



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



एक कदम स्वच्छता की ओर

सहायक प्रबंधक और वरिष्ठ अभियंता / अधिकारी पद के हेतु भर्ती Recruitment of Assistant Manager and Senior Engineer/Officer

विज्ञापन संदर्भ क्र.: एमडीएल/एचआर-सीआर/भर्ती/69/2020

Advertisement Ref. No.: MDL/HR-CR/REC/69/2020

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 8,000.

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

Eligible & interested candidates are required to apply online.

(Online Application opens from **18 Mar '20** and closes on **16 Apr '20**):

No.	Post/ Vacancy	Grade	Discipline	Vacancies	Post Qualification Experience (in years) as on 16 Apr '20	Upper Age limit (in years) as on 16 Apr '20
a.	Assistant Manager	E-2	Company Secretary	01	03	34
On Contract (for 2 years, renewable by another 1 year, if required)						
b.	Senior Engineer	E-1	Mechanical /Marine	02	01	30
c.	Senior Officer		Medical	01		
Total				04		

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 SC/ST/OBC/PWD/Ex-Servicemen candidates as per Govt. Guidelines (Refer clause 6 of the advertisement regarding age relaxation.)

Emoluments

Grade	Pay Scale (₹)	CTC per annum in Lakhs (Approx)	Reservations					
			SC	ST	OBC	PWD	UR	Total
E2	50,000 - 160000	11.90	00	01(BL)	00	00	00	01

Consolidated Salary & Reservations

Post	Consolidated Salary*	Reservations					
		SC	ST	OBC	PWD	UR	Total
Senior Engineer/ Senior Officer (On 2 years Contract, renewable by another 1 year, if required)	₹ 68,600/- per month for 1 st year and ₹ 71,900/- per month for 2 nd year	01	00	01(BL)	00	01	03

* No other allowances/ benefits/ Medical facilities will be applicable in addition to consolidated salary.

3. 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.”

4. QUALIFYING REQUIREMENTS:

Assistant Manager (Company Secretary) – (Post at Sl. No. 2.a.)	
Qualification	<p>Essential: Passed Final Examination of the Institute of Company Secretaries of India (ICSI) and should be an Associate member of ICSI.</p> <p>Desirable: - Degree in Law with specialization in Corporate Laws - Working knowledge of computer like MS Office, usage of internet etc.</p>
Experience	<p>03 Years of post-qualification experience (post ACS) in Secretarial department in a PSU or Companies in Private Sector in Executive cadre.</p> <p>The above experience to be counted from the date of obtaining Associate Membership from Institute of Company Secretaries of India (ICSI).</p>
Job Description	<p>The incumbent will report to the CS, should be conversant with the provision of Companies Act and well versed in handling Secretarial matters like meetings, filing e returns, statutory registers, records, etc.</p> <p>The incumbent shall assist the Company Secretary in:</p> <ol style="list-style-type: none"> Compliances under Companies act of a Public Limited Company Secretarial compliances (pre and post listing) relating to Stock Exchanges, SEBI, etc regulators of listed companies including adhering to the Secretarial Standards. Investor communication and enabling the effective communication within Company and other stake holders including external publications (press releases) and timely information to Stock exchanges.

Senior Engineer – Mechanical / Marine (On contract for 2 years) – (Post at Sl. No. 2.b.)	
Qualification	Full Time Engineering Degree (4 years) in Marine or Mechanical discipline with First class or 60% or equivalent CGPA, from a recognized University or Deemed University or Institute recognized by AICTE with MEO CL IV certificate.
Experience	01 (One) year Post qualification relevant work experience in on Sea going vessel
Job Description	<ul style="list-style-type: none"> i) The incumbent shall be responsible for starting, stopping, watch keeping, planned preventive maintenance, break-down maintenance including trouble shooting. ii) Knowledge of basis construction & operating procedure of machinery system, including marine diesel engine (Main & Auxiliary). iii) Other auxiliaries, including various types of pumps, air compressors, refrigeration, air conditioning & ventilation systems. iv) Automatic control system. v) Electrical equipment's, generator & distribution systems. Preparing starting, paralleling and changing over generators. vi) Should have adequate knowledge about fire and on board firefighting equipment.

Senior Officer - Medical (On contract for 2 years) (Post at Sl. No 2.c.)	
Qualification	MBBS (including completion of rotating internship) recognized by Indian Medical Council (IMC). Additional degree/ diploma in Industrial Medicine or qualification of AFIH, recognized by IMC preferable.
Experience	One year experience (Post Internship) of working as a Doctor in a Hospital/ Industrial Unit.
Job Description	The incumbent will have to work in shifts, attend to patient care in the dispensary located in the Company's premises, deal with medical emergencies, make hospital and house visits in the residential quarters adjacent to the company, periodic medical examination of employees and also administrative duties like processing of medical claims, attending safety meetings etc. He will have to carry out any other functions as assigned by the Chief Medical Officer.

Following grouping of Mechanical discipline will only be considered for the recruitment process.

Discipline	To include
Mechanical	Mechanical/ Mechanical & Industrial Engineering / Mechanical & Production Engineering/Production Engineering/ Production Engineering & Management/Production & Industrial Engineering.

Courses / Disciplines with equivalence to the above will not be considered.

5. **SELECTION PROCESS:**

The selection process will comprise the following:

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, management may decide to hold a Written Test followed by Personal Interview.

b. **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 along with one Separate Set of Photo Copy duly Self Attested in the order as mentioned below.

- I. Print Out of Application Form
- II. Online Payment receipt for GEN/OBC candidates.
- 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.
- 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.

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.

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 March '20

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-CR 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 and No TA/DA will be paid to them.

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 (₹)	CDA (₹) – Pre-revised
E-2	50,000-1,60,000	15600-39100-PB3-GP 6600
E-1	40,000-1,40,000	15600-39100-PB3-GP 5400

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:

- The turnover of the Company under whose rolls the candidate is working shall be considered.
- 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.
- 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 16 Apr '20 then the last three financial years shall be FY 2016-17, FY 2017-18 & FY 2018-19.
- 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 years, 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 2018-19, then the turnover proof of that Company is required to be submitted for FY 2018-19.

- 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, 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 16 Apr '20.**

- XI. Valid ID Proof: PAN Card & Aadhar Card

c. **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.

d. **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 or submitted NOC at the time of Interview will be permitted to join on the basis of an identity certificate issued by a Gazetted Officer.

e. **Offer of Appointment:**

Candidates finally selected for the post applied for, will be offered appointment as per Company Policy in vogue. Performance of the selected candidates shall be reviewed periodically with reference to the tasks assigned to them, time to time.

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

6. AGE RELAXATION:

- a. The upper age limit is relaxable by 05 years for SC/ ST and by 03 years for OBC (NCL) candidates. The same is relaxed by 05 years for PWD-General, 08 years for PWD-OBC (NCL) and 10 years for PWD-SC/ST Candidates.
- b. 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.
- c. Upper Age will be relaxed to the extent of maximum 5 years for internal candidates.

7. 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.
- Processing fees of ₹ 300/- shall be applicable for the candidate belonging to General/OBC Categories (**Applicants belonging to ST / SC / 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 **18 Mar '20 to 16 Apr '20.**
- Candidates should possess an active email-id which must remain valid for at least 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.

8. 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

9. 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 16 Apr '20**
- 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
AM, SE / 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.

10. Important Dates

Sl. No.	Details	Date
a.	Commencement of MDL Online Application	18 Mar '20
b.	Last Date of MDL Online Application	16 Apr '20
c.	Tentative Date for announcement of Personal Interview schedule	15 May '20

ADDIITONAL GENERAL MANAGER (HR-CR)

Date: - 18 Mar '20

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