



MAZAGON DOCK LIMITED
(A GOVERNMENT OF INDIA UNDERTAKING)
MUMBAI-400010

ADVERTISEMENT REF. NO. DIV-REC-W /37/2009

Vacancy Notification For appointment of Security Sepoys & Security Intelligence On Contract Basis for the maximum period of two years for SC, ST, OBC (Non-Creamy Layer) , PH (OH) & GEN category Candidates.

<i>Category</i>	<i>No. of vacancies</i>				<i>Total</i>
	SC	ST	OBC	GEN	
SECURITY SEPOYS	03	02	09	22	36

- a) Above posts includes, 01 vacancies reserved for Orthopedically handicapped (OH) for persons with disabilities having disability of 40% or more as per PWD Act 1995 as identified suitable for the category.

1. Qualification:

Security Sepoys :

- 1) Minimum SSC passed or equivalent examination conducted by a Board recognized by the Government.
- 2) Ex servicemen having served in Army/Navy/ Air Force or ex- Police /Para Military Forces.
- 3) Minimum experience of 15 yrs.
- 4) Conversant with Security Duties.
- 5) Computer Literacy preferable.
- 6) Knowledge of Marathi language, local customs and topography is essential.
- 7) Conversant with functioning of State/ Central Security Agencies for collection of information / Intelligence service

2. Age Limit: The maximum age limit is 40 years as on **10.11.2009.**

- a) Relaxation in upper age limit will be available up to 5 years to SC/ST candidates and 3 years in case of OBC candidates as per the Rules.

- b) Upper age limit for the Persons With Disability under the PWD Act shall be relaxed by 10 years for general , 15 years for SC/ST and 13 years for OBCs candidates as per Govt. Rules.

3. Period of Contract:

(a) The period of contract for all the above categories will be two years from the date of appointment.

4. Description of Duties:

The selected candidates will look after security of Project P-17 at Yard no 617,627 & 637 for pre delivery schedule, which is expected to be completed by June-2011.

5. Pay and Allowances

a) The **contract appointee** in Semi Skilled Gr-III category will get fixed basic pay of Rs.7250/- per month in the first year and Rs.7322/- in the second year. Besides the basic pay, they will be entitled to get Industrial DA, CCA, HRA, Transport subsidy, CPF etc. as per rules of the Company.

b) The fixed **contract appointee** in Skilled Gr-I category will get fixed basic pay of Rs 7500/- per month in the first year and Rs.7575/- in the second year. Besides the basic pay, they will be entitled to get Industrial DA, CCA, HRA, Transport subsidy, CPF etc. as per rules of the Company.

6. Leave & Holidays

The appointees shall be entitled for 12 days Casual Leave only during the first year of contract. However, in the second year of the contract, they will be entitled to other leaves as per rules of the Company.

7. How To Apply:

a) Application in the Prescribed format only given at the end of this advertisement may please be downloaded from our website www.mazagondock.gov.in should neatly be filled in Hindi, Marathi or English in Block letters on an A-4 size paper. Application not in format will be rejected.

b) A recent passport size colour photograph duly attested by a Gazetted Officer should be pasted at right hand top corner at the space provided in the application. Application without photograph will be rejected.

c) Candidates must attach self attested copy each of certificates in support of their age, qualification, experience, Caste certificate and Disability certificate as applicable along with the application. The OBC candidates seeking reservation is required to attach certificate regarding OBC status and Non-Creamy layer status not older than 6 months on 30.10.2009 issued by the prescribed competent authority.

d) SC / ST & OBC (NCL) candidates are required to produce a Caste Certificate only in the prescribed format and issued by the following authorities:-

i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendary Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.

- ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - iii) Revenue Officer not below the rank of Tehsildar and Sub Divisional Officer of the area where the candidate and / or his family normally resides.
 - iv) Administrator / Secretary to Administrator / Development Officer (Lakshdeev & Minicoy Islands)
- e) Candidates claiming reservation under persons with disability category are required to produce Medical Certificate in prescribed format issued by Competent Authority as stipulated in Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 having mo 40% or more disabilities in the category of OH.
 - f) Candidates serving in Government/Quasi Government offices, Public Sector Undertakings are instructed to submit their application through proper channel. In case, he sends an advance copy of the application, he will have to submit a “No Objection Certificate” from his employer at the time of interview, failing which, his candidature will not be considered for Trade Test/ Interview.
 - g) The filled in application in prescribed format in all respect along with all enclosures should reach **DGM(Rec-W&S), Recruitment Cell, Service Block, 3rd Floor, Mazagon Dock Limited, Mumbai-400 010 on or before 10th November.2009.**
 - h) The envelope containing the application form must be super scribed with “APPLICATION FOR THE POST OF SECURITY SEPOYS/ SECURITY INTELLIGENCE ON CONTRACT BASIS FOR A MAXIMUM PERIOD OF 2 YEARS”.The application, giving reference of the advertisement should be sent to (Rec-W&S) through postal or courier modes only. No direct applications will be entertained.
 - i) Incomplete or late application will be rejected without any communication of the reasons.and decision of MDL shall be final.

9. General Information:

- a)While applying for the post, the applicant must ensure that the particulars furnished by him/her are correct in all respect. In case it is detected at any stage of recruitment or even after appointment on fixed period contract basis that he has furnished incorrect/false information, or has suppressed any material fact, his candidature will stand cancelled / his services are liable to be terminated without compensation.
- b) The candidates selected for appointments are required to serve in different shifts on all working days and places as identified by the company.
- c) Only short-listed candidates will be called for the trade test. The candidates shall be required to pass the trade test, to be considered eligible to appear for the interview.
- d) **Contract appointment** of maximum 2 yrs of selected candidates is subject to being declared medically fit by the Chief Medical Officer of the Company as per required standard of health & as per prescribed rules.

- e) SC / ST candidates will be reimbursed to & fro Bus/2nd class train fare to declared Bus/Railway Station in application by shortest route on production of ticket, as per Rules.
- f) The decision of the Management in all matters regarding the Eligibility criteria, Trade Test, Interview, Selection procedures would be final and binding on all the candidates. No representation or correspondence will be entertained by the Mazagon Dock Limited in this regard.
- g) The Company takes no responsibility for any delay in receipt or loss in postal transit of any application or communication. The candidates are advised not to send the original certificates/mark sheets except attested Xerox copy of each along with the applications.
- h) The contract appointee being purely on contractual appointment would have no right to get permanently absorbed in the Company at the expiry of the period of contract. This is the essential condition of this Period contract appointment for a maximum term of 2 yrs.
- i) Canvassing in any form will be a disqualification for the appointment.
- j) Management reserves the right to cancel the advertisement at any stage.

Place : Mumbai

AGM(Div-HR&ER)

Date : 14.10.2009

MAZAGON DOCK LIMITED
APPLICATION FORMAT
(Last date for receipt of application 10/11/2009)
(Please fill in **BLOCK** Letters only)

Paste Here a Recent
Attested Colour
Passport size
photograph

- a) Reference: Advertisement No. **Div-REC-W/37/2009**
- b) Application for the post of _____ **on Contract Basis for maximum period of 2 years.**

c) Name in full:

Surname	First Name	Middle Name

e) Father's/Husband's Name:

Surname	First Name	Middle Name

e) Nationality:-

f) State of Domicile:

g) Gender:

h) Marital status:

MALE FEMALE Married Unmarried Widower Divorcee

i) Date of Birth:

Age As On (10/ 11 / 2009)

D	D	M	M	Y	Y	Y	Y

Years	Months	Days			

j) Whether age relaxation is sought? Yes No

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

k) Category:

Sub-Category: (if applicable)

GEN.	OBC (NCL)	SC	ST

OH	VH	HH	% Disability	Ex- Serviceman

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

l) Religion: (Please **Tick**) :

HINDU	MUSLIM	CHRISTIAN	SIKH	SPECIFY IF OTHERS:
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m) **Permanent Address :**

						CITY	
DISTRICT	STATE						
PIN CODE							

n) **Local Address / Address for communication**

						CITY	
DISTRICT	STATE						
PIN CODE							

o) Nearest Bus/Railway station: _____

p) Contact Number: STD code _____ Tel. No. _____ Mobile No. _____ Fax. No. _____

E-mail ID _____

q) **Educational / Technical Qualification:**

Sr. No.	Qualification (SSC onwards)	Name of Institute / University	Year & Month of Passing	% of marks obtained	Class/ Division
1.					
2.					
3.					

r) **Work Experience Post Qualification:**

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.

s) Extra Curricular activities: _____

t) Please attach self-attested photocopy of each of the following Certificates / Marksheets / Documents and Tick mark in the appropriate box: -

- (a) Proof of Date of Birth
- (b) SSC / Diploma / Certificate in Fire Fighting of 6 months & above period.
- (c) Marksheet of Examination
- (d) Experience Certificate (if applicable)
- (e) Caste Certificate (if applicable) / Non-creamy layer certificate for OBC
- (f) Certificate of Disability (in case of PWD)
- (g) NOC (if working in Govt./PSU)
- (h) Discharge Certificate from Defence Services (for Ex-serviceman)
- (i) Any other

u) Any other relevant information: _____

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:

END OF APPLICATION FORM