



माझगांव डॉक शिपबिल्डर्स लिमिटेड

(भारत सरकार का उपक्रम)

MAZAGON DOCK SHIPBUILDERS LIMITED

(A Government of India Undertaking)

Dockyard Road, Mumbai – 400 010

Contact No. : 022-23764123/ 4140/4125/4177

CIN No. U35100MH1934GOI002079



कर्मचारी पद में दो वर्षों की अधिकतम अवधि के लिए अनुबंध आधार पर नियुक्ति के हेतु
भर्ती

**RECRUITMENT OF NON-EXECUTIVES ON FIX TERM CONTRACT BASIS FOR
MAXIMUM PERIOD OF 02 YRS**

विज्ञापन संदर्भ क्र.: एमडीएल/एचआर-भर्ती-न इ/90/2019

Advertisement Ref. No.: MDL/HR-REC-NE/90/2019

Mazagon Dock Shipbuilders Limited (MDL) is India's leading Shipbuilding Company with ISO 9001:2015 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 ₹4,600 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 **14 Aug '19** and closes on **05 Sep '19**):

SR.NO.	TRADE	CURRENT VACANCIES					BACKLOG			TOTAL
		GEN	OBC	SC	EWS	ST	OBC	SC	ST	
	SKILLED-I ID-V									
1	AC REF. MECHANIC	11	5	2	1	1	1	0	0	21
2	COMPRESSOR ATTENDANT	9	4	1	1	1	0	1	0	17
3	BRASS FINISHER	13	7	2	2	2	0	0	0	26
4	CARPENTER	35	20	7	7	6	0	0	3	78
5	CHIPPER GRINDER	7	3	1	1	1	0	0	6	19
6	COMPOSITE WELDER	78	46	17	17	15	0	2	0	175

7	DIESEL CRANE OPERATOR	7	2	1	1	1	0	0	0	12
8	DIESEL CUM MOTOR MECHANIC	7	2	1	0	0	0	0	0	10
9	JR. DRAUGHTSMAN (MECH : 28 & CIVIL: 03)	16	8	3	2	2	0	0	0	31
10	ELECTRIC CRANE OPERATOR	7	2	1	1	1	0	0	0	12
11	ELECTRONIC MECHANIC	42	24	9	9	8	3	2	1	98
12	FITTER	116	67	24	24	22	1	0	0	254
13	JR. PLANNER ESTIMATOR (MECH : 28 ELECT :02 & CIVIL :03)	16	8	3	2	2	2	0	0	33
14	JR.QC INSPECTOR (MECH: 46 & ELECT: 09)	27	14	5	5	4	0	0	0	55
16	JR. QC INSPECTOR (NDT)	3	1	0	0	0	0	0	0	4
17	GAS CUTTER	47	26	9	9	9	0	0	0	100
18	MACHINIST	11	5	1	1	1	1	0	0	20
19	MILL WRIGHT MECHANIC	20	10	4	3	3	0	0	0	40
20	PAINTER	24	14	5	5	4	4	2	0	58
21	PIPE FITTER	107	61	22	21	20	0	0	0	231
22	STRUCTURAL FABRICATOR	170	99	36	36	33	0	0	0	374
23	STORE KEEPER	20	10	4	3	3	0	0	0	40
24	UTILITY HAND	25	14	5	5	4	0	0	0	53
	SEMI-SKILLED ID-II									
25	UTILITY HAND SEMI SKILLED	66	39	14	14	12	0	0	0	145
26	FIRE FIGHTER	16	8	3	3	2	1	0	0	33
27	SAIL MAKER	4	1	0	0	0	0	0	0	5
	SEMI-SKILLED ID-IV A									
28	LAUNCH DECK CREW	16	8	3	3	2	0	1	1	34
	SKILLED ID-VIII									
29	MASTER 2ND CLASS	1	0	0	0	0	0	0	0	1
	SKILLED ID-IX									
30	ENGINE DRIVER SPL CLASS	1	0	0	0	0	0	0	0	1
	TOTAL	922	508	183	176	160	13	8	11	1980

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 ST/OBC/PWD/Ex-Servicemen candidates as per Govt. Guidelines (Refer clause 5 of the advertisement regarding age relaxation.). Above Posts include 80 vacancies reserved for PWD candidates except for the post of (Electric Crane Operator, Diesel Crane Operator, Fire Fighter, Utility Hand Semi- Skilled, Master 2nd Class, Engine Driver Spl Class & Launch Deck Crew. The details of which are given in table below:

Sr No	Type of Disability	Vacancies Reserved including Backlog
a	Blindness and low vision	46
b	Deaf and hard of hearing	39
c	Locomotors disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	27
d	Autism, intellectual disability, specific learning disability and mental illness;	46
e	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities	

3. Qualifying Requirements

Sr. No.	Trade	Essential Qualifications & Experience
1	AC. Ref. Mechanic	Passed SSC or equivalent examination conducted by a Board recognised by the Government and National Apprenticeship Certificate Examination passed in the trade of “Refrigeration and Air Conditioning” .
2	Compressor Attendant***	Compressor Attendant is not a designated trade under Apprenticeship Act. The candidates who have passed SSC & NAC in Millwright Mechanic or Mechanic Machine Tool Maintenance and worked in MDL/ Shipbuilding Industry as a Compressor Attendant for minimum one year may apply for the post of Compressor Attendant. However, the experience certificate should be certified by their Personnel Dept. In case of non-availability of candidates as Compressor Attendant, candidates having passed SSC and passed NAC examination in the trade of Millwright Mechanic or Mechanic Machine Tool Maintenance will be selected as “Trainee Compressor Attendant”.
3	Brass Finisher*	Brass Finisher is not a designated trade under the Apprenticeship Act. The candidate who have worked in MDL/Shipbuilding industry as a Brass Finisher but have undergone apprenticeship training in any trade can apply for the post of Brass Finisher directly. However, the experience certificate should be certified by their Personnel Dept. In case of non-availability of “ Brass Finisher” candidates who have passed ‘NAC’ in the trade of “Machinist” without Shipbuilding experience will be selected as “Trainee Brass Finisher”.
4	Carpenter	Passed VIII std and the National Apprenticeship Certificate Examination passed in the trade of “Carpenter” .
5	Chipper Grinder*	Chipper Grinder trade is not a designated trade under Apprenticeship Act. Candidates who have passed SSC and NAC in any trade and have worked in Shipbuilding industry as Chipper Grinder for minimum period of one year may apply for the said post directly. However, the experience certificate should be certified by the Personnel Dept. In case of non-availability of candidates as Chipper Grinder, the candidates having passed SSC with NAC examination conducted by NCVT in the trade of Machinist / Machinist (Grinder) / Turner will be selected as “Trainee Chipper Grinder”.
6	Composite Welders	Passed VIII std and the National Apprenticeship Certificate examination passed in the trade of “Welder / Welder (G&E)”

7	Diesel Crane Operator***	Diesel Crane Operator is not a designated trade under Apprenticeship Act. The candidate who have passed SSC or equivalent examination conducted by a Board recognised by the Government and the National Apprenticeship Certificate Examination in the trade of “Diesel Mechanic” with valid Heavy Vehicle Driving Licence and having one-year experience in MDL/ Ship-building industry as Diesel Crane Operator. However, the experience certificate should be certified by their Personnel Dept. In case of non-availability of candidates as Diesel Crane Operator, candidates having passed SSC and passed NAC examination in the trade of Diesel Mechanic will be selected as “Trainee Diesel Crane Operator ”.
8	Diesel Cum Motor Mechanic*	Passed SSC & the National Apprenticeship Certificate Examination passed in “ Diesel Mechanic/Motor Vehicle Mechanic ” trade
9	Jr. Draughtsman (Mechanical)	Must have passed SSC or equivalent examination conducted by a Board recognised by the Govt. and must have passed the “National Apprenticeship Certificate Examination in the Trade of ‘Draughtsman’ in Mechanical Stream conducted by NCVT of the Directorate General of Employment & Training, Ministry of Labour, Govt. of India.
10	Jr. Draughtsman (Civil)	Must have passed SSC or equivalent examination conducted by a Board recognised by the Govt. and must have passed the “National Apprenticeship Certificate Examination in the Trade of ‘Draughtsman’ in Civil Stream conducted by NCVT of the Directorate General of Employment & Training, Ministry of Labour, Govt. of India.
11	Electric Crane Operator**/**	Passed SSC & the National Apprenticeship Certificate Examination passed in Electrician trade and having one-year experience in MDL/ Ship-building industry as Electric Crane Operator may apply for the post of Electric Crane Operator directly. However, the experience certificate should be certified by their Personnel Dept. In case of non-availability of candidates with above required qualifications, candidates who have passed NAC in Electrician trade will be selected as “Trainee Electric Crane Operator” subject to suitability.
12	Electronic Mechanic	Passed SSC or equivalent examination conducted by a Board recognised by the Government and National Apprenticeship Certificate Examination passed in the trade of “ Electronic Mechanic ”.
13	Engine Driver Spl Class	Certificate of competency (1 st Class) issued by Maharashtra Maritime Board/Mercantile Marine Dept. as per Indian Vessel Act. Knowledge of Swimming is compulsory. Minimum 2 yrs experience as Engine Driver 1st Class. Candidates possessing “Licence to Act Engineer” certificate will be given preference. Should possess knowledge of rectifying defects, overhauling and upkeep of Engine Room. OR Ex-serviceman from Indian Navy of Engineering branch having 15 years of experience and holding IInd Class Engine Driver Qualified Certificate from MMB/MMD.
14	Fitter*	Passed SSC or equivalent examination conducted by a Board recognised by the Government and must have passed the “National Apprenticeship Certificate Examination” in the trade of “ Fitter ”. The candidate who have worked in MDL/Shipbuilding industry as a Fitter for minimum one year but undergone Apprentice Training in any other trade can apply for the post of Fitter directly.
15	Fire Fighter	Candidates must have passed SSC or equivalent with Diploma /

		Certificate in Fire Fighting of minimum six months' duration from a Govt. recognised institute. Candidates must possess a valid Heavy Duty Vehicle Licence.
16	Jr.Planner Estimator (Mechanical)	Must have passed SSC / HSC with full time three years Diploma or full time Degree with pass class in Mechanical (Mechanical/Mechanical & Industrial Engg./Mechanical & Production Engg./Production Engg.) or Marine Engineering in Examination conducted by Govt. recognised Technical Board / University.
17	Jr. Planner Estimator (Electrical/ Electronics)	Must have passed SSC / HSC with full time three years Diploma or full time Degree with pass class in Electrical (Electrical / Power Engineering / Electrical & Electronics/Electrical & Instrumentation) / Electronics (Electronics / Electronics & Communication /Allied Electronics & Instrumentation /Electronics & Telecommunication) or Marine Engineering in Examination conducted by Govt. recognised Technical Board / University.
18	Jr. Planner Estimator (Civil)	Must have passed SSC / HSC with full time three years Diploma or full time Degree with pass class in Civil in Examination conducted by Govt. recognised Technical Board.
19	Jr. Q C Inspector (Mechanical)	Must have passed SSC with full time three years Diploma in Mechanical (Mechanical/Mechanical & Industrial Engg./Mechanical & Production Engg./Production Engg) or Marine Engineering in Examination conducted by Govt.of India recognised Technical Board.
20	Jr. QC Inspector (Elct./Elect.)	Must have passed SSC / HSC with full time three years' Diploma in Electrical (Electrical / Power Engineering / Electrical & Electronics/Electrical & Instrumentation) or Marine Engineering in Examination conducted by Govt.of India recognised Technical Board.
21	Jr. QC Inspector (NDT-Mechanical)	Must have passed SSC with full time three years Diploma in Mechanical Engineering. In addition to this it is essential to have ISNT/ASNT Level II certification in Radiography interpretation, Ultrasonic Testing, Magnetic particle testing and Dye penetrate testing.
22	Gas Cutter	Passed SSC or equivalent examination conducted by a Board recognised by the Government and National Apprenticeship Certificate Examination passed in the trade of " Structural Fitter / Fabricator/ Composite Welder ". The candidate having National Apprenticeship Certificate examination passed in " Sheet Metal Worker " trade will be considered for " Trainee Gas Cutter "in case we do not get sufficient candidates.
23	Machinist	Passed SSC or equivalent examination conducted by a Board recognised by the Government and National Apprenticeship Certificate Examination passed in the trade of " Machinist ".
24	Millwright Mechanic	SSC or equivalent with National Apprenticeship Certificate Examination passed in the trade of " Millwright Mechanic / Mechanic Machine Tool Maintenance ".
25	Master 2nd Class	Certificate of competency (2nd class Master) issued by the Maharashtra Maritime Board/Mercantile Marine Dept. as per Indian Vessel Act. Knowledge of Swimming is compulsory. Minimum 3 yrs experience of operating Tugs from 226 to 565 BHP or Ex-serviceman from Indian navy with 15 years of experience and holding 2nd class Master qualified certificate from MMB/MMD.
26	Painter	Passed VIII std and the National Apprenticeship Certificate Examination passed in the trade of " Painter/ Marine Painter ".
27	Pipe Fitter*	Passed SSC or equivalent examination conducted by a Board recognised by the Government and the National Apprenticeship Certificate Examination passed in the trade of " Pipe Fitter " or

		Passed SSC or equivalent examination conducted by a Board recognised by the Government and National Apprenticeship Certificate Examination passed in the trade of “Plumber / Fitter” and having one-year experience in MDL/Ship-building industry as a Plumber/ Fitter may apply for the Post of Pipe fitter directly. However, the experience certificate should be certified by their Personnel Dept. In case of non- availability of Candidates with above required qualification, candidates who have passed SSC with ‘NAC’ in Plumber trade without Shipbuilding experience will be selected as “Trainee Pipe fitter”
28	Laskar/Launch Deck Crew	Passed SSC or equivalent examination conducted by a Board recognised by the Government. General Purpose(GP) rating course with one-year experience as Crew on board Tug/Launch/Vessel of 226 BHP or above. GP rating certificate issued by DG shipping approved institutes will be considered. Knowledge of Swimming is Compulsory. Or Non GP rating with 3-year experience as Crew on board Tug/Launch/Vessel of 226 BHP or above. Knowledge of Swimming is Compulsory.
29	Sail Maker	Candidates must have passed VIII std and the ITI in the trade of “Cutting & Tailoring/Cutting & Sewing” .
30	Structural Fabricator*	Passed SSC or equivalent examination conducted by a Board recognised by the Government and National Apprenticeship Certificate Examination passed in the trade of “Structural Fitter / Fabricator” . The candidate having National Apprenticeship Certificate examination passed in “Sheet Metal Worker” trade will be selected as “Trainee Structural Fabricator” .
31	Store Keeper	Must have passed SSC / HSC with full time three years Engineering Diploma in Mechanical, Electrical, Electronics, Electronics & Telecommunication, Instrumentation, Computer engineering .Additional qualification in Material Management & Knowledge of Computer will be Preferred.
32	Utility Hand(Skilled)*	Candidates who have completed their National Apprenticeship Certificate from the Trade “Fitter” or any other Trade and having one-year experience in Shipbuilding Industry as Utility Hand and experience in Gas /Welding Plant/Oxy Acetylene equipment, etc. In case we do not get sufficient candidates then Utility Hand (Skilled) will be selected from Fitter Trade only and will be imparted 2 months training in operation of Gas /Welding Plant/Oxy Acetylene equipment, etc.
33	Utility Hand (Semi-Skilled)	Utility Hand is not a designated trade under the Apprenticeship Act. Candidates who have passed SSC with NAC in any trade and have worked in Shipbuilding industry as Utility Hand for minimum period of one year may apply for the said post. However, the experience certificate should be certified by their Personnel Dept.

The candidates who have worked as Fitter, Utility Hand- Skilled, Structural fabricator, Pipe Fitter, Rigger, Chipper Grinder, Compressor Attendant, Electric Crane Operator & Diesel Crane Operator in MDL/Shipbuilding industry for minimum one year having passed NAC in different trades may apply directly to such trade. However, experience certificate should be certified by their Personnel Dept.

In case, sufficient numbers of candidates are not available from the respective trades, the candidates who have passed NAC in Fitter trade will be selected as Trainee Structural Fabricator, Trainee Pipe Fitter, and Trainee Rigger. The candidates having passed NAC in Sheet Metal trade may also apply along with Structural Fitter for the post of Trainee Structural Fabricator & the candidates having passed NAC Plumber trade may also apply along with Pipe Fitter for the post of Trainee Pipe Fitter. On completion of 2 months' training, Trainee Structural Fabricator, Trainee Pipe Fitter & Trainee Rigger will be trade tested and on qualifying the test they will be appointed as Structural Fitter, Pipe Fitter & Rigger respectively on contract basis for a maximum period of two years including training period. If the candidate fails in the trade test, his/her services will be liable to be terminated forthwith.

In case there are no sufficient candidates for the Post of Structural Fitter, candidates who have completed their National Apprenticeship Certificate in Sheet Metal Worker would be taken as Trainee Structural Fitter. Even after selection of Trainee Structural Fitter from Sheet Metal Workers trade, there is a shortfall, then Trainee Structural Fitter would be selected from Fitter Trade.

In case there are no sufficient candidates for the Post of Pipe Fitter, candidates who have completed their National Apprenticeship Certificate in Fitter would be taken as Trainee Pipe Fitter. Even after selection of Trainee Pipe Fitter from Fitter trade, there is a shortfall, then Trainee Pipe Fitter would be selected from Plumber Trade.

In case there are no sufficient candidates for the Post of Structural Fitter, candidates who have completed their National Apprenticeship Certificate in Sheet Metal Worker would be taken as Trainee Structural Fitter. Even after selection of Trainee Structural Fitter from Sheet Metal Workers trade, there is a shortfall, and then Trainee Structural Fitter would be selected from Fitter Trade.

There will be common merit list for the post of Fitter, Trainee Structural Fabricator, Trainee Pipe Fitter and Trainee Rigger for selection from the Fitter trade.

There will be a common merit list for the posts of Electrician & Trainee Electric Crane Operator. The candidate higher in merit list will be selected as Electrician and those lower in merit will be selected as Trainee Electric Crane Operator from Electrician trade.

Candidates selected as Trainee Electric Crane Operator, Trainee Diesel Crane Operator and Trainee Compressor Attendant will be imparted four months on the job training. On completion of training, the Trainee Electric Crane Operator, Trainee Diesel Crane Operator and Trainee Compressor Attendant will be trade tested and on qualifying the test they will be appointed as Electric Crane Operator, Trainee Diesel Crane Operator and Compressor Attendant respectively on contract basis for a maximum period of 2 years including the training period. If the candidate fails in the trade test, his/her services will be liable to be terminated forthwith.

Candidates selected as Trainee Brass Finisher, Trainee Chipper Grinder will be imparted four months on the job training. On completion of training, the Trainee Brass Finisher/ Trainee Chipper Grinder will be trade tested and on qualifying the test they will be appointed as Brass Finisher, Chipper Grinder respectively on contract basis for a maximum period of 2 years including the training period. If

the candidate fails in the trade test, his/her services will be liable to be terminated forthwith.

4. Desired Experience: Work experience in the relevant trade/function in a Shipbuilding industry for minimum one year duly certified by their Personnel Department is desirable. The candidates having such experience will be given upto 20 marks based on relevant experience in Ship Building Industry.

The experience marks would be granted in the following manner:

No of years of Experience in Shipbuilding as on 01 Aug '19	Marks
More than 1 yr upto 2 yrs	Ten
More than 2 yr upto 3 yrs	Twelve
More than 3 yr upto 4 yrs	Fourteen
More than 4 yr upto 5 yrs	Sixteen
More than 5 yr upto 6 yrs	Eighteen
More than 6 yr	Twenty

5. Emoluments

The candidate selected for the posts shall be placed in the following pay scale.

Grade	Pay Scale (₹)
Skilled Gr-I (IDA-IX)	22000-83180
Skilled Gr-I (IDA-VIII)	21000-79380
Skilled Gr-I (IDA-V)	17000- 64360
Semi-Skilled Gr-I (IDA-IVA)	16000-60520
Semi-Skilled Gr-I (IDA-II)	13200-49910

Besides the basic pay, they will be entitled to industrial DA, HRA, CPF & allowances etc. as per rules of the Company. Grant of annual increment will be as per Company rules. The selected candidates will be governed by the ESIC Act for the purpose of medical benefits. However, in case the operatives are exempted from the ESIS coverage due to enhancement of wages, they will be covered under the Company's medical benefit scheme for the employees and their eligible family members.

6. Age Limit:

Maximum age limit is **38 years** and minimum age limit not less than **18 years** as on **01 Aug '19**.

Age Relaxation

- i) Relaxation in upper age limit is 3 years for OBC (NCL) and 5 years for SC/ST candidates as per rules.
- ii) Relaxation in upper age limit for persons with disability (40% and above) 10 years for General candidates, 13 years for OBC candidates and 15 years for SC/ST candidates as per Govt. Rules.
- iii) Ex. Employees who have worked in MDL on Fix Term contract basis shall get age relaxation of 5 years over and above the other relaxations at 4(i) to 4(ii).
- iv) Ex-servicemen who have put in not less than 6 months' continuous service in the Armed forces of the Union will be given relaxation in age to the extent of period of service plus 3 years.

7. Period of Contract: The contract for all the above categories will be for maximum period of two years.

8. Description of Duties are as under:

Required to work on Shipbuilding Project 12651 Hull Fabrication Work, Project 12704 & 12705 outfitting Work & other associated work related to the project.

The selected Candidates are required to work on production related job / outfitting work as per the Production Norms and Multi Trade policies in force in the Company including the job specifications incorporated in these policies and amended from time to time.

9. Selection Process

- a. The candidates will be called for “Written Test” based on the information provided by them Online. The Detailed scrutiny of documents of the candidates shortlisted will be done at the time of Trade Test.
- b. Based on the performance of Written Test & Experience marks the candidates would be called for Trade Test. The final merit list would be prepared based on combine marks of Online Written Test, Experience & Trade Test.
- c. The marking pattern would be as under:

Selection Criteria	Weightage
Written Test	30 %
Experience in Shipbuilding Industry	20%
Trade Test	50%

10. Verification of Original Documents

In case the candidate is called for Trade Test, he/she has to bring the *downloaded application form and all Original Documents along with one Separate Set of Photo Copy duly Self Attested in the order as mentioned below on the date and the time they are called for Trade Test. **Candidates who are not shortlisted for the Trade Test need not send the copy of their Application Form.***

The candidature of all candidates will be provisional and all the required documents will be checked at the time of Trade Test.

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.

- I. Print Out of Application Form
- II. Online Payment receipt
- III. Document in support of Date of Birth (DOB) proof:
 - a) Xth Std. Passing Certificate indicating DOB OR
 - b) School Leaving Certificate OR

c) Birth Certificate

IV. Qualifications

- a) Xth & XII Std. Marksheet & Certificate
- b) Marksheets of relevant qualification (all semester / year wise)

indicating date of declaration of result.

- c) Final Certificate of relevant qualification.
- d) Provisional Certificate (in case Final Certificate is not available).

V. **Experience**

Past Employment:

- a) Experience letter indicating the date of joining as well as date of relieving.

Current Employment (All of the following):

- a) Proof of date of joining – Appointment letter issued after joining.
- b) Identity Card issued by current employer.
- c) Latest Pay Slip

Note: Please note that Post Qualification Experience in the relevant discipline from the date of passing mentioned in the mark sheet will be considered.

VI. **Eligibility criteria for candidates working in Govt./PSU.**

- a) Candidates working in MDL

Internal candidates who are completing their period of contract till **31 Dec'19** will only be considered eligible. Internal candidates who are meeting the qualifying requirements may apply for Higher Grades irrespective of the date of completion of their contractual period.

- b) Candidates working in Govt./ PSU

The applicants shall have to produce No Objection Certificate (NOC) / Forwarding Letter from the employer: failing which the candidate shall not be allowed to appear for the interview.

- c) Caste Certificates: SC/ST/EWS/OBC (NCL) candidates must produce caste certificates, as per the format prescribed by the Government of India.

OBC candidates, who belong to Creamy Layer, are not entitled to concession admissible to OBC category.

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

VII. In case of PWD candidates, valid Disability Certificate issued by the Competent Authority as per the Act.

VIII. Candidates from Armed Forces 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 01 Aug'19.**

IX. Valid ID Proof: PAN Card & Aadhar Card

11. Pre-Employment Medical Examination:

Applicants should be of sound health and meet the Medical Fitness Standards as prescribed. Candidates short-listed for appointment following Trade Test 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.

12. 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.

Therefore, candidates should apply for Police Verification well in advance. The application form for PVR is uploaded on the MDL website <https://mazagondock.in> under head 'Career-Non-Executives'. The candidates should bring proof of submission of application for PVR to Police Authorities at the time he is called for Trade Test. The PVR shall be applied in all the Police Station in whose jurisdiction the candidate has stayed during last 05 yrs. In case of Internal candidates, the candidates shall apply in all the Police Station in whose jurisdiction the candidate has stayed during last 02 yrs. However, at later stage any adverse remark is found against the candidate or he is unable to produce PVR from Police his/her services are liable to be terminated without compensation.

13. Offer of Appointment:

Contract appointment for maximum period of 2 years of selected candidates is subject to their being declared medically fit by the Chief Medical Officer of the Company as per required standard of health & fitness as per prescribed rules. The contract appointees shall have no right to get absorbed in the Company at the end of their contract, this being the essential condition of this contractual appointment.

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

14. How to Apply:

- Log on to MDL website <https://mazagondock.in>
- Go to Careers >> Online Recruitment >> Non-Executive
- Click on Non- Executive Tab
- Register by filling up relevant details & click on "Submit" button.
- Click on the validation link sent on email.
- Login to MDL Online Portal with "Username" & "Password"
- Select the job under Non-Executive Tab & view the "Eligibility Criteria"

- While applying, candidate should have the scanned copy of recent passport size colour photograph, their signature & other relevant Certificates in JPEG format.
- Read the instructions carefully and fill up all the details in the Online Application Form.
- Candidates may enter 'NA' in the mandatory fields not applicable to them
- 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.
- Candidate belonging to General / OBC category are required to pay the application fees of ₹ 100/-. Detail instructions for payment of processing fees may be referred at Para-16.

(Applicants belonging to SC/ ST/ PWD (Persons With Disability) are exempted from such payment of processing fee.)

- Click on "Home" tab and ensure your application submission status to be "*Successfully Submitted*".
- Take a print of your application form with unique registration no. on or before the last date of application for future reference. Option for printing of application form will not be available after the last date of application.

Candidates are not required to send hard copy of Application Form to MDL at this stage.

Note:

- **Candidates have to apply Online only. No manual / paper application will be entertained.**
- The site shall be activated and will remain functional from **14 Aug '19 to 05 Sep '19**.
- Candidates should possess an active email-id which must remain valid for at least next one year.
- "Incomplete Applications" will not be considered for further recruitment process.
- Mere Generation of registration number does not imply acceptance of application or eligibility for the post.
- Eligible and interested candidates are advised to apply well in advance so as to avoid last minute rush. 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.
- In case of difficulty in registration, candidates may contact on email mdlrecne@mazdock.com or numbers 022-23764140/4123/4125/4177.

15. Instructions for uploading Documents

Candidates are required only to upload photograph and signature in MDL Online Recruitment Portal.

16. Instructions for Payment of Processing Fees:

Candidates are required to pay the Processing Fee as per procedure given below.

Online Payment

- i. Fill up the application form
- ii. Select Payment Mode i. e. "Online Mode"
The payment can be made using Debit Cards/Credit Cards/Net Banking /BHIM etc.
- iii. Click on "Pay Now"
- iv. On successful completion of the transaction, an "e-receipt" would be generated.
- v. Candidates are required to take a print of the "e-receipt" as well as "Online application" which have to be produced, at the time of Selection Process.

Note:

- Application fees once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before payment of processing fees.
- Fees paid against this advertisement shall not be accepted/ transferred against any other advertisement.
- 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.

17. General Information and Instructions

- i) Before applying for the post, candidate should ensure that he / she fulfills the eligibility criteria and other conditions mentioning in the advertisement.
- ii) 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.
- iii) **The Qualifying Requirements & Age limit shall be reckoned as on 01 Aug '19.**
- iv) Outstation Candidates SC/ST called for Trade Test shall be reimbursed Travelling Expenses by the shortest route by Second Class / Bus from the correspondence address mentioned in the application form on production of tickets as given below.

Travelling Allowance will not be paid to the candidates who are found Ineligible after verification of documents at the time of Personal Interview.

- v) 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.
- vi) Intimation regarding Online Exam, Trade Test & Result:
List of 'Eligible Candidates', list of 'Not-Eligible Candidates', 'Trade Test Schedule', 'Result' etc. will be hosted only on MDL Website under the head "Career->Non-Executives". Candidates are requested to visit MDL website time to time to get themselves updated on the recruitment status.
- vii) In case of any ambiguity/ discrepancy in the online recruitment portal the terms & conditions as mentioned in this advertisement will prevail.
- viii) Any further Information/ Corrigendum/ Addendum would be uploaded only on MDL website.
- ix) 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.
- x) Decision of the Management in all matters regarding eligibility criteria, trade test, interview, selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Company in this regard.
- xi) **Camera / Mobile with camera is not permitted inside the company premises.**
- xii) Canvassing in any form will be a disqualification for appointment
- xiii) Any dispute with respect to this recruitment is subject to Mumbai.

18. Important Dates

Sl. No.	Details	Date
a.	Commencement of MDL Online Application	14 Aug '19
b.	Last Date of MDL Online Application	05 Sep '19
c.	Display of List of Eligible Candidates on MDL website	13 Sep '19
d.	Last Date for representation regarding ineligibility	18 Sep '19
e.	Tentative Date for announcement of Online Examination	23 Sep '19

अपर महाप्रबंधक (मा.सं.)

१४ अगस्त / 14 Aug '19

Addl. General Manager (HR)

-----अधिसूचना की समाप्ति-----
-----End of Notification-----