



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



विशेष भर्ती अभियान

SPECIAL RECRUITMENT DRIVE

उप प्रबंधक, सहायक प्रबंधक और वरिष्ठ अधिकारी पद के हेतु भर्ती

Recruitment of Deputy Manager, Assistant Manager & Senior Officer

विज्ञापन संदर्भ क्र.: एमडीएल/एचआर-सीआर/भर्ती/65/2019

Advertisement Ref. No.: MDL/HR-CR/REC/65/2019

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 ₹4,600 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 **24 July '19** and closes on **22 Aug '19**):

Post	Grade	Discipline	Vacancies	Post Qualification Experience	Upper Age
Deputy Manager	E-3	Human Resource	01	06 Years	38 Years
Assistant Manager	E-2	Welfare	01	03 Years	34 Years
Senior Officer	E-1	Security	01	01 Year*	30 Years

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/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-3	ST	01 (BL)
E-2	ST	01 (BL)
E-1	ST	01 (BL)
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-3	60000-180000	15 Lacs
E-2	50000-160000	12.5 Lacs
E-1	40000-140000	10 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 Manager (Human Resource)	
Qualification	<p>02 Years MBA / 02 years Post Graduate Degree/ 02 years Post Graduate Diploma having First Class or 60% in HR/ HRD/ Personnel Management.</p> <p>OR</p> <p>02 years Post Graduate Degree/ 02 years Post Graduate Diploma having First Class or 60% in:</p> <p>i) Labour & Social Welfare or Labour Studies or Labour welfare or PM & IR or Management Studies or Human Resource Management.</p> <p>OR</p> <p>ii) Personnel Management and/ or Industrial Relations with Labour Welfare/ Social Welfare/ Social Work</p> <p>OR</p> <p>iii) Social Work/ Social Welfare/ Labour Welfare with PM and/ or IR.</p> <p>Qualification should be Full Time and awarded by recognized University/ Deemed University/ Institute recognized and approved by AICTE.</p>

Experience	6 years of Post qualification relevant work experience in handling HRM, Industrial Relations & Employee Relations/ Training & Development/ Talent Management/ Performance Management System, Compensation and Benefits and also experience in handling Administration functions. Knowledge of Marathi will be an added advantage.
Job Description	The incumbent will have to handle HR Systems & Procedures, Industrial Relations & Employee Relations, Performance Management, Compensation & Benefits, Training & Development, Disciplinary matters, Conciliations and cases related to labour and service matters, Industrial Canteens, welfare matters, Statutory Compliance. He / She 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/HoDs from time to time

Assistant Manager (Welfare)	
Qualification	<p>02 Years MBA / 02 years Post Graduate Degree/ 02 years Post Graduate Diploma having First Class or 60% in HR/ HRD/ Personnel Management.</p> <p>OR</p> <p>02 years Post Graduate Degree/ 02 years Post Graduate Diploma having First Class or 60% in:</p> <p>i) Labour & Social Welfare or Labour Studies or Labour welfare or PM & IR or Management Studies or Human Resource Management.</p> <p>OR</p> <p>ii) Personnel Management and/ or Industrial Relations with Labour Welfare/ Social Welfare/ Social Work</p> <p>OR</p> <p>iii) Social Work/ Social Welfare/ Labour Welfare with PM and/ or IR.</p> <p>And, Registered as a Welfare Officer with the Chief Inspector of Factories, Bombay. And, Adequate knowledge of Marathi language.</p> <p>Qualification should be Full Time and awarded by recognized University/ Deemed University/ Institute recognized and approved by AICTE.</p>
Experience	3 years of relevant Post qualification work experience as a Welfare Officer in a large industrial undertaking.
Job Description	The incumbent will be required to manage welfare matters as per statutory requirement, Industrial Relations & Employee Relations, Labour Legislations, Wage negotiations, Disciplinary matters, Conciliations proceedings and Cases related to labour and service matters. He may be deployed for any other duties of the Company depending on the requirements as may be decided by the Management.

Senior Officer (Security)	
Qualification	<p>In case of Armed Forces Personnel: Chief Petty Officer / Master Chief Petty Officer of Indian Navy or equivalent rank in Indian Army or Indian Air Force.</p> <p>OR</p> <p>In case of Personnel not from Armed Forces: Bachelor's Degree in any discipline from a recognized University</p>
Experience*	<p>In case of Armed Forces Personnel: Minimum 12 years of total service in Armed Forces out of which at least 06 years should be in Provost Arm and should have held the rank of CPO / MCPO in Indian Navy or equivalent rank in Indian Army or Indian Air Force.</p> <p>OR</p> <p>In case of Personnel not from Armed Forces: 01 year of Post Qualification relevant work experience as a Security Officer in a large Industrial Organization.</p>
Job Description	The incumbent should be conversant with Industrial Safety, security Procedures concerning Security of Personnel, material, property and document. Should have experience in intelligence gathering. Should be well versed with IPC & CRPC. Preferably a valid driving license holder. Exposure to liaison work with Police / Revenue / Port & Airport Authorities. Knowledge of Marathi will be an added advantage.

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. 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
- III. 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).
- IV. 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.

V. **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 Aug '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.

VI. **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 & CDA pattern is as under:

Grade	IDA (Revised)	CDA Pattern (Pre-revised)
E-3	60000-180000	15600-39100-PB3-GP 6600
E-2	50000-160000	15600-39100-PB3-GP 6600
E-1	40000-140000	15600-39100-PB3-GP 5400
E-0	30000-120000	9300-34800-PB2-GP 4200

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 22 Aug '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.

- VII. **Caste Certificate:** ST candidates must produce caste certificates, as per the format prescribed by the Government of India.

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

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

- IX. 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 22 Aug '19.

X. Valid ID Proof : PAN Card & Aadhar Card

8. Age Relaxation:

ST	5 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. 22 Aug '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 <https://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.
- **(Applicants belonging to ST / PWD (Persons With Disability) are exempted from 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 **24 July '19 to 22 Aug '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) Age proof
- 2) Degree Certificate
- 3) Experience Certificates
- 4) Proof of 100Cr. turnover (Applicable only to Private Sector employees)
- 5) Caste Certificate

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 22 Aug '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
DM, AM & SO	Third 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	24 July '19
b.	Last Date of MDL Online Application	22 Aug '19
c.	Tentative Date for announcement of Personal Interview schedule	20 Sept '19

24 जुलाई / July '19

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

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