

ANNEXURE VIII – A  
(Para 32.1 refers)

FORM OF OFFER OF APPOINTMENT TO NON-SENSITIVE  
POSTS IN GROUP – E (WG-7) AND BELOW

BHARAT DYNAMICS LIMITED

Telex No : Address :  
Telephone No :  
Telegram :

Ref No. Dated :

Shri \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

Sub:- Offer of appointment to the post of \_\_\_\_\_  
in the scale of Rs. \_\_\_\_\_

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With reference to your application dated \_\_\_\_\_ and the subsequent interview you had with us here, we have pleasure in offering you the post of \_\_\_\_\_ on the following terms and conditions :-

- i) Your basic pay will be Rs. \_\_\_\_\_ per month in the scale of pay of Rs. \_\_\_\_\_ plus other allowance as admissible from time to time;
- ii) Your appointment will be subject to your presenting a satisfactory medical report from the Company's Doctor/Medical Officer not below the rank of a Civil Surgeon/Assistant Civil Surgeon;
- iii) Your continuation/confirmation of appointment will be subject to satisfactory verification of your credentials/testimonials, etc.,
- iv) You will be on probation for a period of six months from the date of your appointment and this period may be extended, if considered necessary in this post, only if you are intimated to that effect in writing;

Contd..

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## ANNEXURE VIIIA Contd.....

- 2 -

- v) During the probationary period, the Company can terminate your services without notice, without assigning any reasons and without any compensation in lieu of notice. After the probationary period when your services are confirmed, the Company has the right to terminate your services by giving \_\_\_\_\_ months' notice in writing or by giving you \_\_\_\_\_ months' basic pay in lieu of notice. You are free to resign from the services of the company by giving \_\_\_\_\_
- vi) \_\_\_\_\_ month's notice in writing, or by paying \_\_\_\_\_ months' basic pay in lieu of notice. In case of shorter notice, the liability will be restricted to payment for the proportionate period which falls short of the notice period. If during the notice period you are absent without permission, your services can be terminated without notice. Further in the event of your giving notice of resignation, the Company will have the option to accept the resignation with immediate effect or at any time before the date of expiry of the notice period in which case you will be paid only for the period you actually worked;
- vii) You will be liable to serve in any position or Department or Division in any part of India or abroad at the discretion of the company;
- viii) You are to give an undertaking that you will not apply for any scholarship/appointment/commission elsewhere without first obtaining the written permission from the competent authority of the company;
- ix) You are requested to bring the following certificates/documents in original when you report for duty :-
  - a) A relieving certificate and a service certificate from your present employer, if any;
  - b) Documentary evidence in proof of your date of birth;
  - c) Documents/certificates in proof of your educational and professional/technical qualifications, previous experience, etc;
  - d) Two character certificates from two different Gazetted officers of Govt. (for having known you for atleast six months on the date of signing the certificate);

Contd..

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## ANNEXURE VIIIA Contd....

- 3 -

- x) The age of superannuation in BDL is 60 years and thereafter you shall be retired from services of the Company and you shall have no claim to be continued in the services of the Company thereafter;
- xi) During your employment, you will be governed by the rules and regulations of service of the company that may be in force and which may be amended, altered or extended from time to time and your acceptance of this offer of appointment carries with it your agreement to observe all such rules and regulations;
- xii) You should intimate to this office changes, if any, that have taken place or that will take place in respect of the particulars furnished by you in your application/biodata for the post mentioned above;
- xiii) You will be paid TA/DA as per rules of the Company.

2. If the above terms and conditions are acceptable to you, please send the following documents so as to reach this office not later than \_\_\_\_\_.

- a) Your acceptance letter in the enclosed proforma duly signed by you;
- b) Enclosed attestation forms duly filled in and signed by you;
- c) Five copies of your recent passport size photographs.

3. You may report for duty on or before \_\_\_\_\_. In case you letter of acceptance of the offer and other documents are not received and you fail to report for duty by the above mentioned dates, this offer of appointment will automatically stand cancelled.

Yours faithfully,  
for BHARAT DYNAMICS LIMITED

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ANNEXURE VIII – B(P-1)  
(Para 32.1 refers)

FORM OF OFFER OF APPOINTMENT TO SENSITIVE  
POSTS IN GROUP – E (WG 7) AND BELOW

BHARAT DYNAMICS LIMITED

Telex No : Address :  
Telephone No :  
Telegram :  
Ref No. Dated :  
Shri \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

Sub:- Offer of appointment to the post of \_\_\_\_\_  
in the scale of Rs. \_\_\_\_\_

\*\*\*

With reference to your application dated \_\_\_\_\_ and the subsequent interview you had with us here, It is proposed to offer you the post of \_\_\_\_\_ on the following terms and conditions :-

- i) Your basic pay will be Rs. \_\_\_\_\_ per month in the scale of pay of Rs. \_\_\_\_\_ plus other allowance as admissible from time to time;
- ii) Your appointment will be subject to your presenting a satisfactory medical report from the Company's Doctor/Medical Officer not below the rank of a Civil Surgeon/Assistant Civil Surgeon;
- iii) You will be on probation for a period of six months from the date of your appointment and this period may be extended, if considered necessary in this post, only if you are intimated to that effect in writing;
- iv) During the probationary period, the Company can terminate your services without notice, without assigning any reasons and without any compensation in lieu of notice. After the probationary period

Contd...

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## ANNEXURE VIIB Contd....

when your services are confirmed, the Company has the right to terminate your services by giving \_\_\_\_\_ months' basic pay in lieu of notice. You are free to resign from the services of the company by giving month's notice in writing, or by paying \_\_\_\_\_ months' basic pay in lieu of notice. In case of shorter notice, the liability will be restricted to payment for the proportionate period which falls short of notice period. If during the notice period you are absent without permission, your services can be terminated without notice. Further in the event of your giving notice of resignation, the Company will have the option to accept the resignation with immediate effect or at any time before the date of expiry of the notice period in which case you will be paid only for the period you actually worked;

- v) You will be liable to serve in any position or Department or Division in any part of India or abroad at the discretion of the company;
- vi) You are to give an undertaking that you will not apply for any scholarship/appointment/commission elsewhere without first obtaining the written permission from the competent authority of the company;
- vii) You are requested to bring the following certificates/documents in original when you report for duty :-
  - a. A relieving certificate and a service certificate from your present employer, if any;
  - b. Documentary evidence in proof of your date of birth;
  - c. Documents/certificates in proof of your educational and professional/technical qualifications, previous experience, etc;
  - d. Two character certificates from two different Gazetted officers of Govt. (for having known you for atleast six months on the date of signing the certificate);
- viii) The age of superannuation in BDL is 60 years and thereafter you shall be retired from services of the Company and you shall have no claim to be continued in the services of the Company thereafter;

Contd..

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## ANNEXURE VIII B Contd...

- 3 -

- ix) During your employment, you will be governed by the rules and regulations of service of the company that may be in force and which may be amended, altered or extended from time to time and your acceptance of this offer of appointment carries with it your agreement to observe all such rules and regulations;
- x) You should intimate to this office changes, if any, that have taken place or that will take place in respect of the particulars furnished by you in your application/biodata for the post mentioned above;
- xi) You will be paid TA/DA as per rules of the Company.

2. If you are interested in this offer, please send your acceptance and the enclosed attestation forms (in triplicate) duly filled with five copies of your recent pass port size photographs to this office on or before \_\_\_\_\_ failing which it would be presumed that you are not interested in this offer. On receipt of your acceptance, a formal offer of appointment will be issued after completing certain formalities which may take about 8 to 10 weeks time and you will be intimated of the likely date of your reporting for duty.

3. It may please be noted that this is only an enquiry and not an offer of appointment.

Yours faithfully,  
for BHARAT DYNAMICS LIMITED

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ANNEXURE VIII – C  
(Para 32.1 refers)

**FORM OF OFFER OF APPOINTMENT TO OFFICERS  
IN GRADE – 1 AND ABOVE**

BHARAT DYNAMICS LIMITED

Telex No : \_\_\_\_\_ Address : \_\_\_\_\_  
Telephone No : \_\_\_\_\_  
Telegram : \_\_\_\_\_

Ref No. \_\_\_\_\_

Dated : \_\_\_\_\_

Shri \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

Sub:- Offer of appointment to the post of \_\_\_\_\_  
in the scale of Rs. \_\_\_\_\_

\*\*\*

With reference to your application dated \_\_\_\_\_ and the subsequent interview you had with us, it is proposed to offer you the post of \_\_\_\_\_ on the following terms and conditions :-

- i) Your basic pay will be Rs. \_\_\_\_\_ per month in the scale of pay of Rs. \_\_\_\_\_ plus other allowance as admissible from time to time;
- ii) Your appointment will be subject to your presenting a satisfactory medical report from the Company's Doctor/Medical Officer not below the rank of a Civil Surgeon/Assistant Civil Surgeon;
- iii) You will be on probation for a period of twelve months from the date of your appointment and this period may be extended, if considered necessary in this post, only if you are intimated to that effect in writing;

Contd..

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## ANNEXURE VIII-C Contd..

- 2 -

During the probationary period, the Company can terminate your services without notice, without assigning any reasons and without any compensation in lieu of notice. After the probationary period when your services are confirmed, the Company has the right to terminate your services by giving three months' notice in writing or giving you three months' basic pay plus dearness allowance in lieu of notice. Though you are free to resign from the services of the company by giving three month's notice in writing, or by paying three months' basic pay plus dearness allowance in lieu of notice. The Management reserves the right not to accept the resignation, if the circumstances so warrant. In case of shorter notice, the liability will be restricted to payment for the proportionate period which falls short of the notice period. If during the notice period you are absent without permission, your services can be terminated without notice. Further in the event of your giving notice of resignation, the Company will have the option to accept the resignation with immediate effect or at any time before the date of expiry of the notice period in which case you will be paid only for the period you actually worked;

- iv) You will be liable to serve in any position or Department or Division in any part off India or abroad at the discretion of the company;
- v) You are to give an undertaking that you will not apply for any scholarship/appointment/commission elsewhere without first obtaining the written permission from the competent authority of the company;
- vi) You are requested to bring the following certificates/documents in original when you report for duty :-
  - a. A relieving certificate and a service certificate from your present employer, if any;
  - b. Documentary evidence in proof of your date of birth;
  - c. Documents/certificates in proof of your educational and professional/technical qualifications, previous experience, etc.
  - d. Two character certificates from two different Gazetted officers of Govt. (for having know you for atleast six months on the date of signing the certificate);

Contd..

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## ANNEXURE VIII-C Contd..

- 3 -

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- vii) The age of superannuation in BDL is 60 years and thereafter you shall be retired from services of the Company and you shall have no claim to be continued in the services of the Company thereafter.
- viii) During your employment, you will be governed by the rules and regulations of service of the company that may be in force and which may be amended, altered or extended from time to time and your acceptance of this offer of appointment carries with it your agreement to observe all such rules and regulations;
- ix) You should intimate to this office changes, if any, that have taken place or that will take place in respect of the particulars furnished by you in your application/biodata for the post mentioned above;
- x) You will be paid TA/DA as per rules of the Company.

- 3 -

2. If you are interested in this offer, please send your acceptance and the enclosed attestation forms (in triplicate) duly filled with five copies of your recent pass port size photographs to this office on or before \_\_\_\_\_ failing which it would be presumed that you are not interested in this offer. On receipt of your acceptance, a formal offer of appointment will be issued after completing certain formalities of the likely date of your reporting for duty.

3. It may please, be noted that this is only an enquiry and not an offer of appointment.

Yours faithfully,  
for BHARAT DYNAMICS LIMITED

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**ANNEXURE VIII – D**  
**(Annexure VIII –B & C and Para 32.1 refers)**

**FINAL OFFER OF APPOINTMENT TO SENSITIVE POSTS IN GROUP- E**  
**(WG 7) & BELOW AND FOR OFFICERS IN GRADE – 1 AND ABOVE**

**BHARAT DYNAMICS LIMITED**

Telex No : Address :  
 Telephone No :  
 Telegram :

Ref No. Dated :

Shri \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Dear Sir,

Sub:- Final Offer of appointment to the post of \_\_\_\_\_  
 in the scale of Rs. \_\_\_\_\_

\*\*\*

Further to the provisional offer of appointment vide letter No. \_\_\_\_\_  
 dt. \_\_\_\_\_ and your acceptance of the same vide letter No. \_\_\_\_\_  
 dt. \_\_\_\_\_ we are pleased to offer you're the post of \_\_\_\_\_ in the  
 scale of pay Rs. \_\_\_\_\_ on the following terms and conditions  
 already conveyed to you:-

2. You are requested to bring the following certificates/documents in original when you report for duty :-

- a. A relieving certificate and a service certificate from your present employer, if any;
- b. Documentary evidence in proof of your date of birth;
- c. Documents/certificates in proof of your educational and professional/technical qualifications, previous experience, etc.

Contd...

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**ANNEXURE VIII – D Contd...**

**- 2 -**

3. You are requested to report for duty on or before \_\_\_\_\_. In the event of your failure to report to the undersigned by the above mentioned date, this offer will automatically stand cancelled.

Yours faithfully,  
for BHARAT DYNAMICS LIMITED

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**ANNEXURE – IX A**  
**(Para 32.1 refers)**

**FORM OF ACCEPTANCE OF OFFER OF  
APPOINTMENT TO NON-SENSITIVE POSTS**

From : (NAME & Address)

To

Bharat Dynamics Limited

Dear Sir,

I hereby accept the offer of appointment made to me vide letter No. \_\_\_\_\_ dt. \_\_\_\_\_ a copy of which is attached here to duly signed by me.

I have understood the terms and conditions detailed in the said letter of offer of appointment and agree to abide by the same.

I am reporting for duty with effect from \_\_\_\_\_ (Forenoon/ Afternoon).

Yours faithfully,

Place :

Date ;

Encl : Copy of offer of appointment.

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**ANNEXURE – IX B**  
**(Annexure VIII –B & C and Para 32.1 refers)**

**FORM OF ACCEPTANCE OF PROVISIONAL OFFER OF  
APPOINTMENT TO SENSITIVE POSTS**

From : (NAME & Address)

To

Bharat Dynamics Limited

Dear Sir,

I hereby accept the offer of acceptance made to me vide letter No. \_\_\_\_\_ dt. \_\_\_\_\_ a copy of which is attached here to duly signed by me. I have understood the terms and conditions detailed in the said letter of offer of appointment and agree to abide by the same.

2. The attestation forms (in triplicate) duly filled in and five copies of recent photographs are enclosed.

Yours faithfully,

Place :

Date ;

Encl : Copy of offer of appointment.

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ANNEXURE – IX C  
(Para 32.1 refers)

FORM OF ACCEPTANCE OF FINAL OFFER OF  
APPOINTMENT TO SENSITIVE POSTS

From : (NAME & Address)

To

Bharat Dynamics Limited

Dear Sir,

I hereby accept the offer of acceptance made to me vide letter  
No. \_\_\_\_\_ dt. \_\_\_\_\_.

2. The terms and conditions detailed vide provisional offer of appointment  
made to me vide offer letter No. \_\_\_\_\_ dt. \_\_\_\_\_ are understood by me  
and I agree to abide by the same.

3. I am reporting for duty with effect from \_\_\_\_\_ (Forenoon/  
Afternoon).

Yours faithfully,

Place :

Date ;

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**ANNEXURE – X**  
**(Para 35.1 refers)**

**COMPOSITION OF STAFF SELECTION COMMITTEES FOR  
INTERVIEWING CANDIDATES FOR RECRUITMENTS TO VARIOUS POSTS**

**POSTS IN GRADE – VII & VIII**

Selection Committee as constituted by the Board of Directors.

**POSTS IN GRADE – V & VI**

1) Managing Director	Chairman
2) Functional Director(s)	Members
3) Chief of Personnel or his representative. (A specialized member from outside may be co-opted as Additional Member of the Committee at the discretion of the Chairman of the Committee)	Member Secretary/Secretary

**POSTS IN GRADE – III & IV**

1) Functional Director	Chairman
2) General Manager/Additional General Manager	Member
3) Deputy General Manager/ Sr. Manager of concerned department	Member
4) SC/ST representative (Wherever applicable)	Member
5) Representative of State Government (wherever applicable)	Member
6) Personnel/Administrative Manager	Member Secretary/ Secretary

NOTE : a) A specialist member from outside may be co-opted as a member by the Chairman of the Committee.

Contd..

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## ANNEXURE – X Contd....

- 2 -

## POSTS IN GRADES-I AND II

- |                                                                                                                                |                                |
|--------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| 1) General Manager/Additional General Manager<br>or<br>Head of the Concerned Deptt.<br>or his representative not below Grade-V | Chairman                       |
| 2) Sr. Manager/Manager of concerned department                                                                                 | Member                         |
| 3) An officer nominated by General Manager/Chairman of the Committee                                                           | Member                         |
| 4) SC/ST representative (wherever applicable)                                                                                  | Member                         |
| 5) Representative of State Government                                                                                          | Member                         |
| 6) Personnel/Administrative Manager or his representative                                                                      | Member Secretary/<br>Secretary |

## STAFF SELECTION COMMITTEE FOR POSTS IN GROUP-E (WG 7) AND BELOW

With the approval of concerned Functional Director/General Manager, the Selection Committee consisting of the following will be constituted :

- |                                                                      |                  |
|----------------------------------------------------------------------|------------------|
| - An officer in Grade-II and above from the concerned Department.    | Chairman         |
| - Three members including SC/ST representative (wherever applicable) | Member           |
| - Representative of Personnel Department                             | Member/Secretary |

Contd..





## ANNEXURE X Contd..

- 3 -

## NOTE :

1. Specialist members may be selected from any of the organizations/institutions given below :

- A. Government establishments/institutes of National Importance (such as Training Command, Ordnance Factories, etc.)
- B. Public Sector/Private Sector Undertaking situated in the place.
- C. Government Department situated in the place.
- D. Officer of any other unit of BDL of appropriate grade.

2. Where the Departments/organizations listed above are unable to nominate suitable officer, Functional Director, General Manager may co-opted any other persons from other industries/organizations, situated in the place, as a Member.

3. Honorarium may be paid to the external members who are co-opted as additional Members of the Staff Selection Committee for interviewing candidates for recruitment to various posts at the following rates:-

- |                                                                                                                                         |                  |
|-----------------------------------------------------------------------------------------------------------------------------------------|------------------|
| i) For Directors of other Companies                                                                                                     | Rs.200/- per day |
| ii) For Executives in the Grade of General Managers and other senior executives of equivalent grade below the Board level appointments. | Rs.150/- per day |
| iii) For others                                                                                                                         | Rs.100/- per day |

In addition to the honorarium, external members will be paid the following :

- a) To and fro air fares;  
Where two places are not connected by air, they may be given first class or air-conditioned class train fare;
- b) Boarding and lodging charges at the rates applicable to BDL Officers. (To the extent possible, the members may be accommodated in the BDL Guest House).

Contd..

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## ANNEXURE X Contd...

- 4 -

Payment of honorarium to the members who are retired BDL OFFICERS may be decided with reference to their status in the organization prior to their retirement.

**4.0 FOR POSTS BELOW GRADE - I**

- 4.1 An officer belonging to any of the minority Communities, viz., Muslims Christians, Neo Buddhists, Sikhs, Zoroastrians should be an additional member where candidates belongs to any of these communities are considered. It is not necessary that the member should belong to the community of the candidates being interviewed.
- 4.2 Where a minority community member already stands included in the Committee by its original constitution itself, it is not necessary to include another individual belonging to a minority community as additional member.
- 4.3 Inclusion of a member belonging to the minority community in the Staff Selection Committee is without prejudice to and in addition to the existing instructions on associating SC/ST member in the Staff Selection Committee, when SC/ST candidates are considered.

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**ANNEXURE – XI**  
(Para 36.2 refers)

**CONFIDENTIAL**

**BHARAT DYNAMICS LIMITED**

**PROBATIONER RATING SHEET**

Date of Appointment/ Promotion  
to the present grade/\_\_\_\_\_

Report on the Character and Work of Shri/ Smt. /Kum. \_\_\_\_\_  
\_\_\_\_\_ (Designation) \_\_\_\_\_ (St.No.) \_\_\_\_\_ for the  
period ending \_\_\_\_\_

Particulars	<b><u>Rating Check(v) under appropriate column</u></b>		
	Above average	Average	Below Average
Ability			
Conduct			
Attendance			

SECTION HEAD

Confirmation : Recommended  
Not Recommended

\_\_\_\_\_  
Personnel Department  
(Check & Comment)

\_\_\_\_\_  
Divisional Head

Appointing Authority.

\*\*\*

\_\_\_\_\_

ANNEXURE XII – A  
(Para 39.1 refers)

FORM OF OFFER FOR TEMPORARY APPOINTMENT  
FOR NON-SENSITIVE POSTS IN GROUP – E (WG 7) AND BELOW

BHARAT DYNAMICS LIMITED

Telex No : Address :  
Telephone No :  
Telegram :

Ref No. Dated :

Shri \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

Sub:- Offer of appointment to the temporary post of \_\_\_\_\_  
in the scale of Rs. \_\_\_\_\_

\*\*\*

With reference to your application dated \_\_\_\_\_ and the subsequent interview you had with us here, we have pleasure in offering you the temporary posts of \_\_\_\_\_ (Name of the post) for a period of \_\_\_\_\_ months, on a basic pay of Rs. \_\_\_\_\_ plus dearness allowance and other allowances as admissible in the scale of Rs. \_\_\_\_\_.

2. The following will be the terms and conditions of your appointment:

- i) Your appointment and continuance in appointment will be subject to satisfactory verification or credentials/testimonials etc.;
- ii) During the period of employment, if you are absent without permission or if your services are not found satisfactory or not required by the Company, your services can be terminable by the company. Your services are terminable by giving 45 days notice or basic pay, on either side i.e. by you or the Management.

Contd..

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## ANNEXURE XIA Contd...

- 2 -

- iii) You will be liable to serve in any position or Department or Division in any part of India or abroad at the discretion of the Company.
- iv) During the period of employment you will be governed by the rules and regulations of service of the Company that may be in force and which may be amended, altered/or extended from time to time. Your accepting this offer carries with it, your acceptance to observe all such rules and regulations;
- v) You should inform the Administration Head of your Division/Office of the changes that have taken place subsequently to your filing the application form as well as changes that take place subsequently promptly;
- vi) At the time of reporting to the duty you may have to bring the following certificates/documents in original :
  - (a) Relieving certificate from your present employer, if any;
  - (b) Documentary proof/evidence in support of your educational qualifications and experience etc;
  - (c) Documentary evidence in support of your date of birth;
  - (d) Two character certificates from two different Gazetted officers of Govt. (for having know you for atleast six months on the date of signing);
- vii) Your appointment will automatically get terminated on the expiry of the tenure of temporary appointment unless the period of employment is extended further on such other terms and conditions that may be laid down by the company.

(Other conditions if any and entitlement of TA/DA for self, family members and transportation of personal effects etc., may be indicated).

3. If the above terms and conditions are acceptable to you, please send the following documents so as to reach this office not later than \_\_\_\_\_.

Contd..

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ANNEXURE XIIA Contd....

- 3 -

- (a) Your acceptance letter in the enclosed proforma duly signed by you;
- (b) Enclosed attestation forms duly filled in and signed by you;
- (c) Five copies of your recent passport size photographs.

4. You may report for duty on or before \_\_\_\_\_. In case your letter of acceptance of the offer and other documents are not received and you fail to report for duty by the above mentioned dates, this offer of appointment will automatically stand cancelled.

Yours faithfully,  
for BHARAT DYNAMICS LIMITED

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**ANNEXURE XII – B**  
**(Para 39.1 refers)**

**FORM OF OFFER FOR TEMPORARY APPOINTMENT  
FOR SENSITIVE POSTS IN GROUP – E (WG 7) AND BELOW**

**BHARAT DYNAMICS LIMITED**

Telex No :  
Telephone No :  
Telegram :

Address :

Ref No.

Dated :

Shri \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

Sub:- Offer of appointment to the temporary post of \_\_\_\_\_  
in the scale of Rs. \_\_\_\_\_

\*\*\*

With reference to your application dated \_\_\_\_\_ and the subsequent interview you had with us here, it is proposed to offer you the temporary post of \_\_\_\_\_ (Name of the post) for a period of \_\_\_\_\_ months, on a basic pay of Rs. \_\_\_\_\_ plus dearness allowance and other allowances as admissible in the scale of Rs. \_\_\_\_\_.

2. The following will be the terms and conditions of your appointment:

- i) Your appointment will be subject to satisfactory verification or credentials/testimonials etc.;
- ii) During the period of employment, if you are absent without permission or if your services are not found satisfactory or not required by the Company, your services can be terminated by the company. Your services are terminable by giving 45 days notice or basic pay, on either side i.e. by you or the Management.

Contd..

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## ANNEXURE XIIB Contd...

- 2 -

- iii) You will be liable to serve in any position or Department or Division in any part of India or abroad at the discretion of the Company.
- iv) During the period of employment you will be governed by the rules and regulations of service of the Company that may be in force and which may be amended, altered/or extended from time to time. Your accepting this offer carries with it, your acceptance to observe all such rules and regulations;
- v) You should inform the Administration Head of your Division/office of the changes that have taken place subsequently to your filing the application form as well as changes that take place subsequently promptly;
- vi) At the time of reporting to the duty you may have to bring the following certificates/documents in original :
  - (a) Relieving certificate from your present employer, if any
  - (b) Documentary proof/evidence in support of your educational qualifications and experience etc;
  - (c) Documentary evidence in support of your date of birth;
  - (d) Two character certificates from two different Gazetted officers of Govt. (for having know you for atleast six months on the date of signing);

Your appointment will automatically get terminated on the expiry of the tenure of temporary appointment unless the period of employment is extended further on such other terms and conditions that may be laid down by the company.

(Other conditions if any and entitlement of TA/DA for self, family members and transportation of personal effects etc., may be indicated).

Contd..





ANNEXURE XIIB

-3 –

3. If you are interested in this offer, please send your acceptance and the enclosed attestation forms (in triplicate) duly filled with five copies of your recent pass port size photographs to this office on or before\_\_\_\_\_ failing which it would be presumed that you are not interested in this offer. On receipt of your acceptance, a formal offer of appointment will be issued after completing certain formalities which may take about 8 to 10 weeks time and you will be intimated of the likely date of your reporting for duty.

4. It may be please be noted that this is only an enquiry and not an offer of appointment.

Yours faithfully,  
for BHARAT DYNAMICS LIMITED

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**ANNEXURE XII – C**  
**(Para 39.1 refers)**

**FORM OF OFFER FOR TEMPORARY APPOINTMENT  
FOR POSTS IN GROUP – I AND ABOVE**

**BHARAT DYNAMICS LIMITED**

Telex No : \_\_\_\_\_ Address : \_\_\_\_\_  
Telephone No : \_\_\_\_\_  
Telegram : \_\_\_\_\_

Ref No. \_\_\_\_\_ Dated : \_\_\_\_\_

Shri \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dear Sir,

Sub:- Offer of appointment to the temporary Post of \_\_\_\_\_  
in the scale of Rs. \_\_\_\_\_

\*\*\*

With reference to your application dated \_\_\_\_\_ and the subsequent interview you had with us here, it is proposed to offer you the temporary post of \_\_\_\_\_ (Name of the post) for a period of \_\_\_\_\_ months, on a basic pay of Rs. \_\_\_\_\_ plus dearness allowance and other allowances as admissible in the scale of Rs. \_\_\_\_\_.

2. The following will be the terms and conditions of your appointment:

- i) Your appointment will be subject to satisfactory verification or credentials/testimonials etc.;
- ii) During the period of employment, if you are absent without permission or if your services are not found satisfactory or not required by the Company, your services can be terminated by the company. Your services are terminable by giving 45 days notice or basic pay, on either side i.e. by you or the Management.

Contd..

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## ANNEXURE XII C Contd...

- 2 -

- iii) You will be liable to serve in any position or Department or Division in any part of India or abroad at the discretion of the Company.
- iv) During the period of employment you will be governed by the rules and regulations of service of the Company that may be in force and which may be amended, altered/or extended from time to time. Your accepting this offer carries with it, your acceptance to observe all such rules and regulations;
- V) You should inform the Administration Head of your Division/office of the changes that have taken place subsequently to your filing the application form as well as changes that take place subsequently promptly;
- VI) At the time of reporting to the duty you may have to bring the following certificates/documents in original :
  - (a) Relieving certificate from your present employer, if any
  - (b) Documentary proof/evidence in support of your educational qualifications and experience etc;
  - (c) Documentary evidence in support of your date of birth;
  - (d) Two character certificates from two different Gazetted officers of Govt. (for having known you for at least six months on the date of signing);
- VII) Your appointment will automatically get terminated on the expiry of the tenure of temporary appointment unless the period of employment is extended further on such other terms and conditions that may be laid down by the company.

(Other conditions if any and entitlement of TA/DA for self, family members and transportation of personal effects etc., may be indicated).

Contd..

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ANNEXURE XII C Contd....

- 3 -

3. If you are interested in this offer, please send your acceptance/and the enclosed attestation forms (in triplicate) duly filled with five copies of your recent pass port size photographs to this office on or before\_\_\_\_\_ failing which it would be presumed that you are not interested in this offer. On receipt of your acceptance, a formal offer of appointment will be issued after completing certain formalities which may take about 8 to 10 weeks time and you will be intimated of the likely date of your reporting for duty.

4. It may be please be noted that this is only an enquiry and not an offer of appointment.

Yours faithfully,  
for BHARAT DYNAMICS LIMITED

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**ANNEXURE XII – D**  
**(Para 39.1 refers)****FINAL OFFER OF APPOINTMENT TO TEMPORARY POSTS TERMED  
SENSITIVE IN GROUP- E (WG 7 ) & BELOW AND FOR OFFICERS IN  
GRADE – 1 AND ABOVE****BHARAT DYNAMICS LIMITED**

Telex No :  
Telephone No:  
Telegram :

Address :

Ref No.

Dated :

Shri \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

Sub:- Final Offer of appointment to the Temporary post  
of \_\_\_\_\_ in the scale of Rs. \_\_\_\_\_

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Further to the provisional offer of appointment to the Temporary post vide letter No. \_\_\_\_\_ dated \_\_\_\_\_ and your acceptance of the same vide letter No. \_\_\_\_\_ dated \_\_\_\_\_ we are pleased to offer you the temporary post of \_\_\_\_\_ in the scale of pay of Rs. \_\_\_\_\_ on the terms and conditions already conveyed to you.

2. You are requested to bring the following certificates/documents in original when you report for duty :-

- (a) A relieving certificate and a service certificate from your present employer, if any;
- (b) Documentary evidence in proof of your date of birth;
- (c) Documents/certificates in proof of your educational and professional/technical qualifications, previous experience, etc.

Contd..

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ANNEXURE XII D Contd....

- 2 -

3. You are requested to report for duty on or before \_\_\_\_\_. In the event of your failure to report to the undersigned by the above mentioned date, this offer will automatically stand cancelled.

Yours faithfully,  
for BHARAT DYNAMICS LIMITED

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**ANNEXURE – XII E**  
**( Para 39.1 refers)**

**FORM OF ACCEPTANCE OF OFFER OF**  
**APPOINTMENT TO TEMPORARY POST TERMED SENSITIVE**

From : (NAME & Address)

To

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Bharat Dynamics Limited

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Dear Sir,

I hereby accept the offer of acceptance to the temporary post made to me vide letter No. \_\_\_\_\_ dated \_\_\_\_\_, a copy of which is attached hereto duly signed by me. I have understood the terms and conditions detailed in the said letter of offer of appointment and agree to abide by the same.

2. The attestation forms (in triplicate) duly filled in and five copies of recent photographs are enclosed.

Yours faithfully,

Place :

Date ;

Encl : Copy of offer of appointment.

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**ANNEXURE – XII G**  
**(Para 39.1 refers)**

**FORM OF ACCEPTANCE OF FINAL OFFER OF APPOINTMENT  
FOR TEMPORARY POST TERMED SENSITIVE**

From : (NAME & Address)

To

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Bharat Dynamics Limited

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Dear Sir,

I hereby accept the final offer of acceptance to the temporary post made to me vide letter No. \_\_\_\_\_ dated \_\_\_\_\_.

2. The terms and conditions detailed vide provisional offer of appointment made to me vide offer of letter No. \_\_\_\_\_ dated \_\_\_\_\_ are understood by me and I agree to abide by the same.

3. I am reporting for duty with effect from \_\_\_\_\_  
(Forenoon/Afternoon).

Yours faithfully,

Place :

Date ;

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