

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/ Offices at Hyderabad, Bhanur (Medak District, A.P), Vizag & upcoming New Projects and Liaison Office, New Delhi.

Online Applications Open from 09 Dec 2013 & Close on 23 Dec 2013 at 1600 hrs

SL. NO.	DESIGNATION (POST)	GRADE	VACANCIES	RESER- VATION	BASIC PAY ₹	SCALE OF PAY (Increment %) ₹	CTC (₹ in Lakhs p.a. appx.)
1	ADDITIONAL GENERAL MANAGER (FINANCE)	VII	1	UR	36600	36600-62000 (3%)	14.0
2	ADDITIONAL GENERAL MANAGER (PERSONNEL & ADMINISTRATION)	VII	1	UR	36600	36600-62000 (3%)	14.0
3	DEPUTY GENERAL MANAGER (FINANCE)	VI	4*	UR-2, OBC-1, SC-1	32900	32900-58000 (3%)	12.6
4	DEPUTY GENERAL MANAGER (PERSONNEL & ADMINISTRATION)	VI	1	OBC	32900	32900-58000 (3%)	12.6
5	MANAGEMENT TRAINEE (FINANCE)	II**	14	UR-11, OBC-1, SC-1 & ST-1	16400	16400-40500 (3%)	6.4 in Gr-II

Out of 21 vacancies notified, 1 vacancy is reserved for Visually Handicapped, 1 vacancy is reserved for Hearing Handicapped and 1 Vacancy is reserved for Orthopedically Handicapped.

* One post at Liaison Office, New Delhi.

** Training duration of MTs will be for a period of 1 (One) year. On successful completion of training period, they will be absorbed as Asst. Managers in Gr-II. They need to serve a bond for a period of 2 years from the date of absorption as Asst. Manager.

AGE LIMIT & AGE RELAXATIONS: Age will be reckoned as on 23 Dec 2013:

Designation	Grade	Upper Age Limit (in Years)			
		GEN	OBC	SC	ST
AGM (Sl.No.1 & 2)	VII	54	54	54	54
DGM (Sl.No.3)	VI	50	53	55	50
DGM (Sl.No. 4)	VI	--	53	--	--
MT (Sl.No. 5)*	II	27	30	32	32

**For CA/ICWAI – 28 years (General), 31 years (OBC) and 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 SC/ST/OBC candidates.*

- 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 23 June 2013.
- In respect of Persons with Disabilities (PWDs) upper age limit is relaxable by 10 years for the posts in Grade-II and 5 years for Grade-VI & VII, 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 Jan 1980 to 31 Dec 1989, upper age limit is relaxable by 5 years.
- The maximum age for Internal Candidates will be 55 years.

1. ADDITIONAL GENERAL MANAGER/ DEPUTY GENERAL MANAGER (FINANCE):

QUALIFICATION:

- Membership of Institute of Cost Accountants of India (OR)
- Membership of the Institute of Chartered Accountants of India (OR)
- Minimum of 60% (for SC-55% in respect of posts reserved for SC candidates) in aggregate in MBA or equivalent / Post Graduate Diploma / Post Graduate Degree in Finance discipline of 2 years duration from University / Institution recognized by Government (Full Time Courses only).

POST QUALIFICATION EXECUTIVE EXPERIENCE:

- **AGM (Finance):** - Minimum of 16 years in Medium / Heavy industries preferably in PSUs in the relevant area with minimum 1 (one) year in the immediate lower pay scale or equivalent. Contract, Training and Consultancy experience will not be counted.
- **DGM (Finance):** - Minimum of 14 years in Medium / Heavy industries preferably in PSUs in the relevant area with minimum 1 (one) year in the immediate lower pay scale or equivalent. Contract, Training and Consultancy experience will not be counted.
- 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. MANAGEMENT TRAINEE (FINANCE):

QUALIFICATION:

- Pass in Final Examination conducted by Institute of Chartered Accountants of India (**OR**)
- Pass in Final Examination conducted by Institute of Cost Accountants of India (ICAI erstwhile ICWAI) (**OR**)
- Minimum of 60% in aggregate (for SC/ST-55% in respect of posts reserved for SC/ST candidates) in MBA or equivalent / Post Graduate Diploma / Post Graduate Degree in Management (Finance discipline) of 2 years duration from University / Institution recognized by Government (Full Time Courses only).

POST QUALIFICATION EXECUTIVE EXPERIENCE:

NIL

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

QUALIFICATION:

- Minimum of 60% in aggregate in MBA or equivalent / Post Graduate Diploma / Post Graduate Degree in HR / PM&IR / Personnel Management / Industrial Relations / Social Science / Social Welfare / Social Work of 2 years duration from University / Institution recognized by Government (Full Time Courses only).
- Desirable – Graduate in Law.

POST QUALIFICATION EXECUTIVE EXPERIENCE:

- **AGM (P&A)** - Minimum of 16 years in Medium / Heavy industries preferably in PSUs in the relevant area with minimum 1 (one) year in the immediate lower pay scale or equivalent. Contract, Training and Consultancy experience will not be counted.
- **DGM (P&A)** - Minimum of 14 years in Medium / Heavy industries preferably in PSUs in the relevant area with minimum 1 (one) year in the immediate lower pay scale or equivalent. Contract, Training and Consultancy experience will not be counted.
- 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.

SELECTION PROCEDURE:

- For the posts of AGM and DGM the selection will be based on Interview.
- For Management Trainees selection will be based on Written Test (Computer Based Online Test) & Interview. The final selection of the candidate(s) will be based on the merit.
 - (a) Candidates who fulfill the eligibility criteria will be called for Online Test. Candidates are required to appear for the Online Test on the date, time and venue which will be mentioned in their Admit Card. The candidate has to download his Admit Card from BDL website. Admit Cards will not be sent either by post or by email.
 - (b) The test will be of Two Hours duration. The test will be in two parts and comprising of 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.
 - (c) General category candidates need to secure minimum of 60% marks and SC/ST/OBC (non-creamy layer)/PWD candidates need to secure minimum of 50% marks in the Written Test with respect of posts reserved for SC/ST/OBC (non-creamy layer)/PWD candidates, to be placed in Zone of consideration for the interview. The candidates within the Zone of consideration will be shortlisted for interview in order of merit in the ratio of 1:7 with respect to the number of vacancies in each discipline/post and category. Final selection shall be prepared by assigning the weightage of 85% marks for Online Test and 15% marks for Interview.

TEST CENTERS: Following is the list of Examination Centers:

Hyderabad, Vishakhapatnam, Bangalore, Chennai, Kolkata, Patna, Delhi, Bhopal, Ahmedabad, Mumbai.

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 cancel any Centre and ask the candidates of that centre to appear from another centre. BDL also reserves right to divert candidates of any centre to some other Centre to take the examination.

DATE OF EXAMINATION: Tentative date of Examination will be **18 Jan 2014**.

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.

In case of Grade VI & VII, perks @ 45% 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.

In case of Management Trainees, during the training period MTs will be paid a stipend equivalent to the sum of the following:

- (a) Minimum basic pay admissible to an Executive in Grade 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.

APPLICATION FEE (₹):

Grade	GEN	OBC	SC/ST/ PWD/Ex-SM/Internal Candidates
VII	400	400	NA
VI	400	400	NA
MTs	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/increase 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, Qualification, Experience 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. Candidate must note that BDL follows only central Government Lists and not State Government Lists for SC/ST/OBC. Similarly, candidate applying under Persons with disability category may note that Government of India rules will be applicable in this regard, otherwise they shall not be eligible for any concession.
8. 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.
9. No manual / paper applications will be entertained directly. Candidate has to apply ONLINE.
10. Mere submission of application will not entail a right for claiming interview/appointment.
11. 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.
12. All the posts require good communication skills.
13. Only Indian Nationals need apply.
14. No correspondence on any matter is allowed.
15. Age, Qualification & Experience stipulated above should be as on **23 Dec 2013**
16. Candidates who have appeared/ appearing in their final year and whose results are awaited are not eligible to apply.
17. Candidates are required to apply against only one post in response to the above advertisement.
18. 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.
19. Candidates not fulfilling the essential eligibility criteria can be debarred ab-initio at any stage of the recruitment process.
20. 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 eligibility criteria mentioned in the advertisement, the candidature/appointment will be considered as revoked/ terminated at any stage of recruitment process or after recruitment or joining, without any reference given to the candidate.
21. Candidates possessing Part Time/Correspondence/ Distance education courses are not eligible to apply (except for CA/ICWA courses).
22. 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)
23. Wherever CGPA 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.
24. All the details given in the Online Application Form will be treated as final and no changes will be entertained.
25. Application Fee of ₹400/- is to be paid through online payment (Debit Card, Credit Card or net banking. Applicants belonging to SC/ST/Persons with Disability and BDL employees are exempted from payment of Application Fee. Application fee is non-refundable, candidates are therefore requested to verify their eligibility before paying the Application Fee.
26. Candidature of the registered candidates may also be liable to be rejected if registered without application fee or without uploading the Age, Qualification and Community certificate, Photo and Signature during the online application submission.
27. The candidate should enclose or upload, as applicable, copy of his/her category certificate i.e. SC/ST/OBC/PWD as a proof of his/her claim. An application form claiming any concession in fee, age or educational qualification but without a self attested copy of valid SC/ST/OBC/PWD and in prescribed format, will be summarily rejected.
28. 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.
29. In case of Internal Employees, Qualification shall be considered as per Company Rules.

MANDATORY DOCUMENTS:

1. For AGM (Grade-VII) and DGM (Grade-VI) Posts

Candidates need to send the following documents by post/courier:

- a. Duly signed Print out of online application Form.
- a. Copy of Date of Birth (SSLC / Matriculation Marks List as applicable).
- b. Copy(s) of Qualification documents (Degree Certificate and all years/semesters marks statement).
- c. Copy(s) of Experience certificates (Appointment letters/Relieving letters/Service 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.

The above documents should be sent to “**DGM, (PLG. & ED.), Bharat Dynamics Limited, Kanchanbagh, Hyderabad – 500 058**” by post so as to reach latest by 04 Jan 2014. The envelope should be super scribed with “Application for the post being applied in **bold letters**”. In case of non-receipt of the SIGNED APPLICATION, with other mandatory documents by BDL within the stipulated date (i.e. 04 Jan 2014), his/her online application is liable to be rejected.

2. For Management Trainee Posts:

Candidates have to upload the following documents / certificates while filling the online application.

- a. Scan copy of Date of Birth (SSLC / Matriculation Marks List as applicable).
- b. Scan copy(s) of Qualification documents (Degree Certificate and Final year/semester marks statement).
- c. Scan copy of Caste / Community Certificate (Applicable for SC/ST/OBC (Non-Creamy Layer candidates).
- d. Scan copy of Disability certificate, if applicable.
- e. Scan copy of latest passport size colour photograph and signature (in jpg file only & less than 180 KB size)

3. Canvassing in any manner would be a disqualification.

HOW TO APPLY:

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

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 be ready with the scan copies of the documents mentioned above and then click on “**Register Online**” & fill up the Online Application Form with your details

STEP-4: Click **SUBMIT**, take a print of the filled application form after it is displayed.

STEP-5: Please save the filled application on to your local system for future printing/reference.

STEP-6: For candidates, who are applying for the post of AGM or DGM, paste a recent passport size photograph on the registration slip and attach the Caste (SC/ST/PWD) certificate (as applicable) and filled in **Bio-Data** as per pro forma enclosed at **Annexure – I** along with all the mandatory documents. Please ensure that mandatory documents along with signed application should reach us latest by 04 Jan 2014. The envelope should be super scribed with “Application for the post being applied in **bold letters**”

The Website will be kept **open from 09 Dec 2013 and closes on 23 Dec 2013 at 1600 hrs** for submission of online application form. Candidates are allowed to apply only once. **Candidates are required to possess a valid e-mail ID and mobile number**, 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 pay the application fee through SBI Bank Challan or online payment (Debit Card, Credit Card or net banking) **in order to register their application Online**. On submission candidate will get e-mail and SMS regarding his registration number and acceptance of application, the System will generate Registration Number and the candidates have to print the registration slips.

Online Registration would open on 09 Dec 2013 and closes on 23 Dec 2013 at 1600hrs.

NOTE: CANDIDATE MUST NOTE DOWN THEIR REGISTRATION NO. AND KEEP A COPY OF FILLED APPLICATION AND ALL OTHER DOCUMENTS FOR FUTURE REFERENCE.

**Updates, Change in vacancies and Corrigendum if any will be notified only at BDL Website. Please be in touch with our Website for regular updates.*

THE FORCE BEHIND PEACE

CLICK HERE FOR ONLINE REGISTRATION (Online Registration will start from 09.12.2013 onwards)

PLG.&E.D./ADVT.-2013-1