

# DREDGING CORPORATION OF INDIA LIMITED

(A Government of India Undertaking)

"DREDGE HOUSE:: PORT AREA

VISAKHAPATNAM-530 001

Phones: 91-0891-2871227

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## **ADVERTISEMENT NO. 03 /2012**

Dredging Corporation of India Limited, the largest Public Sector Dredging and Maritime Development Company in India with a status of "Mini-Ratna" Category-I, a successful Domestic & Global Player in the field of Dredging, requires dynamic, result oriented professionals with proven track record for the following posts:

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<b>S.No. Name of the Post/ Pay Scale /</b>	<b>No. of posts</b>	<b>Age as on</b>
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**31.10.2012**

### **01. JT.GEN.MANAGER (FINANCE)- 1 Post (UR)**

**Scale of Pay: Rs.36600-62000**

**Age: Below 50 Years**

**QUALIFICATIONS:** (a) I or II Class Graduate, preferably in Commerce of a recognised University. (b) Must be a qualified Chartered Accountant or Cost & Works Accountant/ or a Member of Class I Accounts Services.

**EXPERIENCE:** Must have 15 years experience in a responsible position, out of which 6 years should be in a middle managerial position and must be well conversant with all aspects of Financial Management and Accounting.

### **02. DY.GEN.MANAGER (HR)- 1 Post (OBC)**

**Scale of Pay: Rs.32900-58000**

**Age: Below 45 Years**

**QUALIFICATIONS:** I or II Class Degree from a recognised University and PG Degree/ Diploma in Personnel Management/ Industrial Relations/ Social Work.

**EXPERIENCE:** Twelve years experience in a responsible capacity dealing with Personnel/ Administrative matters, out of which 5 years should be in a middle managerial position, knowledge about General Administration, Personnel Management and Industrial Relations and matters pertaining to administration of floating personnel, is preferred.

### **03. MANAGER(HR) -1 POST (SC)**

**SCALE OF PAY: Rs.29100-54500**

**Age: Below 40 Years**

**QUALIFICATIONS:** I or II Class Graduate of a recognised University and Post Graduate Degree/ Diploma in Personnel Management/ Industrial Relations/ Social Welfare.

**EXPERIENCE:** Over 10 years experience in, dealing with Per. & Admn. Matters, out of which 3 years should be in a responsible position. The incumbent should be fully conversant with all aspects of General Office Administration, Personnel Management and Public Relations. Knowledge of matters relating to Floating Officers, Petty Officers and Crew as per Maritime Agreements and M.S.Act will be an additional qualification.

### **04. MANAGER (LEGAL) – 1 POST (UR)**

**Scale of Pay: 29100-54500**

**Age: Below 40 years**

**QUALIFICATIONS:** I Class Graduate in Arts, Science or Commerce of a recognized University, with a I or II Class Degree in Law of a recognized University.

**EXPERIENCE:** Should have 10 years experience as a practicing lawyer, or 10 years working experience in a Legal Department. Experience in handling Arbitration cases is desirable. He is responsible for function of Legal Department and report to Director (Finance). The functions include dealing with all the Arbitration and Court cases of all Departments.

**05. MANAGER (MATERIALS) – 2 POSTS (UR)**

**SCALE OF PAY: RS.29100-54500**

**Age: Below 40 years**

**QUALIFICATIONS:** Degree in Mechanical / Electronics/ Instrumentation/ Marine/ Metallurgy Engineering. Preference will be given to candidates having Diploma in Materials Management.

**EXPERIENCE:** Should have 10 years of experience in procurement of marine stores and spare parts indigenously and from abroad in a Shipping Company/ Ship Building Industry/ other Undertakings.

**06. MANAGER (FINANCE) – 2 POSTS ( OBC-1, SC-1 )**

**SCALE OF PAY: RS.29100-54500**

**Age: Below 40 years**

**Qualification:** (a) I or II Class Graduate, preferably in Commerce of a recognized University; (b) Must be a qualified CA or Cost & Works Accountant.

**Experience:** Should have 10 years service in Fin.& Accts. Department of a commercial or Industrial concern of repute, out of which 3 years should be in a responsible position. Must be well conversant in financial, taxation, compilation of final accounts, budgetary control of a large commercial Organisation. Experience in dealing with works contract is an additional qualification.

**07.DY.MANAGER (FINANCE) 1 POST (UR)**

**Scale of Pay: Rs.20600-46500/-**

**Age: Below 35 years**

**QUALIFICATIONS:** Member of ICAI/ ICWA

**EXPERIENCE:** Should have 8 years of service in the Fin.& Accts. Department of a Commercial or Industrial concern of repute out of which 3 years should be in the first line executive cadre. Must have knowledge of commercial accountancy, taxation, stores and contract matters.

**08. ASST.MANAGER (FINANCE) – 2 POSTs (UR-1, ST-1)**

**Scale of Pay: Rs.16400-40500**

**Age: Below 35 years**

**QUALIFICATIONS:** Member of ICAI/ ICWA.

**EXPERIENCE:** Should have 6 years of service in the Fin.& Accts. Department of a Commercial or Industrial concern, out of which 2 years should be in a Supervisory capacity. Must be well conversant with Commercial Accounting, Taxation, Stores and Contract matters and Internal Audit, etc.

**Relaxation in age limit will be considered for SCs/ STs/OBCs, etc., as per the existing Government guidelines.**

Interested candidates may furnish their curriculum vitae, in the prescribed format given below/ down loaded from DCI Website: [www.dredge-india.com](http://www.dredge-india.com) and send along with copies of certificates of Educational qualifications/ experience (Past and Present)/ Caste and a demand draft for Rs.200/- (Non-refundable) (Not applicable to SC/ST/PwD Candidates) drawn on "DREDGING CORPORATION OF INDIA LTD", payable at Visakhapatnam, addressed to The Jt. Manager (HR)(CM/IR), DCI Limited, "Dredge House", Port Area, Visakhapatnam-530 001, on or before 23.11.2012. Applications received after the due date will not be accepted. DCI is not responsible for any postal delay. No interim correspondence will be entertained. Incomplete applications will be rejected. Canvassing in any form will be a disqualification. Those employed in Government/ PSUs, should apply through proper channel or "NOC" should be produced at the time of interview. Separate application should be submitted in case of applying for more than 1 post, failing which, the application will be disqualified.

- Higher starting pay may be considered in deserving cases.
- Unless otherwise specified against each above mentioned posts separately, experience means post qualification experience and applicant should have two years experience in the immediate lower scale of pay in case of Public Sector/ Government employees.

(contd...)

**APPLICATION FORM FOR EMPLOYMENT IN THE  
DREDGING CORPORATION OF INDIA LIMITED, VISAKHAPATNAM  
SHORE ESTABLISHMENT  
ADVT 03/2012**

01	Post Applied For				
02	Name of the Candidate (In Full-Block letters)				
03	Father's Name				
04	Date of Birth & Completed years of Age (As on 31-10-2012 )				
05	Address for communication	Telephone		Mobile	E-Mail
06	Whether belongs to:	SC	ST	OBC	GENERAL

07. A	Educational Qualifications ACADEMIC				
Sl. No.	Name of the University / Institution	Examination passed	Year	Class obtained	Percentage of Marks

(B)	Professional / Technical				
	Name of the University / Institution	Examination passed	Year of Passing	Class obtained	Percentage of marks

8 (A)	Total Experience	Candidates should invariably mention to write down clearly the details of experience, from/to, no. of completed years of experience, grade, pay scale, present basic pay and Gross emoluments in the following table.				
Sl.No.	Name of the Organisation	Post held	Period of Employment		Completed years of service	Reasons for leaving
			From	To		

(B)	Details of Last Pay drawn: Please attach proof	Scale of Pay		Rs.		
		Basic Pay		Rs.		
		Gross monthly emoluments drawn.		Rs.		
(C)	Training details and Professional Memberships etc					
09.	Please state briefly as to how your experience is relevant to the post applied for :					

10.	Whether application has been forwarded through proper channel	Yes/ No / Not Applicable				
11.	Details of Demand Draft sent					
	DD No.	Date	Amount	Name & Place of the Bank		
12.	Personal Reference : Candidates should give the names of two persons, their addresses, occupation and telephone / mobile numbers. Persons named should not be either close or blood related family members of the candidate.					
Sl.No.	Name of the Person	Occupation		Full Address with contact Telephone Nos.		
01.						
02.						
13.	Enclosures to the Application :					
Place :				Signature of the Candidate		
Date :						