms duly filled in and signed
- c) Form of "Declaration of Employment in Foreign Missions" of my family members, duly filled in and signed
- d) Enclosed Pre-Employment Medical Certificate duly signed by the BDL's Company Medical Officer, alongwith the original reports.

Yours faithfully,

Place:

Date:

PROVISIONAL OFFER FOR FIXED TERM EMPLOYMENT
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**BHARAT DYNAMICS LIMITED**

A Govt. of India Enterprise  
Ministry of Defence,  
Kanchanbagh, Hyderabad- 500058,  
Andhra Pradesh, India

Ref No.:

To,  
Shri \_\_\_\_\_  
\_\_\_\_\_

Dated:

Dear Sir,

Sub: Provisional Offer for Fixed Term Employment for the post of \_<DESIGNATION> (ON FIXED TERM EMPLOYMENT)> with a Basic Pay of Rs. \_<amount> {open-ended) at ,<location> for a period of <number of months> months with effect from the date of reporting duty

1. Further to the Preliminary Offer for Fixed Term Employment vide letter No.\_\_\_\_ dt.\_\_\_\_ and your acceptance of the same vide letter No.\_\_\_\_ dt.\_\_\_\_ we are pleased to offer you post of <designation> (ON FIXED TERM EMPLOYMENT)> at <location> for a period of <number of months> with effect from the date of reporting duty on the terms and conditions already conveyed to you.
2. Your basic pay will be Rs.\_\_\_\_\_ per month (open-ended) with an increment rate of 3% per annum, plus other allowance(s) as admissible from time to time;
3. You are requested to bring the following certificates/documents in original along with the enclosed forms duly filled in, when you report for duty:
  - i. A relieving certificate and a service certificate from your present employer, if any;
  - ii. Documentary evidence in proof of your date of birth;
  - iii. Documents/certificates in proof of your educational and professional/technical qualifications, previous experience, etc.
4. You are requested to report to <Name>, <Designation> for duty on <date> at <time>. In the event of your failure to report by the stipulated date & time, this offer will automatically stand cancelled and withdrawn.

Yours faithfully,

BHARAT DYNAMICS LIMITED

Enclosures:

- a. Nomination form under the EPF, EPS, Gratuity, GSLIS
- b. **Declaration of information on close relations**
- c. Undertaking (form) in accordance with the Indian Official Secret Act, 1923;
- d. Form for address of Next Kith & Kin;
- e. Acceptance Form for Provisional Offer of Appointment



ACCEPTANCE OF PROVISIONAL OFFER FOR FIXED TERM  
EMPLOYMENT

From:

To  
Head (HR- Planning & ED)  
Bharat Dynamics Limited,  
A Govt. of India Enterprise  
Ministry of Defence,  
Kanchanbagh, Hyderabad- 500058,  
Andhra Pradesh, India

Dear Sir,

Sub: Acceptance of Provisional Offer for Fixed Term Employment for the post of  
\_<DESIGNATION> (ON FIXED TERM EMPLOYMENT)> with a Basic Pay of Rs.  
\_<amount> {open-ended) at ,<location> for a period of <number of months>  
months with effect from the date of reporting duty

1. I hereby accept the Provisional Offer for Fixed Term Employment made to me vide letter No. \_\_\_\_\_ dt. \_\_\_\_\_.
2. The terms and conditions detailed in the Provisional Offer for Fixed Term Employment made to me vide offer letter No. \_\_\_\_\_ dt. \_\_\_\_\_ are understood by me and I agree to abide by the same.
3. I will report for duty with effect from \_\_\_\_\_ (Forenoon/ Afternoon), along with all the documents mentioned in the Provisional Offer for Fixed Term Employment

Yours faithfully,

Place:

Date:

**PERFORMANCE EVALUATION FORMAT FOR INDIVIDUALS ON FIXED TERM EMPLOYMENT**

Name: \_\_\_\_\_ Staff No.: \_\_\_\_\_  
 Date of Joining: \_\_\_\_\_ Period of Evaluation: \_\_\_\_\_ (mention 6 month period)  
 Department/ Division \_\_\_\_\_

	Assessment Criteria	Very Good		Good		Satisfactory		Poor		Very Poor	
		10	9	8	7	6	5	4	3	2	1
1	QUANTITY OF WORK										
	The extent to which the individual accomplishes assigned work of a specified quality within a specified time period										
2	QUALITY OF WORK										
	The extent to which the individual's work is well executed, thorough, effective, accurate										
3	KNOWLEDGE OF JOB										
	The extent to which the individual knows and demonstrates how and why to do all phases of assigned work, given the individual's length of time in his/her current position										
4	RELATIONS WITH SUPERVISOR										
	The manner in which the individual responds to supervisory directions and comments. The extent to which the individual seeks counsel from supervisor on ways to improve performance and follows same										
5	COOPERATION WITH OTHERS										
	The extent to which the individual gets along with other individuals. Consider the individual's tact, courtesy, and effectiveness in dealing with co-workers, subordinates supervisors, and customers										
6	ATTENDANCE AND RELIABILITY										
	The extent to which individual arrives on time and demonstrates consistent attendance; the extent to which the individual contacts supervisor on a timely basis when individual will be late or absent										
7	INITIATIVE AND CREATIVITY										
	The extent to which the individual is self- directed, resourceful and creative in meeting job objectives; consider how well the individual follows through on assignments and modifies or develops new ideas, methods, or procedures to effectively meet changing circumstances										
8	CAPACITY TO DEVELOP										
	The extent to which the individual demonstrates the ability and willingness to accept new/more complex duties/responsibilities										

Assessment Done by Immediate Reporting Officer— \_\_\_\_\_ Signature

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Signoff by Department Head \_\_\_\_\_ (Signature)

Signoff by Divisional Head \_\_\_\_\_ (Signature)

(To be forwarded to HR department after assessment and signoffs)

**RATING SHEET FOR ABSORPTION OF INDIVIDUALS ON FIXED TERM EMPLOYMENT**

Category: UR / SC/ ST/ OBC/ PWD/ Ex-Servicemen (Tick the appropriate category)

<b>Post</b>		<b>Number of Vacancies</b>	
<b>Division</b>		<b>Number called for interview</b>	
<b>Source of Applicants</b>		<b>Number Reported for interview</b>	
<b>Date of Interview</b>		<b>Number of candidates selected</b>	

Sl. No	Name	Call Letter No.	Category	DOB	Qualification	Interview Marks	Remarks
						100	
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>

CHAIRMAN                      MEMBER                      MEMBER                      MEMBER  
MEMBER SECRETARY

**Note:**

- Minimum qualifying marks in the interview is 60%.
- Concessions/relaxations as per the prescribed guidelines will be extended to Scheduled Caste/Scheduled Tribes & OBC candidates, while assessing their suitability for recruitment.
- The elements to be considered for interview will be in line with the interview assessment form for the respective wage group/ grade. The marks for the different elements should be prorated to 100 marks for this interview.
- Individual Interview assessment form should be filled by each committee member, compiled and signed-off.
- Separate rating sheets shall be used for each category of candidates (SC/ST/OBC/UR)

PROFORMA FOR OBTAINING INFORMATION FROM THE APPLICANT  
SEEKING EMPLOYMENT ON COMPASSIONATE GROUNDS

I. **Details of Deceased Employee:**

Name:  
Designation:  
St.No.:  
Date of Joining in BDL:  
Date of demise:  
Employee died in harness: Yes/No  
Reasons of demise:

II. **Terminal Benefits received:**

- a) Provident Fund
- b) Gratuity
- c) VL encashment
- d) Fatal Insurance Amount
- e) GSLIS/EDLIS
- f) Employees Benevolent Fund
- g) Any other payments received

III. **Monthly Family Pension Amount:**

IV. **Immovable Property :**

Sl.No.	Name of the Property	Address	Area in Sq. Yards / Acres / Sft..	Market Value	Income / Rentals from the property

V. **Movable Assets:**

- a) Jewellery : Weight\_\_\_\_\_ Value in Rs. \_\_\_\_\_
- b) Bank Deposits and interest thereon: Value in Rupees\_\_\_\_\_;
- c) 4 Wheeler / 2 Wheeler : Make\_\_\_\_\_ Model\_\_\_\_\_ Value in Rs.\_\_\_\_\_
- d) Any other Assets, to be specified : Value in Rs.\_\_\_\_\_

VI. **Total Monthly Income from all Sources:**

VII. **Family particulars of deceased employee including employment details:**

Sl.No.	Name	Relationship	D.O.B.	Qualfn.	Married / Unmarried	Employment Details	Income

VIII. **Relationship with the deceased employee for whom employment is requested with Name:**IX. **Contact Address with Tel No. / Mobile No.**X. **Any other information:**

I hereby certify that the information furnished above is true and correct to the best of my knowledge. In case the information provided above by me is found false and incorrect, suitable action as deemed fit, including termination of services (if provided employment) can be taken.

Signature of the applicant seeking employment on compassionate grounds

Place:

Name:

Dated:

Address:

PROFORMA FOR ASSESSING FINANCIAL DESTITUTION ON RELATIVE  
MERIT POINT SCALE

I. **Details of Deceased Employee:**

Name:

Designation:

St.No.:

Date of Joining in BDL:

Date of demise:

Employee died in harness: Yes/No

Reasons of demise:

SI.No.	Particulars	Maximum Marks	Marks Allotted
1.	<b>Family Pension</b>		
	Up to Rs. 1300	20	
	1301 - 1500	18	
	1501 - 1700	16	
	1701 - 1900	14	
	1901 - 2100	12	
	2101 - 2300	10	
	2301 - 2500	8	
	Above Rs.2500	6	
2	<b>Terminal Benefits</b>		
	Up to Rs.100000	10	
	100001-120000	9	
	120001-140000	8	
	140001-160000	7	
	160001-180000	6	
	180001-200000	5	
	200001-220000	4	
	220001-240000	3	
	240001-260000	2	
	260001-300000	1	
		Above Rs.300000	Nil
3.	<b>Monthly Income of earning member(s) and income from property:</b> (This does not include the monthly family pension/pension due to the death/MBO/missing of govt. servant, but any other pensions, income of all the family members (including earning members living separately) should be accounted)		
	No income	5	
	Rs. 1000 or less	4	
	Rs. 1001 to 2000	3	
	Rs.2001 to 3000	2	
	Rs.3001 to 4000	1	
	Rs. 4001 and above	Nil	
4.	<b>Movable/immovable property (Latest Market Value in Rs.)</b>		
	Up to 50000	10	
	50001-100000	8	
	100001-200000	6	

	200001 and above	3	
<b>5</b>	<b>No.of Dependents</b>		
	3 and above	15	
	2	10	
	1	5	
<b>6</b>	<b>No.of Unmarried Daughters</b>		
	3 and above	15	
	2	10	
	1	5	
	None	0	
<b>7</b>	<b>No. of Minor Children</b>		
	3 and above	15	
	2	10	
	1	5	
	None	0	
<b>8</b>	<b>Left over service</b>		
	0 –5 years	2	
	Over 5 & upto 10 years	4	
	Over 10 & upto 15 years	6	
	Over 15 & upto 20 years	8	
	Over 20 years	10	

The weightage fixed above for assessing comparative merit are subject to change keeping in view the instructions issued by DO P&T from time to time.

PROBATION EMPLOYEE PERFORMANCE EVALUATION FORM

Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
 Staff No.: \_\_\_\_\_ Department/ Division \_\_\_\_\_  
 Date of Joining: \_\_\_\_\_ End Date of probation: \_\_\_\_\_

	Assessment Criteria	Very Good		Good		Satisfactory		Poor		Very Poor	
		10	9	8	7	6	5	4	3	2	1
1	QUANTITY OF WORK										
	The extent to which the individual accomplishes assigned work of a specified quality within a specified time period										
2	QUALITY OF WORK										
	The extent to which the individual's work is well executed, thorough, effective, accurate										
3	KNOWLEDGE OF JOB										
	The extent to which the individual knows and demonstrates how and why to do all phases of assigned work, given the individual's length of time in his/her current position										
4	RELATIONS WITH SUPERVISOR										
	The manner in which the individual responds to supervisory directions and comments. The extent to which the individual seeks counsel from supervisor on ways to improve performance and follows same										
5	COOPERATION WITH OTHERS										
	The extent to which the individual gets along with other individuals. Consider the individual's tact, courtesy, and effectiveness in dealing with co-workers, subordinates supervisors, and customers										
6	ATTENDANCE AND RELIABILITY										
	The extent to which individual arrives on time and demonstrates consistent attendance; the extent to which the individual contacts supervisor on a timely basis when individual will be late or absent										
7	INITIATIVE AND CREATIVITY										
	The extent to which the individual is self- directed, resourceful and creative in meeting job objectives; consider how well the individual follows through on assignments and modifies or develops new ideas, methods, or procedures to effectively meet changing circumstances										
8	CAPACITY TO DEVELOP										
	The extent to which the individual demonstrates the ability and willingness to accept new/more complex duties/responsibilities										

Select the suitable option:

- May be confirmed                       Probation period may be extended

Assessment Done by Immediate Reporting Officer \_\_\_\_\_ Signature

Name: \_\_\_\_\_ Designation: \_\_\_\_\_

Signoff by Department Head \_\_\_\_\_ (Signature)

Signoff by Divisional Head \_\_\_\_\_ (Signature)

(To be forwarded to HR department after assessment and signoffs)



AGE AND EXPERIENCE FOR RECRUITMENT IN NON-EXECUTIVE CADRE

WAGE GROUP	WG-02 QUALIFICATIONS		WG-04 QUALIFICATIONS	
	Maximum Age	Minimum Experience	Maximum Age	Minimum Experience
WG-2	30	0	-	-
WG-3	33	2	-	-
WG-4	36	4	30	0
WG-5	39	6	33	2
WG-6	42	8	36	4
WG-7	45	10	39	6
WG-8	-	-	42	8
WG-9	-	-	45	10

Age relaxations applicable for SC/ST/OBC/PWD/Ex-Servicemen as per rules.