



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/59/2017
Advertisement Ref. No.: MDL/HR-CR/REC/59/2017

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 **06 Dec '17** and closes on **29 Dec '17**):

Grade	Post	Discipline	Vacancies	*Upper Age limit (in years) as on 29 Dec '17
E-5	Chief Manager	Public Relation	01	46
E-4	Manager	Public Relation	01	42

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 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 Lakhs (Approx)	Reservations					
		Min. (₹)	SC	ST	OBC	PWD	UR	Total
E-5	32,900-58,000	14.93	00	00	01BL	-	00	01
E-4	29,100-54,500	13.20	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 Rights of Persons with Disabilities Act - 2016".

5. **QUALIFYING REQUIREMENTS:**

Chief Manager (Public Relations) and Manager (Public Relations)

<p>Qualification :</p> <p>Graduation in any Discipline with full time Masters Degree (2 year) or full time Postgraduate Diploma (2 year / 1 year) from a recognized University with Minimum 50% marks or Second Class in the following specializations:</p> <p>Mass Communication / Journalism / Public Relation/Advertisement.</p>	<p>OR</p>	<p>Qualification :</p> <p>Post Graduation in any Discipline with Minimum 50% marks or Second Class (only for Commissioned Officers of Armed Forces).</p> <p>Masters Degree/ Post Graduate Diploma in Mass Communication / Journalism / Public Relation / Advertisement will be an added advantage.</p>
<p>Experience :</p> <p>Post Qualification experience of minimum 14 years for Chief Manager Post /10 years for Manager Post having Full Time Master Degree (2 year) or having Full Time Post Graduate Diploma (2 years)</p> <p>OR</p> <p>Post Qualification experience of minimum 15 years for Chief Manager Post / 11 years for Manager Post having Full Time Post Graduate Diploma (1 year)</p> <p><i>Out of the total years of experience mentioned above, candidate should have worked for minimum 7 years (for Chief Manager) / 5 years (for Manager) exclusively as Public Relation Officer in a large Company handling protocol functions, events. Experience in Journalism/Print media / multimedia would be an added advantage.</i></p>	<p>Experience :</p> <p>14 years (for Chief Manager)/ 10 years (for Manager) service as a commissioned officer in Armed Forces with a flair for writing. Candidates having work experience of PRO in Armed Forces will be preferred.</p>	
<p>Job Requirement :</p> <p>Coordinating with media houses, publication of monthly in-house magazine, liaison with different organizations/ Govt. agencies, coordinating the visits of company guests, organizing press conference, dealing with different media representatives.</p>		

6. **SELECTION PROCESS:**

a) **Selection process will be as under:**

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 on selection process.

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. 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 the Personal 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).

In case of CGPA/ Grade being awarded by the Institute/ University, document indicating CGPA/ Grade to Percentage conversion issued by the Institute/ University.

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 Dec '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) *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 as a documentary proof.*

(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 to be 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 29 Dec '17.**

c) **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". Non Creamy Layer Certificate for OBC category should be issued not more than 1 year before the last date of submission of online application.

Category once submitted in the application form is final. Any request for change of Category in the application form will not be entertained thereafter.

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.

f) **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 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 clause 7.ii above on both CDA & IDA is given below:

Grade	CDA (₹)	IDA (₹)
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
E-3	15,600-39,100-PB3-GP 6,600	24,900-50,500

Candidates working with Govt. Organization/PSUs 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.

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. *(Applicable for only Chief Manager (PR) Post).*
- 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. 29 Dec '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 **06 Dec '17 to 29 Dec '17**. Candidates have to apply Online only. No manual/ paper application will be entertained.

- ii) Register by filling up necessary details (Name, date of birth, gender, email-ID, Mobile No. etc and click "Submit").
- iii) Validate email-ID by clicking the validation link which will be sent to the email ID entered by the candidate at the time of registration.
- iv) Candidates should 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) After successful email-ID validation, "User Name" and "Password" shall be sent to the candidate in a separate email.
- vi) Login to your account by entering above "User Name" and "Password".
- vii) From the active list of jobs, select the job under "Executive" which the candidates wish to apply. Click "view eligibility criteria".
- viii) Read the eligibility criteria carefully and click on "Apply Online" tab for filling up the online application form.
- ix) Read the instructions for applying online and click "Accept" to proceed further and complete the Online Application Form.
- x) While applying, candidates should keep a scanned copy of their passport size colour photograph, their signature and other relevant documents in **jpeg** format.
- xi) 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.
- xii) For completion of Online Application, press "Submit" Button.
- xiii) Candidate belonging to General / OBC category are required to Click on "Download Challan" for downloading the prefilled Challan in order to make the requisite payment of processing Fees in any of the SBI Branch. Detail instructions for payment of processing fees may be referred at Para-12. *(Applicants belonging to SC/ ST/ PWD (Persons with Disability) are exempted from such payment of processing fee.)*
- xiv) Click on "Home" tab and verify the details of your online application. Ensure your status of application to be "Complete".
- xv) Take a print of your application form. 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 printing of application form will not be available after the last date of application.
- xvi) Please note that your application is incomplete unless you get a system generated registration number and status of your application is shown as "Complete" under "Home" tab. Applications having "Incomplete" Status will not be considered for further recruitment process.
- xvii) Generation of registration number does not imply acceptance of application or eligibility for the post.

- xviii) 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.
- xix) Candidates may enter 'NA' in the mandatory fields not applicable to them.
- xx) In case of difficulty in registration, candidates may contact on email mdlrec@mazdock.com or numbers 022-23764108/4174.

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 Pre-filled Challan Form by clicking link available under "Home".
- ii) 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. **29 Dec '17** upto the normal banking operational hours.
- iii) 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.
- iv) 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.
- v) Login to your MDL online recruitment account. Upload the scanned copy of the SBI Challan by Clicking "Upload Challan" tab or clicking relevant link available under "Home" tab. The details of remittance of processing fees such as Bank Branch Name, Branch Code, Journal No. etc are required to be entered while uploading.
- vi) Fees paid against this advertisement shall not be accepted/ transferred against any other advertisement.
- vii) Please note that only depositing Processing Fees at SBI and uploading the scanned copy of the Challan 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.
- viii) Candidates are advised to retain only 'Candidate's Copy' section of the Challan for future reference.
- ix) Last date for submission of the processing fees at SBI Branch is **29 Dec '17**. Any remittance of Processing Fee after **29 Dec '17** shall not be accepted.

- x) The Processing Fee is Non-Refundable and candidates are therefore advised to ensure their eligibility for the post before applying.
- xi) 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. Forwarding of hard copy of Application Form :

i) All candidates (General/OBC/SC/ST/PWD) 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. and SBI Challan, if applicable.** (as mentioned at para 6 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, 12 January '18 (1700hrs)** on the following address.

CM (HR-CR)

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

ii) **Candidates employed in Government Organization:** 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.

14. 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
Chief Manager, 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 29 Dec '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.

15. IMPORTANT DATES:

Sl.No.	Details	Date
a.	Commencement of MDL Online Application	06 Dec '17
b.	Last Date of MDL Online Application	29 Dec '17
c.	Last Date for receipt of hard copies of Challan by MDL	12 Jan '18
d.	Tentative Date for announcement of Personal Interview schedule	22 Jan '18

06 Dec '17

Chief Manager (HR)

-----End of Notification-----