



माझगांव डॉक लिमिटेड
(भारत सरकार का उपक्रम)
MAZAGON DOCK LIMITED
(A Government of India Undertaking)

ADVERTISEMENT REF. NO. MDL/HR-CR/REC/26/2014

Mazagon Dock Limited (MDL) is India's leading Shipbuilding Company with ISO 9001:2008 accreditation. It is a profit-making Central Government Schedule 'A' PSU under the Ministry of Defence, Department of Defence Production, engaged primarily in the building of Warships and Submarines for the Indian Navy. MDL has consistent growth, both in physical as well as financial parameters and has an ambitious growth plan too. The present turnover is approximately ₹ 2300 Cr. which is projected to be higher in the coming years. MDL has employee strength of around 8200.

1. Applications are invited from **Indian Nationals** for the following post in the Industrial Dearness Allowance (IDA) Pay Scale:
Eligible & interested candidates are required to apply online.
(Online Application opens from **26.02.2014** and closes on **25.03.2014**.)

No.	Post/ Vacancy	Grade	Total Vacancies	Vacancies Breakup	Vacancies	Post Qualification Experience (in years) as on 25.03.2014	Upper Age limit as on 25.03.2014
1.	Chief Manager	E-5	09	Mechanical	03	11	44
				Electronics	01		
				Logistic	03		
				Dock Master	01		
				HR	01		
2.	Medical Officer	E-1	01	Medical	01	01	28
3.	Executive Trainee (Finance)	E-1	06	Finance	06	NIL	26
		Total	16		16		

2. **QUALIFICATION GROUPING - TECHNICAL DISCIPLINES:**

Discipline	To include
Mechanical	Mechanical/ Mechanical & Industrial Engineering/ Mechanical & Production Engineering/ Production Engineering/ Production Engineering & Management/ Production & Industrial Engineering.
Electronics	Electronics/ Electronics & Communication/ Applied Electronics & Instrumentation/ Electronics & Telecommunication/ Electronics & Instrumentation.
Civil	Civil/ Civil& Structural/ Structural

3. GRADE, PAY SCALES AND RESERVATIONS

Grade	Pay Scales (₹)	*CTC per annum in Lacs (Approx)		Reservations				
		Min. (₹)	Max. (₹)	SC	ST	OBC	UR	Total
E-5	32900-58000	11.18	19.72	01	01	02	05	09
E-1 (Medical Officer)	16400-40500	05.50	13.77	00	00	00	01	01
E-1 (Executive Trainee)	16400-40500	05.50	13.77	01	00	02	03	06
Total				16				

* In addition, Encashment of Leave, Gratuity, Pension under (EPS-95) and Superannuation benefits, Hospitalisation benefits and other facilities are also admissible as per Company's Rules. Performance Related Pay (PRP), which is also admissible, has a linkage with individual as well as Company's performance.

4. PERSONS WITH DISABILITIES (PWD):

Only such person, who suffers from not less than 40% of relevant Disability are eligible to be considered under PWD as per "the Persons With Disabilities (Equal Opportunities, Protection Of Rights & Full Participation) Act - 1995."

5. QUALIFYING REQUIREMENTS:**Chief Manager (Mechanical/ Electronics) (Post at Sr. No. 1)****Qualification:**

Full-Time degree in Engineering in Mechanical/ Electronics with minimum First Class or 60% Marks or equivalent CGPA from a recognized University/ Deemed University Or Institute recognized by AICTE.

Experience:

Candidate should have relevant post qualification work experience in Fabrication/ Production/ Outfitting/ Planning/ Design/ Project Management. Experience in Commercial functions, Contract negotiations and Materials procurement would be an added advantage.

Job Profile:

The incumbent is supposed to work in shops and on ships, on submarines, on mechanical/ electronic system outfitting, designing/ fabrication of ships/ submarine/ all structures and in planning and in maintenance of electronic equipment and substation. 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.

Chief Manager (Logistic) (Post at Sr. No. 1)**Qualification:**

Full-Time Engineering Degree in any discipline with minimum First Class or 60% Marks or equivalent CGPA

With,

Post Graduate Degree/ Diploma in Material Management/ MBA with specialization in Operation Management/ Material Management.

Experience:

Candidate should have relevant post-qualification work experience in Logistic Management, Supply Chain Management, Inventory Management and Data Management. Exposure in e-bidding/ e-tendering and Commercial procedures shall have an added advantage.

Job Profile:

The incumbent is supposed to work in the area of Logistic Management, Supply Chain Management, Inventory Management and Data Management. 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 organization depending on the requirements as may be decided by the Management.

Chief Manager (Dock Master) (Post at Sr. No. 1)**Qualification:**

Full-Time Engineering Degree in the discipline of Mechanical Engineering/ Naval Architecture/ Civil Engineering with minimum First Class or 60% Marks or equivalent CGPA from a recognized University/ Deemed University Or Institute recognized by AICTE.

OR

Full-Time Diploma in Engineering with minimum First Class or 60% Marks from a recognized Institute.

Experience:

Post qualification experience of 11 years (in case of Degree) & 14 years (in case of Diploma) in the following-

- i. Reading docking plans and laying dock blocks as per plan.
- ii. Basic calculation for docking vessels (taking into considerations of change in tide, underwater appendages, dock block dimensions, etc.)
- iii. Manufacture of dock blocks.
- iv. Thorough knowledge of organisation of MBPT, JNPT and Mumbai harbour/ channel.
- v. General awareness of seamanship evolutions and basic navigation.
- vi. Docking/ undocking/ movement of 10000 DWT vessels/ Hydro graphic Survey/ Maintenance of Yard Crafts and related activities.

Job Profile:

The incumbent is supposed to work in the area of Reading docking plans and laying dock blocks as per plan, Basic calculation for docking vessels (taking into considerations of change in tide, underwater appendages, dock block dimensions, etc. Manufacture of dock blocks, Docking/ undocking/ movement of 10000 DWT vessels/ Hydrographic Survey/ Maintenance of Yard Crafts and related activities. He may be deployed for any other duties Of the Company depending on the requirements as may be decided by the Management.

Chief Manager (HR) (Post at Sr. No. 1)**Qualification:**

Two years Full-Time Post Graduate Degree/ PG Diploma/ MBA (Specialization in HR) having First Class or 60% in:

- i. Labour & Social Welfare or Labour Studies or Labour welfare or PM & IR or Management Studies or Human Resource Management.
OR
- ii. Personnel Management and/ or Industrial Relations with Labour Welfare/ Social Welfare/ Social Work
OR
- iii. Social Work/ Social Welfare/ Labour Welfare with PM and/ or IR.
OR
- iv. HR/ HRD/ Personnel Management.

Qualification should be Full-Time and awarded by recognized University/ Deemed University/ Institute recognized and approved by AICTE.

Experience:

Post qualification relevant work experience in handling HRM, Industrial Relations & Employee Relations/ Training & Development/ Talent Management/ Performance Management System, Compensation and Benefits and also experience in handling Administration functions. Knowledge of Marathi will be an added advantage.

Job Profile:

The incumbent will be required to manage HR Systems & Procedures, Industrial Relations & Employee Relations, Role Profiling, Competency Mapping, Performance Management, Compensation & Benefits, Training & Development, Labour Legislations, Wage negotiations, Disciplinary matters, Conciliations and cases related to labour and service matters, industrial canteens, welfare matters. He will also be required to manage Administrative functions such as Liaison with Govt. authorities and other allied Administrative functions.

Medical Officer (Post at Sr. No. 2)**Qualification:**

- a. MBBS (including completion of rotating internship) recognized by Indian Medical Council (IMC) with registration with Indian/ State Medical Council.
- b. Degree/ Diploma in Industrial Health or Qualification of AFIH (Associate Fellowship in Industrial Health).

Experience:

One-year experience (Post Internship) of working as a Doctor in a Hospital/ Industrial Unit.

Job requirement:

The incumbent will have to work in shifts, attend to patient care in the dispensary located in the Company's premises, deal with medical emergencies, make hospital and house visits in the residential quarters adjacent to the company, periodic medical examination of employees and also administrative duties like processing of medical claims, attending safety meetings etc. He will have to carry out any other functions as assigned by the Chief Medical Officer.

Executive Trainee (Finance) (Post at Sr.3)

Qualification:

CA/ CMA

OR

Two years Full Time MBA (Finance)/ MMS (Finance) from a recognized University or Deemed University or Institute recognized by AICTE with First Class or 60% Marks

OR

Two years Full Time Post Graduate Degree/ Diploma in Management (Finance) from an Institute recognized by AICTE with First Class or 60% Marks.

Computer Literacy is a must. Working knowledge of computers in an ERP environment would be an added advantage.

Job requirement:

The incumbent will have to handle job functions like Finalization of quarterly, half yearly and annual accounts, Project Accounts, Management Information System, Direct Taxation and Indirect Taxation, Internal Audit, Capital Budgeting and Revenue Budgeting, Project Monitoring, Liaison with Central and State Government Agencies, Costing, Pay Roll, Dealing with External Auditors, Internal Auditors and CAG, Evaluation of large commercial project, Negotiation with Banks/ financial Institutions, Treasury Function including cash management, Insurance, ERP/ SAP and such other matters as assigned by Superiors/ HOD from time to time.

6. **SELECTION PROCESS:**

a. **Written Test & Personal Interview:**

Chief Manager:

The selection for the above mentioned posts will be by way of Personal Interview.

Medical Officer:

The selection for the above mentioned posts will be by way of Personal Interview. In the event of large number of applications received against any post, management may decide to hold a Written Test followed by Personal Interview.

Executive Trainee (Finance):

- i. Written Test (Online/ Offline): Eligible candidates will be required to appear for an objective type written test including a psychometric test. This test will be held in major cities of India only. The written test shall comprise two papers viz.
- Core paper (related discipline) of 100 marks and
 - General Paper (General knowledge and test of reasoning) of 70 marks. General Paper will include Psychometric paper.

In order to qualify for the personal interview the minimum pass marks is 50% marks in each paper and overall 60% in the written test. Candidates not meeting these criteria will not be called for the interview.

- ii. Personal Interview: The personal interview comprising 30 marks will be held in Mumbai. The qualifying marks in interview will be 60% for short listing.
- iii. Final Selection: The final selection will be on the basis of marks obtained in the written test & personal interview.

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. The list of documents accepted in support of the same is given below for reference of the candidates. Non-production of original documents will debar the candidate from appearing for the interview and no Travelling Allowance will be reimbursed to such candidates.

- i. Date of Birth (DOB) proof:
- I. Xth Std. Passing Certificate indicating DOB
OR
 - II. School Leaving Certificate
OR
 - III. Birth Certificate
- ii. Qualifications
- I. Marksheets indicating date of declaration of result.
 - II. Final Degree Certificate.
 - III. Provisional passing Certificate (in case Final Degree Certificate is not available).
- iii. Experience
- I. Past Employment:
 - Experience letter indicating the date of joining as well as relieving.
 - II. Current Employment (All of the following):
 - Proof of date of joining – Pay Slip/ Appointment letter issued after joining.
 - Pay Slip for the month of March 2014.

- Identity Card issued by current employer.

Please note that experience as Apprentice Trainee under Apprentice Act will not be considered.

- iv. If working in Private organization, Proof of turnover: Annual Report/ any other document indicating the turnover of employer to be more than ₹ 100 Cr. in any one of the last two financial years.
- v. If working in Govt./ PSU, document indicating the current pay scale and date since working in the said pay scale.
- vi. Salary Details:
 - I. For Govt./ PSU: Document indicating the current pay scale.
 - II. For Private: CTC Breakup certified by employer clearly indicating the monthly, annual components & benefits.
- vii. In case of PWD candidates, Disability Certificate issued by the Competent Authority as per the Act.

c. **Caste Certificates:**

SC/ ST/ OBC (NCL) candidates must produce caste certificates, as per the format prescribed by the Government of India. 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.

Format of Caste Certificates for SC/ST and Non Creamy layer certificate for OBC have been uploaded on MDL website under the head "Career->Executives". Non Creamy Layer Certificate for OBC shall be issued not more than 1 year before.

d. **Pre Employment Medical Examination:**

Applicants should be of sound health and meet the Medical Fitness Standards as fixed by the Company. Candidates short-listed for appointment following interview shall undergo a medical test conducted/ organized by the Company and certified by the Company's Chief Medical Officer.

Candidates called for Pre Employment Medical Examination shall attend the same at their own expense.

e. **Verification of Antecedents:**

Police Verification Report (PVR) is a pre-condition for joining of the selected candidates. Candidates will have to obtain a formal Police Verification Report before joining MDL.

Candidates joining from Govt./PSU and whose applications have been forwarded through proper channel will be permitted to join on the basis of an identity certificate issued by a Gazetted Officer. Such candidates will have to obtain a PVR within 6 months of their joining.

f. **Offer of Appointment:**

Candidates finally selected for the post applied for will be offered appointment as per Company Policy in vogue. 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.

7. **ELIGIBILITY OF CANDIDATES**

From PSU/ Govt. Department/ Armed Forces:

- i. Candidates, who are employed in Government/ Public Sector Undertakings, shall have to forward their applications through proper channel or produce 'No Objection Certificate' (NOC) from their present employer latest at the time of the interview; failing which the candidate shall not be allowed to appear for the interview. Applications sent through proper channel must reach "AGM (HR-CR), Mazdock House, Mazagon Dock Limited, Dockyard Road, Mumbai - 400010" on or before 25th March 2014.

Internal Candidates need to apply online and submit the hard copy of the application form through proper channel on or before 25.03.2014. Last date for payment of fees (if applicable) shall be as per clause 11-xiv of this advertisement.

- ii. Candidates from Govt/ PSUs should have minimum 2 years experience in one scale of pay below that of the post applied for and for internal candidates 1 year experience in one scale of pay below that of the post applied for.

Candidates applying for a post in the E-1 grade should have 1 year experience in one scale below i.e. E-0.

- iii. In case of candidates in Central Dearness Allowance (CDA) pay scale from including Govt. Dept./ Armed Forces/ PSU, the Pay Scale equivalence for the purpose of (b) above will be considered as per Govt. of India guidelines. The equivalent Pay-Scales in the various grades on both CDA & IDA are given below:

No.	Post	Grade	CDA (₹)	IDA (₹)
1.	CM	E-5	37400-67000-PB4-GP 8700	32,900-58,000
2.	M	E-4	15600-39100-PB3-GP 7600	29,100-54,500
3.	SE	E-1	15600-39100-PB3-GP 5400	16,400-40,500
4.	JE	E-0	9300-34800-PB2-GP 4200	12,600-32,500

From Private Sectors:

The applicants working in private sector should be drawing CTC (only monetary/ cash part) comparable to next lower grade of MDL. They should indicate their organisation structure depicting their position at the time of personal interview.

The applicants working in private sector should have two years experience in company where the annual turnover is in excess of ₹ 100 Cr in any one of the last two financial years.

8. AGE RELAXATION:

- i. The upper age limit is relaxable by 5 years for SC/ ST and 3 years for OBC (Non Creamy layer). The same is relaxed by 13 years for PWD-OBC (NCL) and 15 years for PWD-SC/ ST Candidates.
- ii. In case of Ex-servicemen, the upper age limit will be relaxed to the extent of number of years served in 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.
- iii. Upper Age will be relaxed to the extent of maximum 5 years for internal candidates.
- iv. The OBC candidates, who belong to Creamy Layer, are not entitled for concession admissible to OBC category. The OBC (Non-Creamy Layer) candidates need to submit the requisite certificate in prescribed format for Central Government jobs from a Competent Authority. The said certificate should not be more than one year old.

9. CAREER PROSPECTS IN MDL:

The Company has a conducive and challenging work environment and offers attractive opportunities for growth through various training and development programs and a forward-looking & performance driven promotion policy. A meritorious and hard working Executive can, thus look forward to very good career development prospects.

10. 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 PSU/Govt/Armed Forces, 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 and if negotiated at the time of interview & recommended by the selection panel.

11. HOW TO APPLY:

- i. Eligible candidates shall apply through online registration system by logging on to MDL website www.mazagondock.gov.in and clicking on "Online Recruitment". The site shall be activated and will remain functional from **26.02.2014** to **25.03.2014**. Candidates have to apply Online only. No manual/ paper application will be entertained.
- ii. While applying online, candidates should keep a scanned copy of their passport size colour photograph and their signature in **jpeg** format.
- iii. Any changes in the application form need to be edited from "Online Recruitment->Candidate->Application Status" only before the last date of online application. No other means of communication or correspondence will be entertained.

- iv. Candidates shall possess a valid and active email-id, which needs to be entered in the application form. Only this email ID will be considered for all future correspondence.
- v. Also note that a validation email will be sent to the email id after filling up the application form. Application will not be accepted until the email id is validated.
- vi. Once you submit your Application, the System will generate a unique Registration No. After validation of your email id take a printout of the Application Form with the help of this registration number. Kindly keep a record of the same for future reference. Candidates are advised to take a print out of the application form quoting their registration number, on or before the last date of application.
- vii. Please note that your application is incomplete unless you get a system generated registration number and email on the email-id submitted in the application form.
- viii. Generation of registration number does not imply acceptance of application or eligibility for the post.
- ix. Eligible and interested candidates are advised to apply well in advance so as to avoid last minute errors in application. MDL management will not be responsible for any delay in submission of application form due to queries sent to MDL regarding the application form.
- x. Candidates may enter 'NA' in the mandatory fields not applicable to them.
- xi. For Medical Officer post: AFIH qualification must be specified in "Additional, if any" field of the online application form.
- xii. In case of difficulty in registration, candidates may contact Executives Recruitment Section on mdlrec@mazagondock.gov.in

xiii. **Application Fee:**

Application fee of ₹ 300/- shall be sent in the form of crossed Demand Draft drawn in favour of "Mazagon Dock Limited", payable at **Mumbai**. Applicants belonging to SC/ ST/ PWD (Persons With Disability) are exempted from payment of application fee.

Details of the Demand Draft have to be filled in the online application form. Hence, candidates are advised to make the payment of application fees before filling the online application. The application fee is non-refundable and hence candidates are advised to ensure their eligibility for the post before applying.

The Demand Draft should be issued on or before 25th March 2014.

- xiv. Demand draft along with the print out of Application Form is to be forwarded to "AGM (HR-CR), Mazdock House, Mazagon Dock Limited, Dockyard Road, Mumbai – 400010" **on or before Wednesday, 09th April 2014 (1730 hrs)**. Applications must be forwarded through Postal/ Courier services only. Demand Drafts forwarded through any other means including hand delivery will not be entertained. MDL will not be responsible for any delay/ loss in postal transit of any application or communication. Applications without processing fee (if applicable) will not be considered. Please note that candidates exempted from payment of fees are not required to send print out of the application form.

12. GENERAL INFORMATION AND INSTRUCTIONS:

- i. Only Indian Nationals are eligible to apply.
- ii. Outstation Candidates called for Personal Interview shall be reimbursed Travelling Allowance as given below by the shortest route from the correspondence address mentioned in the application form on production of tickets.

Post	Eligibility
Chief Manager	Second AC Rail/ Luxury Bus
Medical Officer/ Executive Trainee (Finance)	Third AC Rail/ Luxury Bus

- iii. The candidature of all candidates shall be provisional and 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 in that case no Travelling Allowance will be reimbursed to such candidates.
- iv. The Qualifying Requirement/ Experience & Age limit shall be reckoned as on the last date of application. i.e. 25.03.2014. Wherever CGPA or Letter Grade is awarded in qualifying degree, its equivalent percentage of marks must be indicated in the application as per norms adopted by the University/ Institute.
- v. Post Qualification Experience in the relevant discipline in Officer/ Executive cadre (excluding Apprentice training period) from the date of passing mentioned in the marksheet will be considered.
- vi. Instead of summarizing the work experience, candidates are advised to elaborate the same in the field for job profile.
- vii. Candidature of a candidate is liable to be rejected at any stage of the recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or not in conformity with the eligible criteria mentioned in the advertisement.
- viii. MDL reserves the right to cancel/ modify the recruitment process, if need so arises without issuing any further notice or assigning any reason thereof.
- ix. Corrigendum (if any) will be hosted on MDL Website under the head "Career->Executives" only.
- x. Intimation regarding Written Test, Personal Interview & Result:
List of 'Eligible Candidates', list of 'Not-Eligible Candidates', 'Interview Schedule', 'Result' etc. will be hosted only on MDL Website under the head "Career->Executives". Candidates are requested to visit MDL website time to time to get themselves updated on the recruitment status.
- xi. In case of any ambiguity/ discrepancy in the online recruitment portal the terms & conditions as mentioned in this advertisement will prevail.
- xii. Legal jurisdiction for any dispute will be at Mumbai.

13. ONLINE APPLICATION PROCEDURE:

- i. Disable the pop-up blocker and clear history of the browser.
- ii. Log on to <http://www.mazagondock.gov.in>
- iii. Click on “Online Recruitment” and then click on the relevant post applied for.
- iv. Read all instructions given on the website.
- v. Fill up all the details in the Online Application Form. In case of mandatory fields not applicable kindly enter ‘NA’ in the text box.
- vi. Upload Photograph & Signature in the prescribed Format.
- vii. Click SUBMIT and note registration number.
- viii. Click on the validation link sent on email.
- ix. Reprint your application from MDL website “Online Recruitment->Candidate->Form Reprint”.
- x. Candidates short-listed for Personal Interview shall be required to submit a print out of the Online Application Form at the time of Personal Interview.

14. IMPORTANT DATES:

No.	Details	Date
1	Commencement of Online Application.	26.02.2014
2	Last Date of Online Application.	25.03.2014
3	Last Date for receipt of Demand Drafts	09.04.2014
4	Notification regarding schedule of Personal Interviews/ Written Test	05.05.2014

Date: - 25.02.2014

ADDITIONAL GENERAL MANAGER (HR)