

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

ADVERTISEMENT REF. NO. MDL/HR-O/REC/13/2011

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. The present turnover of the Company is around ₹ 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 Industrial Dearness Allowance (IDA) pay scale :

Sr. No	Post	Grade	No. Of posts	Post Qualification Experience required * (in years) as on 05.05.2011	Age limit as on 05.05.2011
1	Assistant Manager (Public Relations)	E-2	01	03	32
2	Probationary Officer (Human Resources)	E-1	06	Nil	26

* Post qualification experience in the relevant discipline in Officer/Executive cadre from the date of passing mentioned in the mark sheet excluding training or apprenticeship training period.

II. Grade Pay scales and Reservations

Grade	Pay Scale (₹)	*Gross Emoluments (Min.) (Approx.)	RESERVATIONS				
			SC	ST	OBC	UR	Total
E-2	20,600 –46,500	₹ 42,000/-	--	--	--	01	01
E-1	16,400 – 40,500	₹ 33,000/-	01	--	02	03	06

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

In addition Employer contribution towards PF, Encashment of Leave, Gratuity, Hospitalisation benefits and other facilities are admissible as per Company Rules.

(Cont. on Page 2)

III Persons with Disabilities (PWD):

Relaxation and concessions will be granted to PWD candidates as per Govt of India guidelines

IV. QUALIFYING REQUIREMENTS:**1. Assistant Manager (Public Relations) :**

Qualification - Graduate in any discipline with 2 years full time Postgraduate Diploma/ Degree in Mass Communications/ Journalism/ Public Relations.

Experience: 3 years post qualification experience in any industry/ PR Agency. Experience in handling protocol functions and articulation skills in handling various situations and events are a must. Experience in Journalism/ Print Media would be preferred with good communication skills. Knowledge in multimedia with experience in PR field is desirable

Job requirement: Coordinating with media houses, publication of monthly in-house magazine, liaison with different organizations/ Govt. agencies, coordinating the visits of company guests, organizing press conference, dealing with different media representatives.

2. Probationary Officer (Human Resources) :

Qualification: Full Time Postgraduate Degree / two years Postgraduate Diploma, awarded by recognized University/Institute registered with AICTE 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) MBA with HR/Personnel Management and/or IR awarded by a recognized University / Institute registered with AICTE.

Experience: Nil

V. 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.

(Cont on Page-3)

- 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 by 10 years. This relaxation is over and above the existing relaxation in age in case of SC/ST/OBC candidates.
- e) Preference will be given to the children / family members of those who died in the 1984 riots by giving age relaxation.

VI. 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 for and for internal candidates 1 year experience in one scale of pay below that of the post applied for.
- 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 are given below:

Sr. No.	Post	Grade	CDA (Rs).	IDA (Rs).
1	AM	E-2	15,600 – 39,100 Rs. 6,600/- Grade Pay (Pay Band – 3)	20,600 – 46,500
2	SE/PO	E-1	15,600- 39,100 Rs. 5,400/- Grade Pay (Pay Band – 3)	16,400 – 40,500

VII. 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.

(Cont on Page-4)

VIII. How to Apply:

- a) Application form may be downloaded from MDL Website (Mentioned at the end of this advertisement as Format-I for Assistant Manager (Public Relations) - and Format II for Probationary Officers-HR) Applications must be in response to our advertisement. Advertisement Reference No. and Post applied for must be clearly mentioned on the application form.
- b) Applications should be submitted strictly as per the prescribed format available on the MDL Website.
- c) All instructions as given on the MDL website must be adhered to, failing which, the applicant will be disqualified for the post.
- d) Name of the post applied for, should be super scribed on the envelope containing the application.
- e) 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.
- f) One recent passport size photograph is to be pasted on the form and one extra photograph to be attached.
- g) 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.
- h) Processing Fee (**Only for the post of Probationary Officer**): Candidates applying for the posts of Probationary Officer are required to pay a processing fee of Rs.250/- (non-refundable) by way of Demand Draft to be drawn in favour of Mazagon Dock Limited, payable at Mumbai. SC/ST/PWD category candidates are exempted from payment of processing fee.
- 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 05.05.2011. 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.

IX. Selection Procedure:

- a) **Interview (for Asstt. Manager (Public Relations)):** Eligible candidates will have to appear for an interview at Mazagon Dock Limited, Mumbai.
- b) **For Probationary Officer (HR):**
 - i) **Written Test** : Eligible candidates will be required to appear for an objective type written test including a psychometric test. These tests will be held in Mumbai only. Candidates will have the option to write the tests in English or Hindi and the option once exercised shall be final. The written

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- ii) test shall comprise of two papers viz. i.) Core paper (related discipline-HR) of 100 marks and ii.) General Paper (General knowledge and test of reasoning) of 80 marks. In addition to the two papers, there shall be written psychometric test. In order to qualify for the interview the minimum pass marks is 50% marks in each paper and overall 60% in the written test and “average fit” grading in the Psychometric Test. Candidates not meeting this criteria will not be called for the interview. However the percentage of qualifying marks will be lowered in case adequate numbers of candidates are not available to be called for interview.
- iii) **Interview** : Depending on the number of vacancies, only those candidates who have secured the Minimum qualifying marks stipulated for Written Tests and rank sufficiently high in the order of merit shall be called for a Personal interview. Mere passing in the Written Tests shall not vest any right in a candidate for being called for Personal Interview. The interview will be of 20 marks to be held in Mumbai. The qualifying marks in interview will be 60%_for short listing.
- iv) **Final Selection:** The final selection will be on the basis of marks obtained in written test and interview

c) **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.

d) **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 05.05.2011. 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.

e) **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.

f) **Offer of Appointment:** Candidates finally selected for the post applied for will be offered appointment and allowed to join after obtaining Police Verification Report (PVR). Candidates will also be allowed to join on the basis of production of Identity Certificate issued by a Gazetted Officer, or a valid passport 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.

g) 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.

h) **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.

X. 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.

Candidates are advised to visit our website on **20th May 2011** regarding interview schedule.

XI. 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.

XII. 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: - 23.03.2011

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

Affix your
recent passport
size photograph

a) Reference: Advertisement No. **MDL / HR-O /REC/13/2011**
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 (05.05.2011)

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:
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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: _____

r) 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.

s) Extra Curricular activities: _____

t) 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		

u) 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

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

Affix your
recent passport
size photograph

- a) Reference: Advertisement No. **MDL / HR-O /REC/13/2011**
b) Application for the post of **PROBATIONARY OFFICER – HUMAN RESOURCES**
c) Name in full:

Surname	First Name	Middle Name
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- d.) Father's/Husband's Name:

Surname	First Name	Middle Name
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- e) Nationality:

- f) State of Domicile:

- g) Gender:

MALE	FEMALE

- h) Marital status:

Married	Unmarried	Widower	Divorcee

- i) Date of Birth:

D	D	M	M	Y	Y	Y	Y
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- Age As On (05.05.2011)

Years	Months	Days
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- j) Whether age relaxation is sought? Yes No

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

- k) Category:

GEN.	OBC (NCL)	SC	ST

- Sub-Category: (if applicable)

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:

- m) Permanent Address :

CITY				
DISTRICT	STATE	PIN CODE		

- n) Local Address / Address for communication

CITY				
DISTRICT	STATE	PIN CODE		

- o) Nearest Railway station: _____

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

Fax. No. _____ E-mail ID _____

- q) Educational / Technical Qualification:

Sr. No	Degree (With Discipline)	Name of Institute / University	Year & Month of Passing	% of marks obtained	Class/ Division
1.					
2.					
3.					

Signature of Applicant: _____

r) Work Experience Post Qualification (if any):

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 / Mark sheets / Documents and **Tick mark** in the appropriate box: -

		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)	Demand Draft of Rs. 250/- (if applicable)		
(10)	Any other		

u) Demand Draft details: _____ Rs. _____
(Name of Bank) (DD No. & date) (Amount)

v) Language Option for Written Test (for Probationary Officers only) (**Tick**): English / Hindi

w) Any other relevant information: _____

x) 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

Date: _____

Scrutiny: Eligible Ineligible

Reasons for ineligibility _____

Name of Dealing Officer - _____ Signature of Dealing Officer - _____

END OF APPLICATION FORM