



COMPLETE ADVERTISEMENT MAY PLEASE BE READ BEFORE FILLING UP ONLINE APPLICATION

**BHARAT DYNAMICS LIMITED  
KANCHANBAGH: HYDERABAD  
(A Govt. of India Enterprise)  
Ministry of Defence**

Bharat Dynamics Limited (BDL), a Miniratna Category-I Public Sector Enterprise, was incorporated in the year 1970 under the Ministry of Defence (MoD), Government of India. A pioneer in the manufacture of Anti-Tank Guided Missiles, today, BDL has evolved as a conglomerate, manufacturing ATGMs of later generations, Strategic Weapons, Launchers, Underwater Weapons, Decoys and Test Equipments. BDL is engaged in manufacturing of Missiles Systems and other sophisticated equipments vital for the Defence of the Country and is amongst a few Industries in the World having capabilities to produce State of the Art Guided Weapons Systems. The customers of the Organization are all three wings of the Armed Forces. BDL is a fast growing Company, with a healthy Order Book position and huge expansion plans. The Company is poised to enter new avenues of manufacturing, covering a wide range of Weapon Systems making it a World Class Defence Equipment Manufacturer.

BDL offers a Challenging and Rewarding career to dynamic individuals to contribute towards Nation building in the field of Strategic Defence Equipments. Selected candidates will be posted to any of Units/ Offices of the Company i.e. at Kanchanbagh (Hyderabad, T.S.), Bhanur (Medak District, T.S.), Naval Visakhapatnam (A.P.), Amaravathi (Maharashtra), Liaison Office (New Delhi) or New upcoming project locations across India as per requirement of the Company.

**Eligible and interested candidates are required to apply online. Online Applications Opens from 20 Sep 2016 at 1000 hrs & Closes on 05 Oct 2016 at 1600 hrs.**

**A. DETAILS OF VACANCIES FOR PERMANENT POSTS:**

SL. NO.	DESIGNATION (POST)	GRADE	VACANCIES	RESERVATION	SCALE OF PAY (Increment % p.a. in `)	APPX. CTC (In ` p.a. at minimum of Basic Pay)
1	GENERAL MANAGER (P&A)	VIII	1	UR	43200-3%- 66000	19.62 lacs
2	DY. GENERAL MANAGER (P&A)	VI	1	SC	32900-3%- 58000	14.94 lacs
3	DY. MANAGER (MECHANICAL)	III	2	UR-3, SC-2	20600-3%-46500	9.42 lacs
4	DY. MANAGER (ELECTRICAL)		2			
5	DY. MANAGER (ELECTRONICS)		1			
6	JUNIOR MANAGER (OL)	I	2	UR-2, OBC-2	12600-3%-32500	5.86 lacs
7	SAFETY OFFICER		2			

- Out of the total 11 vacancies advertised, ONE (01 no.) vacancy is reserved for candidates with Locomotor Disability or Cerebral Palsy.

**B. DETAILS OF VACANCIES FOR FIXED TERM/ TENURE EMPLOYMENT POSTS (INITIALLY FOR A PERIOD OF 2 YEARS):**

SL. NO.	DESIGNATION (POST)	GRADE	VACANCIES	RESERVATION	SCALE OF PAY (Increment % p.a. in `)
1	MANAGER (CIVIL)- FT	IV	1	UR	24900 - 3% - 50500
2	DY. MANAGER (CIVIL)-FT	III	1	UR	20600 - 3% - 46500

- The number of vacancies indicated at points A & B above are tentative and actual requirement may vary based on further assessment.
- Pay scales are due for revision w.e.f. 01.01.2017.

**C. AGE LIMIT & AGE RELAXATIONS: Age will be reckoned as on 05 Oct 2016:**

Designation	Posts in Grade	Upper Age Limit (in years)			
		GEN	OBC (Non-Creamy layer)	SC	ST
GENERAL MANAGER (P&A)	VIII	54	54	54	54
DY. GENERAL MANAGER (P&A)	VI	-	-	55	-
DY. MANAGERS	III	35	35	40	35
JUNIOR MANAGER (OL)	I	40	43	40	40
SAFETY OFFICER	I	30	33	30	30

Designation	Posts in Grade	Upper Age Limit (in years)			
		GEN	OBC (Non-Creamy layer)	SC	ST
MANAGER (CIVIL)- FT	IV	40	40	40	40
DY. MANAGER (CIVIL)- FT	III	35	35	35	35

- For PWD candidates:** In respect of Persons with Locomotor Disability or Cerebral Palsy, upper age limit is relaxable by 10 years, for all the posts advertised, which is over and above the relaxation admissible for candidates belonging to SC/OBC (Non-Creamy layer) wherever applicable.
- For getting the reservation benefits under OBC category:
  - The name of caste and community of the candidate must appear in the Central list of Other Backward Classes and the candidate must not belong to creamy layer (to see list of approved OBC caste/community name in the central list, log on to [www.ncbc.nic.in](http://www.ncbc.nic.in)).



- (b) The candidates need to furnish their OBC – Non Creamy Layer (NCL) certificate (not more than 06 months old as per the format prescribed by Government of India (this format can be downloaded from BDL website <http://bdl-india.com/>). The certificate should have been issued on or after **05 April 2016**.
- iii) Relaxation in age will be extended as per extant Govt. rules in respect of Ex-Servicemen/Commissioned Officers/ECOs/SSCOs who have rendered at least 5 years of Military service and have been released on completion of assignment (including those where assignment is due to be completed within 6 months), otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disabilities attributable to military service or an invalidment.
- iv) Upper age limit is relaxable by 5 years for the candidates who had ordinarily been domiciled in the state of Jammu & Kashmir during the period from 1/1/1980 to 31/12/1989.
- v) The maximum age limit for Internal Candidates will be 55 years.

#### **D. QUALIFICATION:**

The essential Qualification and Post-Qualification Executive experience for the posts are as indicated hereunder:

SL. NO.	DESIGNATION (POST)	GRADE	ESSENTIAL QUALIFICATION	POST QUALIFICATION EXPERIENCE
1	GENERAL MANAGER (P&A)	VIII	<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>	<ul style="list-style-type: none"> <li>• Minimum 18 years of Post Qualification Executive experience in Medium/Heavy Industries preferably in PSUs in the relevant area with minimum 1 (one) year in the immediate lower pay scale or equivalent.</li> </ul>
2	DY. GENERAL MANAGER (P&A)	VI	<ul style="list-style-type: none"> <li>• First Class Bachelor's Degree in Engineering/ Technology or Five year integrated Course in Engineering or Technology in the discipline of Mechanical Engineering or equivalent course from a recognized University/ Institute.</li> <li><b>Desirable Qualification:</b></li> <li>• Post Graduation (M.E/ M.Tech/ MS) in Mechanical Systems Design / Machine &amp; Mechanisms Design / Tool Design / Tool Engineering / CAD / CAM / CAE / Aeronautical Engineering / Aerospace Engineering.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 14 years of Post Qualification Executive experience in Medium/Heavy Industries preferably in PSUs in the relevant area with minimum 1 (one) year in the immediate lower pay scale or equivalent.</li> </ul>
3	DY. MANAGER (MECHANICAL)	III	<ul style="list-style-type: none"> <li>• First Class Bachelor's Degree in Engineering/ Technology or Five year integrated Course in Engineering or Technology in the discipline of Electrical Engineering or equivalent course from a recognized University/ Institute.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 5 years of Post Qualification Executive experience in Medium/Heavy Industries preferably in PSUs with minimum 1 year in the immediate lower pay scale or equivalent in the areas of Design and Analysis of Mechanical components, Assemblies and Mechanisms using CAD/ CAE packages like UGNX/ AUTODESK INVENTOR/ SOLID WORKS/ ANSYS/ FLUENT. The candidate should have been responsible for producing Mechanical Engineering Designs in CAD, Detail manufacturing systems and processing techniques. FEA Analysts should have hands on experience in stress analysis, dynamic analysis/Experience in Design &amp; Development of Closed Loop feedback systems/ experience in design of MIMO, SISO, SIMO, MISO systems.</li> </ul>
4	DY. MANAGER (ELECTRICAL)	III	<ul style="list-style-type: none"> <li>• First Class Bachelor's Degree in Engineering/ Technology or Five year integrated Course in Engineering or Technology in the discipline of Electrical Engineering or equivalent course from a recognized University/ Institute.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 5 years of Post Qualification Executive experience in Medium/Heavy Industries preferably in PSUs with minimum 1 year in the immediate lower pay scale or equivalent in Electrical maintenance of any large/ medium scale factory/ industry preferably in production/ assembly areas. Exposure to HT/ LT Sub-stations, DG sets, AC plants, Air Compressors, Cranes is an added advantage. Knowledge of CNC, PLC, Control systems, ISO is desirable.</li> </ul>
5	DY. MANAGER (ELECTRONICS)	III	<ul style="list-style-type: none"> <li>• First Class Bachelor's Degree in Engineering/ Technology or Five year integrated Course in Engineering or Technology in the discipline of Electronics Engineering or equivalent course from a recognized University/ Institute.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum 5 years of Post Qualification Executive experience in Medium/Heavy Industries preferably in PSUs with minimum 1 year in the immediate lower pay scale or equivalent in CNC/ Conventional machines maintenance in any large/ medium scale factory/ industry. Exposure on maintenance of service equipments viz. Sub-stations, DG sets, AC plants, Air compressors, Cranes is an added advantage. Knowledge of PLC, Microprocessors, Electronic Drives, ISO is desirable.</li> </ul>



SL. NO.	DESIGNATION (POST)	GRADE	ESSENTIAL QUALIFICATION	POST QUALIFICATION EXPERIENCE
6	JUNIOR MANAGER (OL)	I	<ul style="list-style-type: none"> <li>MA (Hindi)/ MA (FHT) from a recognized University with English as a subject at degree level and PG Diploma in Translation from a recognized University/Institute.</li> <li>(OR)</li> <li>MA (English) from a recognized University with Hindi as a subject at degree level and PG Diploma in Translation from a recognized University/Institute.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 2 years of Post Qualification experience in 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>
7	SAFETY OFFICER	I	<ul style="list-style-type: none"> <li>Degree in any branch of Engineering or Technology from a recognized University / Institute with Diploma or Certificate in Industrial Safety or equivalent of duration not less than one year awarded by any University incorporated under the Central or State Acts or Department of Technical Education or Board of Technical Education of any State Government of India</li> <li>(OR)</li> <li>Degree in Physics or Chemistry from a recognized University / Institute with Diploma or Certificate in Industrial Safety or equivalent of duration not less than one year awarded by any University incorporated under the Central or State Acts or Department of Technical Education or Board of Technical Education of any State Government of India.</li> </ul>	<ul style="list-style-type: none"> <li>Practical experience of working in manufacturing or maintenance or safety department of a factory, in supervisory capacity for a period of not less than two years. Adequate knowledge of Telugu language is essential.</li> <li>Practical experience of working in manufacturing or maintenance or safety department of a factory in supervisory capacity for a period of not less than three years. Adequate knowledge of Telugu language is essential.</li> </ul>
8	MANAGER (CIVIL)- FT	IV	<ul style="list-style-type: none"> <li>First Class Bachelor's Degree in Engineering or Technology or Five year integrated Course in Engineering or Technology in the discipline of Civil Engineering from a recognized University/ Institute.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 7 years of Post Qualification Executive experience in the areas of Building Construction works and related activities out of which at least 2 years experience in construction of Industrial Buildings. Experience in co-ordination with Consultants, dealing with Contractors, preparing estimation, tendering, rate analysis and contract management of construction activities, etc. will be an added advantage.</li> </ul>
9	DEPUTY MANAGER (CIVIL)- FT	III		<ul style="list-style-type: none"> <li>Minimum 5 years of Post Qualification Executive experience in the areas of Building Construction works and related activities out of which at least 1 year experience in construction of Industrial Buildings. Experience in co-ordination with Consultants, dealing with Contractors, preparing estimation, tendering, rate analysis and contract management of construction activities, etc. will be an added advantage.</li> </ul>

10. The courses mentioned above should be of **full time Regular courses only** and should be recognized by State/Central government/UGC/AICTE (University incorporated by an Act of the Central or State Legislature in India or other Educational Institutions established by an Act of Parliament or declared to be deemed as Universities under Section 3 of the University Grants Commission Act, 1956). In case of any dispute regarding admissibility of any particular qualification, the decision of Management shall be final and binding.

11. "First Class" to be read as "60% marks in aggregate" for UR/OBC (Non-Creamy layer)/ ST candidates and "55% marks in aggregate" for SC candidates with respect to posts reserved for that category.

**12. Equivalent Qualifications in Mechanical, Electrical and Electronics Engineering:**

BDL Discipline	Disciplines of Engineering considered as equivalent by BDL
<b>Mechanical</b>	1. Mechanical Engineering; 2. Industrial and Production Engineering; 3. Mechanical Production and Tool Engineering; 4. Production Engineering; 5. Production Technology Manufacturing Engineering; 6. Production and Industrial Engineering; 7.Manufacturing Technology; 8. Aerospace Engineering; 9. Aeronautical Engineering
<b>Electrical</b>	1. Electrical Engineering; 2. Electrical & Electronics Engineering; 3. Electrical, Instrumentation & Control Engineering
<b>Electronics</b>	1. Electronics Engineering; 2.Electronics & Communication Engineering; 3. Electronics & Instrumentation Engineering; 4. Electronics Design & Technology Engineering; 5. Applied Electronics Engineering; 6. Electronics & Telecommunication Engineering; 7. Electronics & Control Engineering

13. Out of the total number of post qualification experience required, candidate working in any Government department/ PSU should possess a minimum of 1 year relevant experience in the following pay scales or equivalent:



Sl. No.	Post applied for in Grade	Grade	1 year experience in pay Scale of
A	GENERAL MANAGER (P&A)	VIII	36600-3%-62000 or equivalent
B	DY. GENERAL MANAGER (P&A)	VI	29100-3%-54500 or equivalent
C	DY. MANAGERS	III	16400-3%-40500 or equivalent

Sl. No.	Post applied for in Grade	Grade	1 year experience in pay Scale of
A	MANAGER (CIVIL)-FT	IV	20600-3%-46500 or equivalent
B	DY. MANAGER (CIVIL)- FT	III	16400-3%-40500 or equivalent

14. The Fixed Term/ Tenure Employment of the individual will be for a definite period defined under the terms and conditions. On completion of the tenure, the Fixed Term/ Tenure Employment of the individual will automatically cease, unless intimated otherwise in writing. **There will not be any commitment to the candidate either for absorption as permanent employee or for extension of term. The posts are transferable to any part of India.**
15. The eligibility of a candidate from Private Organization will be determined taking into account the Cost to Company drawn, the designation, nature of work and experience etc.
16. **Any Contract/Training/Consultancy experience will not** be taken into consideration for calculation of post qualification executive experience.

#### **E. SELECTION PROCESS:**

- a. For the posts of General Manager, Dy.General Manager, Manager (FT post) and Deputy Managers (including FT post):**
- Selection will be on the performance in **Interview**.
  - Screening will be based on the Educational qualification and experience details provided by the candidate; hence, it is necessary that applicants should furnish only accurate, full and correct information.
- b. For posts in Grade-I:**
- Selection will be based on **Written Test**.
  - The test will be of 100 Marks and will be for Two Hours duration.
    - JUNIOR MANAGER (OL) POST:** The test will be Descriptive in nature (Hindi related Subjects).
    - SAFETY OFFICER POSTS:** The test will be in two parts:
      - Part-I (Objective Type) : 30 Marks  
(English language Usage, Numerical Ability, General Knowledge, Logical Reasoning and Aptitude)
      - Part-II (Subjective Type) : 70 marks  
(Safety related Subjects)
  - Minimum qualifying marks for Written Test is 60% for General/ SC/ ST Candidates and 50% for OBC (Non-Creamy layer).
  - The final selection of the candidate(s) will be based on the merit in Written Test.
  - TEST CENTER:** Hyderabad. BDL reserves the right to add/ cancel any Centre.

#### **F. PAY & PERKS:**

- FOR EXECUTIVES RECRUITED FOR PERMANENT POSTS:**
  - In addition to Basic Pay and DA, HRA as admissible will be paid. Company accommodation is provided at Bhanur Unit at the prescribed rates and HRA is not applicable at Bhanur Unit.
  - In case of Grade VIII, VI, III & I, perks @ 47% on Basic Pay and Performance Related Pay as per Company Rules will be paid. Other facilities viz., PF, Gratuity, Medical facilities etc are applicable as per rules.
  - Besides Contributory Provident Fund and Gratuity, employees who superannuate from BDL after rendering a minimum of 15 years of service will also be entitled to Pension and Post Retirement Medical Benefits under defined Contributory Scheme of the Company.
- FOR EXECUTIVES RECRUITED ON FIXED TERM BASIS:**
  - In addition to Basic Pay, DA and other allowances as admissible will be paid. Annual increment at the rate of 3% per annum will be paid based on performance evaluation. Company accommodation is provided at Bhanur Unit at the prescribed rates (on availability basis).
  - Perks @ 47% on Basic Pay as per Company Rules will be paid. Other facilities viz., PF, Gratuity, Medical facilities etc. are applicable as per rules.
- All the above benefits will be governed by the policy of the Company in force and amended from time to time.

#### **G. MEDICAL STANDARDS:**

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.

The definition of Locomotor Disability or Cerebral Palsy for Persons with disability is as per 'The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995'. Persons with not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation.



The Persons with disability are required to furnish self-attested copy of duly stamped Medical Certificate in relation to their disability from Government Hospital or Medical Board attached to Special Employment Exchange for the handicapped.

#### **H. APPLICATION FEE (C):**

Application fee of `500/- is to be paid online by Debit Card/ Credit Card/ Net Banking /SBI Challan. Candidates belonging to **SC/ ST/ PWD/ Ex-Servicemen/ Internal Employees are exempted** from payment of Application Fee.

Application fee is **non-refundable**; therefore candidates are requested to verify their eligibility thoroughly before making any payment. The candidature of applicants submitting fee of lesser amount or depositing fee through any other mode other than the prescribed method, will be rejected.

#### **I. GENERAL CONDITIONS:**

1. Management reserves the right to raise the minimum eligibility standards, to fill or not fill all or any of the above positions and cancel/ restrict/ enlarge/ modify/ alter the recruitment/ selection process without any further notice or assigning any reasons whatsoever.
2. 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.
3. Applicants employed in Government, Semi-Government Organizations & Public Sector Undertakings should apply **through proper channel** or produce '**No Objection Certificate**' at the time of Interview.
4. Relaxation in age and percentage in qualifying degree etc. shall not be extended to candidates from reserved categories (SC, ST, OBC) applying for disciplines in which reserved posts are not available and such SC/ ST/ OBC category candidates will be treated as General category candidates. However, exemption in application fee will be extended as applicable.
5. The maximum age limit including all relaxations as applicable should not exceed 55 years of age at the time of recruitment.
6. Candidates seeking reservation as SC/OBC (Non-Creamy Layer), will have to submit caste certificate, ONLY in the Prescribed Proforma meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidates caste, the Act/Order under which the caste is recognized as SC/OBC and the Village/Town the candidate is ordinarily a resident of.
7. Relaxations as applicable to SC/OBCs (Non-Creamy Layer candidates) will be extended to candidates on submission of Caste / Community Certificate. The candidate should enclose copy of his/her category certificate i.e. SC/OBC (NCL)/PWD as a proof of his/her claim. An application form claiming concession but without a self attested copy of valid SC/OBC (NCL)/PWD and in prescribed format will be summarily rejected.
8. Candidates must note that BDL follows only Central Government list, NOT State Governments list for SC/OBC. Similarly, candidates applying under Persons with Disability category may note that Government of India rules will be applicable for any concession in this regard.
9. Appointment of selected candidates is subject to verification of Caste and Character & Antecedents as the case may be with the Concerned Authorities, as per the Rules of the Company.
10. 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 Hindi or English.
11. Candidates who have **appeared/ appearing in their final year** and whose **results are awaited are not eligible to apply**.
12. Candidates possessing **Part Time/Correspondence/ Distance Education courses** are **not eligible** to apply.
13. Wherever CGPA/OGPA/CPI/DGPA or letter grade in a qualifying degree is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/Institute. Candidates are required to submit a certificate to this effect from the University/ Institute at the time of Interview.
14. For **calculation of aggregate marks** –  
Total marks obtained in all Semesters/Years/Corresponding CGPA Ratings  
----- X 100  
Maximum marks (cumulative of all Semesters/Years/Corresponding CGPA Ratings)  
No rounding off will be done. No weightage will be given to any particular Semester or Year.
15. In case there is no mention of specialization in the qualifying degree as required in the minimum Essential Qualification above, candidates must submit a certificate at the time of interview from their University/Institution with a clear mention of their specialization in the Qualifying degree.
16. The candidates are required to apply **ONLINE ONLY**. No manual / paper applications will be entertained directly unless registered and applied **ONLINE**.
17. All details given in the Online Application Form will be treated as final and no changes will be allowed. Therefore the candidates are advised to fill all details in the Application Form carefully.
18. Mere fulfillment of qualifications and other requirements laid down, submission of application will not entail a right for claiming interview/ appointment.
19. Candidates are required to apply against only one post in response to the above advertisement. Please note that the candidature of the candidate is liable to be cancelled if he/ she submits more than one application for the same post.
20. The applicants working in private sector should be drawing CTC (only monetary/ cash part) comparable to CTC of the immediate lower grade of the post for which they are applying. They should indicate their experience along with the Annual Turnover of the Organization (wherever applicable), Industry type, Organization structure and their position in the Organization hierarchy and function details in a separate sheet and attach the same to Bio-data (Annexure-I).
21. The experience mentioned against the post excludes any kind of traineeship including Management Trainee/ Graduate Engineer Trainee/ Apprenticeship etc.



22. Candidates not fulfilling the essential eligibility criteria can be debarred ab-initio or at any stage of the recruitment process.
23. Management reserves the right to call for any additional documentary evidence in support of education, experience etc. of the applicants.
24. Candidature of the registered candidates may also be liable to be rejected if registered without application fee (if applicable).
25. If the information furnished by the candidate in any part is found to be false or incomplete or is not found to be in conformity with the eligibility criteria mentioned in the advertisement, the candidature/appointment will be considered as revoked/terminated at any stage of recruitment process or after recruitment/joining, without any reference given to the candidate.
26. Only Indian Nationals need apply.
27. All posts require good communication skills.
28. Age, Qualification & Experience stipulated above should be as on **05 Oct 2016**.
29. In case of Internal Employees, Qualification shall be considered as per Company Rules.
30. Any or all Corrigendum/Amendments related to this recruitment process will only be given on our official Website i.e. <http://bdl-india.com>
31. In case any ambiguity/ dispute arises on account of interpretation in versions other than English, the English Version will prevail.
32. 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, which shall have sole and exclusive jurisdiction to try any cause/ dispute.
33. No correspondence in any matter is allowed.
34. Canvassing in any manner would lead to disqualification of candidature.
35. The selection process and other rules will be followed as per the Recruitment Rules of the Company. Recruitment Rules are available on our website <http://bdl-india.com/bdlmanuals.htm>

#### **I. MANDATORY DOCUMENTS:**

Candidates are required to send the following mandatory documents by post without which application will not be considered for selection process:

- i. Duly signed Print Out of the Registration Slip.
- ii. Self-Attested copies of the following documents / certificates in proper and prescribed formats are to be enclosed.
  - a. Copy of Date of Birth (Birth Certificate (or) SSLC / Matriculation Marks List / as applicable).
  - b. Copies of Qualification documents (X<sup>th</sup>, XII<sup>th</sup> or equivalent course certificates, Qualifying Degree Certificate along with consolidated semester-wise marks statement and additional Degree certificates if any, along with consolidated semester-wise marks statement).
  - c. Copy (s) of Experience certificates from the present / previous employer(s), if any (Offer Letter, Joining report, Posting Order, Relieving letter, Service Certificate etc). In case of Training period/ Apprenticeship period, please provide certificate of Absorption/ Completion.
  - 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 the SC/ ST/ OBC (Non-Creamy Layer Candidates)/ Disability certificate either in Hindi or English if it is been issued in other language.
  - i. If the certificates/ letters mentioned above have been issued in any language other than Hindi/ English, the candidates will be required to submit a self certified translated copy of the same in Hindi/ English.
  - j. Filled in Bio-Data as per proforma at Annexure – I and latest Resume.

#### **J. HOW TO APPLY:**

**Online Application Opens from 20 Sep 2016 (1000 hrs) & Closes on 05 Oct 2016 (1600 hrs).**

Applications should be submitted strictly **ONLINE**. Applications will not be accepted through any other mode.

- STEP-1:** Logon to <http://bdl-india.com>
- STEP-2:** Click on “Careers” > “Recruitments” and subsequently enter on relevant post being applied.
- STEP-3:** Read the Advertisement carefully and be ready with the mandatory documents mentioned above and then click on “Register Online” & fill up the Online Application Form with all your details.
- STEP-4:** Click **SUBMIT**. On submission and acceptance of application, the system will generate Registration Number and Registration Slip. **Note down** the registration number and **take a print** of the **Registration Slip**.
- STEP-5:** Please save the Registration Slip on to your local system for future printing/reference.
- STEP-6:** Follow the instructions for making payment (not applicable for candidates eligible for fee exemption):
- Click on the ‘Payment Link’ given.
  - On clicking the link, **STATE BANK COLLECT** page will open.
  - At the end of COLLECT page a **Check Box** (  ) will be there. Click on the Check Box to proceed for payment. Then Click on ‘**PROCEED**’ button.
  - Select Payment Category as ‘**Application Fee**’.
  - A new page will open with **BDL’s LOGO** on it. Enter your details like Registration ID, Name, Date of Birth etc and then click on ‘**SUBMIT**’ button.
  - COLLECT page will ask for your confirmation, and then click on ‘**CONFIRM**’ button.
  - On confirmation, State Bank Collect **MOPS (Multi Option Payment System)** will open.



- Choose your Payment Option/Method and proceed for Payment.
- If you choose “OTHER PAYMENT MODES” option, then a page will open wherein a pdf. document named ‘Pre-Acknowledgement Form’ will be there.
- **Save and take a print out of the ‘Pre-Acknowledgement Form’.** Now take the print out of the Form and visit any SBI Branch for payment of your Application Fee.

**STEP-7:** Download the ‘Bio-data Proforma’ (Annexure-I) from the website and fill it up. Paste a recent passport size photograph on the registration slip and the Caste [SC/ST/OBC (Non-Creamy Layer)] or PWD certificate (as applicable).

**STEP-8:** Mention your name and registration number on the reverse side of the all the certificates attached to the Application Form.

**STEP-9:** Please forward the application along with all documents mentioned above by post to the address - “AGM (HRD), Bharat Dynamics Limited, Kanchanbagh, Hyderabad-500058” so as to reach here latest by **12 Oct 2016**. The envelope containing application should be superscribed with “Application for the post being applied in **bold letters**”. **In case of non-receipt of the Registration slip, Bio-Data form with other mandatory documents by BDL within the stipulated date (i.e. 12 Oct 2016), his/ her online application is liable to be rejected.**

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 call letter for Interview can be sent. BDL will not be responsible for bouncing/loss of any e-mail sent to the candidates due to invalid / wrong email ID provided by the candidate or delivery of e-mail to spam / bulk mail folder or for delay / not 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.

**NOTE: CANDIDATES MUST NOTE DOWN THEIR REGISTRATION NUMBER AND SAVE A COPY OF REGISTRATION SLIP FOR FUTURE PRINTING/REFERENCE. CANDIDATES WHO PAID THEIR APPLICATION FEE THROUGH SBI MULTI OPTION PAYMENT MODE HAVE TO KEEP THE CANDIDATES COPY WITH THEM.**

#### **K. IMPORTANT DATES:**

<b>Milestones</b>	<b>Schedule date</b>
On-line submission of applications commences	20 September 2016 at 10:00 AM
Closing of On-line Submission of application	05 October 2016 at 4:00 PM
Last date of submission of relevant documents	12 October 2016 at 4:00 PM
Tentative date for Written Tests and Interviews for the advertised posts will be hosted in the Company website in due course. Please check our website for further updates.	

*\*Any further information/ Update/ Corrigendum/ Addendum if any, with regard to this advertisement and Selection Process if any will be uploaded only on BDL Website <http://bdl-india.com>. Please check our website for regular updates.*

*For assistance in case of queries or difficulty while applying Online, you can write to us at [careers.bdl@bdl-india.com](mailto:careers.bdl@bdl-india.com)*

PLG.&E.D./ADVT.No.2016-1

**BHARAT DYNAMICS LIMITED**

**FORCE BEHIND PEACE**

**[CLICK HERE FOR ONLINE REGISTRATION \(Opens on 20 Sep 2016\)](#)**