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माझगांव डॉक शिपबिल्डर्स लिमिटेड

(भारत सरकार का उपक्रम)

MAZAGON DOCK SHIPBUILDERS LIMITED

(A Government of India Undertaking)
Dockyard Road, Mumbai – 400 010
Contact No. : 022-23764123/4140/4125/4141
CIN No. L35100MH1934GOI002079

स्थायी आधार पर कर्मचारी पद के लिए भर्ती
RECRUITMENT OF NON-EXECUTIVES ON PERMANENT BASIS

विज्ञापन संदर्भ क्र.: एमडीएल/ एच आर-प्र अ-एमपी / एन इ/ स्थायी/99/2024
Advertisement Ref. No.: MDL/HR-TA-MP/NE/PER/99/2024

Mazagon Dock Shipbuilders Limited (MDL) is India's leading Shipbuilding Company with ISO 9001:2015 accreditation. It is a profit-making Central Government Navratna 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 9467 Cr. which is projected to be higher in the coming years. MDL has employee strength of around 6,300.

2. Applications are invited from **Indian Nationals** for the following Posts/Trades:
Eligible & interested candidates are required to apply online.
(Online Application opens from **25 Nov '24** and closes on **16 Dec '24:**

a)

Sr. No.	Trades	CURRENT VACANCIES					GRAND TOTAL
		SC	ST	OBC	EWS	GEN	
	Skilled-I (ID-V)						
1	Chipper Grinder	0	0	1	0	5	**6**
2	Composite Welder	2	3	8	2	12	**27**
3	Electric Crane Operators	1	1	1	1	3	**7**
4	Electrician	0	2	7	1	14	**24**
5	Electronic Mechanic	1	1	3	1	4	**10**
6	Fitter	2	1	4	1	6	**14**
7	Gas Cutter	1	0	2	0	7	**10**
8	Jr. Hindi Translator	0	0	0	0	1	**1**
9	Jr. Draughtsman(Mechanical)	1	1	2	1	5	**10**
10	Jr. Draughtsman(Electrical/Electronics)	0	0	1	0	2	**3**
11	Jr. Quality Control Inspector(Mechanical)	1	1	1	1	3	**7**
12	Jr. Quality Control Inspector(Electrical/Electronics)	0	0	1	0	2	**3**
13	Millwright Mechanic	0	0	2	0	4	**6**

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14	Machinist	1	1	2	1	3	**8**
15	Jr. Planner Estimator(Mechanical)	0	0	2	0	3	**5**
16	Jr. Planner Estimator(Electrical/Electronics)	0	0	0	0	1	**1**
17	Rigger	2	2	3	2	6	**15**
18	Store Keeper/Store Staff	0	0	2	0	6	**8**
19	Structural Fabricator	2	2	7	2	12	**25**
20	Utility Hand (Skilled)	0	0	1	0	5	**6**
21	Wood Work Technician (Carpenter)	1	0	1	1	2	**5**
	Semi- Skilled-I (ID-II)						
22	Fire Fighters	1	1	2	1	7	**12**
23	Utility Hand (Semi-Skilled)	1	1	4	1	11	**18**
	Special Grade (ID-IX)						
24	Master Ist Class	0	0	0	0	2	**2**
25	License To Act Engineer	0	0	0	0	1	**1**
	Total	**17**	**17**	**57**	**16**	**127**	**234**

b) ***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 SC/ST/OBC/PWD/Ex-Servicemen candidates as per Govt. Guidelines (Refer clause 6 of the advertisement regarding age relaxation.). Above Posts include 40 vacancies reserved for PWD candidates (including backlog vacancies) except for the post of Rigger, Fire Fighters, Licence to Act Engineer & Master Ist Class. The details of which are given in table below:* ***The reservation for ex- servicemen (including dependents of those killed in action) for the posts advertised will be given as per government rules and on horizontal/ interlocking basis.***

c)

Sr No	Type of Disability	Current Vacancies	Back log Vacancies
a	Blindness and low vision	02	16
b	Deaf and hard of hearing	03	10
c	Locomotors disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy	02	4
d	Autism, intellectual disability, specific learning disability and mental illness;	02	1
e	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities		

d) 10 % vacancies will be reserved for Ex-MDL Apprentice. This will be in the nature of horizontal reservation.

e) 10% vacancies will be reserved for Ex-Agniveers. This will be in the nature of horizontal reservation.

3. Essential Qualifying Requirements

a)

Sr.	Trade	Grade	Essential Qualifications & Experience
1.	**Chipper Grinder**	**Skilled Gr– I (ID-V)**	Candidates must have completed National Apprenticeship Certificate in **any** trade and have worked in Shipbuilding industry as Chipper Grinder

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a)

Sr.	Trade	Grade	Essential Qualifications & Experience
			for minimum period of **five** years.
2.	**Composite Welder**	**Skilled Gr– I (ID-V)**	Candidates must have passed National Apprenticeship Certificate examination passed in the trade of **"Welder" or "Welder (G&E)/ TIG/MIG Welder/Structural Welder/Welder (Pipe and Pressure Vessels)/ Advance Welder"**
3.	**Electric Crane Operator**	**Skilled Gr– I (ID-V)**	Candidates must have passed National Apprenticeship Certificate Examination in **Electrician** trade and having minimum 05 -year experience in MDL/ Ship-building industry as Electric Crane Operator may apply for the post of Electric Crane Operator.
4.	**Electrician**	**Skilled Gr– I (ID-V)**	Passed the National Apprenticeship Certificate Examination in the trade of **"Electrician".**
5.	**Electronic Mechanic**	**Skilled Gr– I (ID-V)**	Candidates must have passed National Apprenticeship Certificate Examination in the trade of **"Electronic Mechanic/ Mechanic Radio and Radar Aircraft / Mechanic Television (Video)/ Mechanic cum- Operator Electronics Communication system/ Mechanic Communication Equipment Maintenance / Mechanic Radio & TV/ Weapon & Radar".**
6.	**Fitter**	**Skilled Gr– I (ID-V)**	Candidates must have passed the National Apprenticeship Certificate Examination passed in the trade of **"Fitter/Marine Engineer Fitter / Shipwright (Steel)". OR** The candidate who passed National Apprentice Training Certificate in any other trade and have worked in MDL /Shipbuilding industry earlier as a Fitter for minimum one year.
7.	**Gas Cutter**	**Skilled Gr– I (ID-V)**	Passed the National Apprenticeship Certificate Examination in the trade of **"Structural Fitter/ Welder (G&E)/ TIG/MIG Welder/Structural Welder/Welder (Pipe and Pressure Vessels)/ Advance Welder/Gas Cutter".**
8.	**Jr. Hindi**	**Skilled Gr– I**	Full time two years Post Graduation course with

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a)

Sr.	Trade	Grade	Essential Qualifications & Experience
	Translator	**(ID-V)**	Hindi from recognised university with English as a subject at Graduation level. **OR** Full time two years Post Graduation course with English from recognised university with Hindi as a subject at Graduation level. **OR** Full time two years Post Graduation in any subject (Where Hindi or English is as a medium) from recognised university. **OR** Post-Graduation in Hindi medium in any subject and English as compulsory subject or Elective subject or medium of examination in Graduation. And Five years post qualification experience in Translation from Hindi to English & English to Hindi. **Desirable:** Diploma in Translation from Hindi to English & vice versa from any recognised University. Computer Knowledge with Hindi/ English Typing.
9.	**Jr. Draughtsman (Mechanical)**	**Skilled Gr– I (ID-V)**	Candidates must have completed the "National Apprenticeship Certificate 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 (Electrical/ Electronics)**	**Skilled Gr– I (ID-V)**	Candidates must have completed full time three years Diploma or Degree 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.
11.	**Jr. Q C Inspector (Mechanical)**	**Skilled Gr– I (ID-V)**	Candidates must have completed full time three years Diploma or Degree in **Mechanical (Mechanical/Mechanical & Industrial Engg./Mechanical & Production Engg./Production Engg/ Production Engineering & Management/ Production &**

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a)

Sr.	Trade	Grade	Essential Qualifications & Experience
			Industrial Engineering./ Shipbuilding/Allied Mechanical Engg) or Marine Engineering in Examination conducted by Govt. of India recognised Technical Board.
12.	**Jr. Q C Inspector (Electrical/ Electronics)**	**Skilled Gr– I (ID-V)**	Candidates must have completed full time three years Diploma or Degree 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.
13.	**Millwright Mechanic**	**Skilled Gr– I (ID-V)**	Candidates must have passed National Apprenticeship Certificate in the trade of **"Millwright Maintenance Mechanic or Mechanic Advanced Machine Tool Maintenance"**
14.	**Machinist**	**Skilled Gr– I (ID-V)**	Candidates must have passed National Apprenticeship Certificate Examination passed in the trade of **"Machinist/ Machinist (Grinder)".**
15.	**Jr. Planner Estimator (Mechanical)**	**Skilled Gr– I (ID-V)**	Candidates must have completed full time three years Diploma or Degree in **Mechanical (Mechanical/Mechanical & Industrial Engg. /Mechanical & Production Engg. /Production Engg. /Production Engineering & Management/ Production & Industrial Engg. / Shipbuilding/Allied Mechanical Engg.) or Marine Engineering** in Examination conducted by Govt. recognised Technical Board / University.
16.	**Jr. Planner Estimator (Electrical/ Electronics)**	**Skilled Gr– I (ID-V)**	Candidates must have completed full time three years Diploma or Degree in **Electrical (Electrical / Power Engineering / Electrical & Electronics/Electrical & Instrumentation) / Electronics (Electronics / Electronics & Communication / Allied Electronics &**

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a)

Sr.	Trade	Grade	Essential Qualifications & Experience
			Instrumentation /Electronics & Telecommunication) or Marine Engineering in Examination conducted by Govt. recognised Technical Board / University.
17.	**Rigger**	**Skilled Gr– I (ID-V)**	Candidates must have completed National Apprenticeship Certificate from the trade of **"Rigger"**.
18.	**Store Keeper/Store Staff**	**Skilled Gr– I (ID-V)**	Candidates must have completed full time three years Diploma or Degree Engineering in **Mechanical (Mechanical & Industrial Engineering/ Mechanical & Production Engineering/ Production Engineering/ Production Engineering & Management/ Production & Industrial Engineering), Shipbuilding, Electrical (Electrical & Electronics/ Electrical & Instrumentation), Electronics, Electronics & Telecommunication, Electronics & Instrumentation, Computer Engineering or Marine Engineering.** Additional qualification in Material Management & Knowledge of Computer will be preferred.
19.	**Structural Fabricator**	**Skilled Gr– I (ID-V)**	Candidates must have passed National Apprenticeship Certificate Examination passed in the trade of **"Structural Fitter / Structural Fabricator".** **OR** The candidate who passed National Apprentice Training Certificate in any other trade and have worked in MDL /Shipbuilding industry earlier as a Structural Fitter for minimum five years.
20.	**Utility Hand (Skilled)**	**Skilled Gr– I (ID-V)**	Candidates must have completed National Apprenticeship Certificate from the Trade **"Fitter/ Marine Engineer Fitter / Shipwright (Steel)"** or any other Trade and having one-year experience in Shipbuilding Industry as Utility Hand and experience in Gas /Welding Plant/Oxy Acetylene equipment.

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a)

Sr.	Trade	Grade	Essential Qualifications & Experience
21.	**Wood Work Technician**	**Skilled Gr– I (ID-V)**	Candidates must have passed National Apprenticeship Certificate in the trade of "**Carpenter/ Shipwright (wood)".**
22.	**Fire Fighter**	**Semi-Skilled –I (ID-II)**	Candidates must have passed SSC or equivalent with Diploma/ Certificate in Fire Fighting of minimum six months' duration from a Govt. recognized institute. Candidates must possess a valid Heavy Duty Vehicle Licence.
23.	**Utility Hand (Semi-Skilled)**	**Semi-Skilled –I (ID-II)**	Candidates must have completed National Apprenticeship Certificate in any trade and have worked in MDL/Shipbuilding industry as Utility Hand for minimum period of five years.
24.	**Master 1st Class**	**Special Grade (ID-IX)**	Certificate of competency (I class Master) issued by Maharashtra Maritime Board/Mercantile Marine Dept. as per Indian Vessel Act. Knowledge of Swimming is compulsory. Minimum 3 yrs. experience of operating Tugs with **565 BHP** and above **OR** Ex-serviceman from Indian navy with 15 years of experience and holding 1st class Master certificate issued by MMB/MMD.
25.	**Licence To Act Engineer**	**Special Grade (ID-IX)**	Certificate of competency (License to act engineer) 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 Licence to Act Engineer Certificate from MMB/MMD.

Note:

1) Five years shipbuilding/sailing experience in a Government/ PSU Shipyard is compulsory in all the above post except for the post of Hindi Translator

2) For Hindi Translator five years post qualification experience in Translation from Hindi to English & English to Hindi is compulsory.

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3) Equivalent Qualification as notified by DGSR for Ex Servicemen will be considered for the above posts

b) The experience should be duly certified by the Authorized Signatory where the candidate is working/worked earlier.

c) The candidates having relevant Shipbuilding/Sailing experience in **Government / PSU Shipyard** will be allotted up to 40 marks. Candidates, who have worked through a contractor in Shipbuilding industry will not be considered eligible for the above post.

d) The candidates who have worked for any of the above posts in MDL/Shipbuilding Industry for minimum five years having passed National Apprenticeship Certificate / Diploma in different trades will be considered eligible for that particular post.

e) For the above posts where the basic qualifying criteria is Diploma / Degree in Engineering, the candidates who have passed in the below mentioned Branches of Engineering will also be eligible to apply for the above posts.

Grouping of Disciplines in Engineering	
Discipline	**Grouping of Branches of Engineering**
Mechanical	Mechanical/ Mechanical & Industrial Engineering/ Mechanical & Production Engineering/ Production Engineering/ Production Engineering & Management/ Production & Industrial Engineering.
Electronics	Electronics/ Electronics & Communications/Applied Electronics & Instrumentation
Electrical	Electrical/ Electrical & Electronics/ Electrical & Instrumentation
Computer/ IT	Computer/ Information Technology/ Computer Technology/Master in Computer Application
Civil	Civil/ Civil & Structural/ Structural

f) For the above posts where the basic qualifying criteria is National Apprenticeship Certificate, the candidates who have passed National Apprenticeship Certificate in following Trades will also be eligible to apply for the above posts.

Grouping of Trades in Apprenticeship	
Post	**Grouping of Trades of Apprenticeship**
Machinist	Machinist/ Machinist (Grinder)
Composite Welder	Welder (G&E)/ TIG/MIG Welder/Structural Welder/Welder (Pipe and Pressure Vessels)/ Advance Welder/Gas Cutter
Millwright Mechanic	Mechanic Machine Tool Maintenance / Millwright Mechanic

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AC Mechanic	Mechanic Refrigeration & Air Conditioning/ Mechanic (Central Air conditioning Plant, Industrial cooling and Package Air conditioning)/ Mechanic (Cold storage, Ice plant and Ice candy plant)
Diesel Mechanic	Mechanic Diesel/ Mechanic (Marine Diesel)
Fitter	Fitter / Marine Engineer Fitter / Shipwright (Steel)
Wood Work Technician	Carpenter / Shipwright (wood)
Electronic Mechanic	Electronics Mechanic/Mechanic Radio and Radar Aircraft / Mechanic Television (Video)/ Mechanic cum- Operator Electronics Communication system/ Mechanic Communication Equipment Maintenance / Mechanic Radio & TV
Painter	Painter (General) / Painter (Marine)

4. **Desired Experience**:

A. Work experience in the relevant trade/function in a Shipbuilding industry for minimum five years duly certified by Authorized Signatory.

B. The candidates having relevant Shipbuilding/Sailing experience in **Government / PSU Shipyard** will be allotted up to 40 marks. The experience marks would be allotted in the following manner:

No of years of Experience in Shipbuilding as on 01 Nov '24	**Marks of out of 40**
More than 1 yr. up to 2 yrs.	Eight
More than 2 yrs. up to 3 yrs.	Ten
More than 3 yrs. up to 4 yrs.	Twelve
More than 4 yrs. up to 5 yrs.	Fourteen
More than 5 yrs. up to 6 yrs.	Sixteen
More than 6 yrs. up to 7 yrs.	Eighteen
More than 7 yrs. up to 8 yrs.	Twenty
More than 8 yrs. up to 9 yrs.	Twenty Two
More than 9 yrs. up to 10 yrs.	Twenty Four
More than 10 yrs up to 11 yrs	Twenty Six
More than 11 yrs up to 12 yrs	Twenty Eight
More than 12 yrs up to 13 yrs	Thirty
More than 13 yrs up to 14 yrs	Thirty Two
More than 14 yrs up to 15 yrs	Thirty Four
More than 15 yrs up to 16 yrs	Thirty Six
More than 16 yrs up to 17 yrs	Thirty Eight
More than 17 yrs	Forty

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C. Shipbuilding Experience Marks will not be applicable for the post of Hindi Translator.

D. Candidates who have worked in Shipbuilding / Submarine Industry in two or more trades, the period of experience in the relevant trade only will be considered for Shipbuilding / Submarine marks.

E. One-year Apprenticeship Trainee completed in shipbuilding industry in case of Graduate Engineers will also be considered as Shipbuilding / Submarine experience. Further Post/ Trades where the minimum qualifying criteria is ITI, One-year Apprenticeship Training in shipbuilding industry post completion of National Trade Certificate (NTC) will be considered relevant as Shipbuilding / Submarine experience.

5. Emoluments

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

Grade	Pay Scale (Rs)
Special Grade (IDA-IX)	22000-83180
Skilled Grade-I (IDA-V)	17000- 64360
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** (except for Master Ist Class trade & Licence to Act Engineer) and minimum age limit should not be less than **18 years** as on **01 Nov'24.** Maximum age limit is **48 years** for Master Ist Class trade & Licence to Act Engineer. In addition, the following age relaxation is also applicable:

Age Relaxation

i) Relaxation in upper age limit is 3 years for OBC (Non Creamy Layer Certificate certificate) 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-Trade apprentices of MDL will be eligible for age relaxation to the extent of their Period of Apprenticeship Training in MDL.
iv) Ex-Employees who have worked in MDL on Fix Term contract basis will be eligible for age relaxation to the extent of their tenure as Fixed Term Employment over and above the other relaxations at 6(i) & 6(iii).
v) 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.

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vi) The superannuation/retirement age in MDL is 60 years. The age relaxations above shall be subject to minimum 03 years' service left before superannuation/retirement of the candidate as on **01 Nov '24.**

vii) Agniveer's shall be given 05 years of age relaxation in the prescribed upper age limit for the first batch of Agnipath Scheme and 03 years of age relaxation for subsequent batch of Agnipath Scheme.

7. Description of Duties are as under:

The selected Candidates are required to work on various Shipbuilding Projects, Hull Fabrication work, outfitting work and other associated work related to the projects as directed by Management from time-to-time.

The selected Candidates are required to work on various Submarine Projects, MRLC I & II and Additional Special Project for Fabrication, outfitting & other associated work related to the projects as directed by Management from time-to-time. They are also required to work in various departments.

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.

8. Selection Process

a. The candidates will be called for "Written Test" based on the information provided by them in the Online application form. The Detailed scrutiny of documents of the shortlisted candidates will be done at the time of Trade/skill Test.

b. Based on the performance of Written Test & Experience marks wherever applicable the candidates would be called for Trade/Skill Test. The candidates would be called for Trade/skill Test in the ratio of 1:3 in case the vacancies are more than 100, 1: 4 in case the vacancies are between 50 to 100 and 1:5 in case the vacancies are less than 50.

c. The final merit list would be prepared based on combine marks obtained in the Online Written Test & Experience Marks wherever applicable. The Trade/Skill test will be of Qualifying nature only.

d. In case equal marks are obtained by the candidates in the final merit list i.e the total marks obtained in written test/experience marks wherever applicable, in such a scenario merit will be prepared as under

I. Candidates who have secured more marks in experience will be placed higher in the merit.

II. Candidate who is senior in age i.e. as per Date/Month/Year of Birth will be placed higher in merit.

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e. However, depending upon the number of candidates who have applied for the above posts, Management may decide to do away with the Written Test and select candidates based on Experience & Trade/Skill Test.

f. The waiting list will be operated in case a candidate joins and separate on account of resignation / Death within the validity period of merit list and also if a shortlisted/selected candidate declines to join or is declared medically unfit by the CMO, MDL. The waiting list will be valid for a period of 01 years from the date of approval.

g. If the wait list is exhausted at any point of time, during the validity period, candidates may be drawn from the list of balance candidates, who meet the qualifying marks in the order of merit.

h. The syllabus for Online Exam is mentioned at **Annexure-II** placed at the end of this advertisement.

i. The marking pattern would be as under.

Selection Criteria	**Post for which experience in Shipbuilding Industry is not required (Refer para 4 (C) above)**	**Post for which experience in Shipbuilding Industry is required (Refer para 4 (B) above)**	
		If Written Test is conducted	**If Written Test is not conducted**
Written Test	100 marks	60 marks	---
Experience in Shipbuilding Industry	---	40 marks	40 marks
Trade/Skill Test	Qualifying in Nature	Qualifying in Nature	Qualifying in Nature
Merit based	Written Test	Written Test + Experience	Experience

j. Candidates who have applied for multiple posts within the same group i.e., **Group A, Group B & Group C (Refer to Annexure I)** are required to appear for the exam only once in their preferred Trade/Post, the marks obtained in the online written exam in that particular Trade/Post shall be considered for all the other applied posts in that particular group.

9. Verification of Original Documents

In case the candidate is called for Trade/Skill 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/ Skill Test. **Candidates who are not shortlisted for the Trade Test/Skill Test need not send the copy of their Application Form.**

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

However, this list of documents 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 Trade/ Skill Test.**

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 **OR**

d) Baptism Certificate

IV. Qualifications

a) Xth & XII Std. Mark sheet & Certificate

b) Mark sheets 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. **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.

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

VII. **Experience**

- **Past Employment:**

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

- **Current Employment**:

1) Proof of date of joining – Appointment letter issued after joining.
2) Identity Card issued by current employer.
3) Latest Pay Slip

Or

4) Experience letter

Note: *Please note that Post Qualification Experience in the relevant discipline*

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from the date of passing mentioned in the mark sheet will only be considered.

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

a) **Candidates working in MDL**

Internal candidates who are meeting the qualifying requirements may apply for Higher Grades. subject to minimum 03 years' service left before superannuation/retirement of the candidate as on **01 Nov '24.**

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 Skill/ Trade Test. The same shall not be applicable in case of employees working on contract basis.

IX. 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 Nov '24.**

X. Valid ID Proof: **PAN Card & Aadhar Card**

(Note: Documents produced for verification should be valid at the time of joining)

10. Pre-Employment Medical Examination:

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

11. 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. MDL will also send request letter directly to Police station for Police Verification Report and the candidates may follow up for the same.

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/she is called for Trade/Skill 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

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jurisdiction the candidate has stayed during last 02 yrs. However, at later stage any adverse remark is found/received against the candidate or he/she is unable to produce PVR from Police his/her services are liable to be terminated without compensation.

Candidates joining from Government / PSU, whose applications were forwarded through proper channel or with NOC will be provisionally allowed to join without producing Police Verification Report (PVR). Such candidates shall produce Identity Certificate in the prescribed format by a Gazetted Officer.

12. Offer of Appointment:

Seniority of each person appointed to MDL's service on permanent basis shall be determined by the seniority rule as specified under Memorandum of Settlement (MoS) in vogue. In case two candidates join on the same date, candidate who is higher in merit of selection would be senior to the one who is lower in merit.

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

14. Pre-examination training for SC/ST/PwD candidates:

MDL will arrange pre-examination training for SC/ST/PwD candidates, free of cost in online mode. Candidates belonging to SC/ST/PwD candidates, who desire to avail of the pre-examination training, should invariably fill in the details in the relevant column while filling the ON-LINE application. Any subsequent request shall not be entertained. Further, no other mode of request shall be entertained.

The details of online pre-examination training will be communicated to the candidates only via email.

By merely attending the pre-examination training, no candidate acquires any right to be selected in MDL.

15. 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."

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- Click on Home button on the landing page. Scroll down the page and click on Non-Executive. 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.
- 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".
- Candidate belonging to General/ OBC/EWS category are required to pay the application fees of 354/-

  (Applicants belonging to SC/ ST/ PWD (Persons With Disability) & Ex-servicemen 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 Number** on or before the last date of application for future reference.

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 **25 Nov '24 to 16 Dec '24 (23:59 Hrs)**
- 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* along with the applicants name, Trade (with registration no.) and **quoting the advertisement number (i.e. Advt. No. 99/2024) in subject matter** & or numbers 022-23764140/4123/4125/4141.

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16. Instructions for uploading Documents

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

17. 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"

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.

vi. Payment of application fee/intimation charges has to be done after successful registration of the application or else application will be treated as cancelled.

vii. Candidates have to pay the requisite fee/intimation charges through ON-LINE mode only.

viii. The payment can be made by using only Debit Cards (Rupay/ Visa/ Master Card/ Maestro), Credit cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.

ix. After submitting your payment information in the online application form, **PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFERESH BUTTON IN ORDER TO AVOID DOUBLE CHARGES**.

x. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, candidates are advice to login again and repeat the process payment.

xi. Candidates are required to take print of online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**

xii. To ensure the security of your data, please close the browser window once your transaction is completed.

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.

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18. General Information and Instructions

i) Before applying for the post, candidate should ensure that he / she fulfills the eligibility criteria and other conditions mentioned 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 or even if he/she has suppressed any information in the application form.

iii) **The Qualifying Requirements & Age limit shall be reckoned as on 01 Nov `24.**

iv) The date, Time and Place of written examination will be mentioned in the admit card which will be issued to the candidates who are found to be provisionally eligible.

v) SC/ST/ OBC candidates who apply against un-reserved post will not be given any age or other concession meant for SC/ST/OBC. Similarly, SC/ST/OBC candidates selected on merit vis-a-vis the general candidates would not be counted towards SC/ST/OBC quota.

vi) All outstation candidates called for Trade/Skill Test shall be paid IInd Class Sleeper Rail / Bus Non-AC Fare by the shortest route from the place of residence to the place of Trade Test and back on production of original or self-attested photocopies of inward journey rail ticket / bus ticket. The place of residence will be determined on the basis of information as recorded in the application form and reimbursement shall be made accordingly.

Travelling Allowance will not be paid to the candidates who are found Ineligible after verification of documents at the time of Trade/ Skill Test.

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) MDL reserves the right to increase/ decrease the number of vacancies based on the organizational requirements at any point of time during the recruitment process.

ix) <u>Intimation regarding Online Exam, Trade/Skill Test & Result:</u>

List of 'Provisionally Eligible Candidates', list of 'Not-Eligible Candidates', 'Trade/ Skill Test Schedule', 'Result' etc. will be hosted only on MDL Website under the head "Career->Non-Executives". Candidates are requested to visit MDL website from time to time to get themselves updated on the recruitment status.

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x) In case of any ambiguity/ discrepancy in the online recruitment portal the terms & conditions as mentioned in this advertisement will prevail.

xi) **Any further Information/ Corrigendum/ Addendum would be uploaded only on MDL website.**

xii) 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.

xiii) Decision of the Management in all matters regarding eligibility criteria, Skill/ Trade Test selection would be final and binding on all candidates. No representation or correspondence will be entertained by the Company in this regard.

xiv) MDL Management reserves the right to cancel/change the Test Centre of the candidates in the event of less number of candidates opting for the particular centre and any other reasons.

xv) **Camera / Mobile with camera is not permitted inside the company premises.**

xvi) Canvassing in any form will be a disqualification for appointment

xvii) Any resultant dispute arising out of this advertisement shall be subject to the jurisdiction of the courts situated at Mumbai only.

19. Important Dates (Tentative Dates)

Sl. No.	Details	Date
a.	Commencement of MDL Online Application	**25 Nov '24**
b.	Last Date of MDL Online Application	**16 Dec '24**
c.	Display of List of Eligible Candidates on MDL website	**31 Dec '24**
d.	Last Date for representation regarding ineligibility	**08 Jan '25**
e.	Date for announcement of Online Examination	**15 Jan `25**

उप महाप्रबंधक
(प्रतिभा अर्जन / अनुबंध विभाग / एमपी)
Deputy General Manager (Talent Acquisition / MP)

25 Nov '24

--------अधिसूचना की समाप्ती------
--------End of Notification------

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Annexure-I

Classification of Vacancies for online Examination purpose

Sr. No.	Trades	Group
	Skilled-I (ID-V)	
1.	Chipper Grinder	Group- A
2.	Composite Welder	Group- A
3.	Electric Crane Operators	Group- A
4.	Electrician	Group- A
5.	Electronic Mechanic	Group- A
6.	Fitter	Group- A
7.	Gas Cutter	Group- A
8.	Jr. Hindi Translator	Group- H
9.	Jr. Draughtsman (Mechanical)	Group- A
10.	Jr. Draughtsman (Electrical/Electronics)	Group- A
11.	Jr. Quality Control Inspector (Mechanical)	Group- B
12.	Jr. Quality Control Inspector (Electrical/Electronics)	Group- B
13.	Millwright Mechanic	Group- A
14.	Machinist	Group- A
15.	Jr. Planner Estimator (Mechanical)	Group- B
16.	Jr. Planner Estimator (Electrical/Electronics)	Group- B
17.	Rigger	Group- A
18.	Store Keeper/Store Staff	Group- B
19.	Structural Fabricator	Group- A
20.	Utility Hand (Skilled)	Group- A
21.	Wood Work Technician	Group- A
	Semi- Skilled-I (ID-II)	
22.	Fire Fighters	Group- D
23.	Utility Hand (Semi-Skilled)	Group- A
	Special Grade (ID-IX)	
24.	Master Ist Class	Group- C
25.	Licence To Act Engineer	Group- C

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Annexure-II

Syllabus for Online Examination for various post

General Knowledge **(Weight age : 20 marks) 20 questions**		
Group	**Trade/ Post**	**Syllabus**
Common for all Trade/ Groups		General Knowledge about MDL: Reference MDL website, e.g.: Projects in pipeline, Name of Ships Delivered, CSR projects etc and current affairs
Quantitative Aptitude **(Weight age : 20 marks) 20 questions**		
Group	**Trade/ Post**	**Syllabus**
Common for all Trade/ Groups		General Mathematics: Percentage, Area, Perimeter, Ratio & Proportion, Simple Trigonometry etc and Measurement Conversions
Technical Knowledge **(Weight age: 20 marks) 20 questions**		
Group	**Trade/ Post**	**Syllabus**
A	Chipper Grinder, Composite Welder, Electric Crane Operators, Electrician, Electronic Mechanic, Fitter, Gas Cutter, Junior Draughtsman (Mechanical), Draughtsman (Electrical/Electronics), Millwright Mechanic, Machinist, Rigger, Structural Fabricator, Utility Hand(Skilled), Utility Hand (Semi-Skilled), Wood Work Technician.	Workshop Calculations and General Science: Motion, Work & Energy, Heat, Law of Flotation, Electricity etc.
B	Junior Quality Control Inspector (Mechanical), Junior Quality Control Inspector (Electrical/ Electronics), Planner Estimator(Mechanical), Planner Estimator(Electronics/ Electrical), Store Keeper/Store Staff.	Mechanics, Physics, Chemistry, Mathematics etc
C	Master I st Class, Licence to Act Engineer	Seamanship, Marine Engineering & Human Relations
D	Fire Fighters	Types of fire, Fire Fighting Equipment, Extinguisher, Conductor & Insulator, Personal Protective Equipment, Security Precautions & Equipment

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Annexure-II Contd.....

Technical Knowledge **(Weight age: 60 marks) 60 questions**		
H	Hindi Translator	Grammar, Comprehension, Sentence Completion and Structure, Vocabulary, Articles, Tenses, Spelling Test, Unseen Passages, Antonyms, Phrases/ Muhavare, proverbs, translation from Hindi to English & English to Hindi.