

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

ADVERTISEMENT REF. NO. MDL/HR-O/REC/11/2010

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 construction of Warships and Submarines for the Indian Navy. The present turnover of the Company is around Rs.3000 Crores and is projected to be higher in the coming years. MDL has employee strength of around 8500

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

Sr.No	Post	Discipline	Grade	No. of posts	Post Qualification Experience required (in years)as on 20.09.2010	Age limit as on 20.09.2010
1	Chief Manager	Administration	E-5	1	15	44
			Total	1		

Place of Posting: MDL Regional Office, New Delhi. Transferrable to any other establishment of the Company, at the sole discretion of the Management

II. Grade Pay scales and Reservations

Grade	Pay Scale (Rs.)	*CTC per annum in lakh (Approx)		Reservations	
		Minimum.	Maximum	UR-1	Total
E-5	32900-58000	8.40	14.80		01

* In addition Encashment of Leave, Gratuity, Hospitalisation benefits and other facilities are also admissible as per Company Rules.

III QUALIFYING REQUIREMENTS:

Qualifications:

Degree in any discipline from a recognised university

Experience:

Minimum 15 Years experience as a commissioned officer in Indian Army / Indian Navy or Indian Air force, having experience in liaison work at Ministry of Defence/other ministries/Govt Departments/ Headquarters or Offices of the Indian Army/Indian Navy/ Indian Air force.

The Job Description:

The incumbent will have to handle job functions like

- i) Coordinate and to liaise with Ministries / Govt. Departments/ Headquarters or Offices of the Indian Army/Indian Navy/ Indian Air force on matters of Company's interest and keep the Senior Officials of the Company informed of the developments.

- ii) To coordinate and attend matters incidental to the visits by foreign delegates and expatriates.
- iii) Facilitate meetings called by the Ministries / Govt. Departments on behalf of the Organization and to ensure effective coordination between internal Head of Departments and Govt departments.
- iv) Ensure smooth flow of communication with the various stake holders.
- v) To coordinate and oversee the setting up of exhibition stalls in Delhi and other locations as and when required.

IV. Age Relaxation:

- a) Age will be relaxed for Ex Servicemen/PWD as per Rules.
- b) In case of Ex-servicemen, the upper age limit will be relaxed to the extent of number of years of service in the Armed Force. 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.

V. 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 candidate shall not be allowed to appear for the interview.
- b) Candidates from Govt/ PSUs should have minimum 2 years experience in one scale of pay below that of the post applied
- c) 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 ranks on both CDA & IDA (Revised) are given below:

Sr. No.	Post	CDA/Govt.	IDA – PSU
1	Chief Manager	37,400-67,000 Grade Pay 8700 (PB-4)	32,900-58,000
2	Manager	15,600-39,100 Grade Pay 7600 (PB-3)	29,100- 54,500

VI. 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.

VII. 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.

(Cont on Page-3)

- e) Name of the post applied for, should be super scribed on the envelope containing the application.
- f) The application should contain self attested copy of the following
 - i.) 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 through Postal/ Courier services only. Applications forwarded through any other means including by Fax, e-mail or hand delivery 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 20.09.2010.** MDL will not be responsible for any delay/loss in postal transit of any application or communication. Applications incomplete / unsigned or without relevant documents will not be considered. Candidates employed in PSU/Govt. and applying through proper channel should send an advance copy within the prescribed time limit.

VIII. Selection Procedure:

- a) **Interview:** Eligible candidates will have to appear for an interview at Mazagon Dock Limited, Mumbai.
- 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 will be reimbursed to such candidates.
- c) **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.
- d) **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.
- e) 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 being relieved from service. No appointments against the advertised posts will be made on deputation basis.

(Cont on Page-4)

f) **Fixation of Pay:** The fixation of pay in case of candidates selected from PSUs/ Government Department / Armed Forces will be in accordance with the Company's rules and relevant Government guidelines. 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.

IX. Intimation for Interview:

Names of short listed candidates called for interview will be hosted on MDL website under the Head 'CAREERS'.

Call letter for interview with instructions will be sent by Email. MDL will not be responsible for bouncing back or blank emails. In event of such happenings shortlisted candidates are requested to see our website and follow the instructions given the website.

X. 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.

XI. 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 candidate should have a valid E-mail ID

ADDITIONAL GENERAL MANAGER
HR-OFFICERS' SECTION

Date: - 16.08.2010

MAZAGON DOCK LIMITED
APPLICATION FORMAT
(Please fill in CAPITAL Letters only)

Affix your
recent passport
size photograph

a) Reference: Advertisement No. **MDL / HR-O / REC/11/ 2010**

b) Application for the post of _____

c) Name in full:

--

d) Father's Name:

--

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

--

f) Nationality: -

g) State of Domicile:

h) Gender:

Male	Female

i) marital status:

Married	Unmarried	Widower	Divorcee

j) Date of Birth:

D	D	M	M	Y	Y	Y	Y

Age as On (20/09/2010)

Y	M	D

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

(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:
-------	--------	-----------	------	--------------------

n) Address for communication:

STATE	PIN CODE	

o) Nearest Railway station: _____

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

E-mail ID _____ (Compulsory)

q) Educational Qualification:

Sr. No	Name of the relevant Qualifying Examination.	Main Subjects	Name of University/ Institution	Day/ Month/Year of Passing	% of marks obtained	Class/ Division
1.						
2.						

Signature of Applicant: _____

Continued on page 2.

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

Name of Organization	Type of Org. Govt. / PSU / Pvt.	Post(s) held	From	To	Years & Months	Scale of Pay	Nature of duties/ work details

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 / Mark sheets / Documents and mention details in columns.

		Reference No. of the Certificate	Date of Issue
(1)	Proof of Date of Birth		
(2)	Degree Certificate		
(3)	Mark sheet 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 untrue later.

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

