



माझगांव डॉक शिपबिल्डर्स लिमिटेड

(भारत सरकार का उपक्रम)

MAZAGON DOCK SHIPBUILDERS LIMITED

(A Government of India Undertaking)

Dockyard Road, Mumbai – 400 010

Contact No. : 022-23764108/ 4174

CIN No. U35100MH1934GOI002079



उप महाप्रबंधक पद के हेतु भर्ती

RECRUITMENT OF DEPUTY GENERAL MANAGER

विज्ञापन संदर्भ क्र.: एमडीएल/एचआर-सीआर/भर्ती/64/2019

Advertisement Ref. No.: MDL/HR-CR/REC/64/2019

Mazagon Dock Shipbuilders 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 a consistent growth, both in physical as well as financial parameters and has an ambitious growth plan. The present turnover is approximately ₹4,400 Cr. which is projected to be higher in the coming years. MDL has employee strength of around 9,000.

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

Eligible & interested candidates are required to apply online.

(Online Application opens from **06 Mar '19** and closes on **04 Apr '19**):

Post	Grade	Discipline	Vacancies	Post Qualification Experience as on 04 Apr '19	Upper Age as on 04 Apr '19
Deputy General Manager	E-6	Administration	01	17 years	50 years
		Fire	01		
		Russian Translation	01		

Note: No. of vacancies are indicative and may increase / decrease depending on the organizational requirement. Upper age limit is mentioned for candidates belonging to "General" Category. Age Relaxation is applicable to ST/OBC/PWD/Ex-Servicemen candidates as per Govt. Guidelines (Refer clause 8 of the advertisement regarding age relaxation.)

3. Reservation

Grade	Category	No. of Posts
E-6	ST	01
	OBC	01
	UR	01
Total		03

4. Emoluments

The candidate selected for the posts shall be placed in the following payscale.

Grade	Pay Scale (₹)	Approx. CTC per annum
E-6	90,000-2,40,000	22 Lacs

CTC includes Basic Pay, Industrial Dearness Allowances, House Rent Allowances, Perks & Allowances as per Cafeteria approach, Leave Encashment, Superannuation Benefits (PF, Gratuity, Pension and PRMS). Company also provides Hospitalisation benefits for Self & dependents, Bachelors/Family Accommodation as per availability and Performance Related Pay (PRP) as per Company Policy.

The fixation of pay in case of candidates currently working in PSU/ Government Department/ Armed Forces will be in accordance with the Company's rules.

Fixation of pay in case of candidates from Private Sectors 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.

5. Qualifying Requirements

Deputy General Manager (Administration)	
Qualification	Graduate with diploma in Business Management / Business Administration / Public Relations / Management Studies / HR / PM and / or IR / Post Graduate Degree awarded by a recognized university / institute registered with AICTE.
Experience	17 years Post Qualification experience as a Commissioned Officer in Indian Army / Indian Navy / Indian Air force in handling Operational and/ or Administration Department, Liaison work with Ministry of Defence/ other Ministries / Govt. Department / Headquarters or officers of Indian Army / Indian Navy / Indian Air Force and various Govt. Authorities. The incumbent is also required to have experience in Housekeeping / Estate Management / Transport / Security etc. Knowledge of Marathi would be an added advantage
Job Description	The incumbent will have to handle job functions like i. Public Relations, 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. Housekeeping, Estate, Transport, Security, CISF, Fire and CSR etc.

Deputy General Manager (Fire)	
Qualification	Graduate from Institute of Fire Engineers (India) or Graduate of any discipline having completed Sub-Officer's/ Station Officer's course from National Fire Service College, Nagpur.
Experience	17 years post qualification relevant work experience

Deputy General Manager (Russian Translation)	
Qualification	Graduate / Post Graduate Degree in Russian Language from a Recognized University OR Graduate / Post Graduate Degree from recognized Indian University with advanced Diploma in Russian Language OR Graduate / Post Graduate Degree from Russian / CIS University with medium of instruction - Russian Language
Experience	17 years post qualification experience as a Translator / Interpreter

6. Selection Process

The selection for the above mentioned posts will be by way of Personal Interview. However, the Management may take a view of selection process looking to the number of eligible applications.

7. Verification of Original Documents

In case the candidate is called for Personal Interview, he/she has to bring the *downloaded application form and all Original Documents alongwith one Separate Set of Photo Copy duly Self Attested in the order as mentioned below.*

The candidature of all candidates will be provisional and all the required documents will be checked at the time of Personal Interview.

However, this list is not exhaustive and candidate may be required to produce other relevant documents on case to case basis in support of his/ her candidature. Non-production of original documents will debar the candidate from appearing for the interview.

- I. Print Out of Application Form
- II. Online Payment receipt or 'CANDIDATE'S COPY' portion of Bank Challan
- III. Document in support of Date of Birth (DOB) proof:
 - a) Xth Std. Passing Certificate indicating DOB OR
 - b) School Leaving Certificate OR
 - c) Birth Certificate
- IV. Qualifications
 - a) Xth & XII Std. Marksheet & Certificate
 - b) Marksheets of relevant qualification (all semester / year wise) indicating date of declaration of result.
 - c) Final Certificate of relevant qualification.
 - d) Provisional Certificate (in case Final Certificate is not available).

- V. In case of CGPA/ Grade being awarded by the Institute/ University, document indicating CGPA/ Grade to Percentage conversion issued by the Institute/ University.

Note: 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. In cases, where University / Institute follow rating/ grading pattern and neither prescribe any conversion formula for calculating equivalent percentage nor award any class for that rating / grade, the equivalent percentage shall be calculated in accordance with MDL Recruitment Rules.

VI. **Experience**

Past Employment:

- a) Experience letter indicating the date of joining as well as date of relieving.

Current Employment (All of the following):

- a) Proof of date of joining – Appointment letter issued after joining.
b) Identity Card issued by current employer.
c) Pay Slip for the month of Mar '19

Note: Please note that 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. Experience as Apprentice Trainee under Apprentice Act will not be considered.

VII. **Eligibility criteria for candidates working in Govt./PSU/Private Sector**

- a) Candidates working in MDL

Internal candidates are required to submit their applications through their HOD to HR-E Section by hand.

- b) Candidates working in Govt./ PSU

i. The applicants shall have to produce No Objection Certificate (NOC) / Forwarding Letter from the employer: failing which the candidate shall not be allowed to appear for the interview.

ii. The applicant should also submit the document indicating the current pay scale and date since working in the said pay scale

Note:

Candidates working with Govt organizations/ PSUs as well as Internal candidates should have minimum 1 year experience in one scale of pay below that of the post applied for.

The pay scale equivalence on IDA pattern is as under:

Grade	IDA (₹)
E-6	90,000-2,40,000
E-5	80,000-2,20,000

Candidates working in the same or higher pay scale than the post applied for are exempted from having 1 year experience in that pay scale provided they have total requisite years of post qualification work experience.

c) Candidates working in Private Sector

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

Explanation:

- i. The turnover of the Company under whose rolls the candidate is working shall be considered.
- ii. As documentary proof, candidate may submit, Annual Report/ any other document indicating the turnover (Operating income figures mentioned in the Profit and Loss statement) of the Company to be more than ₹ 100 Cr. in any one of the last three financial years.
- iii. The last three financial years shall mean the previous three financial years from the last date of submission of application form mentioned in the advertisement. For Example- In case for an advertisement Last date of Submission of Application form is 04 Apr '19 then the last three financial years shall be FY2015-16, FY2016-17 & FY2017-18.
- iv. The turnover proof document must pertain to the year in which the candidate is/ was working in the organization.
Example 1:- In case candidate has not worked in last three financial year, then he would not have any Turnover Proof to produce, rendering him ineligible.
Example 2:- In case candidate has worked in a Company in FY 2017-18, then the turnover proof of that Company is required to be submitted for FY 2017-18.
- v. Turnover Proof of the Company shall be considered wherein candidate is having relevant work experience as per Qualifying Requirements.
- vi. This shall be applicable to candidates working in Private Company/ Organization).

The applicants working in private sector should be drawing CTC (only monetary/ cash part) comparable to immediate lower grade of MDL. They should provide CTC Breakup certified by employer clearly indicating the monthly, annual components & benefits. They should indicate their organisation structure depicting their position at the time of personal interview.

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

Format of Non Creamy layer certificate for OBC have been uploaded on MDL website under the head "Career-> Executives". OBC candidates, who belong to Creamy Layer, are not entitled to concession admissible to OBC category. Non Creamy Layer Certificate for OBC category should be issued not more than 1 year before the last date of submission of online application.

Candidates please note that requests for change of Category in the application form once submitted will not be entertained.

IX. In case of PWD candidates, valid Disability Certificate issued by the Competent Authority as per the Act.

X. 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. **Document clearly mentioning Date of release from Armed Forces is a mandatory requirement if Age is exceeding as on 04 Apr '19.**

XI. Valid ID Proof : PAN Card & Aadhar Card

8. Age Relaxation:

ST	5 years
OBC	3 years
PWD	As per PWD Act /Govt. guidelines. <i>(Only such person, who suffers from not less than 40% of relevant Disability are eligible to be considered under PWD as per "The Rights of Persons with Disabilities Act - 2016").</i>
Ex-Servicemen	As per Govt. of India guidelines.
Internal Candidates	5 years
<i>There shall be minimum of 03 years of Service left before superannuation (60 years) in respect of outside candidates and 02 years in case of Internal candidates as on last date of application i.e. 04 Apr '19.</i>	

9. 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.

10. 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.

11. Offer of Appointment:

Candidates finally selected for the post will be offered appointment as per Company Policy in vogue. The selected candidate will be on probation for a period of one year and shall be confirmed in the post on successful completion of the probationary period. Performance of the selected candidate shall be reviewed periodically with reference to the tasks assigned to him/ her from time to time.

Candidates must qualify through each stage of selection process successfully before being adjudged as suitable for selection.

12. 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.

13. How to Apply:

- Log on to MDL website www.mazagondock.in
- Click on Online Recruitment
- Register by filling up relevant details & click on “Submit” button.
- Click on the validation link sent on email.
- Login to MDL Online Portal with “Username” & “Password”
- Select the job under Executive Tab & view the “Eligibility Criteria”
- While applying, candidate should have the scanned copy of recent passport size colour photograph, their signature & other relevant Certificates in JPEG format.
- Read the instructions carefully and fill up all the details in the Online Application Form.
- Candidates may enter ‘NA’ in the mandatory fields not applicable to them
- Check preview of the Application form and make corrections, if any. Any changes in the application form need to be edited before clicking on “Submit”. No other means of communication or correspondence will be entertained for correction in the Online Application Form.
- Candidate belonging to General / OBC category are required to pay the application fees of ₹ 300/-. Detail instructions for payment of processing fees may be referred at Para-15.
(Applicants belonging to SC/ ST/ PWD (Persons With Disability) are exempted from such payment of processing fee.)
- Click on “Home” tab and ensure your application submission status to be “*Successfully Submitted*”.
- Take a print of your application form with unique registration no. on or before the last date of application for future reference. Option for printing of application form will not be available after the last date of application.

Candidates are not required to send hard copy of Application Form to MDL at this stage.

Note:

- **Candidates have to apply Online only. No manual / paper application will be entertained.**
- The site shall be activated and will remain functional from **06 Mar '19 to 04 Apr '19.**
- Candidates should possess an active email-id which must remain valid for atleast next one year.
- "Incomplete Applications" will not be considered for further recruitment process.
- Mere Generation of registration number does not imply acceptance of application or eligibility for the post.
- Eligible and interested candidates are advised to apply well in advance so as to avoid last minute rush. 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.
- In case of difficulty in registration, candidates may contact on email mdlrec@mazdock.com or numbers 022-23764108/4174.

14. Instructions for uploading Documents

Candidates are required to upload following documents in MDL Online Recruitment Portal.

- 1) Degree Certificate
- 2) Experience Certificates
- 3) Proof of 100Cr. turnover (Applicable only to Private Sector employees)

15. Instructions for Payment of Processing Fees:

Candidates are required to pay the Processing Fee as per procedure given below.

A. Online Payment

- i. Fill up the application form
- ii. Select Payment Mode i. e. "Online Mode"
The payment can be made using Debit Cards/Credit Cards/Net Banking /BHIM etc.
- iii. Click on "Pay Now"
- iv. On successful completion of the transaction, an "e-receipt" would be generated.
- v. Candidates are required to take a print of the "e-receipt" as well as "Online application" which have to be produced, at the time of Selection Process.

B. State Bank of India Challan

- i. Download the Pre-filled State of Bank India Challan

- ii. Deposit cash of ₹340/- (including Bank Charges of ₹40/-) at the nearest SBI Branch upto the last date of remittance mentioned at the end of the Challan i.e. **04 Apr '19**.
- iii. Bank shall retain its copy (Bank's Copy) and return two parts (MDL's Copy and Candidate's Copy) of the Challan to the candidate
- iv. Ensure that Bank officials have filled up all necessary details (Branch Name, Branch Code, Journal No. & Date of Remittance) along with Bank Seal acknowledging receipt of fees on MDL's Copy as well as Candidate's Copy of the Challan.
- v. Login to your MDL online recruitment account. Upload the scanned copy of the SBI Challan by Clicking "Upload Challan" tab.

Note:

- Application fees once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before payment of processing fees.
- Fees paid against this advertisement shall not be accepted/ transferred against any other advertisement.
- In the event of Bank Holiday/ Strike/ Closure of Bank for any other reasons, no additional time shall be provided for payment of fees. Therefore candidates are advised to make the payment of processing fee well in advance to avoid last moment inconvenience. Any remittance of Processing Fee after the last date of Payment of Fee shall not be accepted under any circumstances.

16. General Information and Instructions

- i) Before applying for the post, candidate should ensure that he / she fulfills the eligibility criteria and other conditions mentioning in the advertisement.
- ii) Candidature 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 eligibility criteria mentioned in the advertisement.
- iii) **The Qualifying Requirements & Age limit shall be reckoned as on 04 Apr '19.**
- iv) Outstation Candidates called for Personal Interview shall be reimbursed Travelling Expenses by the shortest route from the correspondence address mentioned in the application form on production of tickets as given below.

Post	Eligibility
Deputy General Manager	Second AC Rail/ Luxury Bus

Travelling Allowance will not be paid to the candidates who are found Ineligible after verification of documents at the time of Personal Interview.

- v) MDL reserves the right to cancel/ modify/ restrict/ enlarge/ alter the recruitment process, if need so arises without issuing any further notice or assigning any reason thereof.

vi) Intimation regarding 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.

vii) In case of any ambiguity/ discrepancy in the online recruitment portal the terms & conditions as mentioned in this advertisement will prevail.

viii) Any further Information/ Corrigendum/ Addendum would be uploaded only on MDL website.

ix) MDL reserves the right to fill up all the vacancies advertised or part or cancel the entire recruitment process at any point of time during the recruitment process.

x) Any dispute with respect to this recruitment is subject to Mumbai.

17. Important Dates

Sl. No.	Details	Date
a.	Commencement of MDL Online Application	06 Mar '19
b.	Last Date of MDL Online Application	04 Apr '19
c.	Tentative Date for announcement of Personal Interview schedule	26 Apr '19

06 मार्च / Mar '19

उप महाप्रबंधक (मा.सं.)
Deputy General Manager (HR)

-----अधिसूचना की समाप्ती-----
-----End of Notification-----