



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

**COMPLETE ADVERTISEMENT MUST BE READ BEFORE FILLING UP ONLINE APPLICATION**

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, Government of India.

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 Unit (Medak District, T.S.), Visakhapatnam Unit (A.P.), Ibrahimpatnam, (R.R District, T.S), 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 14 Oct 2017 at 1000 hrs & Closes on 28 Oct 2017 at 1600 hrs.**

**A. DETAILS OF VACANCIES**

Sl. No.	Name of the Post	Grade	Vacancies	Reservation	Scale of Pay (Un-revised) IDA Pattern (Increment 3% p.a. in `)	Apprx. CTC P.A. at minimum of Basic Pay in `
1	Executive Director (P&A)	IX	1	UR	51300-73000	23.13 lacs
2	Company Secretary	VI	1	UR	32900- 58000	14.80 lacs
3	Dy. General Manager (P&A)	VI	1	SC	32900- 58000	14.80 lacs
4	Sr. Manager (Finance)	V	2	UR	29100-54500	13.08 lacs
5	Manager (Finance)	IV		UR-1, SC-1	24900-50500	11.18 lacs
6	Manager (Business Development)	IV	1	UR	24900-50500	11.18 lacs
7	Manager (Safety)	IV	3	UR-2, OBC-1	24900-50500	11.18 lacs
8	Dy. Manager (Safety)	III		UR-2,OBC-1	20600-46500	9.24 lacs
9	Assistant Manager (Safety)	II		UR-1,OBC-1,ST-1	16400-40500	7.36 lacs
10	Manager (Civil)	IV	2	UR-1,OBC-1	24900- 50500	11.18 lacs
11	Dy. Manager (Civil)	III		UR-1, SC-1	20600-46500	9.24 lacs
12	Dy. Manager (Electrical)	III	1	UR-10 OBC-5 SC-1 ST-1	20600-46500	9.24 lacs
13	Dy. Manager (Electronics)	III	10			
14	Dy. Manager (Finance)	III	1			
15	Dy. Manager (P&A)	III	5			
16	MT (Electrical)	II	2	UR-14 OBC-5 SC-5	16400-40500	7.36 lacs (on absorption of MTs in Grade-II)
17	MT (Electronics)	II	9			
18	MT (Computer Science)	II	3			
19	MT (Optics)	II	1			
20	MT (Finance)	II	8			
21	MT (Company Secretary)	II	1			

**Abbreviations Used :** Sr.=Senior, Dy.=Deputy, MT=Management Trainee, UR=Unreserved, SC=Scheduled Caste, ST=Scheduled Tribe, OBC= Other Backward Caste

- Out of the total 52 vacancies advertised, the number of vacancies reserved for Persons with Disability are 1 for Visually Impaired (VH), 1 for Hearing Impaired (HH) and 2 for Loco-Motor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy (OH).
- Pay scales are due for revision w.e.f. 01.01.2017.

**B. AGE LIMIT & AGE RELAXATIONS: Age will be reckoned as on 28 Oct 2017:**

Name of the Post	Posts in Grade	Upper Age Limit (in years)			
		GEN	OBC (NCL)	SC	ST
Executive Director (P&A)	IX	55	55	55	55
Company Secretary	VI	50	50	50	50
Dy. General Manager (P&A)	VI	--	--	55	--
Sr. Manager (Finance)	V	45	45	45	45
Manager (Finance)	IV	40	40	45	40
Manager (Business Development)	IV	40	40	40	40
Manager (Safety) / (Civil)	IV	40	43	40	40
Dy. Manager (Safety)	III	35	38	35	35
Dy. Manager (Civil)	III	35	35	40	35
Dy. Managers (Electrical /Electronics /Finance/ P&A)	III	35	38	40	40



Name of the Post	Posts in Grade	Upper Age Limit (in years)			
		GEN	OBC (NCL)	SC	ST
Assistant Manager (Safety)	II	28	31	28	33
MT (Electrical /Electronics /Comp.Sc./Optics) AND MT (Finance) with MBA / PG Degree/PG Diploma	II	27	30	32	27
MT (Finance) with CA / ICWAI qualification AND MT (Company Secretary)	II	28	31	33	28

- i) **For PWD candidates:** In respect of Persons with Disability (PWD), **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/ST/OBC (Non-Creamy layer) wherever applicable.
- ii) Relaxation in age will be extended to Ex-servicemen as per extant Govt. Rules. 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 disability attributable to military service or an invalidment are eligible for relaxation of the upper age limit upto 5 years for selection as Management Trainees.
- iii) 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 on submission of domicile certificate.
- iv) The maximum age limit for Internal Candidates will be 55 years
- v) The maximum age limit of the applicant shall not exceed 55 years including all possible age relaxations.

### **C. QUALIFICATION & POST QUALIFICATION EXECUTIVE EXPERIENCE (as on 28-10-2017):**

- i) The Essential Qualification and Post-Qualification Executive experiences for posts are as indicated hereunder:

Sl No.	Name of the Post	Grade	Essential Qualification	Post Qualification Experience
1	Executive Director (P&A)	IX	<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 <b>2 years</b> duration from University/Institution recognized by Government.</li> <li>• Desirable - Graduate in Law</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum <b>20 years [for Executive Director (P&amp;A)] / 14 Years [for Dy. General Manager (P&amp;A)] / 5 years [for Dy. Manager (P&amp;A)]</b> of Post Qualification Executive experience in Medium/Heavy Industries preferably in PSUs in the relevant area.</li> <li>For Dy. Manager (P&amp;A), Experience in the following areas will have advantage:               <ul style="list-style-type: none"> <li>-SAP HR Module or</li> <li>-Disciplinary and Legal Matters (Service conditions, RTI, Labour Cases etc.)</li> </ul> </li> </ul>
2	Dy. General Manager (P&A)	VI		
3	Dy. Manager (P&A)	III		
4	Company Secretary	VI	<ul style="list-style-type: none"> <li>• Membership of the Institute of Company Secretaries of India.</li> <li>• Desirable- Graduate in Law</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum <b>14 Years</b> of Post Qualification Executive experience in Medium/Heavy Industries preferably in PSUs in the relevant area.</li> </ul>
5	MT (Company Secretary)	II		
6	Sr. Manager (Finance)	V	<ul style="list-style-type: none"> <li>• Membership of the Institute of Chartered Accountants of India (ICAI) (OR)</li> <li>• Membership of Institute of Cost and Works Accountants of India (ICAI erstwhile ICWAI) (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>	<ul style="list-style-type: none"> <li>• Minimum <b>9 years [for Sr. Manager (Finance)] / 7 Years [for Manager (Finance)]</b> of Post Qualification Executive experience in Medium/Heavy Industries preferably in PSUs in the areas of Direct and Indirect Taxes with additional qualification of law or experience in FICO (Financial Accounting &amp; Controlling) module with requisite qualification of SAP.</li> </ul>
7	Manager (Finance)	IV		
8	Dy. Manager (Finance)	III		
9	Manager (Business Development)	IV	<ul style="list-style-type: none"> <li>• First Class Bachelor's Degree (or 5-year integrated course) in Engineering or Technology (Mechanical/ Electrical &amp; Electronics/ Electronics &amp; Communications/ Electronics &amp; Instrumentation/ Industrial Electronics/ Production) <b>AND</b> 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> <li>• Desirable - Diploma in International Marketing / Foreign Trade.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimum <b>7 years</b> of Post Qualification Executive experience in Medium/Heavy Industries preferably in PSUs in the areas of Liaising / Foreign Trade / Export Marketing.</li> </ul>



SI No.	Name of the Post	Grade	Essential Qualification	Post Qualification Experience
10	Manager (Safety)	IV	i (a) Degree in any branch of Engineering or Technology from a recognized University / Institute. (OR) (b) Graduate Degree in Physics or Chemistry from a recognized University / Institute	• For Manager (Safety) post, Minimum Post Qualification practical experience of working in Manufacturing or Maintenance or Safety Department of a factory required is <b>7 years for BE/BTech candidates or 8 years for BSc. (Physics /Chemistry) candidates.</b>
11	Dy. Manager (Safety)	III	ii) Full time Degree or 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 in India.	• For Dy.Manager (Safety) post, Minimum Post Qualification practical experience of working in Manufacturing or Maintenance or Safety Department of a factory required is <b>5 years for BE/BTech candidates or 6 years for BSc. (Physics /Chemistry) candidates.</b>
12	Assistant Manager (Safety)	II	iii) Adequate knowledge of Telugu language is essential.	• For Assistant Manager (Safety) post, Minimum Post Qualification practical experience of working in Manufacturing or Maintenance or Safety Department of a factory required is <b>2 years for BE/BTech candidates or 3 years for BSc. (Physics /Chemistry) candidates.</b>
13	Manager (Civil)	IV	• First Class Bachelor's Degree (or 5- Year Integrated course) in Engineering or Technology in the discipline of Civil or equivalent course from a recognized University/ Institute	• Minimum <b>7 years [for Manager (Civil)] / 5 Years [ for Dy. Manager (Civil)]</b> of Post Qualification Executive experience in Medium/Heavy Industries preferably in PSU in the the areas of Civil Works, Construction of Infrastructure, Building Construction works (preferably Industrial Buildings), Civil Maintenance Works such as Horticulture, Sanitation, Pest Control, O&M of Fire Fighting and STP. 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.
14	Dy. Manager (Civil)	III		
15	Dy. Manager (Electrical)	III	• First Class Bachelor's Degree (or 5- Year Integrated course) in Engineering or Technology in the discipline of Electrical or equivalent course from a recognized University/ Institute	• Minimum <b>5 years</b> of Post Qualification Executive experience in Medium/Heavy Industries preferably in PSUs in the areas of Industrial Electrical works including 11KV to 33 KV related activities, experience in HVAC works. 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
16	MT (Electrical)	II		• NIL
17	Dy. Manager (Electronics)	III	• First Class Bachelor's Degree (or 5- Year Integrated course) in Engineering or Technology in the discipline of Electronics or equivalent course from a recognized University/ Institute  • Desirable Qualification : Post Graduation (ME/ M. Tech /MS) in Microwave & Radar / Electronics & Communication/Digital Electronics/ Digital Signal Processing / Image Processing/ VLSI Design / Embedded System Design / Electronic System Design	• Minimum <b>5 years</b> of Post Qualification Executive experience in Medium/Heavy Industries preferably in PSUs in the areas of Design, Development and Maintenance of RF & Microwave Systems / Electronics Modules/ DSP / Image Processing / Real-Time Applications / Embedded Systems / Micro Controllers / FPGA Programming / VHDL / Verilog / MAT Lab / Lab View / Algorithm Development/ Digital & Analogue Modules/High Speed Frequency Synthesis / Closed Loop Feed back System /Servo-Control Systems / MIMO, SISO, SIMO, MISO control systems.
18	MT (Electronics)	II		• NIL
19	MT (Computer Science)	II	• First Class Bachelor's Degree (or 5- Year Integrated course) in Engineering or Technology in the discipline of Computer Science or equivalent course from a recognized University/ Institute	• NIL



Sl No.	Name of the Post	Grade	Essential Qualification	Post Qualification Experience
20	MT (Optics)	II	<ul style="list-style-type: none"> <li>• First Class MSc. Degree in Physics/ Applied Physics with specialization in Optics/ Applied Optics / Fiber Optics/ Laser / Opto-electronics or MSc.(Tech)-Engineering Physics with specialization in Photonics or equivalent course from a recognized University/ Institute</li> </ul>	<ul style="list-style-type: none"> <li>• NIL</li> </ul>
21	MT (Finance)	II	<ul style="list-style-type: none"> <li>• Pass in Final examination conducted by Institute of Chartered Accountants of India (ICAI) (OR)</li> <li>• Pass in Final examination conducted by Institute of Cost and Works Accountants of India (ICAI erstwhile ICWAI) (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>	<ul style="list-style-type: none"> <li>• NIL</li> </ul>

- ii) "First Class" to be read as "60% marks in aggregate" for UR/OBC candidates and "55% marks in aggregate" for SC / ST candidates with respect to posts reserved for that category only, otherwise it is 60% in aggregate.
- iii) The Essential Qualification mentioned above (except CA/ICWAI/ICSI) 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). Full Time Course means where a student has attended class room sessions full time throughout the course. In case of any dispute regarding admissibility of any particular qualification, the decision of Management shall be final and binding.
- iv) Candidates possessing Essential Qualification in **Part Time / Correspondence/ Distance Education/E-learning** mode are **not eligible to apply**.
- v) Candidates **appeared/appearing** in the final year/semester and whose results awaited are **not eligible to apply**.
- vi) The date of declaration of result / issuance of mark as mentioned in the certificate sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account.
- vii) Existing Company employees applying for any of the posts under direct advertisement should possess relevant technical & professional qualifications from recognized University / Institution either as Regular or Part time course through Distance Education Program or Correspondence course recognized by the Government with prescribed % of marks as applicable.
- viii) **Equivalent Qualifications in Electrical / Electronics / Computer Science Engineering:**

Discipline	Disciplines of Engineering considered as equivalent by BDL
<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 & Telecommunication Engineering
<b>Computer Science</b>	1. Computer Science Engineering

- ix) Out of the total number of post qualification experience required, a candidate working in any **Government Department/ PSU** should possess a minimum of 1 year relevant experience in pay scale of immediate lower post. Similarly, a candidate from **Private Organization** applying for a post should possess minimum of 1 year relevant experience with CTC per Annum equivalent to the immediate lower post. The Details are given below:

Post Applied	Grade	For Govt./PSU candidate Pay Scale for immediate lower post	For Pvt. Sector candidate CTC per annum of immediate lower post
Executive Director	IX	43200-3%-66000 or equivalent	19.51 lacs
Dy. General Manager/ Comp.Secy.	VI	29100-3%-54500 or equivalent	13.08 lacs
Sr. Manager	V	24900-3%-50500 or equivalent	11.18 lacs
Manager	IV	20600-3%-46500 or equivalent	9.24 lacs
Dy. Manager	III	16400-3%-40500 or equivalent	7.36 lacs
Assistant Manager	II	12600-3%-32500 or equivalent	5.66 lacs

- x) **Any Contract / Training** (Management Trainee/Graduate Engineering Trainee etc.)/ **Industrial /Vocational /Apprenticeship/ Consultancy experience will not** be taken into consideration for calculation of post qualification executive experience.
- xi) Applicants who have pursued Engineering Degree after completion of Diploma must mention Diploma details in the Application Form.

**D. SELECTION PROCESS:**

- a. **For the posts of Executive Director/ Dy. General Manager/ Company Secretary/ Sr. Managers/ Managers/ Dy. Managers/ Assistant Manager :**
- Selection will be based on the performance in **Interview**.
  - Screening will be based on the Educational Qualification, Experiences, Pay-Scale/CTC details provided by the candidate; hence, it is necessary that applicants should furnish full and correct information.
- b. **For the posts of Management Trainees:**
- Selection will be based on **Written Test (Computer Based Test) and Interview**
  - Candidates fulfilling the prescribed eligibility criteria will be called for Computer Based Online Test (CBOT). Candidates are required to appear for the CBOT on the date, time and venue which will be mentioned in their Admit Card. Admit Cards will be sent by email only. A candidate should possess a valid e-mail id for next 1 year from the date of submission of application.
  - The CBOT will be of Two hours duration and will be in two parts comprising of 150 Multiple Choice Questions (MCQs). Part-I will consist of 100 MCQs on the concerned subject/discipline. Part-II will consist of 50 MCQs on General Aptitude.
  - The weightage assigned to Written Test and Interview Marks in the selection process is 85% and 15% respectively. **Minimum qualifying marks** for each of the criteria (Written Test and Interview) is 60% for General Candidates and 50% for SC/ST/OBC (Non-Creamy layer)/ PWD with respect to posts reserved for SC/ ST/ OBC (Non-Creamy layer)/ PWD candidates respectively.
  - Candidates need to secure the minimum prescribed marks for each criteria defined, to qualify for subsequent stage of selection. Cut off marks in each discipline will be determined keeping in view up to 7:1 (candidate : post) 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 the respective discipline.
  - TEST CENTRES :** Following is the list of Examination Centers:
    - Chennai, Delhi, Hyderabad, Kolkata, Mumbai and Vishakhapatnam, ,
    - Candidate has to indicate the Centre in the Online Application Form in which he/she desires to take the Examination. BDL reserves the right to add / cancel any Centre and ask the candidates of any centre to appear from another centre.

**E. PAY & PERKS:**

- In addition to Basic Pay, DA and 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.
- Perks @ 47% on Basic Pay (under revision) and Performance Related Pay as per Company Policy 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 Superannuation Medical Benefits under Defined Contributory Scheme of the Company.
- Management Trainees (MTs) will be eligible for the above benefits on absorption in Grade-II as Assistant Manager. However, during the training period MTs will be paid a stipend equivalent to the sum of the following:
  - Minimum basic pay admissible to an Executive in Grade II ( ₹ 16400/-);
  - Dearness Allowance (DA) on minimum basic pay, as admissible from time to time;
  - HRA admissible at the minimum basic pay;
  - 20% of minimum basic pay towards Allowances.
- All the above benefits will be governed by policies of the Company in force and amended from time to time.

**F. 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.

Only persons suffering from not less than 40% disability are eligible to be treated / considered as physically challenged candidates as per the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995 and shall be eligible for the benefit of reservation under relevant disability category.

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.



**G. APPLICATION FEE:**

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. The application fee paid by ineligible candidates shall be forfeited and no correspondence shall be entertained in this regard.

**H. GENERAL CONDITIONS:**

1. Only Indian Nationals are eligible to apply.
2. Age, Qualifications and Experiences stipulated above should be as on 28 Oct 2017.
3. Management reserves the right to increase/decrease the number of vacancies advertised as per the need or cancel the recruitment of a particular post or cancel the advertisement itself without any notice.
4. 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.
5. Management reserves the right to increase/decrease the minimum eligibility criteria, etc. in order to restrict the number of candidates to be called for selection process.
6. Management reserves the right to increase/ decrease the specifications given in the advertised posts depending upon the response.
7. Management reserves the right to fill up or otherwise any or all the notified posts as per the rules of the company.
8. Applicants employed in Government, Semi-Government Organizations & Public Sector Undertakings should apply through **proper channel**. However, the candidate is required to produce **'No Objection Certificate' at the time of Interview**, if not applied through proper channel.
9. Appointment of selected candidates is subject to verification of Educational / Technical Qualifications, Memberships, Experiences, Pay Particulars (CTC /Last Pay Certificate), Caste and Character & Antecedents as the case may be with the Concerned Authorities, as per the Rules of the Company.
10. Candidates seeking reservation as SC/ST/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/ST/OBC and the Village/Town the candidate is ordinarily a resident of.
11. Candidates must note that BDL follows only Central Government list, not State Governments list for SC/ST/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.
12. Relaxations / Reservation / Concession as applicable to SC/ST/OBCs (Non-Creamy Layer)/PWD candidates will be extended only on submission of a self attested copy of valid Caste / Community /Disability Certificate as a proof of his/her claim. An application form without copy of valid certificates and in prescribed format will be rejected.
13. For getting the reservation benefits under OBC category, candidates need to furnish their OBC – NON CREAMY LAYER (NCL) certificate as per the format prescribed by Government of India (the format can be downloaded from BDL website <http://bdl-india.com/>). The OBC (NCL) should have been issued on or after 29<sup>th</sup> Apr 2017.
14. OBC category candidate who does not belong to “NON-CREAMY LAYER” are not entitled for OBC concessions and such candidates should indicate their category as “GENERAL” and will be considered under UR category.
15. 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.
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 submission of application, fulfillment of Qualifications and other requirements laid down 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.
20. Candidates not fulfilling the essential eligibility criteria can be debarred ab-initio or at any stage of the recruitment process.
21. Candidature of the registered candidates may also be liable to be rejected if registered without application fee (if applicable). Candidature of candidates except for MT posts will also be rejected, if application form is not received or received without **Mandatory Documents**.
22. All posts require good communication skills.
23. No correspondence in any matter is allowed.



24. Minimum percentage of marks in the Essential Qualifications specified for any post as per University/ Institute rules.
25. Wherever CGPA/OGPA/CPI/DGPA or letter grade in a qualifying degree (Essential Qualification) is awarded, equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/Institute and a documentary proof / certificate to this effect should be submitted by the candidate from the University/ Institute.
26. If University / Institute does not have the provision for conversion CGPA / OGPA /CPI / DGPA or Letter Grade into percentage then the equivalence will be established by dividing the candidate's relative grade with maximum possible corresponding scale and multiplying the result with 100.
27. In case there is no mention of **specialization** in the qualifying degree as required in the minimum Essential Qualification mentioned above, candidates must submit a certificate at the time of interview from their University/Institution with a clear mention of their specialization. For Institutes / Universities which don't provide specialization certificate, the specialization in relevant subject shall be determined by the maximum number of papers opted by the candidate in his electives and where there are no electives, by the maximum number of papers opted by the candidate for his/her entire course curriculum.
28. 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.
29. Any or all Corrigendum/Amendments related to this recruitment process will only be given on our official Website i.e. <http://bdl-india.com>
30. In case of Internal Employees, Qualification shall be considered as per Company Rules.
31. Management reserves the right to call for any additional documentary evidence in support of Qualification, Experience etc. of the applicants.
32. In case any ambiguity/ dispute arises on account of interpretation in versions other than English, the English Version will prevail.
33. 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.
34. No correspondence in any matter is allowed.
35. Canvassing in any manner would lead to disqualification of candidature.
36. Candidates selected for MT (Company Secretary) will assist the Company Secretary in discharging his/her duties.
37. 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:**

- **The following documents are mandatory in nature without which candidature of applicant will not be considered:**
  - a) Duly signed Print Out of the Registration Slip generated after successful submission of Online Application
  - b) Self-Attested copies of the following documents / certificates in proper and prescribed formats are to be enclosed.
    1. Document in support of **Date of Birth** (Birth Certificate (or) SSLC certificate as applicable).
    2. **Caste / Tribe Certificate** (for SC/ ST/ OBC(NCL) candidates as applicable) in prescribed format issued by the Competent Authority as prescribed by Government of India. OBC (NCL) certificate should be latest one.
    3. **Disability certificate** (for PWD candidates only) in the prescribed format issued by Competent Authority.
    4. **Discharge certificate** for Ex-Servicemen, if applicable.
    5. **Domicile Certificate** in respect of candidates from Jammu & Kashmir, as applicable
    6. **Qualification Certificates and Semester wise / Yearwise Marksheets** in respect of X<sup>th</sup>, XII<sup>th</sup>, Diploma or equivalent course, Qualifying Degree/Essential Qualification and Desirable / Additional Degrees.
    7. **Membership Certificate** of ICAI / ICWAI (applicable for candidates applying for Sr.Manager/Manager/Dy.Manager post in Finance discipline).
    8. **Membership Certificate of ICSI** (applicable for candidates applying for Company Secretary/ MT (Company Secretary).



9. Complete and Proper Experience Certificates / Documents issued by Competent Authority in support of experience details mentioned by the candidate. The following documentary proofs towards experience will be considered:
- For Past Employments**
    - Experience letter indicating clearly *Designation* and *Date of Joining* as well as *Date of Relieving* from the organization **(OR)**
    - Appointment / Offer letter clearly mentioning *Designation & Date of Joining*, Joining Report /Posting Order and Acceptance of Resignation Letter / Relieving Order mentioning *Date of Relieving* from the Organization.
  - For Present /Current Employment**
    - Experience letter indicating clearly *Designation* and *Date of Joining* the organization **(OR)**
    - Appointment / Offer letter clearly mentioning *Date of Joining*, Joining Report /Posting Order, AND **Latest Pay Slip** along with Identity Card and/or Annual Increment Letter, Promotion and /or Transfer Order etc.
  - If any Training Period is included in Experience Certificate/ Appointment Letter, Certificate of **Absorption or Completion of Training** must be provided
10. Proof of Per Annum Cost-To-Company (CTC) **certificate** issued by Competent Authority in respect of candidates from Private Organizations.
11. **Forwarding Letter / NOC** from the employer in case the candidate is employed in Government/Semi-Government Organization or Public Sector Undertaking
- If the documents /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.
  - Filled in Bio-Data as per proforma at Annexure – I .
  - Latest / Current Organization Structure depicting the candidates position in the hierarchy.
- Candidates applying for any of the Grade-II posts (**MANAGEMENT TRAINEES Only**) are **NOT REQUIRED to send** any of the above documents to BDL. They should save the Registration Slip generated after submission of online application on to their local system for submission along with mandatory documents at the time of Interview only.

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

### **Online Application Opens from 14 Oct 2017 (1000 hrs) & Closes on 28 Oct 2017 (1600 hrs).**

- Applications should be submitted strictly **ONLINE** by logging on to **<http://bdl-india.com>**. Applications without online registration will not be accepted.
- Complete Advertisement and Instructions for filling Online Application must be read before Applying Online. All mandatory documents along with Scanned copy of Photograph and Signature should be readily available.
- Registration Slip generated should be saved on to the local system for future printing/reference. Note down the registration number and take a print of the Registration Slip. Candidates who paid their application fee through SBI Multi Option Payment Mode should keep the candidates copy with them.
- Candidates (except Management Trainees) should download the 'Bio-data Proforma' (Annexure-I) from the website and fill it up.
- Please forward the Application along with all mandatory documents by post to the address - "AGM (HRD), Bharat Dynamics Limited, Kanchanbagh, Hyderabad-500058" so as to reach here latest by 6<sup>th</sup> Nov 2017. The envelope containing application should be superscribed with "*Application for the post being applied in bold letters*". Mention your name and registration number on the reverse side of the all the mandatory documents/certificates, Annexure enclosed with the Application Form / Registration Slip.
- In case of non-receipt of the Registration slip, Bio-Data form with other mandatory documents by BDL within the stipulated date (i.e. 06 Nov 2017), 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. The **e-mail ID/ Mobile Number** entered in the Application form should remain valid for next 12 months for the purpose of future communication viz. intimation regarding call letter for Written Test / Interview etc. 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.



**K. IMPORTANT DATES:**

<b>Activity</b>	<b>Schedule date</b>
Commencement of On-line Registration of Applications	14 October 2017 at 1000 Hrs
Closing of On-line Registration of Applications	28 October 2017 at 1600 Hrs
Last date of receipt of Hard copy of the Application Form along with all mandatory documents mentioned at Para-I above	06 November 2017 at 1600Hrs
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.2017-2****BHARAT DYNAMICS LIMITED****FORCE BEHIND PEACE**