



माझगांव डॉक शिपबिल्डर्स लिमिटेड

(भारत सरकार का उपक्रम)

MAZAGON DOCK SHIPBUILDERS LIMITED

(A Government of India Undertaking)
CIN No. U35100MH1934GOI002079
Contact No. : 022-23764108/ 4174



FOR MDL WEBSITE

विज्ञापन संदर्भ क्र.: एमडीएल/एचआर-सीआर/भर्ती/57/2017
Advertisement Ref. No.: MDL/HR-CR/REC/57/2017

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 ₹4,000 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 **09 Aug '17** and closes on **07 Sept '17**):

Post	Grade	Vacancies	Post Qualification Experience (in years) as on 07 Sept '17	*Upper Age limit (in years) as on 07 Sept '17
Company Secretary	Deputy General Manager (E-6)	01	17	50
	Chief Manager (E-5)	01	14	46

Note: No. of vacancies are indicative and may increase/ decrease depending on the organizational requirement.

**Upper age limit mentioned is for candidates belonging to "General" Category. Age Relaxation is applicable to OBC/PWD/Ex-Servicemen candidates as per Govt. Guidelines (Refer clause 8 of the advertisement regarding age relaxation.)*

3. **Grade, Pay Scales And Reservations**

Grade	Pay Scales (₹)	*CTC per annum in Lacs (Approx)	Reservations					
		Min. (₹)	SC	ST	OBC	PWD	UR	Total
E-6	36,600-62,000	16.19	00	00	01BL	-	00	01
E-5	32,900-58,000	14.55	00	00	00	-	01	01

*Candidates working in Govt./ PSU are requested to refer Clause 10 regarding Fixation of Pay.

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:**Company Secretary****Qualification**

Passed Final Examination of the Institute of Company Secretaries of India (ICSI) and should have Associate/ Fellow member of ICSI.

Experience

Relevant Post Qualification experience (Post ACS) of 17 years for Deputy General Manager Grade / 14 years for Chief Manager Grade in Secretarial Department in a PSU or Public/ Private Limited Company in Executive cadre.

The above experience to be counted from the date of passing the Final Examination of the Institute of Company Secretaries of India (ICSI).

Job requirement

- Organize Board Meetings, Committee meetings and Shareholders meetings of the Company
- Responsible for filing of statutory Returns with MCA, maintenance of Statutory Records and Registers.
- Compliance with all applicable Provisions of the Companies Act, 2013
- Advising Management from time to time on various laws including Companies Act and Corporate Governance.
- Compilation of various corporate reports
- Interface with ROC, SCOPE, various Ministries, SEBI and Stock Exchanges etc.

6. SELECTION PROCESS:

The selection for these posts will be by way of Personal Interview. However in the event of large no. of candidates fulfilling the eligibility criteria, the Management may take a view of selection process.

a) 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. 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 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 of relevant qualification indicating date of declaration of result.
 - II. Final Certificate of relevant qualification.
 - III. Provisional passing Certificate (in case Final Certificate is not available).
- iii. 'CANDIDATE'S COPY' portion of Bank Challan.
- iv. 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 – Appointment letter issued after joining.
 - Pay Slip for the month of Sept '17 (to be submitted at the time of interview).
 - Identity Card issued by current employer.

Please note that experience as Apprentice Trainee under Apprentice Act will not be considered.
- v. If working in Private Sector (Proof of turnover):

The applicants working in private sector should have 'One' year experience in a company where the annual turnover is in excess of ₹ 100 Cr in any one of the last three financial years.

 - (a) *The turnover of the Company under whose rolls the candidate is working shall be considered.*
 - (b) *As documentary proof, candidate may submit, Annual Report/ any other document indicating the turnover of the Company to be more than ₹100 Cr. in any one of the last three financial years.*
 - (c) *For this recruitment exercise, FY2014-15, FY2015-16 & FY2016-17 will be considered as last three financial years. The turnover proof document must pertain to the year in which the candidate is/ was working in the organization & having relevant work experience. This shall be applicable to candidates working in Private Company/ Organization.*

- vi. 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.
- vii. 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.
- viii. In case of PWD candidates, 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 07 Sept '17.**

b) Caste Certificates:

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". Non Creamy Layer Certificate for OBC shall be issued not more than 1 year before the last date of submission of online application.

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 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 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.

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 interview; failing which the candidate shall not be allowed to appear for the interview.
- ii. Candidates working with other 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.
- iii. The Pay Scale equivalence for the purpose of (ii) above on both CDA & IDA are given below:

Grade	CDA (₹)	IDA (₹)
E-6	37,400-67,000-PB-4-GP 8700	36,600-62,000
E-5	37,400-67,000-PB-4-GP 8,700	32,900-58,000
E-4	15,600-39,100-PB3-GP 7,600	29,100-54,500

From Private Sectors:

The applicants working in private sector should be drawing CTC (only monetary/ cash part) comparable to immediate lower grade of MDL. They should indicate their organisation structure depicting their position at the time of personal interview.

The applicants working in private sector Company should have one year experience in a Company whose annual turnover is in excess of ₹100 Cr in any one of the last three financial years.

8. **AGE RELAXATION:**

- i) The upper age limit is relaxed by 03 years for OBC (NCL) candidates.
- ii) Age relaxation for PWD candidates as per PWD Act /Govt. guidelines.
- iii) 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 03 years.
- iv) Upper Age will be relaxed to the extent of maximum 05 years for internal candidates.
- v) OBC candidates, who belong to Creamy Layer, are not entitled to concession admissible to OBC category. 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.
- vi) 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. 07 Sept 17.

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 Executive can, thus look forward to very good career development prospects.

10. FIXATION OF PAY:

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.

11. HOW TO APPLY:

- i) Eligible candidates shall apply through online registration system by logging on to MDL website www.mazdock.com and clicking on "Online Recruitment". The site shall be activated and will remain functional from **09 Aug '17 to 07 Sept '17**. Candidates have to apply Online only. No manual/ paper application will be entertained.
- ii) While applying online, candidates should keep a scanned copy of their passport size colour photograph and their signature in **jpeg** format.
- iii) 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.
- iv) 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.
- v) 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. Please 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.
- vi) 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.
- vii) Generation of registration number does not imply acceptance of application or eligibility for the post.
- viii) 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.

- ix) Candidates may enter 'NA' in the mandatory fields not applicable to them.
- x) In case of difficulty in registration, candidates may contact on email mdlrec@mazdock.com or numbers 022-23764108/4174.
- xi) Processing fee of ₹300/- shall be applicable for the candidates. Applicants belonging to SC/ST/PWD (Persons With Disability) are exempted from such payment of processing fee.
- xii) The instructions for payment of Processing Fee are given at para 12 below. Application forms without Challan (MDL's Copy) shall be treated as incomplete and not considered for further recruitment process.
- xiii) **Forwarding of Application through Proper Channel by Candidates employed with Govt./ PSU after submitting online application:**

Printout of Online Applications of candidates working in Govt./ PSU are to be sent through proper channel to "CM (HR-CR), Mazdock House, Mazagon Dock Shipbuilders Limited, Dockyard Road, Mumbai-400010". Applications must be forwarded through Postal/ Courier services only (Internal candidates are required to submit their applications through their HOD to HR-E Section by hand). MDL will not be responsible for any delay/ loss in postal transit of any application or communication.

12. INSTRUCTIONS FOR PAYMENT OF PROCESSING FEES:

Candidates are required to deposit the Processing Fee at any nearest Branch of State Bank of India (SBI) as per procedure given below. **(Applicants belonging to SC/ ST/ PWD (Persons With Disability) are exempted from such payment of processing fee.)**

- i) Candidates are required to download the Challan Form available at the end of this advertisement. (Please note that Challan format, other than the one attached to this advertisement shall not be accepted)
- ii) Fill up all the three parts (Bank's Copy, MDL's Copy & Candidate's Copy) of the Challan.
- iii) Deposit cash of ₹340/- (including Bank Charges of ₹40/-) at the nearest SBI Branch. Bank shall be accepting processing fees upto the last date of remittance mentioned at the end of the Challan i.e. **07 Sept '17** upto the normal banking operational hours.
- iv) Bank shall retain its copy (Bank's Copy) and return two parts (MDL's Copy and Candidate's Copy) of the Challan to the candidate after filling of necessary information and Bank's seal acknowledging receipt of the Processing Fees and Bank charges.
- v) Candidates are required to ensure that Bank officials have filled up all necessary Bank and payment details (Branch Name, Branch Code, Journal No. & Date of Remittance) along with Bank Seal acknowledging receipt of fees on MDL's Copy as well as Candidate's Copy of the Challan.

- vi) The details of remittance of processing fees such as Bank Branch Name, Branch Code, Journal No. etc are required to be entered in Section 3 of the Online Application Form.
- vii) Fees paid against this advertisement shall not be accepted/ transferred against any other advertisement.
- viii) All candidates are advised to send **Printout of Application Form** along with self attested **copy of relevant documents in support of eligibility of Age, Qualification, Experience etc.**(as mentioned at para 5.a. above) in an envelope superscribing "Advertisement Ref. No. & Post Applied for" through post or courier so as to reach CM (HR-CR) **on or before Friday, 22 Sept '17 (1700hrs)** on the following address.

CM (HR-CR)

Executives Recruitment Section,
02nd Floor, Mazdock House
Mazagon Dock Shipbuilders Limited,
Dockyard Road, Mumbai - 400010

- ix) Please note that only depositing Processing Fees at SBI is not sufficient, but the original 'MDL's Copy' section of the Challan with proper Bank Seal must be received at MDL along with the copy of the Application Form for considering the candidature.
- x) Candidates are advised to retain only 'Candidate's Copy' section of the Challan for future reference.
- xi) Last date for submission of the processing fees at SBI Branch is 07 Sept '17. Any remittance of Processing Fee after 07 Sept '17 shall not be accepted.
- xii) The Processing Fee is Non-Refundable and candidates are therefore advised to ensure their eligibility for the post before applying.
- xiii) In the event of Bank Holiday/ Strike/ Closure of Bank for any other reasons, no additional time shall be provided for payment of fees. Therefore candidates are advised to make the payment of processing fee well in advance to avoid last moment inconvenience. Any remittance of Processing Fee after the last date of Payment of Fee shall not be accepted under any circumstances.

13. GENERAL INFORMATION AND INSTRUCTIONS:

- i) Only Indian Nationals are eligible to apply.
- ii) 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
Deputy General Manager, Chief Manager	Second AC Rail/ Luxury Bus

- 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 verified 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 Expense will be reimbursed to such candidates.

- iv) 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.
- v) **The Qualifying Requirements & Age limit shall be reckoned as on 07 Sept '17.**
 - a. 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.
 - vi) 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.
 - vii) 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.
 - viii) 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.
 - ix) In case of any ambiguity/ discrepancy in the online recruitment portal the terms & conditions as mentioned in this advertisement will prevail.
 - x) Any further Information/ Corrigendum/ Addendum would be uploaded only on MDL website.
 - xi) 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.
 - xii) Legal jurisdiction for any dispute will be at Mumbai.

14. ONLINE APPLICATION PROCEDURE:

- a. Disable the pop-up blocker and clear history of the browser.
- b. Log on to <http://www.mazdock.com>
- c. Click on "Online Recruitment" & then click on the relevant post applied for.
- d. Read all instructions given on the website.
- e. Fill up all the details in the Online Application Form. In case of mandatory fields not applicable kindly enter 'NA' in the text box.

- f. Upload Photograph & Signature in the prescribed Format.
- g. Click SUBMIT and note registration number.
- h. Click on the validation link sent on email.
- i. Reprint your application from MDL website "Online Recruitment->Candidate->Form Reprint".
- j. 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.

15. IMPORTANT DATES:

Sl.No.	Details	Date
a.	Commencement of MDL Online Application	09 Aug '17
b.	Last Date of MDL Online Application	07 Sept '17
c.	Last Date for receipt of hard copies of Challan by MDL	22 Sept '17
d.	Tentative Date for announcement of Personal Interview schedule	27 Oct '17




Date: - 09 Aug '17

CHIEF MANAGER (HR)

Shipbuilders to the Nation.
-----**End of Notification**-----



CHALLAN FOR Advertisement No. MDL/HR-CR/REC/57/2017

 <p>Bank's Copy</p> <p>भारतीय स्टेट बैंक State Bank of India <i>The Banker to Every Indian</i></p>	 <p>MDL's Copy</p> <p>भारतीय स्टेट बैंक State Bank of India <i>The Banker to Every Indian</i></p>	 <p>Candidate's Copy</p> <p>भारतीय स्टेट बैंक State Bank of India <i>The Banker to Every Indian</i></p>																								
<p align="center">STATE BANK OF INDIA</p> <p>Challan for remittance of Processing Fee for Mazagon Dock Shipbuilders Limited, Mumbai Advertisement No. MDL/HR-CR/REC/57/2017 MDL A/C No. 34413274176 MDL PAN No. AAACM8029J At SBI Code No: 09054</p>	<p align="center">STATE BANK OF INDIA</p> <p>Challan for remittance of Processing Fee for Mazagon Dock Shipbuilders Limited, Mumbai Advertisement No. MDL/HR-CR/REC/57/2017 MDL A/C No. 34413274176 MDL PAN No. AAACM8029J At SBI Code No: 09054</p>	<p align="center">STATE BANK OF INDIA</p> <p>Challan for remittance of Processing Fee for Mazagon Dock Shipbuilders Limited, Mumbai Advertisement No. MDL/HR-CR/REC/57/2017 MDL A/C No. 34413274176 MDL PAN No. AAACM8029J At SBI Code No: 09054</p>																								
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<p>Signature of the Remitter _____ Signature of the authorized Official with Branch Seal _____</p>	<p>Signature of the Remitter _____ Signature of the authorized Official with Branch Seal _____</p>	<p>Signature of the Remitter _____ Signature of the authorized Official with Branch Seal _____</p>																								
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