

MAZAGON DOCK LIMITED
(A GOVT. OF INDIA UNDERTAKING)
DOCKYARD ROAD, MUMBAI 400 010.

ADVERTISEMENT REF. NO. MDL/HR-O/REC/08/2010

Mazagon Dock Limited (MDL) is India's leading Shipbuilding Company with ISO 9001:2000 accreditation. It is a profit-making Central Government Schedule 'A' PSU under the Ministry of Defence, Department of Defence Production, engaged primarily in the construction of Warships and Submarines for the Indian Navy. MDL also builds other vessels including commercial vessels. The present turnover of the Company is over Rs.3000 crores. and is projected to be higher in the coming years. MDL has an employee strength of around 8000.

I. Applications are invited from Indian Nationals for the following post in the Industrial Dearness Allowance (IDA) pay scale (Revised):

Sr.No	Post	Grade	No. of posts	Discipline	Post Qualification Experience required (in years)(as on 26.02.2010)	Age limit as on 26.02.2010
1	Dy. General Manager (Tech)	E-6	10	Mechanical/ Electrical/ Electronics/ Marine/ Naval Architects	14	48

NOTE: Those applicants who have responded to our earlier advertisement Ref. No. MDL/HR-O/REC/06/2009 and meet the criteria of one below payscale as per the revised payscales need not apply again and their earlier applications would be taken into consideration subject to eligibility.

II. Grouping of Technical Disciplines Qualification wise:

	Discipline	To include
a.	Mechanical	Mechanical / Mechanical & Industrial Engg. / Mechanical & Production Engg. / Production Engg. / Production Engg. & Management / Production & Industrial Engg.
b.	Electrical	Electrical / Electrical & Electronics / Electrical & Instrumentation.
c.	Electronics	Electronics / Electronics & Communication / Applied Electronics & Instrumentation / Electronics & Telecommunication / Electronics & Instrumentation.
d.	Marine	Marine
e.	Naval Architecture	Naval Architecture/ Naval Architecture & Ship Building / Naval Architecture and Ocean Engineering

III. Grade Paysales and Reservations

Grade	Pay Scale (Rs.)	*Gross Emoluments (Approx.)	RESERVATIONS				
			SC	ST	OBC	UR	Total
E-6	36,600-62,000	Rs. 69,500/-	02	01	02	05	10

*Gross emoluments include Basic Pay, IDA, HRA and other perquisites .

In addition PF ,Gratuity and Medical facility are also admissible as per company's rules

IV. Persons with Disabilities (PWD) :

Reservations for PWD will be as per rules

(Cont on Page-2)

V. QUALIFYING REQUIREMENTS:**(a) Dy. Gen. Manager (Tech)**

Qualification - Full time Engineering degree (minimum second class) in the discipline of Mechanical/ Electrical/ Electronics/ Marine Engg. Or Full time degree in Naval Architecture Or Degree in Engineering with post graduate Diploma in Naval Construction from a recognized university / deemed university.

Experience: Relevant work experience,. includes experience in Fabrication/Outfitting/Design/ Production/Planning/ Project Management. Experience in operation/ overseeing/ maintenance of ships/submarines will be an added advantage. Candidates having experience in Designing/ Planning/ Quality Assurance/ Production/ Operation & Repair of Submarines will be preferred. Candidates having experience in Commercial functions/ Contract negotiations/ Materials procurement also would have added advantage.

Job requirement: The incumbent to be required to work in shops and on ships, on submarines, on mechanical system outfitting, fabrication of ships/submarine/all structures and in Design/ Planning and in maintenance of equipments . The incumbent will be responsible for material procurement from imported, indigenous and local sources, custom clearance of materials, cash purchases, management of stores, Projects, Maintenance etc. He may be deployed for any other duties of the Company depending on the requirements as may be decided by the Management.

VI. Age Relaxation:

- a) Age is relaxable by 5 years for SC/ST, 3 years for OBC (Non Creamy layer).
- b) In case of Ex-servicemen, the upper age limit will be relaxed to the extent of number of years of Military service. However, the resultant age, after deducting the period of service from the actual age, should not exceed the prescribed age limit by more than 3 years.
- c) Age will be relaxed for candidates from within MDL to the extent of 5 years maximum.
- d) Age will be relaxed for Persons with Disabilities as per Rules.
- e) Preference will be given to the children / family members of those who died in the 1984 riots by giving age relaxation.

VII. Eligibility of candidates from PSUs/Govt. Department/Armed Forces

- a) Candidates who are employed in Government/Public Sector Undertakings shall have to forward their applications through proper channel or produce NOC from their present employer latest at the time of the interview, failing which the candidates shall not be allowed to appear for the interview.
- b) Candidates from Government/ Public Sector Undertakings should have minimum 2 years experience in one scale of pay below that of the post applied for and for internal candidates of MDL 1 year experience in one scale of pay below that of the post applied for.

(Cont on Page-3)

c) The pay scale equivalence for the purpose of (b) above is given below:

Sr. No.	Post	CDA Rs.	IDA Rs.
1	Deputy General Manager	37,400-67,000 (PB-4) (Grade Pay- 8700) 14,300-400-18300 (Pre-revised)	36,600 – 62,000 17,500-400-22,300 (Pre- revised)
2	Chief Manager	37,400-67,000 (PB-4) (Grade Pay- 8700) 14,300-400-18,300 (Pre-revised)	32,900 – 58,000 16,000-400-20,800 (Pre-revised)
3	Manager	15,600-39,100 (PB-3) (Grade Pay- 7600) 12,000-375-16,500 (Pre-revised)	29,100-54,500 14,500-350-18700 (Pre-revised)

VIII. Career prospects in MDL: The Company has a conducive work environment and offers very good opportunities for growth through a system of internal transfers to provide exposure to different facets of the Company's activities, various training programs and a forward-looking promotion policy.. A meritorious and hard working Officer can thus look forward to very good career prospects.

IX. How to Apply:

- a) Application form may be downloaded from MDL Website (Mentioned at the end of this advertisement)
- b) Applications must be in response to our advertisement. Advertisement Reference No. and Post applied for must be clearly mentioned on the application form.
- c) Applications should be submitted strictly as per the prescribed format available on the MDL Website.
- d) All instructions as given on the MDL website must be adhered to, failing which, the applicant will be disqualified for the post.
- e) Name of the post applied for, should be super scribed on the envelope containing the application.
- f) The application should contain the following
 - i.) Self-attested copy of proof of age,
 - ii.) SSC or equivalent certificate
 - iii.) Degree Certificate , Marks Sheets,
 - iv.) Caste certificate in the prescribed format as applicable
 - v.) Relevant experience certificates.
- g) One recent passport size photograph is to be pasted on the form and one extra photograph to be attached.
- h) Applications must be forwarded to MDL by Post/Courier Service only. Applications forwarded through any other means including by Fax or e-mail will not be entertained.
- i) **Applications complete in all respects must reach the Additional General Manager (HR-O), Mazagon Dock Limited, Dockyard Road, Mumbai 400 010 on or before 26.02.2010. MDL will not be responsible for any delay/loss in postal transit of any application or communication.**

(Cont on Page-4)

X. Selection Procedure:

- a) **Interview :** Eligible candidates will have to appear for an interview at Mazagon Dock Limited, Mumbai. In case the interviews are not conducted on the same day they may be continued on the second day hence the candidates have to come prepared to stay for one more day at their own expense.
- b) **Verification of Original Documents:** All original documents such as degree certificate, proof of date of birth, caste certificate, experience certificate, etc. will be checked at the time of interview. Non-production of original documents will debar the candidate from appearing for the interview and no Travel Fare (see **XII below**) will be reimbursed to such candidates.
- c) **Caste Certificates:** SC/ST/OBC candidates must produce caste certificates, as per the format prescribed by the Government of India. In the case of OBC candidates the certificate that they “do not belong to the creamy layer” must be not older than six months as on 26.02.2010. Where candidates belonging to the SC/ST category are unable to produce a certificate from any of the prescribed authorities, they will be appointed provisionally on the basis of whatever prima facie proof they are able to produce in support of their claim, subject to their furnishing the prescribed certificate within six months from the date of their joining the Company.
- d) **Medical Test:** Applicants should be of sound health and meet the medical fitness standards as required by the Company. Candidates short-listed for appointment after interview will have to undergo a medical test conducted/organized by the Company and certified by the Company’s Medical Officer, which may require them to halt at Mumbai for a day or two at their own expenses.
- e) **Offer of Appointment:** Candidates finally selected for the post applied for will be offered appointment after obtaining Police Verification Report (PVR). Candidates from Government/PSUs will be allowed to join on production of Identity Certificate issued by a Gazetted Officer, subject to receipt of their PVR within 3 months. The selected candidates will be on probation for a period of one year and shall be confirmed in the post on successful completion of the probationary period.
- f) Serving candidates from Government Departments / Armed Forces/ PSUs who have applied through proper channel / produced NOC and selected for the post applied for will have to join only after resignation. Candidates retired prematurely/ released from the Armed Forces against MDL’s requirements for the above posts will be taken on immediate absorption basis. No appointments against the advertised posts will be made on deputation basis.
- g) **Fixation of Pay:** The fixation of pay in case of candidates selected from Government Department / Armed Forces will be in accordance with the Company’s rules and relevant Government guidelines. In case of a candidate selected from a CPSU, pay will be protected as per Company’s rules. In other cases, fixation of pay will be at the minimum of the pay scale. However in deserving cases, MDL management may consider fixing the pay at a higher stage in the same pay scale.

XI. Intimation for Interview :

Names of eligible candidates for interview will be hosted on MDL website. Call letter for interview with instructions will be sent by email. In case of any miscommunication, candidates may contact CM (HR-O) at akchand@mazagondock.gov.in.

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XII. Reimbursement of Travel fare for Interview:

Eligible candidates who are appearing for the interview will be reimbursed travel fare by 2 Tier AC Rail / Bus by the shortest route on production of tickets.

XIII. Important Instructions:

- a) Applicants must ensure that their applications reach the AGM(HR-O), MDL by the due date. Late applications will not be entertained.
- b) Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in the Advertisement. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated.
- c) Incomplete applications will be rejected.
- d) The decision of the Management in all matters regarding the eligibility, written test, interview and selection would be final and no correspondence will be entertained in this regard.
- e) In case of any dispute/ legal case the jurisdiction for the same shall be Mumbai city.

ADD.GENERAL MANAGER (HR-O)

Date:- 13.01.2010

MAZAGON DOCK LIMITED
APPLICATION FORMAT- I
(Please fill in **BLOCK** Letters only)

Affix your
recent passport
size photograph

a) Reference: Advertisement No. **MDL / HR-O / REC/08/ 2010**
b) Application for the post of _____

c) Name in full:

Surname	First Name	Middle Name

d) Father's Name:

Surname	First Name	Middle Name

e) Husband's Name in the case of married woman:

Surname	First Name	Middle Name

f) Nationality:- g) State of Domicile:

h) Gender:

Male	Female
<input type="checkbox"/>	<input type="checkbox"/>

i) Marital status:

Married	Unmarried	Widower	Divorcee
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

j) Date of Birth:

D	D	M	M	Y	Y	Y	Y
	Age As On (26/02/2010)						
Years	Months	Days					

k) Whether age relaxation is sought? Yes No

Relaxation in Age (if sought): No. of Years _____ Under Category / Sub-category _____

l) Category:

Sub-Category: (if applicable)								
GEN.	OBC (NCL)	SC	ST	OH	VH	HH	% Disability	Ex-Serviceman
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Tick the appropriate category and enclose valid certificate from the appropriate Authority for categories other than general)

m) Religion: (Please **Tick**):

HINDU	MUSLIM	CHRISTIAN	SIKH	SPECIFY IF OTHERS:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

n) Permanent Address :

STATE	PIN CODE				

o) Local Address / Address for communication

STATE	PIN CODE				

p) Nearest Railway station: _____
q) Contact Number: STD code _____ Tel. No. _____ Mobile No. _____
Fax.No. _____ E-mail ID _____

r) Educational / Technical Qualification:

Sr. No	Degree (With Discipline)	Name of Institute	Name of University	Year & Month of Passing	% of marks obtained	Class/ Division
1.						
2.						

Signature of Applicant: _____

s) Work Experience - Post Qualification: (Mention of Pay/Pay Scale compulsory)

Name of Organisation	Type of Org. Govt. / PSU / Pvt.	Post(s) held	From	To	Years & Months	Scale of Pay	Job responsibilities

Note:- You may attach additional sheet to the hard copy for Qualification/Experience if the space above is insufficient.

t) Extra Curricular activities: _____

u) Please attach self-attested photocopy of each of the following Certificates / Marksheets / Documents and mention details in columns.

		Reference No. of the Certificate	Date of Issue
(1)	Proof of Date of Birth		
(2)	Degree Certificate		
(3)	Marksheet of Degree Examination		
(4)	Experience Certificate (as applicable)		
(5)	Caste Certificate (if applicable) / Non-creamy layer certificate for OBC		
(6)	Certificate of Disability (in case of PWD) of 40 % or more.		
(7)	NOC (if working in Govt./PSU)		
(8)	Discharge Certificate from Defence Services (for Ex-serviceman)		
(9)	Any other		

v) If selected specify the minimum required joining time:

I hereby declare that the above information is true and correct to the best of my knowledge. I also understand that I will be disqualified if any of the information is found to be wrong.

Date: _____ Place: _____ Signature of Applicant: _____

(Incomplete Applications and Applications without enclosures will be rejected)

For MDL Office use only

Scrutiny: Eligible Ineligible

Date: _____

Reasons for ineligibility _____

Name & Designation of Dealing Officer

Signature of Dealing Officer

END OF APPLICATION FORM