



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 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.

1. **Bharat Dynamics Limited (BDL)** notifies the following **80 Posts on Contract basis with fixed term for various Projects / Offices located** at Corporate Office (Gachibowli) - Hyderabad / Liaison Office-New Delhi / Kanchanbagh Unit – Hyderabad / Bhanur Unit – Sangareddy District, Telangana State and Visakhapatnam Unit - Andhra Pradesh, as details given below:

S l. N o.	Post (s)	Post Code	No. of Post (s)	Reservations	Place of Posting	Upper Age Limit as on 02.05.2022	Minimum Post Qualification Experience as on 02.05.2022			
1	Project Diploma Assistant (Electrical)	PDEEK	2	UR -04 SC -01 ST - 01 OBC-02 EWS-01	Kanchanbagh Unit, Hyderabad, Telangana State	28 Years Age Relaxation: SC/ST: 05 Yrs OBC: 03 Yrs. PwBD / Ex-SM: as per presidential directives	1 Year			
2	Project Diploma Assistant (Tool Design)	PDTDK	2							
3	Project Assistant (HR)	PAHRK	1							
4	Project Assistant (Finance)	PAFIK	2							
5	Project Assistant (Store Keeper)	PASKK	2							
Sub-Total			9							
6	Project Assistant (HR)	PAHRC	2	UR -02 OBC-01	Corporate Office, Hyderabad, Telangana State					
7	Project Assistant (Finance)	PAFIC	1							
Sub-Total			3							
8	Project Diploma Assistant (Electronics)	PDECB	6	UR - 04 SC - 02 ST - 01 OBC-03 EWS-01	Bhanur Unit, Sangareddy Dist., Telangana State					
9	Project Assistant (HR)	PAHRB	1							
10	Project Assistant (Finance)	PAFIB	1							
11	Project Assistant (Store Keeper)	PASKK	3							
Sub-Total			11							
12	Project Diploma Assistant (Mechanical)	PDMEV	5	UR - 04 SC - 02 ST - 01 OBC-04 EWS-02	Visakhapatnam Unit, Andhra Pradesh					
13	Project Diploma Assistant (Electronics)	PDECV	4							
14	Project Diploma Assistant (Computers)	PDCSV	2							
15	Project Diploma Assistant (Tool Design)	PDTDV	2							
Sub-Total			13							
Total			36							

Note: Project Assistant (Store Keeper) Posts are earmarked for Ex-servicemen only.

- **4% Reservation for PwBD:** Out of total 36 vacancies, the number of vacancies reserved for Persons with Benchmark Disability (PwBD) is **01(One)** and the same is earmarked for Blindness and Low Vision (Refer para-6 -vii).

Sl. No.	Post (s)	Post Code	No. of Post (s)	Reservations	Place of Posting	Upper Age Limit as on 02.05.2022	Minimum Post Qualification Experience as on 02.05.2022		
16	Project Trade Assistant (Electronic Mech.)	PTEMK	4	UR -05 SC -02 ST - 01 OBC-04 EWS-01	Kanchanbagh Unit, Hyderabad, Telangana State				
17	Project Trade Assistant (Painter)	PTPAK	1						
18	Project Trade Assistant (Welder)	PTWEK	1						
19	Project Trade Assistant (Plumber)	PTPLK	2						
20	Project Assistant (Stenographer)	PASTK	5						
Sub-Total			13						
21	Project Assistant (Stenographer)	PASTL	1	UR -03 SC -01 OBC-02 EWS-01	Liaison Office, New Delhi	28 Years Age Relaxation: SC/ST: 05 Yrs OBC: 03 Yrs. PwBD / Ex-SM: as per presidential directives	1 Year		
22	Project Assistant (Stenographer)	PASTC	6		Corporate Office, Hyderabad, Telangana State				
Sub-Total			7						
23	Project Trade Assistant (Electronic Mech.)	PTEMB	7	UR -04 SC - 01 ST - 01 OBC-02 EWS-01	Bhanur Unit, Sangareddy Dist., Telangana State				
24	Project Assistant (Stenographer)	PASTB	2						
Sub-Total			9						
25	Project Trade Assistant (Fitter)	PTFIV	7	UR -06 SC - 03 ST - 01 OBC-04 EWS-01	Visakhapatnam Unit, Andhra Pradesh				
26	Project Trade Assistant (Electronic Mech.)	PTEMV	2						
27	Project Trade Assistant (Electrician)	PTELV	4						
28	Project Assistant (Stenographer)	PASTV	2						
Sub-Total			15						
Total			44						

- **4% Reservation for PwBD:** Out of total 44 vacancies, the number of vacancies reserved for Persons with Benchmark Disability (PwBD) is **01(One)** and the same is earmarked for **Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy (Refer para-6 -vii).**

AGE CRITERIA: Maximum Age limit for Un-Reserved/ EWS Categories is **28 Years (as on 02.05.2022)**. However, Age relaxation for SC/ST is 05 years, OBC is 03 years and PwBD-05 years (in respect of candidates having PwBD, the 5 years age relaxation is in addition to the applicable age relaxation if they belong to SC/ST/OBC). Age limit in case of Ex-SM will be as per Government directives.

2. **EDUCATIONAL QUALIFICATION(S):**

S.No	Post	Qualification
1	Project Diploma Assistant (Mechanical)	3 years Diploma or equivalent course in relevant discipline (Mechanical) recognized by the State/ Central government
2	Project Diploma Assistant (Electronics)	3 years Diploma or equivalent course in relevant discipline (Electronics) recognized by the State/ Central government

3	Project Diploma Assistant (Electrical)	3 years Diploma or equivalent course in relevant discipline (Electrical) recognized by the State/ Central government
4	Project Diploma Assistant (Computers)	3 years Diploma or equivalent course in relevant discipline (Computers) recognized by the State/ Central government
5	Project Diploma Assistant (Tool Design)	3 years Diploma or equivalent course in relevant discipline recognized by State/ Central government (Relevant Disciplines- Mechanical) AND 1 year Post-Diploma in Tool Design
6	Project Assistant (Finance)	Degree course in Commerce/ Business Administration (with Finance specialization) with minimum 6 months Computer Course in Office Applications (OR) Pass in Intermediate with CA Inter / ICWA Inter / CS Inter (OR) Any degree in Science/ Economics with 1 year diploma course in Financial Management with minimum 6 months Computer Course in Office Applications
7	Project Assistant (HR)	Degree in Business Administration, Social Welfare, PM&IR, Personnel Management, HR, Social Sciences with minimum 6 months Computer Course in Office Applications (OR) Any degree with 1 year diploma course in PM, PM&IR, SW, T&D, HR, Labour Law with minimum 6 months Computer Course in Office Applications
8	Project Assistant (Store Keeper)	SSC with experience in store-keeping. Earmarked for Ex-servicemen only.
9	Project Trade Assistant (Fitter)	ITI (Fitter) with NAC or equivalent recognized by the State/ Central Government
10	Project Trade Assistant (Electronics Mechanic)	ITI (Electronic Mech. / Radio Mech.) with NAC or equivalent recognized by the State/ Central Government.
11	Project Trade Assistant (Electrician)	ITI (Electrician) with NAC or equivalent recognized by the State/ Central Government
12	Project Trade Assistant (Painter)	ITI (Painter) with NAC or equivalent recognized by the State/ Central Government
13	Project Trade Assistant (Welder)	ITI (Welder) with NAC or equivalent recognized by the State/ Central Government
14	Project Trade Assistant (Plumber)	ITI (Plumber) with NAC or equivalent recognized by the State/ Central Government
15	Project Office Assistant (Stenographer)	Diploma in Computers and Commercial Practice (DCCP)/ DCP course

- Candidates must possess all years / semester mark-sheets and Graduation / Degree certificate (In case of CGPA Grading, Conversion certificate to substantiate the claim shall be attached with the application form).
- 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.

3. CONSIDERATION OF POST QUALIFICATION EXPERIENCE:

- **Candidates must possess minimum 01 (One) year experience (Post Qualification) required after acquiring prescribed Qualification as on 02.05.2022 in the relevant Industry / Office.**
- One year completed Apprenticeship training will be considered as experience for Diploma Assistants & DCCP/DCP candidates.
- Confirming number of years of service will be based on the Experience Certificate / Last Pay Slip / Offer of Appointment / Provident Fund Statement / ESI membership / Salary Account Bank Statement.

4. TERMS OF ENGAGEMENT:

- a) Project Diploma Assistant / Assistant / Trade Assistant /Office Assistant will be engaged on contract basis initially for a period of **ONE** year which may be extended up to a maximum period of **FOUR** years (including initial period) based on the Organisational requirement and individual performance.
- b) In addition to the consolidated remuneration, an amount of Rs.10,000/-(Rupees Ten Thousand only) per year will be paid towards expenses like medical insurance premium, attire allowance, stitching charges, footwear allowance etc. The said amount shall be paid in two installments i.e., First installment to be processed in the first month's salary after joining and the second installment will be paid after completion of 11 months from the date of joining.

4.1. Remuneration for Project Diploma Assistants (Mechanical/ Electronics / Electrical / Computers / Tool Design) / Project Assistant (HR / Finance/ Store Keeper) on Contract basis:

Year	Entry Level	Years of Experience	Consolidated Remuneration per month
1 st Year	Induction	01 Year	Rs. 25,000/-
2 nd Year	On Extension only	-N.A.-	Rs. 26,500/-
3 rd Year	On Extension only	-N.A.-	Rs. 28,000/-
4 th Year	On Extension only	-N.A.-	Rs. 29,500/-

4.2. Remuneration for Project Trade Assistants (Fitter / Electronic Mech./ Electrician / Painter/ Welder / Plumber) / Project Office Assistant (Stenographer) on Contract basis:

Year	Entry Level	Years of Experience	Consolidated Remuneration per month
1 st Year	Induction	01 Year	Rs. 23,000/-
2 nd Year	On Extension only	-N.A.-	Rs. 24,500/-
3 rd Year	On Extension only	-N.A.-	Rs. 26,000/-
4 th Year	On Extension only	-N.A.-	Rs. 27,500/-

5. SELECTION PROCEDURE:

Candidates should meet the Qualifying criteria as specified in the advertisement for accepting their online application.

Criteria	Weightage
Aggregate Marks / Percentage secured in the Qualification in the relevant disciplines. For each percentage of Qualification will allocate 01 mark. However, Maximum marks will be allotted is 75 only. i) For Project Diploma Assistants: Diploma Percentage ii) For Project Assistants (HR / Finance) : Graduation Percentage in specialization OR/ Graduation Percentage+1 year diploma in specialization Percentage. iii) For Project Assistants (Finance) : Pass in Intermediate with CA Inter/ ICWA Inter/ CS Inter will be allotted 75 Marks. iv) For Project Trade Assistants : ITI + NAC Percentage v) For Project Assistant (Store Keepers): SSC Percentage + SKT course in Armed Forces. ii) For Project Office Assistants (Stenographer) : DCCP / DCP Percentage	75 Marks
Relevant Post Qualification experience – Allocation of Marks 01 year - 03 Marks 02 Years - 06 Marks >=03 Years - 10 Marks	10 Marks
Interview	15 Marks
Total	100 Marks

- a. Candidates have to compulsorily provide the CGPA conversion to percentage of marks, as per the guidelines provided by the concerned University.
- b. Only relevant experience will be considered. The decision of the Scrutiny Committee / Selection Committee, with respect to relevance of Experience will be final. Work experience indicated without supporting documents, will not be considered.
- c. Candidates will be considered for short listing for interview in the **ratio 1:10**, based on the number of years of relevant experience in the Industry / Office. The names of candidate shortlisted for interview will be displayed on company's website. Candidates who have been shortlisted for the interview will receive interview call intimation only by e-mail / by provision of download from BDL website.
- d. **Selection Criteria:** Minimum Qualifying Marks will be 60%. Concessions / relaxations as per the prescribed guidelines will be extended to Scheduled Caste (SC) / Scheduled Tribes (ST) & OBC (non-creamy layer) / PwBD candidates, while assessing their suitability for recruitment.
- e. Selection will be based on order of merit, when two or more candidates secure equal marks, they will be empanelled in the chronological order of their Date of Birth, the eldest being placed first among them. In case, Date of Birth is also same, then the marks scored in Interview will be the basis for merit list.

6. RESERVATIONS, CONCESSIONS AND RELAXATIONS

- i. Reservation of posts for SC, ST, OBC(NCL), EWS and PwBD (Persons with Benchmarked Disabilities – with degree of disability 40% or above) are as per Government Directives.

- ii. 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 candidate’s caste, the Act / Order under which the caste is recognized as SC/ ST / OBC.
 - iii. Candidates must note that BDL follows only Central Government list and not State Governments list for SC/ST/OBC. Similarly, candidates applying under Persons with Benchmark Disability (PwBD) category may note that Government of India rules will be applicable for any concession in this regard.
 - iv. Relaxations / Reservation / Concession as applicable to SC/ST/OBCs (Non-Creamy Layer)/PwBD 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.
 - v. 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. 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.
 - vi. For getting the reservation benefits under EWS category, candidates need to furnish their latest EWS certificate in the format as per DoPT Office Memorandum No. 36039/1/2019 – Estt (Res) dated 31/01/2019 or subsequent amendment(s), if any.
 - vii. A person who wants to avail the relaxed standards of PwBD reservation will have to submit a disability certificate issued by a Competent Authority as prescribed in RPwBD Act, 2016. Notification No: 38-16/2020-DD-III-DT.04/01/2021, Ministry of Social Justice & Empowerment, Govt. of India regarding list of positions/disciplines in of Group-‘C’ posts in which PwBD candidates are eligible will be followed. Appointment in these vacancies will be offered to PwBD candidates after considering the nature of duties & responsibilities of the job, location, hazard, strain & other factors, also considering that the condition is not likely to interfere with the performance of duties of the post with reasonable efficiency and without possible deterioration of his/her health. The final appointment would be based on candidate’s medical fitness with respect to job profile of the identified post.
 - viii. Maximum age limit is relaxed by 05 years for SC & ST, 03 years for OBC-NCL, 05 years for PwBD (UR), 08 years for PwBD (OBC-NCL) and 10 years for PwBD (SC/ST) candidates.
 - ix. Maximum age relaxation by 5 years is applicable for Ex-Servicemen & Commissioned Officers (including ECOs/ SSCOs) subject to rendering minimum 5 years’ service in Armed Forces and fulfillment of other conditions prescribed by Govt. of India.
 - x. Maximum age limit is relaxed by 5 years for candidates domiciled in Jammu & Kashmir between 01.01.1980 and 31.12.1989.
 - xi. If the SC/ST/OBC-NCL/PwBD 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 in either English or Hindi.
- 7. APPLICATION FEES:**
- (i) UR / OBC / EWS candidates applying for the above **Post(s)** are required to remit an amount of **Rs.200/- (Rupees Two Hundred Only)** towards application fee through **SBI ePay** Online Payment Mode.
 - (ii) Candidates need to pay application fee through online (as applicable – mentioned at para-7 (i)). Candidates may go through all instructions and eligibility criteria carefully before remitting Application Fee. **Fee once paid will not be refunded.** SC/ST/PwBD/EX-SM candidates are exempted from payment of application fees.

8. GENERAL CONDITIONS:

- i. Only Indian Nationals are eligible to apply.
- ii. Age, Qualifications and Experiences stipulated above should be as on **02.05.2022**.
- iii. 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.
- iv. 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.
- v. Management reserves the right to fill up or otherwise any or all the notified posts as per the rules of the company.
- vi. Appointment of selected candidates is subject to verification of Educational / Technical Qualifications, Memberships, Experiences, Caste and Character & Antecedents as the case may be with the Concerned Authorities and Prescribed Medical Standards as per the Rules of the Company.
- vii. The candidates are required to apply **ONLINE ONLY**. No manual / paper applications will be entertained directly unless registered and applied ONLINE.
- viii. 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.
- ix. Mere submission of application, fulfillment of Qualifications and other requirements laid down will not entail a right for claiming interview / appointment.
- x. Candidates are required to apply against only **ONE POST** in response to the above advertisement.
- xi. Candidates not fulfilling the essential eligibility criteria can be debarred ab-initio or at any stage of the recruitment process.
- xii. Candidature of the registered candidates may also be liable to be rejected if registered without application fee (if applicable).
- xiii. 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.
- xiv. 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.
- xv. 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.
- xvi. Management reserves the right to call for any additional documentary evidence in support of Qualification, Experience etc. of the applicants.
- xvii. 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.

9. 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) **Duly-filled in Application Form along with Self-Attested copies of the following documents / certificates in 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. **EWS Certificate** in respect in the prescribed format issued by Competent Authority.
 4. **Disability Certificate** (for PwBD candidates only) in the prescribed format issued by Competent Authority.
 5. **Discharge certificate** for Ex-Servicemen, if applicable.
 6. **Domicile Certificate** in respect of candidates from Jammu & Kashmir, as applicable
 7. **Qualification Certificates and Semester wise / Year wise Mark sheets** in respect of Xth, XIIth, ITI + NAC course, Diploma or equivalent course and Graduation course, etc.
 8. 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:
 - i) **For Past Employments**
 - Experience letter issued by Competent Authority 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.
 - ii) **For Present /Current Employment**
 - Experience letter issued by Competent Authority 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.
 9. No further correspondence, in any matter, is allowed after submission of online application.
 10. Canvassing in any manner would lead to disqualification of candidature.

10. HOW TO APPLY:

Online Application Opens on 14.05.2022 (1400 hrs) & Closes on 04.06.2022 (1800 hrs).

- i) Applications should be submitted strictly ONLINE by logging on to www.bdl-india.in in “Careers > Recruitment”. Applications without online registration will not be accepted.
- ii) 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 (50 KB, JPG / JPEG format only) should be readily available
- iii) **Candidate should apply against notified Vacancy against Unit / Office wise.**
- iv) 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.

- v) Candidates should download the ‘Bio-data Proforma’ (Annexure-I) from the website and fill it up.
- vi) Candidate should send the Application Form (Bio-data) along with all mandatory documents by Registered / Speed post to the address - “SM, C-HR (TA&CP), Bharat Dynamics Limited, Corporate Office, Plot No. 38-39, TSFC Building (Near ICICI Towers), Financial District, Gachibowli, Hyderabad, Telangana-500032” so as to reach here latest by 13.06.2022.
- vii) The envelope containing application should be super scribed with “Application for the post being applied (in capital & 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.
- viii) In case of non-receipt of the Registration Slip, Bio-Data form with other mandatory documents by BDL within the stipulated date (i.e. 13.06.2022), his/ her online application is liable to be rejected.
- ix) 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 Interview etc.

Note: 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.

11. IMPORTANT DATES:

Activity	Schedule date
Commencement of On-line Registration of Applications	14.05.2022 at 1400 Hrs
Closing of On-line Registration of Applications	04.06.2022 at 1800 Hrs
Last date of receipt of Hard copy of the Application Form along with all mandatory documents mentioned at Para-9 above	13.06.2022 at 1600Hrs
Tentative date for Interview for the advertised posts will be hosted in the Company website. Please check our website for further updates.	

Please Note: Corrigendum / extension etc., if any shall be published only on our “BDL website: www.bdl-india.in” in “Careers > Recruitment” column. Please visit our website regularly, for updates / corrigendum etc., However, necessary information will be hosted on BDL’s Website from time to time.

12. CLARIFICATIONS:

For further details or any clarifications, please feel free to e-mail us at: hrcorp-careers@bdl-india.in. Please note that no other form of communication will be entertained including telephone calls, conventional mail, fax etc.,

THE LAST DATE FOR SUBMITTING OF ONLINE APPLICATION IS 04.06.2022