

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. _____

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..



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..



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



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...



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 at least 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..



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



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..



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..



ANNEXURE VIII-C Contd..

- 3 -

- 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



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...



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



**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.



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.



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 ;



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..

ANNEXURE – X Contd....

- 2 -

POSTS IN GRADES-I AND II

- | | |
|--|--------------------------------|
| 1) General Manager/Additional
General Manager
or
Head of the Concerned Deptt.
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/
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..



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.



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	Rating Check(v) under appropriate column		
	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..



ANNEXURE XIIA 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..



ANNEXURE XIIA Contd....

- 3 -

- (a) Your acceptance letter in the enclosed profoma 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



**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..



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



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..



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 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).

Contd..



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



**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. _____

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..



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



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

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

From : (NAME & Address)

To

Bharat Dynamics Limited

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.



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

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

From : (NAME & Address)

To

Bharat Dynamics Limited

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 ;

