

ANNEXURE XVI
(Para 43.3. refers)

BHARAT DYNAMICS LIMITED

ASSESSMENT SHEET FOR APPOINTMENT TO POSTS IN GRADE – IV
AND ABOVE

Date and Time of Interview :

Name of the Post :

Number called for interview :

Number reported :

Number found suitable for appointment :

Name, designation And address	Assessment
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(MEMBER) (MEMBER) (MEMBER) (SECRETARY) (CHAIRMAN)

Remarks: (Please refer Amendments at Annexure – XXXI vide
* **AUTHORITY : PC No.25/2003 dt.13-12-2003 Para-IX)**



ANNEXURE XVII
(Para 44 refers)

COMPOSITION OF DEPARTMENTAL PROMOTION COMMITTEE FOR
INTERVIEWING CANDIDATES FOR PROMOTION.

Authority

1) PC No.42/2002 dt.25-11-2002 (Para – i) for Gr VIII to IX only

2) PC No.25/2003 dt.13-12-2003 (para-VII)

Grade-VII, VIII & IX (w.e.f 25-11-2002)

- | | |
|---|----------------------------------|
| - CMD | - Chairman |
| - One Functional Director concerned
and one any other Director nominated
by CMD | - Members |
| - One External Expert to be nominated
by CMD | - Member |
| - Chief of P&A* | - Member Secretary/
Secretary |

* Chief of P&A will be Member Secretary for the Grades below the grade of Chief of P&A and Secretary for equal or higher grades.

Grade-V & VI:

Technical and P&A:

- | | |
|---|--------------------|
| - Functional Director concerned | - Chairman |
| - GM (Tech. side) | - Two Members |
| - Chief of Personnel for P&A Candidates | - Member |
| - P&A Officer | - Member Secretary |
| (Addl. Member – SC/ST Representative wherever applicable) | |

Finance & IMM (Non-Technical):

- | | |
|---|--------------------|
| - Director (Finance) | - Chairman |
| - GM (Finance) | - Member |
| - AGM (IMM) | - Member |
| - P&A Officer | - Member Secretary |
| (Addl. Member – SC/ST Representative wherever applicable) | |

Contd..



ANNEXURE – XVII Contd...

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Grade-III & IV:Technical & P&A:

- | | | |
|--|---|---------------------|
| - Executive Director/General Manager | - | Chairman |
| - Three Executives not below the rank of
Senior Manager including SC/ST Representative
wherever applicable | - | Members |
| - P&A Officer | - | Member
Secretary |

Finance & IMM (Non-Technical):

- | | | |
|--|---|---------------------|
| - Executive Director/General Manager (Finance) | - | Chairman |
| - Three Executives not below the rank of
Senior Manager including SC/ST Representative
wherever applicable | - | Members |
| - P&A Officer | - | Member
Secretary |

Grade-I & II:Technical & P&A:

- | | | |
|--|---|---------------------|
| - GM/AGM | - | Chairman |
| - Three Executives not below the rank of
Deputy Manager including SC/ST
Representative wherever applicable | - | Members |
| - P&A Officer | - | Member
Secretary |

Finance & IMM (Non-Technical):

- | | | |
|--|---|---------------------|
| - GM/AGM (Finance) | - | Chairman |
| - Three Executives not below the rank of
Deputy Manager including SC/ST
Representative wherever applicable | - | Members |
| - P&A Officer | - | Member
Secretary |

Contd..



ANNEXURE – XVII Contd...

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Non-Executives:

- | | |
|--|-----------------------|
| - Additional General Manager/
Deputy General Manager | - Chairman |
| - Three or Four Officers including
SC/ST Representative | - Members |
| - P&A Officer | - Member
Secretary |

Note:

- The Member Secretary for Non-Executives will be an Officer.
- The Member Secretary for Grade-I & II will be an Officer in Grade-III and above.
- The Member Secretary for Grade-III and IV will be an Officer in Grade-V and above.
- The Member Secretary for Grade-V & VI will be an Officer in Grade-VII and above.



ANNEXURE XVIII
(Note to Para 51 refers)

GROUPING OF TRADES

I TECHNICAL CATEGORY

Group I	Fitter Turner Grinder Heat Treatment Operator/Compressor Operator Miller MW (Fitter) Fitter (General) Fitter (Assy.) Plater Welder Radio Mechanic Electrician Electrician (WSW) Refrigerator/Automobile Mechanic Plumber Painter Carpenter Screening/Etching Operator Junior Technical (Potting)
Group II	Blue Print Operator Photostat Operator X-Ray Operator Photographer Duplicating Operator
Group III	Draughtsman (Mech) Draughtsman (Civil) Overseer
Group IV	Planning Inspection
Group V	Scientific Assistant Work Study Assistant

Contd..



ANNEXURE XVIII Contd...

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II NON-TECHNICAL CATEGORY

Group I	Clerk Store Keeper Telex Operator Telephone Operator Librarian Stenographers G.H. Caretaker Record Assistant Sanitary Inspector Horticulturist
Group II	Asst. Matron Radiographer Lab. Technician Compounder/Midwife Pharmacist Dietician Nursing Asst./Staff Nurse Dresser
Group III	Security Fire Fighting Staff/Watch & Ward Staff
Group IV	Driver Crane Operator Jumbo Operator Vehicle Mechanic
Group V	Helper Lady Searcher Ward Boy Waiter-cum-Cleaner Grain cleaner-cum-waiter Plastic care weaver Cook
Group VI	Sweeper/scavenger Ayah Mali

ANNEXURE XIX – A
(Para 22.7 refers)

Application No. _____

Registration No. _____

BHARAT DYNAMICS LIMITED

Advertisement Number _____

Name of the Post _____

Postal Order No & Date _____

Photo

1. Name in Full Shri/Smt.
(in block letters)

2. Complete Postal Address

(i) Present

(ii) Permanent

3. Date of birth and documentary evidence attached in support of it.

4. Are you an Indian National? If so, by birth (5 (a)) Place of birth and
or by domicile? State in which situated

(b) Home Town

6. Father's Name, occupation and address (if alive)

7. Religion.

Contd.. (P-2)



ANNEXURE – XIX A Contd...

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8. Educational qualifications : (Matriculation onwards)

Examination or Degree	Name of the Institution	Subject of study	Class or Divn.	Percentage of marks (aggregate)	Year of passing

9. Membership of Professional Institutions, if any

10. Experience and Training : Please furnish particulars in the form enclosed as APPENDIX – I

11. Languages :	Speak	Read	Write
(A) Mother Tongue	_____	_____	_____
(B) Other Languages (i)	_____	_____	_____
(ii)	_____	_____	_____
(iii)	_____	_____	_____
(iv)	_____	_____	_____
(v)	_____	_____	_____

12 (a) Were you in Government (Civil or Military) Service? If so, furnish details of service.

(b) Were you employed in BDL earlier ?

If so, indicate name of the post,
Division and period of employment,
and the reasons for leaving.

Contd..



ANNEXURE – XIX A Contd...

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13. Are you in receipt of any pension-Military or Civil? Military Civil if so, state the amount of pension received.

14. Marital Status : Married/Single/Widower/Widow

15. Are you related to any Directors of this Company? Is so, give details.

16. Have you been a candidate for any other post in this or any other Office of BDL before? if so, furnish details Regarding post applied for, Division/ Office, whether interviewed or not and if so the results.

17. Do you belong to a scheduled Caste/ Tribe ? if so, attach documentary evidence in support.

18. State minimum basic pay acceptable.

19. How soon can you join duty, if selected?

20. Have you applied for appointment/ scholarship elsewhere? If so give details

21 Professional, academic and extra-curricular interests. (Please furnish Particulars in Appendix-II)

Contd...



ANNEXURE – XIX A Contd....

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22. Any other information which you wish to furnish

23. Reference : Please furnish below names of two persons not related to you, to whom reference could be made regarding your character and antecedents.

(i) Name _____	(ii) Name _____
Position _____	Position _____
Address _____	Address _____

Date :

(Signature of the Applicant)

NOTE :

- i) Please furnish full and detailed information, under each item.
- ii) If the space provided in any column is insufficient separate sheets may be attached.
- iii) Suppression of any relevant information or incomplete replies to the questions in this application form will entail disqualification for appointment.

Contd...



(A) DETAILS OF EXPERIENCE

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APPENDIX – I
(Item No.10 of Application i.e.
Annexure – XIX A)

Name and address of employer (Show last Employment first)	Period of employment		Designation	Name of Duties	Scale of Pay (Rs.)	Basic Pay (Rs.)	D.A. (Rs.)
	From	To					
1	2(a)	2 (b)	3	4	5	6(a)	6 (b)

Other Allowance	Total (Col. 6 a +b +c)	Other fringe benefits, if any	Reasons for leaving
6 (c)	7	8	9





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APPENDIX – II
(Item No.21 of Application)
(Annexure – XIX A)

Applicable only to posts in the pay scale of Rs.1100-1940 (unrevised) and above

(A) Activities and positions of responsibility.

(i) Official positions held during academic career in Students' Organisation, NCC, etc.

School	College	Elsewhere
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(ii) Membership and Offices held in Associations, Learned Societies Clubs and other Organisations.

School	College	Elsewhere
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(iii) Literary and professional activities, namely, contribution of articles to magazines, periodicals, etc.

School	College	Elsewhere
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Contd..



APPENDIX II (of Annexure XIX A) Contd...

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(iv) Achievements in sports and games.

School	College	Elsewhere
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(B) Describe highlights of your academic life. Subjects in college that have interested you most.

(C) Describe briefly your hobbies and interests

(D) Why you wish to change your job/career?

(E) What is your ambition in life?

(F) Do you consider your experience and qualifications suitable for the job that you have applied for? Please explain fully.

(G) Describe in detail your work in various positions highlighting outstanding professional contribution that you have made.

