



भारत डायनामिक्स लिमिटेड  
शक्ति का आधार अस्-बल  
BHARAT DYNAMICS LIMITED  
THE FORCE BEHIND PEACE



स्वर्ण जयंती वर्ष  
50th Anniversary of the  
GOLDEN JUBILEE YEAR  
IN SERVICE OF THE SERVICES  
1947-2017



15  
YEARS OF  
CELEBRATING  
THE MAHATMA

**COMPLETE ADVERTISEMENT MAY PLEASE BE READ BEFORE SENDING 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. BDL is a fast growing Company, with a healthy Order Book position and huge expansion plans. The Company is poised to enter new avenues of manufacturing, covering a wide range of Weapon Systems making it a World Class Defence Equipment Manufacturer.

BDL offers a Challenging and Rewarding career to dynamic individuals to contribute towards Nation building in the field of Strategic Defence Equipments. The details for the position of Junior Manager (OL) and Assistant-I (Hindi Translator) are as given below:

Post	Vacancies	GR/WG	SCALE OF PAY
Junior Manager (OL)	01 (UR)	I	₹30,000 - ₹1,20,000/-
Assistant-I (Hindi Translator)	03 (UR)	04	₹ 21,880/- (open ended)

\* Place of Posting of Junior Manager (OL) will be at Vishakapatnam Unit, (A.P.) and Hindi Translators will be at Hyderabad, Telangana State.

**A. AGE LIMIT & AGE RELAXATIONS: Age will be reckoned as on 24.01.2019:**

Designation	Posts in Grade/ WG	Upper Age Limit (in years)
		UR
Junior Manager (OL)	I	40
Assistant-I (Hindi Translator)	04	30

i. Relaxation in age will be extended as per extant Govt. rules in respect of Ex-Servicemen/Commissioned Officers/ECOs/SSCOs who have rendered at least 5 years of Military service and have been released on completion of assignment (including those where assignment is due to be completed within 6 months), otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disabilities attributable to military service or an invalidment.

ii. 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.

iii. The maximum age limit for Internal Candidates will be 55 years.

**B. QUALIFICATION:**

i. The essential Qualification and Post-Qualification experience for the post is as indicated hereunder:

SL. NO.	DESIGNATION (POST)	GRADE /WG	ESSENTIAL QUALIFICATION	POST QUALIFICATION EXPERIENCE
1	Junior Manager (OL)	I	<ul style="list-style-type: none"> <li>MA (Hindi)/ MA (Functional Hindi Translation) from a recognized University with English as a subject at degree level and PG Diploma in Translation from a recognized University/ Institute. (OR)</li> <li>MA (English) from a recognized University with Hindi as a subject at degree level and PG Diploma in Translation from a recognized University/ Institute.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 2 years of Post Qualification experience in Translation from English to Hindi &amp; vice versa from an Organisation of repute and Knowledge of Hindi and English Typing/ Computer.</li> </ul>
2	Assistant-I (Hindi Translator)	04	<ul style="list-style-type: none"> <li>Bachelor's Degree with Hindi and English as main Subjects or either of the two as medium of examination and the other as a main subject with Diploma/ Certificate course in translation from Hindi to English and vice-versa or two years experience of translation from Hindi to English and vice-versa or two years experience of translation work from Hindi to English and vice-versa from a reputed organization. (OR)</li> <li>MA (Hindi)/MA (Functional Hindi Translation) from a recognised University with English as a subject at degree level (OR)</li> <li>MA (English) from a recognised University with Hindi as a subject at degree level.</li> </ul>	--

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

iii. "First Class" to be read as "60% marks in aggregate".

iv. The eligibility of a candidate from Private Organization will be determined taking into account the Cost to Company drawn, the designation, nature of work and experience etc.

v. **Any Contract/Training/Consultancy Experience will not be taken into consideration for calculation of Post Qualification Executive Experience.**

**C. SELECTION PROCESS:**

i. Selection will be based on **Written Test**.

ii. The test will be of Descriptive nature.

iii. Minimum qualifying marks for Written Test is 60%.

iv. **TEST CENTER:** Hyderabad, Telangana state. However, BDL reserves the right to add any other Centre.

**D. PAY & PERKS:**

i. In addition to Basic Pay and DA, HRA as admissible will be paid.

**ii. FOR GR-I POST:**

In case of Grade I, perks @ 33% on Basic Pay and Performance Related Pay as per Company Rules will be paid.

**iii. FOR WG-04 POST:**

In case of WG-04, perks @ 30% on Basic Pay as per Company Rules will be paid.

iv. Other facilities viz., PF, Gratuity, Medical facilities etc. are applicable as per Company Rules.

Besides Contributory Provident Fund and Gratuity, employees superannuating from BDL on rendering a minimum of 15 years of service will also be entitled for Pension and Post Retirement Medical Benefits under Defined Contributory Scheme of the Company.

**E. 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.

**F. APPLICATION FEE (₹):**

i. Application fee of ₹500/- is to be paid in the form of D.D in favour of **Bharat Dynamics Limited, SC/ST/PWD/Ex-Servicemen/Internal Employees** are exempted from payment of Application Fee.

ii. 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**.

**G. GENERAL CONDITIONS:**

1. Management reserves the right to raise the minimum eligibility standards, to fill or not fill any/all of the above positions and cancel/ restrict/ enlarge/ modify/ alter the Recruitment/ Selection Process without any further notice or assigning any reasons whatsoever.

2. Management reserves the right to fill up or otherwise any or all the notified posts and also to fill up the future vacancies, if any from the valid panel of selected candidates as per the Rules of the Company.

3. Applicants employed in Government, Semi-Government Organizations & Public Sector Undertakings should apply **through proper channel** or produce **'No Objection Certificate'** at the time of Interview.

4. 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.

5. Candidates who have **appeared/ appearing in their final year** and whose **results are awaited are not eligible to apply**.

6. Candidates possessing **Part Time/Correspondence/ Distance Education Courses** are **not eligible to apply**.

7. Mere fulfillment of Qualifications and other requirements laid down, submission of application will not entail a right for claiming Interview/ Appointment.

8. Candidates are required to apply against only One Post in response to the above Advertisement. Please note that the candidature of the Candidate is liable to be cancelled if he/ she submits more than one application for the same post.

9. The experience mentioned against the Post excludes any kind of traineeship including Management Trainee/ Graduate Engineer Trainee/ Apprenticeship etc.

10. Candidates not fulfilling the essential eligibility criteria can be debarred ab-initio or at any stage of the Recruitment process.

11. Management reserves the right to call for any additional documentary evidence in support of Education, Experience etc. of the applicants.

12. 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.

13. Only Indian Nationals need to apply.

14. All posts require good communication skills.

15. Age, Qualification & Experience stipulated above should be as on **24.01.2019**.

16. In case of Internal Employees, Qualification shall be considered as per the Company Rules.

17. Any or all Corrigendum/Amendments related to this recruitment process will only be given on our official Website i.e. <http://bdl-india.in>.

18. In case of any ambiguity/ dispute arises on account of interpretation in versions other than English, the English Version will prevail.

(Contd.. page 1)

19. 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.
20. No correspondence in any matter is allowed/ will be entertained.
21. Canvassing in any manner will amount to disqualification of the Candidature.

#### H. MANDATORY DOCUMENTS:

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

- i. Self-Attested copies of the following Documents / Certificates in proper and prescribed formats are to be enclosed.
  - a. Copy of Date of Birth (Birth Certificate (or) SSLC / Matriculation Marks List / as applicable).
  - b. Copies of Qualification documents (Xth, XIIth or equivalent course Certificates, Qualifying Degree Certificate along with consolidated semester-wise marks statement and additional Degree certificates if any).
  - c. Copy (s) of Experience certificates from the present / previous employer(s), if any (Offer Letter, Joining report, Posting Order, Relieving letter, Service Certificate etc), Copy of Latest pay slip. In case of Training period/ Apprenticeship period, please provide certificate of Absorption/ Completion.
  - d. Copy of Discharge Book in case of Ex-Servicemen, if applicable.
  - e. If the certificates/ letters mentioned above have been issued in any language other than Hindi/ English, the candidates will be required to submit a self certified translated copy of the same in Hindi/ English.
  - f. Filled in Application form as per pro-forma at Annexure – I and latest Resume.

#### I. HOW TO APPLY:

**STEP-1:** Logon to <http://bdl-india.in>.

**STEP-2:** Download the 'Application Pro-forma' from the BDL website and fill up the required fields. Paste a recent passport size photograph on the form (self attested).

**STEP-3:** Mention your name on the back side of the all the certificates attached to the Application Form.

**STEP-4:** Please forward the application along with DD and all the documents mentioned above by post to the address - "**DGM, C-HR - (TA&OD), Bharat Dynamics Limited, Corporate Office, Plot.No. 38-39, TSFC Building (Near ICICI Towers, Hyderabad-500032**" so as to reach here latest by **14.09.2019**. The envelope containing application should be superscribed with "Application for the post being applied in **bold letters**". **In case of non-receipt of the Bio-Data form with other mandatory documents by BDL within the stipulated date, his/ her Candidature is liable to be rejected.**

**\*\*Last Date of Receipt of Applications is 14.09.2019\*\***

Candidates are allowed to apply only once and applications once submitted cannot be altered under any circumstances. **Candidates are required to provide active e-mail ID, and phone number** in the Application form, so that intimation regarding Call Letter for Written Test can be received on time. BDL will not be responsible for bouncing/loss of any e-mail sent to the candidates due to invalid / wrong e-mail ID provided by the candidate or delivery of e-mail to spam / bulk mail folder or for delay / non 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.

**\*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.in>. 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.in](mailto:careers.bdl@bdl-india.in).

TA&OD/ADVT.No.2019-1

**THE FORCE BEHIND PEACE**