

READ COMPLETE ADVERTISEMENT AND THEN START FILLING UP ONLINE APPLICATION



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

Applications are invited from eligible Indian Nationals for the following posts in Bharat Dynamics Limited. Selected candidates may be posted at any of our Units (Kanchanbagh-Hyderabad, Bhanur-Medak District, Vizag & upcoming New Projects)

Online Application Opens from 27-12-2011 & Closes on 17-01-2012 at 1600 hrs

SL. NO.	DESIGNATION (POST)	GRADE	VACANCIES	RESER- VATION	BASIC PAY Rs	SCALE OF PAY (Increment %)	CTC (in Lakhs p.a. appx.)
1	ADDITIONAL GENERAL MANAGER (PERSONNEL & ADMINISTRATION)	VII	1	UR - 1	36600	36600-62000 (3%)	12.0
2	DEPUTY GENERAL MANAGER (PERSONNEL & ADMINISTRATION)	VI	2	UR - 1 SC - 1	32900	32900-58000 (3%)	10.7
3	DEPUTY MANAGER <ul style="list-style-type: none"> • PERSONNEL & ADMINISTRATION • MECHANICAL • ELECTRONICS/ INSTRUMENTATION • COMPUTERS • ELECTRICAL • IMM • SECURITY 	III	4 2 3 2 1 9 2	UR - 9 OBC- 7 SC - 4 ST - 3	20600	20600-46500 (3%)	6.7
4	MANAGEMENT TRAINEE <ul style="list-style-type: none"> • PERSONNEL & ADMINISTRATION • FINANCE 	II	4 14	UR -11 OBC- 5 SC - 2	16400	16400-40500 (3%)	5.4
5	JUNIOR MANAGER <ul style="list-style-type: none"> • MECHANICAL • ELECTRONICS • ELECTRICAL • COMPUTERS • OFFICIAL LANGUAGE 	I	7 5 3 1 1	OBC-6 SC - 8 ST - 3	12600	12600-32500 (3%)	4.1

(Out of 2 posts of DM (Mechanical) one post is reserved for ST, out of 9 posts of DM (IMM) one post is reserved for ST, out of 3 posts in Electronics one post is reserved for SC, out of 44 posts at Sl.No.1 to 4, one post is reserved for Hearing Impaired and one post is reserved for Orthopaedically Handicapped category and out of 17 posts at Sl.No.5, one post is reserved for Visually Impaired category)

AGE LIMIT & AGE RELAXATIONS: Age will be reckoned as on 01-01-2012:

Desgn	Grade	Upper Age Limit (in Years)			
		GEN	OBC	SC	ST
AGM	VII	45	48	50	50
DGM	VI	45	48	50	50
DM	III	45	48	50	50
MTs	II*	25	28	30	30
JM	I	28	31	33	33
JM	I (only for Official Language)	40	43	45	45

- ***Finance discipline CA/ICWAI** – 28 years (General), 31 years (OBC), 33 years (SCs/STs), in respect of Persons with Disabilities (PWDs) upper age limit is relaxable by 10 years which is over and above the relaxation admissible for candidates belongs to SC/ST/OBC (non creamy layer) category.
- Relaxation will be extended as per 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.
- Candidates belonging to OBC (non creamy layer) category are required to produce Community certificate in proof of their community at the time of interview stating that they do not come under the Creamy layer from a Competent Authority in the prescribed format. The certificate should have been issued on or after 01-06-2011.
- In respect of Persons with Disabilities (PWDs) upper age limit is relaxable by 10 years for the posts in Grade-I and 5 years for Grade-III and above, which is over and above the relaxation admissible for candidates belonging to SC/ST/OBC (non creamy layer) wherever applicable.
- For candidates who had ordinarily been domiciled in the State of Jammu and Kashmir during the period 01-01-1980 to 31-12-1989, upper age limit is relaxable by 5 years.
- The maximum age for BDL employees is 53 years.

1. ADDITIONAL GENERAL MANAGER / DEPUTY GENERAL MANAGER / DEPUTY MANAGER (PERSONNEL & ADMINISTRATION):

QUALIFICATION:

- Degree with specialized professional qualification including Post Graduate Degree / Diploma in Social Welfare / Personnel Management / Social Sciences / Industrial relations awarded by recognized University / Institution recognition by Government as a regular course **(OR)**
- MBA from Indian Institute of Management **(OR)**
- MBA from any University recognized by Government with Specialization in Personnel Management / Industrial Relations – (2 years course). Degree in Law is desirable.

POST QUALIFICATION EXPERIENCE:

- AGM (P&A) - Minimum of 16 years in Medium / Heavy industries preferably in PSUs in the relevant area with minimum two years in the immediate lower grade or equivalent. Preference will be given to candidates with IR Experience.
- DGM (P&A) - Minimum of 14 years in Medium / Heavy industries preferably in PSUs in the relevant area with minimum two years in the immediate lower grade or equivalent. Preference will be given to candidates with IR Experience.
- DM (P&A) - Minimum of 4 years in Medium / Heavy industries preferably in PSUs in the relevant area with minimum two years in the immediate lower grade or equivalent.

2. DEPUTY MANAGER (SECURITY):

QUALIFICATION:

- Successful completion of ten months pre-Commission training course from the Officers' Training School, Madras or from any other equivalent Institution under the Defence Forces **(OR)**
- 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.

POST QUALIFICATION EXPERIENCE:

- Minimum of 8 years in the relevant area with minimum two years in the immediate lower grade or equivalent.

3. DEPUTY MANAGER (MECHANICAL / ELECTRONICS / INSTRUMENTATION / COMPUTERS / ELECTRICAL / IMM):

QUALIFICATION:

- Degree in Engineering or Technology or equivalent from a recognized University / Institution (regular course). Post Graduate Diploma in Material Management is desirable for IMM post.

POST QUALIFICATION EXPERIENCE:

- Minimum of 4 years in Medium / Heavy industries preferably in PSUs in the relevant area with minimum two years in the immediate lower grade or equivalent.

4. MANAGEMENT TRAINEE (FINANCE):

QUALIFICATION:

- Pass in CA/ICWAI (OR)
- First Class Graduates in Arts/ Science/Commerce (2nd Class in case of SC/ST candidates) with MBA with specialization in Finance discipline with 60% marks for UR/OBC and 55% marks for SC/ST candidates in aggregate from recognized University / Institution (Two years regular course).

POST QUALIFICATION EXPERIENCE:

- NIL

5. MANAGEMENT TRAINEE (P&A):

- First Class Graduates in Arts/ Science/Commerce (2nd Class in case of SC/ST candidates) with Post Graduate Degree / Diploma in Personnel Management / Social Welfare / Social Science/ Industrial Relations with 60% marks for UR/OBC and 55% marks for SC/ST candidates in aggregate from a recognized University/ Institution (Two years regular course) (OR)
- MBA from Indian Institute of Management (OR)
- MBA from any University recognized by the Government with specialization in Personnel Management / Industrial Relations with 60% marks for UR/OBC and 55% marks for SC/ST candidates in aggregate (Two years regular course)

POST QUALIFICATION EXPERIENCE:

- NIL

6. JUNIOR MANAGER (MECHANICAL / ELECTRONICS / ELECTRICAL / COMPUTERS):

QUALIFICATION:

- Degree in Engineering or Technology or equivalent degree in Mechanical/ Electronics / Electrical / Computers with 60% marks for UR/OBC and 55% marks for SC/ST candidates in aggregate from recognized University or Institution as regular course.

POST QUALIFICATION EXPERIENCE:

- NIL

7. JUNIOR MANAGER (OFFICIAL LANGUAGE):

QUALIFICATION:

- MA (Hindi) from a recognized University with English as a subject at degree level with PG Diploma in Translation from a recognized University/ Institution (OR)
- MA (English) from a recognized University with Hindi as a subject at degree level with PG Diploma in Translation from a recognized University/Institution.

POST QUALIFICATION EXPERIENCE:

- Two years experience of Translation from English to Hindi & vice-versa from an organization of repute.

SELECTION PROCEDURE: For the post of AGM, DGM, DM is by Interview and for Management Trainee & Junior Manager is by Written Test & Interview.

PAY & PERKS:

In addition to Basic Pay and DA, HRA as admissible will be paid. Company accommodation is provided at Bhanur at the prescribed rates and HRA is not applicable at Bhanur.

Perks @ 45% on Basic Pay will be paid. Other facilities viz., PF, Gratuity, Medical facilities etc are applicable as per rules.

APPLICATION FEE:

Grade	GEN	OBC	SC/ST/ PWD
VII	400	400	NA
VI	400	400	NA
III	400	400	NA
MTs	400	400	NA
I	400	400	NA

NA: Not Applicable

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 criteria, etc. in order to restrict the number of candidates to be called for Selection process.
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 with 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 or 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 to be treated / considered as physically challenged candidates as per the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995.
11. All the posts require good communication skills.
12. Only Indian Nationals need apply.
13. No correspondence on any matter is allowed.
14. Age, Qualification & Experience stipulated above should be as on **01-01-2012**
15. Candidates are required to apply against only one post in response to the above advertisement.
16. 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.

17. Candidates not fulfilling the essential eligibility criteria can be debarred ab-initio or at any stage of the recruitment process.
18. For calculation of aggregate marks –
- $$\frac{\text{Total marks obtained in all semesters or years}}{\text{Maximum marks (cumulative of all semesters or years)}} \times 100$$
19. Application fee of 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 (**OR**) through Online Payment (Taxes Applicable) . Applicants should send DD (in case of DD) along with Registration Slip & Bio-Data form. Applicants belonging to SC/ST/Persons with Disability and BDL employees are exempted from payment of application fee.
20. **Online Payment Process for Application fee of Rs 400/-**
- Pay through all Visa/Master Credit card and Debit card subject to participation of your bank.
 - Payment can also be made through NetBanking facility of Axis Bank only.
 - Online Payments details will be shown on Registration Slip.
 - Applicants should send Registration Slip & Bio-Data form.
 - Application fee is non-refundable.
21. Candidature of the registered candidates 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, which 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 kept open from **27-12-2011** and closes on **17-01-2012 at 1600 hrs** for submission of online application form. 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/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. Candidates other than SC/ST and PWD are required to furnish the **details of Demand Draft/online payment 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 - I**) to “**AGM, C-P&A (Plg & ED), Bharat Dynamics Limited, Kanchanbagh, Hyderabad – 500 058**” by post so as to reach latest by **23-01-2012**. The envelope 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 with in the stipulated date (i.e. **23-01-2012**), his/her online application is liable to be rejected.

ATTACHMENTS

1. Demand Draft 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 the SC/ST/OBC (Non-Creamy Layer Candidates)/Disability certificate either in English or Hindi.

Canvassing in any manner would be a disqualification.

Online Registration would open on 27-12-2011 and closes on 17-01-2012 at 1600hrs.

- STEP-1:** Logon 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 Demand Draft or Caste (SC/ST/PWD) certificate (as applicable) and filled in **Bio-Data** as per proforma enclosed at **Annexure - I**. Please mention your registration number on the reverse of all the documents. The envelope should be superscribed with “Application for the post being applied in **bold letters**”

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

Click here to Register Online