



माझगांव डॉक लिमिटेड
(भारत सरकार का उपक्रम)
MAZAGON DOCK LIMITED
(A Government of India Undertaking)
Contact No. : 022-23764108/ 4174

Advertisement Ref. No.: MDL/HR-CR/REC/30/2014

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 a consistent growth, both in physical as well as financial parameters and has an ambitious growth plan. The present turnover is approximately ₹ 2800 Cr. which is projected to be higher in the coming years. MDL has employee strength of around 8700.

1. Applications are invited from **Indian Nationals** for the following:
Eligible & interested candidates are required to apply online.
(Online Application opens from **29.10.2014** and closes on **27.11.2014**):

No.	Post/ Vacancy	Grade	Discipline	Vacancies		Post Qualification Experience (in years) as on 27.11.2014	Upper Age limit as on 27.11.2014
				Permanent	Contract (for Two years)		
1.	Sr. Engineer (ex-Navy)	E-1	ERA EAP EAR	09 03 01	08 03 01	12	28
	Total			13	12		

2. **Grade, Pay Scales And Reservations (For Permanent vacancies)**

Grade	Pay Scales (₹)	*CTC per annum in Lakhs (Approx)		Reservations				
		Min. (₹)	Max. (₹)	SC	ST	OBC	UR	Total
E-1	16,400- 40,500	5.59	13.81	05(BL)	04(BL)	01(BL) + 01	02	13

(BL=Backlog vacancies)

* In addition, Encashment of Leave, Gratuity, 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.

3. Consolidated Salary & Reservations (For vacancies on Contract)

Post	Consolidated Salary	Reservations				
		SC	ST	OBC	UR	Total
Sr. Engineer (ex-Navy) (on 2 years Contract, extendable by further 2 years)	₹ 49,270/- per month for 1 st year and ₹ 51,640/- per month for 2 nd year	02	01	03	06	12

*includes Employer's contribution of PF. No other allowances/ benefits/ Medical facilities will be applicable in addition to consolidated salary.

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:

Qualification - Chief Petty Officer/ Master Chief Petty Officer and above in the relevant trade under Indian Navy/ Ex-Navy.

Experience - Minimum 12 years Post-qualification experience in the relevant trade in the Indian Navy and should have held the rank of Chief Petty Officer / Master Chief Petty Officer and above. At least 5 years afloat service onboard submarines.

Job requirement - The incumbent will be responsible for Ship/ Submarine construction, Refits, Modernization, in any of the relevant fields of Planning/ Design/ Procurement/ Fabrication/ Berth/ Outfitting/ Quality Assurance/ test and trials. He may be deployed for any other duties of the Company depending on requirement as may be decided by the Management.

6. 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:

All original documents such as degree certificate, proof of date of birth, caste 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 October 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 one year 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.

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

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.

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

7. ELIGIBILITY OF CANDIDATES

From PSU/ Govt. Department/ Armed Forces

- i. Candidates, who are employed in Government/ Public Sector Undertakings, shall have to 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.
- ii. Candidates currently employed with Indian Navy, must be working in CPO/ MCPO Grade. Ex-Navy Candidates presently working with Govt/ PSUs should have minimum 1 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.
- iii. The Pay Scale equivalence for the purpose of (ii) above on both CDA & IDA are given below:

Grade	CDA (₹)	IDA (₹)
E-1	15600-39100-PB3-GP 5400	16,400-40,500
E-0	9300-34800-PB2-GP 4200	12,600-32,500

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 10 years for PWD-General, 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 Officer can, thus look forward to very good career development prospects.

10. FIXATION OF PAY:

The fixation of pay in case of Ex-Navy candidates who are currently employed with Government Department/ PSU will be in accordance with the Company's rules.

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 29.10.2014 to 27.11.2014. Candidates have to apply Online only. No manual/ paper application will be entertained.
- ii. Candidates must apply and submit processing fees separately for Permanent and Contract vacancies.
- iii. While applying online, candidates should keep a scanned copy of their passport size colour photograph and their signature in **jpeg** format.
- iv. 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.
- v. 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.
- vi. 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. Option for validation of email or download/ printing of application form will not be available after the last date of application.
- vii. 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. Applications without email validation will not be considered for further recruitment process.
- viii. Generation of registration number does not imply acceptance of application or eligibility for the post.

- ix. 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.
- x. Candidates may enter 'NA' in the mandatory fields not applicable to them.
- xi. In case of difficulty in registration, candidates may contact on email mdlrec@mazagondock.gov.in or numbers 022-23764108/4174.

xii. **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 **27th November 2014**.

- xiii. 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, 12th December 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 Third AC Rail/ Luxury Bus by the shortest route.
- 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. 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 eligibility criteria mentioned in the advertisement.

- v. The Qualifying Requirement/ Experience & Age limit shall be reckoned as on the last date of application. i.e. 27th November 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.
- vi. 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.
- vii. 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.
- viii. In case of any ambiguity/ discrepancy in the online recruitment portal the terms & conditions as mentioned in this advertisement will prevail.
- ix. Candidates are requested to refer MDL website for further Corrigendum (if any) to the advertisement.
- x. 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 MDL Online Application.	29.10.2014
2	Last Date of MDL Online Application	27.11.2014
3	Last Date for receipt of Demand Draft	12.12.2014
4	Notification regarding schedule of Personal Interviews	29.12.2014

Date: - 28.10.2014

ADDITIONAL GENERAL MANAGER (HR)