

MAZAGON DOCK LIMITED
(A GOVT. OF INDIA UNDERTAKING)
DOCKYARD ROAD, MUMBAI 400 010.

ADVERTISEMENT REF. NO. MDL/HR-O/REC/06/2009

Mazagon Dock Limited (MDL) is India's leading Shipbuilding Company with ISO 9001:2000 accreditation. It is a profit-making Central Government Schedule 'A' PSU under the Ministry of Defence, Department of Defence Production, engaged primarily in the construction of Warships and Submarines for the Indian Navy. MDL also builds other vessels including commercial vessels. The present turnover of the Company is over Rs.3000 crores. and is projected to be higher in the coming years. MDL has an employee strength of around 8000.

I. Applications are invited from Indian Nationals for the following posts in the Industrial Dearness Allowance (IDA) pay scale (under revision):

Sr.No	Post	Grade	No. of posts	Break-up of posts	Post Qualification Experience required (in years)(as on 30.06.2009)	Age limit as on 30.06.2009
1	Dy. General Manager	E-6	4	Mechanical/ Naval Architects	14	48
2	Manager	E-4	28	19 Mechanical, 01 Paint 07 Electrical 01 Electronics	8	40
3	Dy. Manager	E-3	19	13 Mechanical, 03 Electrical, 01 Electronics 02 Civil	5	36
4	Asst. Manager (Tech)	E-2	21	11 Mechanical, 03 Electrical, 02 Electronics 05 Civil	3	32
5	Sr. Engineer (Tech)	E-1	12	10 Mechanical, 02 Electrical/ Electronics,	1	28
6	Sr. Engineer (Tech) (Ex-Navy)	E-1	04	04 EAP	Mentioned Separately at para V(e) in detail advt	As per Ex. Servicemen Relaxation
7	Probationary Officer	E-1	46	30 Mechanical 08 Electrical 08 Electronics	Nil	26
		Total	134			

II. Grouping of Technical Disciplines Qualification wise:

	Discipline	To include
a.	Mechanical Engg.	Mechanical / Mechanical & Industrial Engg. / Mechanical & Production Engg. / Production Engg. / Production Engg. & Management / Production & Industrial Engg.
b.	Electronics Engg.	Electronics / Electronics & Communication / Applied Electronics & Instrumentation / Electronics & Telecommunication / Electronics & Instrumentation.
c.	Electrical Engg.	Electrical / Electrical & Electronics / Electrical & Instrumentation.
d.	Naval Architecture	Naval Architecture/ Naval Architecture & Ship Building / Naval Architecture and Ocean Engineering
e.	Civil Engg	Civil / Civil & Structural / Structural

III. Grade Paysales and Reservations

Grade	Pay Scale (Rs.)	*Gross Emoluments (Approx.)		RESERVATIONS				
		Minimum	Maximum	SC	ST	OBC	UR	Total
E-6	17,500-400-22,300	Rs. 49,000	Rs. 61,000	01	--	01	02	04
E-4	14500-350-18700	Rs.42,000	Rs.52,000	04	02 + 01 BL	06 + 01 BL	14	28
E-3	13000-350-18250	Rs.39,000	Rs.51,000	03	01	04 + 02 BL	09	19
E-2	10750-300-16750	Rs.34,000	Rs.49,000	03 + 1 BL	02 + 02 BL	03 + 02 BL	08	21
E-1	8,600-250-14600	Rs.28,000	Rs.43,000	07	03 + 08 BL	11 + 12 BL	21	62
Total								134

BL- Indicates Backlog

*Gross emoluments include Basic Pay, IDA, HRA and other perquisites .

In addition PF ,Gratuity and Medical facility are also admissible as per company's rules

IV. Persons with Disabilities (PWD) :

Following is the reservation for PWD

- | | |
|------------------------------------|-----------|
| 1. Visually Handicapped (VH) | :- 05 |
| 2. Hearing Handicapped (HH) | :- 05 |
| 3. Orthopaedicaly Handicapped (OH) | :-02 |
| Total | <u>12</u> |

(Cont on Page-3)

V. QUALIFYING REQUIREMENTS:**(a) Dy. Gen. Manager (Sr. No. -1) (Mechanical/ Naval Architecture)**

Qualification - Full time Engineering degree (minimum second class) in the discipline of Mechanical Engg. Or Full time degree in Naval Architecture Or Degree in Engineering with post graduate Diploma in Naval Construction from a recognized university / deemed university.

Experience: Relevant work experience,. includes experience in Fabrication, Production Planning & in Project Management. Candidates having experience in Designing, Planning, Quality Assurance and Production of Submarines will be preferred. Candidates having experience in Commercial functions, Contract negotiations and Materials procurement would have added advantage.

Job requirement: The incumbent to be required to work in shops and on ships, on submarines, on mechanical system outfitting, fabrication of ships/submarine/all structures and in planning and in maintenance of equipments . The incumbent will be responsible for material procurement from imported, indigenous and local sources, custom clearance of materials, cash purchases, management of stores, Projects, Maintenance etc. He may be deployed for any other duties of the Company depending on the requirements as may be decided by the Management.

(b) Manager/ Dy. Manager/Asstt. Manager/ Sr. Engineer (Sr. No. 2 to 5) (Mechanical/Electrical/Electronics)

Qualification - Full time Engineering degree (minimum second class) in the discipline of Mechanical/Electrical/Electronics Engg. from a recognized university / deemed university.

Experience: . Candidate should have relevant work experience in Fabrication/ Production/ Outfitting/Planning/Design/Project Management. Experience in Commercial functions, Contract negotiations and Materials procurement would be an added advantage.

Job requirement: The incumbent to be required to work in shops and on ships, on submarines, on mechanical/electrical/electronics system outfitting, fabrication of ships/submarine/all structures and in planning and in maintenance of electrical / electronics equipment and substation. The incumbent will be responsible for material procurement from imported, indigenous and local sources, custom clearance of materials, cash purchases, management of stores, Projects, Maintenance etc. He may be deployed for any other duties of the Company depending on the requirements as may be decided by the Management.

(c.) Manager (Paint) (Sr. No-2)

Qualification: Full time Degree in Engineering (with minimum second class) / B.Sc. (Tech.- Paints) / B.Sc.(Chemistry) with diploma in Paints Technology / M.Sc. (Paints) awarded by a recognised University/ deemed University.

Experience: Relevant work experience in Paints.

Job requirement: The incumbent will be responsible for tests and trials, Procurement & Quality assurance of paints. He may be deployed for any other duties of the Company depending on requirement as may be decided by the Management.

(Cont on Page-4)

(d) Dy. Manager (Civil) & Asstt. Manager (Civil) (Sr. No. – 3 & 4)

Qualification - Full time Degree in Civil Engineering (minimum second class) awarded by a recognized University/ deemed University.

Experience: Post qualification relevant work experience in cost estimation and site work supervision, formulation of technical specification for construction / repair works in respect of buildings and marine structures viz. wharves, jetties, basins, dry docks etc. Exposure to design of civil structures would be desirable.

Job requirement: The incumbent will be required to participate in the preparation of cost and time estimates of various civil/marine works and of tender specifications and also to supervise execution of works at sites. He may be deployed for any other duties of the company depending on the requirement as may be decided by the management.

e) Senior Engineer(Ex-Navy) (EAP) (Sr. No. 6)

Qualification:- Chief Petty Officer / Master Chief Petty Officer of Electrical Artificer Power (EAP) trade under Indian Navy /Ex-Navy.

Experience:- Minimum 12 years experience in the relevant trade under Indian Navy and should have held the rank of Chief Petty Officer / Master Chief Petty Officer.

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. Candidates having Submarine background will be preferred.

(f) Probationary Officer (Sr. No. 7)

Qualification:- Full time degree in Engineering in the relevant discipline with 55% marks from a recognized university / deemed university.

Experience:- Nil.

VI. Age Relaxation:

- a) Age is relaxable by 5 years for SC/ST, 3 years for OBC (Non Creamy layer).
- b) In case of Ex-servicemen, the upper age limit will be relaxed to the extent of number of years of 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) Age will be relaxed for candidates from within MDL to the extent of 5 years maximum.
- d) Age will be relaxed for Persons with Disabilities as per Rules.
- e) Preference will be given to the children / family members of those who died in the 1984 riots by giving age relaxation.

VII. Eligibility of candidates from PSUs/Govt. Department/Armed Forces

- a) Candidates who are employed in Government/Public Sector Undertakings shall have to forward their applications through proper channel or produce NOC from their present employer latest at the time of the interview, failing which the candidates shall not be allowed to appear for the interview.
- b) Candidates from PSUs in IDA pay scales should have minimum 2 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.
- c) In case of candidates in Central Dearness Allowance (CDA) pay scale from PSUs including Govt. Dept./Armed Forces, the pay scale equivalence for the purpose of (b) above will be considered as per Govt. of India guidelines. The equivalent pay-scales in the various ranks on both CDA & IDA (Pre- revised) are given below:

Sr. No.	Post	CDA/Govt.	IDA – PSU
4	Deputy General Manager	14300-400-18300	17,500-400-22,300
5	Chief Manager	14300-400-18300	16000-400-20800
6	Manager	12000-375-16500	14500-350-18700
7	Deputy Manager	10000-325-15200	13000-350-18250
8	Assistant Manager	10000-325-15200	10750-300-16750
9	Sr. Engineer/PO	8000-275-13500	8600-250-14600

VIII. Career prospects in MDL: The Company has a conducive work environment and offers very good opportunities for growth through a system of internal transfers to provide exposure to different facets of the Company's activities, various training programs and a forward-looking promotion policy.. A meritorious and hard working Officer can thus look forward to a very good career prospect.

IX. How to Apply:

- a) Application form may be downloaded from MDL Website.
- b) Applications must be in response to our advertisement quoting Advertisement Reference No. and Post on the application form.
- c) Applications should be submitted strictly as per the prescribed format available on the MDL Website. **Application Format – I is for posts other than Probationary Officer and Application Format – II is for post of Probationary Officer.**
- d) All instructions as given on the MDL website must be adhered to, failing which, the applicant will be disqualified for the post.
- e) Name of the post applied for, should be superscribed on the envelope containing the application.
- f) The application should contain one recent passport size photograph pasted on the form and one extra photograph, self-attested copy of proof of age, caste certificate in the prescribed format as applicable, degree certificate and experience certificate.
- g) Applications must be forwarded to MDL by Post/Courier Service only. Applications forwarded through any other means including by Fax or e-mail will not be entertained.

- h) Separate applications with enclosures should be sent if applying for more than one post.
- i) **Processing Fee:** Candidates applying for the posts of Probationary Officer are required to pay a processing fee of Rs.250/- (non-refundable) by way of Demand Draft to be drawn in favour of Mazagon Dock Limited, payable at Mumbai. SC/ST/PWD category candidates are exempted from payment of processing fee.
- j) **Applications must reach the Additional General Manager (HR-O), Mazagon Dock Limited, Dockyard Road, Mumbai 400 010 on or before 30.06.2009 duly filled along with relevant certificates by post/courier. MDL will not be responsible for any delay/loss in postal transit of any application or communication.**

X. Selection Procedure:

- a) **Interview (Other than Probationary Officers):** Eligible candidates will have to appear for an interview at Mazagon Dock Limited, Mumbai.
- b) **For Probationary Officers (Post at Sr. No. 7 of para I):**
- i) **Written Test:** Eligible candidates will be intimated through a call letter to appear for an objective type written test including a psychometric test. These tests will be held in Mumbai only. Candidates will have the option to write the tests in English or Hindi and the option once exercised shall be final. The written test shall comprise of two papers viz. i.) Core paper (related discipline) of 100 marks and ii.) General Paper (General knowledge and test of reasoning) of 80 marks. In addition to the two papers there shall be written psychometric test. In order to qualify for the interview the minimum pass marks is 50% marks in each paper and overall 60% in the written test and “average fit” grading in the Psychometric Test. Candidates not meeting this criteria will not be called for the interview
 - ii) **Interview:** Candidates short-listed, based on performance in the written test and psychometric test, will only be called for the interview and Medical Test. The interview will be of 20 marks. Both will be held in Mumbai. The qualifying marks in interview will be 60% for short listing.
 - iii) **Final Selection:** The final selection will be on the basis of marks obtained in written test and interview. A common merit list will be prepared after adding marks of written test and interview.
 - iv) **Offer of Appointment and Bond:** Candidates finally selected will be offered appointment to the post of Probationary Officer at the minimum stage of basic pay of Rs.8600/-p.m.in the IDA pay scale of Rs.8600-250-14600 and they would have to enter into a bond of Rs.50,000/-to serve the Company for a minimum period of THREE years from the date of joining the Company.
- c) **Verification of Original Documents:** 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 no Travel Fare (see **XIII below**) will be reimbursed to such candidates.

(Cont on Page-7)

d) **Caste Certificates:** SC/ST/OBC candidates must produce caste certificates, as per the format prescribed by the Government of India. In the case of OBC candidates the certificate that they “do not belong to the creamy layer” must be not older than six months as on 30.06.2009. Where candidates belonging to the SC/ST/OBC 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.

e) **Medical Test:** Applicants should be of sound health and meet the medical fitness standards as required by the Company. Candidates short-listed for appointment after interview will have to undergo a medical test conducted/organized by the Company and certified by the Company’s Medical Officer, which may require them to halt at Mumbai for a day or two at their own expenses.

f) **Offer of Appointment:** Candidates finally selected for the post applied for will be offered appointment after obtaining Police Verification Report (PVR). Candidates from Government/PSUs will be allowed to join on production of Identity Certificate issued by a Gazetted Officer, subject to receipt of their PVR within 3 months. 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. In case of Probationary Officer, he shall be confirmed as an officer of the Company in the rank of “Senior Engineer” on successful completion of period of one year.

g) Serving candidates from Government Departments / Armed Forces/ PSUs who have applied through proper channel / produced NOC and selected for the post applied for will have to join only after resignation. Candidates retired prematurely/ released from the Armed Forces against MDL’s requirements for the above posts will be taken on immediate absorption basis. No appointments against the advertised posts will be made on deputation basis.

h) **Fixation of Pay:** The fixation of pay in case of candidates selected from Government Department / Armed Forces will be in accordance with the Company’s rules and relevant Government guidelines. In case of a candidate selected from a CPSU, pay will be protected as per Company’s rules. In other cases, 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.

XI. Intimation for Interview (Other than Probationary Officer):

Names of eligible candidates for interview will be hosted on MDL website. Call letter by post will be sent with instructions for interview. In case of non-receipt of call letter candidates may contact M(HR-O) through e-mail –skamble@mazagondock.gov.in .

XII. Intimation for written test/interview (For Probationary Officer):

a) Names of eligible candidates for written test will be hosted on MDL website Centrewise. Call letter/hall ticket will be sent along with instructions for the written and psychometric test by post/courier to these eligible candidates. In case of non-receipt of call letter/hall ticket, the candidates may contact the Centre Incharge with 2 passport size photographs. and proof of identity in original and one xerox copy of the same for issuing duplicate Hall Ticket.

(Cont on Page-8)

- b.) Names of candidates who are qualifying for written test will be hosted on MDL website. The names of candidates who qualify in the written and psychometric test and are eligible for interview will also be hosted on the MDL website. The candidates will also be intimated through call letters to appear for written test/ interview.

XIII. Reimbursement of Travel fare for Interview:

Candidates appearing for the interview will be reimbursed travel fare by 2 Tier AC Rail / Bus by the shortest route on production of tickets.

XIV. Important Instructions:

- a) Applicants must ensure that their applications reach the AGM(HR-O), MDL by the due date. Late applications will not be entertained.
- b) Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in the Advertisement. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or has furnished any incorrect/false information or has suppressed any material facts, his/her candidature will stand cancelled. If any shortcoming(s) is/are detected even after appointment, his/her services are liable to be terminated.
- c) Incomplete applications will be rejected.
- d) In case the applicant fails to pay the fee by Demand Draft for the requisite amount, the same would disqualify his/her candidature. (in case of Probationary Officer)
- e) Candidates whose results are awaited need not apply (for Probationary Officer)
- f) The decision of the Management in all matters regarding the eligibility, written test, interview and selection would be final and no correspondence will be entertained in this regard.
- g) In case of any dispute/ legal case the jurisdiction for the same shall be Mumbai city.

ADD.GENERAL MANAGER (HR-O)

Date:- 07.05.2009

MAZAGON DOCK LIMITED
APPLICATION FORMAT- I
(Please fill in **BLOCK** Letters only)

Affix your
recent passport
size photograph

- a) Reference: Advertisement No. **MDL / HR-O / REC/06/ 2009**
b) Application for the post of _____
(Other than Probationary Officer)
c) Name in full:

Surname	First Name	Middle Name

- d) Father's Name:

Surname	First Name	Middle Name

- e) Husband's Name in the case of married woman:

Surname	First Name	Middle Name

- f) Nationality:-

- g) State of Domicile:

- h) Gender:

Male	Female

- i) Marital status:

Married	Unmarried	Widower	Divorcee

- j) Date of Birth:

D	D	M	M	Y	Y	Y	Y

- Age As On (30/06/2009)

Years	Months	Days			

- k) Whether age relaxation is sought? Yes No

Relaxation in Age (if sought): No. of Years _____ Under Category / Sub-category _____

- l) Category:

Sub-Category: (if applicable)

GEN.	OBC (NCL)	SC	ST

OH	VH	HH	% Disability	Ex-Serviceman

(Tick the appropriate category and enclose valid certificate from the appropriate Authority for categories other than general)

- m) Religion: (Please **Tick**) :

HINDU	MUSLIM	CHRISTIAN	SIKH	SPECIFY IF OTHERS:

- n) Permanent Address :

STATE	PIN CODE				

- o) Local Address / Address for communication

STATE	PIN CODE				

- p) Nearest Railway station: _____

- q) Contact Number: STD code _____ Tel. No. _____ Mobile No. _____

- Fax.No. _____ E-mail ID _____

- r) Educational / Technical Qualification:

Sr. No	Degree (With Discipline)	Name of Institute	Name of University	Year & Month of Passing	% of marks obtained	Class/ Division
1.						
2.						

Signature of Applicant: _____

s) Work Experience - Post Qualification: (Mention of Pay/Pay Scale compulsory)

Name of Organisation	Type of Org. Govt. / PSU / Pvt.	Post(s) held	From	To	Years & Months	Scale of Pay	Job responsibilities

Note:- You may attach additional sheet to the hard copy for Qualification/Experience if the space above is insufficient.

t) Extra Curricular activities: _____

u) Please attach self-attested photocopy of each of the following Certificates / Marksheets / Documents and mention details in columns.

		Reference No. of the Certificate	Date of Issue
(1)	Proof of Date of Birth		
(2)	Degree Certificate		
(3)	Marksheet of Degree Examination		
(4)	Experience Certificate (as applicable)		
(5)	Caste Certificate (if applicable) / Non-creamy layer certificate for OBC		
(6)	Certificate of Disability (in case of PWD) of 40 % or more.		
(7)	NOC (if working in Govt./PSU)		
(8)	Discharge Certificate from Defence Services (for Ex-serviceman)		
(9)	Any other		

v) If selected specify the minimum required joining time:

I hereby declare that the above information is true and correct to the best of my knowledge. I also understand that I will be disqualified if any of the information is found to be wrong.

Date: _____ Place: _____ Signature of Applicant: _____

(Incomplete Applications and Applications without enclosures will be rejected)

For MDL Office use only

Scrutiny: Eligible Ineligible

Date: _____

Reasons for ineligibility _____

Name & Designation of Dealing Officer

Signature of Dealing Officer

END OF APPLICATION FORM

MAZAGON DOCK LIMITED
APPLICATION FORMAT- II
(Please fill in **BLOCK** Letters only)

Affix your
recent passport
size photograph

- a) Reference: Advertisement No. **MDL / HR-O / REC/06/ 2009**
b) Application for the post of **PROBATIONARY OFFICERS** Discipline/Stream _____
c) Name in full:

Surname	First Name	Middle Name

- d.) Father's/Husband's Name:

Surname	First Name	Middle Name

- e) Nationality:- f) State of Domicile:

- g) Gender:

MALE	FEMALE

- h) Marital status:

Married	Unmarried	Widower	Divorcee

- i) Date of Birth:
- | | | | | | | | |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| D | D | M | M | Y | Y | Y | Y |

- Age As On (30 / 06 / 2009)
- | | | | | | |
|-------|--------|------|--|--|--|
| | | | | | |
| Years | Months | Days | | | |

- j) Whether age relaxation is sought? Yes No

Relaxation in Age (if CLAIMED): No. of Years _____ Under Category / Sub-category _____

- k) Category:

GEN.	OBC (NCL)	SC	ST

- Sub-Category: (if applicable)

OH	VH	HH	% Disability	Ex-Serviceman

(Tick the appropriate category and enclose valid certificate from the appropriate Authority for categories other than general.)

- l) Religion: (Please Tick) : HINDU MUSLIM CHRISTIAN SIKH SPECIFY IF OTHERS:

- m) Permanent Address :

					CITY
DISTRICT		STATE		PIN CODE	

- n) Local Address / Address for communication

					CITY
DISTRICT		STATE		PIN CODE	

- o) Nearest Railway station: _____

- p) Contact Number: STD code _____ Tel. No. _____ Mobile No. _____
Fax. No. _____ E-mail ID _____

- q) Educational / Technical Qualification:

Sr. No	Degree (With Discipline)	Name of Institute / University	Year & Month of Passing	% of marks obtained	Class/ Division
1.					
2.					
3.					

Signature of Applicant: _____

r) Work Experience Post Qualification (if any) :

Name of Organisation	Type of Org. Govt. / PSU / Pvt.	Post(s) held	From	To	Years & Months	Scale of Pay	Job responsibilities

Note:- You may attach additional sheet to the hard copy for Qualification/Experience if the space above is insufficient.

s) Extra Curricular activities: _____

t) Please attach self-attested photocopy of each of the following Certificates / Marksheets / Documents and **Tick mark** in the appropriate box: -

		Reference No. of the Certificate	Date of Issue
(1)	Proof of Date of Birth		
(2)	Degree Certificate		
(3)	Marksheet of Degree Examination		
(4)	Experience Certificate (as applicable)		
(5)	Caste Certificate (if applicable) / Non-creamy layer certificate for OBC		
(6)	Certificate of Disability (in case of PWD) of 40 % or more.		
(7)	NOC (if working in Govt./PSU)		
(8)	Discharge Certificate from Defence Services (for Ex-serviceman)		
(9)	Demand Draft of Rs. 250/- (if applicable)		
(10)	Any other		

u) Demand Draft details: _____ Rs. _____
(Name of Bank) (DD No. & date) (Amount)

v) Language Option for Written Test (for Probationary Officers only) (**Tick**): English / Hindi

w) Any other relevant information: _____

x) If selected specify the minimum required joining time:

I hereby declare that the above information is true and correct to the best of my knowledge. I also understand that I will be disqualified if any of the information is found to be wrong.

Date: _____ Place: _____ Signature of Applicant: _____

(Incomplete Applications and Applications without enclosures will be rejected)

For MDL Office use only

Date: _____

Scrutiny: Eligible Ineligible

Reasons for ineligibility _____

Name of Dealing Officer - _____ Signature of Dealing Officer - _____

END OF APPLICATION FORM

