



माझगांव डॉक शिपबिल्डर्स लिमिटेड  
(भारत सरकार का उपक्रम)  
**MAZAGON DOCK SHIPBUILDERS LIMITED**  
(A Government of India Undertaking)  
**Contact No. : 022-23764140/4123/4125/4177**

**ADDENDUM**

**Ref: - Advertisement No. MDL/HR-CR/REC/76/2023**

**Special Recruitment Drive for Executives for SC/ST/OBC & PWD**

Further to advertisement No. MDL/HR-CR/REC/76/2023, the Written Exam Structure and Syllabus is as below:

**Written Test Structure**

Structure of Written Test – The written test shall comprise two papers viz.

Core paper (related discipline) of 100 marks

General Aptitude (General knowledge, Reasoning, English and Numerical Ability) of 70 marks

Sr. No.	Test	No. of Questions	Marks	Time
Paper I	<b>Discipline /Core Paper</b>	<b>50</b>	<b>100</b>	120 Minutes for all the tests together. Additional time for PWD candidates
Paper II	<b>General Aptitude</b>			
	General Knowledge	10	10	
	Reasoning	20	20	
	English Language	20	20	
	Numerical Ability	20	20	
	<b>Total Paper II</b>	<b>70</b>	<b>70</b>	
	Total of Paper I & II	120	170	

a) Written Examination Sessions	:	One session
b) No. of Choices for Answers	:	5 choices
c) Language for Written Test	:	Bilingual - Hindi as well as English
d) Negative Marking	:	No Negative Marking
e) Type of Questions	:	Objective

**Core Paper Syllabus - Senior Officer (Finance)**

- Company accounts including schedule 3 of Company Act, 2013 & Accounting Standards
- Company Act, 2013 & Industrial Laws



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- Internal Control, Internal Audit & Management Audit
- Corporate Tax and Compliance
- Indirect Tax and Compliance
- Costing & Budgeting
- Principle of Costing, Element of Cost Analysis, Costing Techniques, Budget & Budgetary Controls, Inventory Control
- Risk Management
- Managerial Economics
- Management Information System
- Computer Application in Business
- Cost & Statutory Audit
- Project Planning
- Financial Management: Working Capital Management, Liquidity Management, Capital Expenditure, Fund Flow & Cash Flow

### **Core Paper Syllabus - Senior Officer (HR)**

- Labour Laws:
  - Factories Act,
  - Industrial Disputes Act,
  - Trade Unions Act,
  - Employees Provident Fund & Misc. Provisions Act,
  - Payment of Bonus Act,
  - Employee State Insurance Act,
  - Employee Compensation Act,
  - Payment of Wages Act,
  - Minimum Wages Act,
  - Industrial Employment Standing Orders Act,
  - Contract Labour (Abolition)/Regulation Act,
  - Payment of Gratuity Act
  - Maternity Benefit Act
- Principles and Practices of Management
- Human Resource Strategies
- HR concepts and functions, Performance Management System, Career Planning, Succession Planning, Learning & Development, Job Rotation
- Organizational Behaviour: Concepts, Importance, Evolution, Group Dynamics, Motivation, Morale, Leadership, Job Satisfaction, Organizational Change, Organizational Development, Organizational Climate
- Human Resource Management: Functions, Job analysis, Job Description, Job Evaluation, Organization Structure, Manpower Planning, Recruitment & Selection, Placement and Induction
- Compensation Management
- Industrial Relations: concept, scope, IR systems, Industrial disputes, Machinery for settlement of industrial disputes, worker's participation in management, code of discipline, ILO, Grievance handling and Disciplinary action



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- Trade Unions: Meaning, objectives, functions, theories of Trade Union movement in India, Trade Union leadership, inter and intra union rivalry, role of different parties
- Collective Bargaining and Negotiations process
- Grievance Management
- Human Resource Information System

### Core Paper Syllabus - Deputy Manager / Assistant Manager / Senior Engineer / Executive Trainee (Technical)

- Basic Electrical Engineering
- Mechanics
- Engineering Drawing
- Engineering Maths, Physics & Chemistry
- Basic Instrumentation
- Basic Industrial Electronics
- Project Management
- Statistical Quality Control
- Decision Making Tools

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Candidates are requested to note that further Corrigendum (if any) to the advertisement shall be published on MDL website <https://mazagondock.in> under head “Careers>> Career Executives” only.

**Additional General Manager (HR)**

**29 Aug 2023**

-----End of Notification-----