

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

ADVERTISEMENT REF. NO. MDL/ HR-O/ REC/ 19/ 2012

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 ` 2600 Cr. and is projected to be higher in the coming years. MDL has employee strength of around 8400.

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

Sr. No.	Post	Grade	No. Of posts	Break-up of posts	Post Qualification Experience required (in years) as on 30.03.2012	Age limit as on 30.03.2012
1	Finance Officer	E-1	08	-	Nil	26
2	Probationary Officer (HR)	E-1	04	-	Nil	26
3	Probationary Officer (Technical)	E-1	28	Mechanical-19 Electrical-07 Electronics-02	Nil	26
		Total	40			

- II. Grouping of Technical Disciplines Qualification wise:

	Discipline	To include
a.	Mechanical.	Mechanical/ Mechanical & Industrial Engineering/ Mechanical & Production Engineering/ Production Engineering/ Production Engineering & Management/ Production & Industrial Engineering.
b.	Electronics.	Electronics/ Electronics & Communication/ Applied Electronics & Instrumentation/ Electronics & Telecommunication/ Electronics & Instrumentation.
c.	Electrical	Electrical/ Electrical & Electronics/ Electrical & Instrumentation.

III. Grade Pay scales and Reservations

Grade	Pay Scale (`)	*CTC per annum in Lakh (Approx)		Reservations				
		Min.	Max.	SC	ST	OBC	UR	Total
E-1	16400-40500	5.00	12.00	05 + 1BL	03+1BL	9+4BL	17	40
Total				40				

* In addition Encashment of Leave, Gratuity, Hospitalisation benefits and other facilities are also admissible as per Company Rules. There is also an element of PRP, which is linked to individual as well as Company performance.

IV. Persons with Disabilities (PWD):

VH	HH	OH	Total
01	01	01	03

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

The reservations for PWD candidates may increase or decrease depending upon the actual status/ requirements at the time of interviews.

V. QUALIFYING REQUIREMENTS:**Finance Officer (Post at Sr.1)****Qualification:**

CA/ ICWA

OR

Two years full time MBA/ MMS/ Post Graduate Diploma in Management with Specialization in Finance from a recognized university/ institution.

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.

Probationary Officer (HR) (Post at Sr.2)

Qualification: Two years 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.

Job Requirement: The incumbent will have to handle job functions like Pay Roll, HR Systems & Procedures, Industrial Relations & Employee Relations, Performance Management, Training & Development, statutory compliance, Disciplinary matters, Conciliations and cases related to labour and service matters, industrial canteens, welfare matters. He will also be required to handle Administrative functions such as Liaison with Govt. authorities and other allied Administrative functions and such other matters as assigned by Superiors/ HOD from time to time.

Probationary Officer (Technical) (Post at Sr. No. 3)

Qualification - Full time Engineering Degree in the discipline of Mechanical/ Electrical/ Electronics Engineering from a recognized university/ deemed university, with minimum 55% marks or equivalent CGPA.

Job requirement: The incumbent will have to handle job functions like ship/ submarine construction, refits, modernization, in any of the relevant fields of planning/ design/ procurement/ fabrication/ berth/ outfitting/ quality assurance/ test and trials. He may be deployed for any other duties of the Company depending on requirement 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 PSU/ Govt. Department/ Armed Forces

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.

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 Demand Draft in original & 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
- 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 30.03.2012. 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.
- j) **Processing Fee:** Application fee of ` 250 is to be sent in the form of crossed Demand Draft drawn in favour of Mazagon Dock Limited, payable at Mumbai. Applicants belonging to SC/ ST/ Persons With Disability are exempted from payment of processing fee.

X. **Selection Procedure:**

- a) **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 test shall comprise of two papers viz. i.) Core paper (related discipline) 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.
- b) **Interview:** The interview will be of 20 marks to be held in Mumbai. The qualifying marks in interview will be 60% for short listing.
- c) **Final Selection:** The final selection will be on the basis of marks obtained in written test and interview.
- d) **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.
- e) **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.
- f) **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.
- g) **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.

- h) Serving candidates from Government Departments/ Armed Forces/ PSU 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.
- i) **Fixation of Pay:** The fixation of pay in case of candidates selected from PSU/ Government Department/ Armed Forces and whose applications are forwarded through proper channel or NOC is submitted at the time of interview 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.

XI. 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 short listed candidates are requested to see our website and follow the instructions given the website.

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 candidate should have a valid E-mail ID

ADDITIONAL GENERAL MANAGER
HR-OFFICERS' SECTION

Date: - 13.02.2012

Affix your
recent passport
size photograph

MAZAGON DOCK LIMITED**APPLICATION FORMAT**(Please fill in **CAPITAL** Letters only)a) Reference: Advertisement No. **MDL/ HR-O/ REC/ 19/ 2012**

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
<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:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

Age as On (30/03/2012)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OH	VH	HH	% Disability	Ex-Serviceman
<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):

<input type="checkbox"/> HINDU	<input type="checkbox"/> MUSLIM	<input type="checkbox"/> CHRISTIAN	<input type="checkbox"/> SIKH	<input type="checkbox"/> SPECIFY IF OTHERS:
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n) Address for communication:

STATE										PIN CODE			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

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