



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

ADVERTISEMENT REF. NO. MDL/HR-CR/REC/27/2014

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 as well. The present turnover is approximately ₹ 2300 Cr. which is projected to be higher in the coming years. MDL has employee strength of around 8600.

1. Applications are invited from **Indian Nationals** for the following:

Eligible & interested candidates are required to apply online.

(Online Application opens from **04.06.2014** and closes on **03.07.2014**)

No.	Post/ Vacancy	Grade	Total Vacancies	Post Qualification Experience (in years) as on 03.07.2014	Upper Age limit as on 03.07.2014
1.	Deputy Chief Security Officer	E-6	01	14	48
2.	Chief Manager (Naval Officer)	E-5	05	11	44
3.	Asst. Company Secretary (Manager)	E-4	01	08	40
4.	Assistant Manager (Legal & Estate)	E-2	01	03	32
	Total		08		

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.
Electrical	Electrical / Electrical & Electronics/ Electrical & Instrumentation
Civil	Civil/ Civil & Structural/ Structural
Naval Architecture	Naval Architecture/ Naval Architecture & Ship Building/ Naval Architecture & Ocean Engg.

3. GRADE, PAY SCALES AND RESERVATIONS

Grade	Pay Scales (₹) #	CTC per annum in Lacs (Approx) *		Reservations				
		Min. (₹)	Max. (₹)	SC	ST	OBC	UR	Total
E-6	36600-62200	12.34	20.90	00	00	01(BL)	00	01
E-5	32900-58000	11.09	19.55	00	01(BL)	01+01(BL)	02	05
E-4	29100-54500	09.81	18.37	00	01(BL)	00	00	01
E-2	20600-46500	06.94	15.68	00	00	00	01	01
Total				08				

Pay Scale carries Industrial Dearness Allowance (IDA) pattern.

* 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:**Deputy Chief Security Officer (Deputy General Manager) (Post at Sl. No. 1)****Qualification:**

Full time Bachelor Degree in any discipline from a recognized University.

Experience:

Minimum 14 years post qualification experience in the Armed Forces serving or retired in the rank of Capt. (Indian Navy)/ Col. (Army)/ Gp. Capt. (Air Force).

Job Profile:

The incumbent should be conversant with Industrial Safety regulations, Industrial Security related to personnel, material documents and yard premises including Residential Complex. He should have vast experience in planning, coordinating and implementing security measures including access control on sea front surveillance, single and jointly with CISF. Incumbent should also be well familiar with Protocol cum Liaison during the visits of Senior VIP/ VVIP officials. Similarly, experience in liaising with Police /Revenue /Airport Authorities/ Naval Dockyard / MbPT. Knowledge of Marathi would be desirable. Incumbent preferably should have a valid driving license.

Chief Manager (Naval Officers - Serving/ Retired/ SSC) in Mechanical, Electronics, Electrical, Naval Architecture, Civil disciplines (Post at Sl. No. 2)**Qualification:**

Full-Time degree in Engineering in Mechanical, Electronics, Electrical, Naval Architecture or Civil discipline with minimum First Class or 60% Marks or equivalent CGPA from a recognized University/ Deemed University Or Institute recognized by AICTE. Post Graduation Degree viz. M.E./ M.Tech. is desirable.

Experience:

Candidate should have relevant post qualification work experience of 11 years in Indian Navy. Candidate should be a Commissioned officer and presently in the rank of Commander (PB-4/37400-67000 GP 8000) or in PB-3/15600-39100 GP 7600. In case of Ex-Navy candidates last rank served should be Commander or PB-3 GP 7600.

Out of total 11 years post qualification experience, candidate should have hands on experience of not less than 3 years in Design of Ship systems, equipment design, system integration or management of any warship project at DND or equivalent including posting at WoTs.

Job Profile:

The incumbent are initially expected to be posted in Design Department of MDL. However, he may be required to work in shops and onboard ships, submarines, on mechanical/ electronic system outfitting, designing/ fabrication of ships/ submarine/ all structures and in planning and in maintenance of electronic equipment and substation. In addition, the incumbent will be responsible for material procurement from different sources viz. imported, indigenous and local, custom clearance of materials, cash purchases, Stores Management, 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.

Asst. Company Secretary (Post at Sl. No. 3)**Qualification:**

Associate member of Institute of Company Secretaries of India with degree in Law from recognized University.

Experience:

8 Years of post qualification experience in Secretarial department in a Public Limited Company / PSU in the executive cadre.

Job Profile:

The incumbent will report to Company Secretary. Should be conversant with the provisions of Companies Act, 2013 and well versed in handling Secretarial Matters which includes handling of Board/ Committee/ Shareholders Meetings, filing of e>Returns with ROC, maintenance of Statutory Registers and other records.

Asst. Manager (Legal & Estate) (Post at Sl. No. 4)**Qualification:**

Graduate with LLB from a recognized University or Degree in Law (5 yrs integrated course) from a National Law School/ University/ Deemed University.

Experience:

Should have Post Qualification work experience in a reputed Organization/ Company dealing with Estate Management. The candidate should be well conversant with the relevant Code/ Act/ Rules/ Directives of State Govt./ Govt. Of India & Local authorities like BMC/ Port Trust/ CIDCO etc related to Estate Management. Should also be familiar with acquisition and disposal of land & properties. Knowledge of Marathi is desirable.

Job Profile:

The incumbent is required to work in Estate Department to deal with matters viz. regularizing Title Deeds for existing land, acquisition, lease from MbPT, Govt. of Maharashtra, payment of property taxes, allotment of quarters, handling legal issues relating to estate matters, liaison with Local/ State Authorities, CIDCO, MbPT and Collector Office.

6. SELECTION PROCESS:**a. Personal Interview:**

The selection for the above mentioned posts will be by way of Personal Interview only. However, in the event of large number of applications for Asst. Manager (Legal & Estate) post, management may decide to hold a Written Test followed by 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 June 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 Company, Proof of turnover: 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. As a documentary proof 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:- No Objection Certificate (if application not forwarded through proper channel) and a 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.
- viii. Candidates from Armed Forces and presently in the last year of service need to submit certificate/letter of Competent Authority stating the last date of Service for availing the Age Relaxation applicable to Ex-Servicemen.

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 the last date of submission of online application.

d. **Pre Employment Medical Examination:**

Applicants should be of sound health and meet the Medical Fitness Standards as prescribed. 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 at the time of the interview; failing which the candidate shall not be allowed to appear for the interview.

Internal Candidates need to apply online on or before 03rd July 2014 and submit the hard copy of the application form along with the Demand Draft through proper channel on or before 18th July 2014.

- 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. *(This will not be applicable to post at Sl. No. 1)*
- iii. In case of candidates having Pay-Scales in Central Dearness Allowance (CDA) pattern 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.	DM	E-3	15600-39100-PB3-GP 6600	24,900-50,500
4.	AM	E-2	15600-39100-PB3-GP 6600	20,600-46,500
5.	SE	E-1	15600-39100-PB3-GP 5400	16,400-40,500

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 Company should have two years experience whose 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 to 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 the 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 **04.06.2014** to **03.07.2014**. 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. 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.
- vi. Please note that your application is incomplete unless you get a system generated registration number and validate email of the email-id submitted in the application form.
- vii. Generation of registration number does not imply acceptance of application or eligibility for the post.
- viii. 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 caused due to the queries raised by the applicant and non-receipt of response thereof.
- ix. Candidates may enter 'NA' in the mandatory fields not applicable to them.
- x. In case of difficulty in registration, candidates may contact on mdlrec@mazagondock.gov.in

xi. **Processing Fee:**

Processing 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 processing fee.

Details of the Demand Draft have to be filled in the online application form. Hence, candidates are advised to make the payment of processing fees before filling the online application. The processing 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 **03rd July 2014**.

- xii. 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 Friday, 18th July 2014 (1700 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
Dy. CSO, Chief Manager (Naval Officer), Asst. Company Secretary	Second AC Rail/ Luxury Bus
Asst. Manager (Legal & Estate)	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 Travel Fare 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. 03rd July 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. 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.
- vii. MDL reserves the right to cancel/ modify the recruitment process, if need so arises without issuing any further notice or assigning any reason thereof.
- viii. Corrigendum (if any) will be hosted on MDL Website under the head “Career->Executives” only.
- ix. 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.
- x. In case of any ambiguity/ discrepancy in the online recruitment portal the terms & conditions as mentioned in this advertisement will prevail.
- xi. 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.	04.06.2014
2	Last Date of Online Application.	03.07.2014
3	Last Date for receipt of Demand Drafts	18.07.2014
4	Notification regarding schedule of Personal Interviews	01.09.2014

Date: - 03.06.2014

ADDITIONAL GENERAL MANAGER (HR)**-----End of Notification-----**