



FOR MDL WEBSITE

माडगांव डॉक शिपबिल्डर्स लिमिटेड

(भारत सरकार का उपक्रम)

MAZAGON DOCK SHIPBUILDERS LIMITED

(A Government of India Undertaking)

Contact No. : 022-23764108/ 4174

विज्ञापन संदर्भ क्र.: एमडीएल/एचआर-सीआर/भर्ती/50/2016

Advertisement Ref. No.: MDL/HR-CR/REC/50/2016

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 **04.08.2016** and closes on **01.09.2016**):

No.	Post/ Vacancy	Grade	Vacancies	Post Qualification Experience (in years) as on 01.09.2016	Upper Age limit (in years) as on 01.09.2016
a.	Executive Trainee (HR)	E-1	04	NIL	28

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

3. Grade, Pay Scales And Reservations

Grade	Pay Scales (₹)	CTC per annum in Lakhs (Approx)	Reservations				
			SC	ST	OBC (NCL)	UR	Total
E-1	16,400-40,500	₹ 7.19	01	00	01	02	04

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:**Executive Trainee (HR) (Post at Sl. No. 2.a.)****Qualification –**

MBA / Two years Post Graduate Degree/ Post Graduate Diploma having First Class or 60% in HR/ HRD/ Personnel Management.

OR

Two years Post Graduate Degree/ Post Graduate Diploma having First Class or 60% in:

i) Labour & Social Welfare or Labour Studies or Labour welfare or PM & IR or Management Studies or Human Resource Management.

OR

ii) Personnel Management and/ or Industrial Relations with Labour Welfare/ Social Welfare/ Social Work

OR

iii) Social Work/ Social Welfare/ Labour Welfare with PM and/ or IR.

Qualification should be Full Time and awarded by recognized University/ Deemed University/ Institute recognized and approved by AICTE.

Job requirement –

The incumbent will have to handle HR Systems & Procedures, Industrial Relations & Employee Relations, Performance Management, Compensation & Benefits, Training & Development, Disciplinary matters, Conciliations and cases related to labour and service matters, Industrial Canteens, welfare matters Statutory Compliance. He/She will also be required to handle Administrative functions such as Liaison with Govt. authorities and other allied Administrative functions and such other matters as assigned by Superiors/HoDs from time to time.

6. SELECTION PROCESS:

The selection process will comprise the following:

a. Written Test (Online):

Eligible candidates will be required to appear for an objective type online written test. This test will be held in major cities of India only. The written test shall comprise two papers viz.

- Core paper (related discipline) of 100 marks and
- General Aptitude (General knowledge, Reasoning, English and Numerical Ability) of 70 marks. The Psychometric Test will be a part of General Paper.

In order to qualify for the personal interview the minimum pass marks is 50% marks in each paper and overall 60% in the written test. Candidates not meeting these criteria will not be called for the interview.

b. **Personal Interview:**

The personal interview comprising 30 marks will be held in Mumbai. The qualifying marks in interview will be 60%.

c. **Final Selection:**

Final selection will be on the basis of marks obtained in the online Written Test & Personal Interview.

d. **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 indicating date of declaration of result.

II. Final Degree Certificate.

III. Provisional passing Certificate (in case Final Degree Certificate is not available).

iii. Experience (Not Mandatory)

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 September 2016.
- Identity Card issued by current employer.

- iv. 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.
- v. In case of PWD candidates, Disability Certificate issued by the Competent Authority as per the Act.
- vi. 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.

e. **Caste Certificates:**

SC/ ST/ OBC (NCL) candidates must produce caste certificates, as per the format prescribed by the Government of India.

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.

f. **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.

g. **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.

h. **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.

- i. 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

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.

8. AGE RELAXATION:

- a. The upper age limit is relaxable by 05 years for SC and by 03 years for OBC (NCL) candidates.
- b. Age relaxation for PWD candidates as per PWD Act /Govt.guidelines.
- c. 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.
- d. Upper Age will be relaxed to the extent of maximum 05 years for internal candidates.
- e. 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.

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 PSU/ Government Department/ Armed Forces candidates who are currently employed with Government Department/ PSU will be in accordance with the Company's rules.

11. HOW TO APPLY:

- a. 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 **04.08.2016** to **01.09.2016**. Candidates have to apply Online only. No manual/ paper application will be entertained.

- b. While applying online, candidates should keep a scanned copy of their passport size colour photograph and their signature in **jpeg** format.
- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. Generation of registration number does not imply acceptance of application or eligibility for the post.
- h. 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.
- i. Candidates may enter ‘NA’ in the mandatory fields not applicable to them.
- j. In case of difficulty in registration, candidates may contact on email mdlrec@mazdock.com or numbers 022-23764108/4174.
- k. 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.
- l. 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.
- m. **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:

- a. Candidates are required to deposit the Processing Fee at any nearest Branch of State Bank of India (SBI) as per procedure given below.
- b. 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)
- c. Fill up all the three parts (Bank's Copy, MDL's Copy & Candidate's Copy) of the Challan.
- d. 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. **01 September 2016** upto the normal banking operational hours.
- e. 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.
- f. 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.
- g. 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.
- h. Fees paid against this advertisement shall not be accepted/ transferred against any other advertisement.
- i. Application form along with the 'MDL's Copy' section of the Challan should be forwarded 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, 16 September 2016 (1700hrs)** on the following address.

CM (HR-CR)

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

- j. 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.

- k. Candidates are advised to retain only 'Candidate's Copy' section of the Challan for future reference.
- l. Last date for submission of the processing fees at SBI Branch is 01 September 2016. Any remittance of Processing Fee after 01 September 2016 shall not be accepted.
- m. The Processing Fee is Non-Refundable and candidates are therefore advised to ensure their eligibility for the post before applying.
- n. 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. SELECTION OF TEST CENTER:

- a. The Online Exam is likely to be conducted at metro/ major cities of India subject to number of candidates choosing the cities for Online Exam.
- b. Eligible candidates should clearly indicate choice of City for writing the Online Exam. Candidates can submit their choice by selecting the city in the Test Center option of the Online Application Form. Candidates are required to carefully choose the city for Online Exam, as the city once chosen will not be allowed to change at later date.
- c. Efforts will be made to allot candidates to the Cities which they have opted for. However, in some Cities where there is a mismatch between demand and capacity, other than opted centre will be given. In such cases, candidates will have to appear for the Exam from the City allotted to them.
- d. Details/ address of Exam centre allotted to the candidates will be communicated through Admit Card.

14. GENERAL INFORMATION AND INSTRUCTIONS:

- a. Only Indian Nationals are eligible to apply.
- b. 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
Executive Trainee (HR)	Third AC Rail/ Luxury Bus

- c. 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.

- d. 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.
- e. **The Qualifying Requirements & Eligibility Criteria shall be reckoned as on 01 September 2016.**
- f. 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. The rating / grade of 6.5 shall be considered equivalent to 60% or First Class, in those cases where Universities / Institutes following rating / grading pattern neither prescribe any conversion formula for calculating equivalent % nor award any class for that rating/grade.
- g. 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.
- h. Intimation regarding Written Test, Personal Interview & Result:
List of 'Eligible Candidates', list of 'Not-Eligible Candidates', "Written Test Schedule", '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.
- i. In case of any ambiguity/ discrepancy in the online recruitment portal the terms & conditions as mentioned in this advertisement will prevail.
- j. Any further Information/ Corrigendum/ Addendum would be uploaded only on MDL website.
- k. 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.
- l. Legal jurisdiction for any dispute will be at Mumbai.

15. 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" and 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.

16. IMPORTANT DATES:

No.	Details	Date
a.	Commencement of MDL Online Application	04.08.2016
b.	Last Date of MDL Online Application	01.09.2016
c.	Last Date for receipt of hard copies of Challan by MDL	16.09.2016
d.	Tentative Date for announcement of Written Test Schedule	14.10.2016







Date: - 03.08.2016

CHIEF MANAGER (HR)

Shipbuilders to the Nation.



CHALLAN FOR Advertisement No. MDL/HR-CR/REC/50/2016

 <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>STATE BANK OF INDIA</p> <p>Challan for remittance of Processing Fee for Mazagon Dock Shipbuilders Limited, Mumbai Advertisement No. MDL/HR-CR/REC/50/2016 MDL A/C No. 34413274176 At SBI Code No: 09054</p>	<p>STATE BANK OF INDIA</p> <p>Challan for remittance of Processing Fee for Mazagon Dock Shipbuilders Limited, Mumbai Advertisement No. MDL/HR-CR/REC/50/2016 MDL A/C No. 34413274176 At SBI Code No: 09054</p>	<p>STATE BANK OF INDIA</p> <p>Challan for remittance of Processing Fee for Mazagon Dock Shipbuilders Limited, Mumbai Advertisement No. MDL/HR-CR/REC/50/2016 MDL A/C No. 34413274176 At SBI Code No: 09054</p>																								
<p>Details to be filled by the Candidate (in BLOCK letters)</p> <p>Mr./Ms. _____</p>	<p>Details to be filled by the Candidate (in BLOCK letters)</p> <p>Mr./Ms. _____</p>	<p>Details to be filled by the Candidate (in BLOCK letters)</p> <p>Mr./Ms. _____</p>																								
Date of Birth: <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y	Date of Birth: <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y	Date of Birth: <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y																			
D	D	M	M	Y	Y	Y	Y																			
D	D	M	M	Y	Y	Y	Y																			
Post Applied for:	Post Applied for:	Post Applied for:																								
<p>Details to be filled by Branch</p> <p>Branch Name :</p>	<p>Details to be filled by Branch</p> <p>Branch Name :</p>	<p>Details to be filled by Branch</p> <p>Branch Name :</p>																								
Branch Code :	Branch Code :	Branch Code :																								
Journal No. :	Journal No. :	Journal No. :																								
Date of Remittance: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>									Date of Remittance: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>									Date of Remittance: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
Employment Application Fee: ₹ 300/- Bank Charge: ₹ 40/- Total Payable: ₹ 340/-	Employment Application Fee: ₹ 300/- Bank Charge: ₹ 40/- Total Payable: ₹ 340/-	Employment Application Fee: ₹ 300/- Bank Charge: ₹ 40/- Total Payable: ₹ 340/-																								
Signature of the Remitter	Signature of the authorized Official with Branch Seal	Signature of the Remitter	Signature of the authorized Official with Branch Seal	Signature of the Remitter	Signature of the authorized Official with Branch Seal																					
<p>For the Fee receiving Branch of SBI</p> <p>Branch should collect ₹40 extra (total of ₹300 + ₹40=₹340) from the remitter as bank charges and to be credited to the branch commission account, in accordance with CGM, Mumbai sanction Ref. No. SME/1/1071 dt. 15.03.2014 2. Branch should write the Branch Name, Branch Code, Journal No. & Date of remittance invariably and hand over both the MDL's copy & Candidate's copy to the remitter duly signed.</p> <p>Last Date of Remitting Processing Fee is 01/09/2016</p>	<p>For the Fee receiving Branch of SBI</p> <p>Branch should collect ₹40 extra (total of ₹300 + ₹40=₹340) from the remitter as bank charges and to be credited to the branch commission account, in accordance with CGM, Mumbai sanction Ref. No. SME/1/1071 dt. 15.03.2014 2. Branch should write the Branch Name, Branch Code, Journal No. & Date of remittance invariably and hand over both the MDL's copy & Candidate's copy to the remitter duly signed.</p> <p>Last Date of Remitting Processing Fee is 01/09/2016</p>	<p>For the Fee receiving Branch of SBI</p> <p>Branch should collect ₹40 extra (total of ₹300 + ₹40=₹340) from the remitter as bank charges and to be credited to the branch commission account, in accordance with CGM, Mumbai sanction Ref. No. SME/1/1071 dt. 15.03.2014 2. Branch should write the Branch Name, Branch Code, Journal No. & Date of remittance invariably and hand over both the MDL's copy & Candidate's copy to the remitter duly signed.</p> <p>Last Date of Remitting Processing Fee is 01/09/2016</p>																								