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 : 

<table>
<thead>
<tr>
<th>Name, designation And address</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

(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..
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…

- 3 -

Non-Executives:

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

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 _______________

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 or by domicile? (5 (a) ) Place of birth and State in which situated
   (b) Home Town

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

7. Religion.

Contd.. (P-2)
8. Educational qualifications: (Matriculation onwards)

<table>
<thead>
<tr>
<th>Examination or Degree</th>
<th>Name of the Institution of study</th>
<th>Subject</th>
<th>Class or Divn.</th>
<th>Percentage of marks of (aggregate)</th>
<th>Year of passing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

9. Membership of Professional Institutions, if any

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

11. Languages:

(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.
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….

- 4 -

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

<table>
<thead>
<tr>
<th>Name and address of employer (Show last Employment first)</th>
<th>Period of employment</th>
<th>Designation</th>
<th>Name of Duties</th>
<th>Scale of Pay (Rs.)</th>
<th>Basic Pay (Rs.)</th>
<th>D.A. (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2(a)</td>
<td>2 (b)</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6(a)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6 (b)</td>
</tr>
</tbody>
</table>

Other Allowance

<table>
<thead>
<tr>
<th>Total (Col. 6 a +b +c)</th>
<th>Other fringe benefits, if any</th>
<th>Reasons for leaving</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 (c)</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>School</th>
<th>College</th>
<th>Elsewhere</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>School</th>
<th>College</th>
<th>Elsewhere</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>School</th>
<th>College</th>
<th>Elsewhere</th>
</tr>
</thead>
</table>

Contd..
(iv) Achievements in sports and games.

<table>
<thead>
<tr>
<th>School</th>
<th>College</th>
<th>Elsewhere</th>
</tr>
</thead>
</table>

(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.

***