



MAZAGON DOCK LIMITED
(A GOVERNMENT OF INDIA UNDERTAKING)

SPECIAL RECRUITMENT DRIVE

ADVERTISEMENT REF.NO DIV-REC-W & S/BL /62/2013

Vacancy Notification for filling up backlog vacancies in Technical Staff and Skilled /Semi Skilled Grade Industrial Operatives & Security Sepoys from SC, ST, OBC (Non-Creamy Layer) in various trades for appointment on Contract Basis for a maximum period of two years.

Mazagon Dock Limited invites applications from eligible candidates in the category of SC, ST, OBC (Non creamy Layer) for the posts of Technical Staff and operatives in various trades in Skilled & Semi-skilled for appointment on Contract Basis for maximum period of two years.

Sr.	Trade	TOTAL	OBC	SC	ST
Skilled Grade-I(IDA-5)					
1	Jr. Draughtsman	2	0	1	1
2	Jr. Q C Inspector (Mechanical)	2	1	0	1
3	Jr. Q C Inspector (Electrical)	3	2	0	1
4	Jr. Planner Estimator (Mechanical)	3	1	1	1
5	Jr. Planner Estimator (Electrical)	4	2	1	1
6	Store Keeper	1	1	0	0
7	Fitter	7	2	1	4
8	Structural Fabricator	55	29	5	21
9	Pipe Fitter	28	9	0	19
10	Electrician	10	4	0	6
11	Electric Crane Operator	6	3	2	1
12	Machinist	4	3	0	1
13	Electronic Mechanic	4	1	0	3
14	Painter	5	2	2	1
15	Carpenter	4	1	1	2
16	Composite Welder	15	5	4	6
17	Rigger	27	20	1	6
Semi Skilled Grade-III(IDA-4A)					
18	Security Sepoy (Ex-servicemen)	1	1	0	0
Semi Skilled Grade-I(IDA-2)					
19	Fire Fighter	2	1	0	1
20	Utility Hand	6	2	0	4
21	Chipper Grinder	8	3	0	5
	TOTAL	197	93	19	85

The vacancies in PWD categories will be filled as per Govt of India guidelines. PWD (OH) & (HH) posts are identified for all trades except Engine Room & Deck Crew, Electric Crane Operator, Rigger, Security Sepoy, Fire Fighter and Utility Hand.

2. Essential Qualification / Experience :

Sr	Category	Essential Qualification & Experience
1	Jr. Draughtsman	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.
2	Jr. Q C Inspector (Mechanical)	Must have passed SSC/HSC with full time three years Diploma or Degree in Mechanical (Mechanical/Mechanical & Industrial Engg./Mechanical & Production Engg./Production Engg) or Marine Engineering with aggregate 55 % marks or pass class respectively in Examination conducted by the Technical Board recognised by the Govt.
3	Jr. Q C Inspector (Electrical/ Electronics)	Must have passed SSC / HSC with 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) / Marine Engineering with aggregate 55 % marks or pass class respectively in Examination conducted by the Technical Board recognised by the Govt.
4	Jr.Planner Estimator (Mechanical)	Must have passed SSC / HSC with full time three years Diploma or Degree in Mechanical (Mechanical/Mechanical & Industrial Engg./Mechanical & Production Engg./Production Engg.) / Marine Engineering with aggregate 55 % marks or pass class respectively in Examination conducted by the Technical Board recognised by the Govt.
5	Jr. Planner Estimator (Electrical/ Electronics)	Must have passed SSC / HSC with 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) / Marine Engineering with aggregate 55 % marks or pass class respectively in Examination conducted by the Technical Board recognised by the Govt.
6	Store Keeper	Diploma Engineering passed in Mechanical, Electrical, & Electronics with Computer Knowledge preferably in SAP.
7	Fitter*	Passed SSC or equivalent examination conducted by a Board recognised by the Government and National Apprenticeship Certificate Examination passed 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.
8	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 considered for Trainee Structural Fabricator.
9	Pipe Fitter*	Passed SSC or equivalent examination conducted by a Board recognised by the Government and National Apprenticeship Certificate Examination passed in the trade of “ Pipe Fitter ”.
10	Electrician **	Passed SSC or equivalent examination conducted by a Board recognised by the Government and National Apprenticeship Certificate Examination passed in the trade of “ Electrician ”.
11	Electric Crane Operator**/*	Passed SSC & 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 may be considered as “Trainee Electric Crane Operator” subject to suitability.
12	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 ”.
13	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 ”.
14	Painter	Passed VIII std and National Apprenticeship Certificate Examination passed in the trade of “ Painter ”.
15	Carpenter	Passed VIII std and National Apprenticeship Certificate Examination passed in the trade of “ Carpenter ”.
16	Composite Welders	Passed VIII std and the National Apprenticeship Certificate examination passed in the trade of “ Welder / Welder (G&E) ”
17	Rigger*	Passed VIII std with National Apprenticeship Certificate Examination passed in the trade of “ Rigger ”.
18	Security Sepoy (Ex-servicemen)	Must have passed SSC or equivalent examination conducted by a Board recognized by Govt. Or passed Indian Army class – I examination or equivalent examination in the Navy or Air Force and has put in at least 15 years of service in the Armed Forces of the Union and is otherwise considered fit to hold the post in view of his experience and other qualifications. Candidates conversant with Security Duties and holding valid commercial driving licence be preferred.
19	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.
20	Utility hand	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. In case of non-availability of candidates as Utility Hand, candidates having passed SSC and NAC examination conducted by NCVT in the trade of Motor Vehicle Body Builder / Tool & Die Maker(Allied trade)/ Motor Vehicle Mechanic / Diesel Mechanic and Instrument Mechanic may apply for the post of Utility Hand.
21	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 may apply for the post of Trainee Chipper Grinder.

* The candidates who have worked as Fitter, Structural fabricator, Pipe Fitter, Brass Finisher, Rigger, Chipper Grinder & Electric 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 taken as Trainee Structural Fabricator, Trainee Pipe Fitter, Trainee Brass Finisher and Trainee Rigger for a period of two months. The candidates having passed NAC in Sheet Metal trade may also apply along with Structural Fitter for the post of Trainee Structural Fabricator. On completion of 2 months' training, Trainee Structural Fabricator, Trainee Pipe Fitter, Trainee Brass Finisher, Trainee Rigger and Trainee Chipper Grinder will be trade tested and if they qualify in the respective trade test, they will be appointed as Structural Fabricator, Pipe Fitter, Brass Finisher Rigger and Chipper Grinder 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. During the training period trainee will be paid a stipend of Rs.5000/- per month.

There will be common merit list for the post of Fitter, Trainee Structural Fabricator (including NAC – Sheet Metal), Trainee Pipe Fitter, Trainee Brass Finisher and Trainee Rigger for selection from the Fitter trade.

** In case of non-availability of Electric Crane Operator, the Trainee Electric Crane Operator will be taken from Electrician trade. Candidates selected as Trainee Electric Crane Operator will be imparted four months on the job training. On completion of training, the Trainee Electric Crane Operator will be trade tested and on qualifying the test they will be appointed as Electric Crane Operator on a basic pay of Rs 7500/- pm on contract basis for a maximum period of 2 years including the training period. During the training period trainee will be paid a stipend of Rs.5000/- per month.

3. **Desirable Experience:** Work experience in the relevant trade/function in a Shipbuilding industry for minimum one year duly certified by their Personnel Department is desirable.

4. **Age Limit :** The maximum age limit is 33 years & minimum not less than 18 years as on 01.01.2013

- (a) Relaxation in upper age limit is 5 years for SC/ST candidates & 3 years for OBC candidates as per Rules.
- (b) Relaxation in upper age limit for persons with disability is 10 years for General candidates, 15 years for SC/ST and 13 years for OBC as per Govt. rules.
- (c) The ex-trade apprentice of MDL will get age relaxation to the extent of their Period of Apprenticeship Training in MDL as per Government directives.
- (d) Candidates who have worked on contract basis in MDL will get age relaxation of 5 years , Over and above age relaxation at a, b & c above.
- (e) 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 limit to the extent of period of service plus 3 years

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

6. **Description of Duties are as under:**

Jr. Draughtsman, Jr QC Inspector (Mech/Elect), Jr.Planner Estimator(Mech/Elect),Storekeeper, Fitter, Structural Fabricator, Pipe Fitter, Electrician ,Electric Crane Operator, Electronic Mechanic, Machinist, Painter, Carpenter, Composite Welder, Rigger, Security Sepoy, Fire Fighter cum Fire Tender Driver,Utility hand and Chipper Grinder.	Required to work on construction of P-15 project(i.e. Yard -701,702 &703) and P-75 with other associated work related to the said project.
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The selected “Operatives, Technical Staff , Fire Fighter & Security Sepoys” are required to work on above 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.

7. Pay and Allowances

- a) The candidates engaged on **contract** in **Skilled Gr-I (IDA-5)** category will get basic pay of Rs.7500/- per month in the IDA Pay Scale in the first year and Rs.7575/- in the second year. Besides basic pay, they will be entitled to get Industrial DA, HRA, Transport Subsidy, CPF/Gratuity etc. as per rules of the Company.
- b) The candidates engaged on **contract** in **Semi Skilled Gr-III (IDA-4A)** category will get basic pay of Rs.7250/- per month in the IDA Pay Scale in the first year and Rs.7323/- in the second year. Besides basic pay, they will be entitled to get Industrial DA, HRA, Transport Subsidy, CPF etc. as per rules of the Company.
- c) The candidates engaged on **contract** in **Semi Skilled Gr-I(IDA-2)** category will get basic pay of Rs.6000/- per month in the IDA Pay Scale in the first year and Rs.6060/- in the second year. Besides basic pay, they will be entitled to get Industrial DA, HRA, Transport Subsidy, CPF/Gratuity etc. as per rules of the Company.

8. Leave

The appointees shall be entitled for 12 days Casual Leave during the first year of contract. However, in the second year of the contract in addition to casual leave, they will be entitled to other types of leave as per rules of the Company.

9. How to Apply

1. Application in the format given at the end of this advertisement may be down loaded from our website www.mazagondock.gov.in under head Career. The application should be filled legibly in Hindi, Marathi or English in Block letters on an A-4 size paper. Application not submitted in format may be rejected.
2. A separate application for each trade has to be submitted in case the applicant desires to apply for more than one post.
3. Candidates must attach self attested copies of certificates in support of their age, qualification, experience, caste certificate, defence discharge certificate & driving licence along with the application. Candidates are also advised to bring all original certificates for verification during interview. The OBC candidates seeking reservation are required to attach valid certificate regarding OBC (Non-Creamy Layer status) issued by the Competent Authority in prescribed format only.
4. Candidates serving in Government/Quasi Government offices, Public Sector Undertakings are instructed to submit their application through proper channel. In case, he sends an advance copy of the application, he will have to submit a "No Objection Certificate" from his employer at the time of Interview / Trade Test, failing which his candidature will not be considered.
5. SC / ST & OBC (NCL) candidates are required to produce a caste certificate only in the prescribed format issued by any of the following authorities :-
 - i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate /Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
 - ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - iii) Revenue Officer not below the rank of Tehsildar and Sub Divisional Officer of the area where the candidate and / or his family normally resides.
 - iv) Administrator / Secretary to Administrator / Development Officer (Lakshdweep & Minicoy Islands).
6. Candidates claiming reservation under Persons With Disability category are required to produce Medical Certificate in prescribed format issued by the Competent Authority as stipulated in Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 having 40% or more disabilities in the category of OH/HH as the case may be.
7. The candidates should fill the application in the prescribed format in all respects along with all enclosures and DD. The candidates belonging to OBC categories should submit Demand Draft of Rs. 100/- (non-refundable) drawn in favour of Mazagon Dock Ltd., payable in Mumbai towards processing fee. Application without DD will be rejected. No fee will be charged from SC, ST , PWD & Ex-servicemen candidates. Candidates should send their applications along with all enclosures to **DGM (Rec-W&S), Recruitment Cell, Service Block- 3rd Floor, Mazagon Dock Limited, Dockyard Road, Mumbai-400010 on or before 15th February 2013** through courier or by post only. Indicate "Post Applied For : _____" on the Envelope. Internal candidates who are completing their period of contract on 31.03.2013 will only be considered eligible and they should forward their applications through proper channel.
8. The list of eligible candidates will be displayed on our website www.mazagondock.gov.in under the head "Career" and sub head "**Interview list for AD No-62**" as well as Company's notice board in respect of Date & Time of Interview on **25/02/2013** onwards. The result of Interview along with date & time for

Trade test will be declared /displayed at main gate notice board on the date of interview only. Final list of short listed candidates will also be hosted on our website under the same head & Company's Notice Board.

10. General Information :

- a) The applicant must ensure that the particulars furnished by him/her are correct in all respect. In case it is detected at any stage of recruitment or even after the appointment on contract basis that he/she has furnished incorrect/false information or has suppressed any material fact, his/her candidature will stand cancelled and his/her services are liable to be terminated without compensation.
- b) The candidates selected for appointment are required to work in different shifts on all working days and places as identified by the Company.
- c) Only eligible & short-listed candidates will be called for interview followed by trade test.
- d) 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.
- e) The decision of the Company in all matters regarding the eligibility criteria, Interview, Trade Test, Selection procedures would be final and binding on all the candidates. No representation or correspondence will be entertained by Mazagon Dock Limited in this regard.
- f) 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.
- g) Canvassing in any form will be a disqualification for appointment.
- h) The eligible candidates will be informed in respect of Interview through post as well as on our website www.mazagondock.gov.in under the head "**Career**". The result of Interview along with date & time for Trade test will be declared / displayed at main gate notice board on the date of interview only. Final list of selected candidates will also be hosted on our website.
- i) Management reserves the right to cancel this advertisement at any stage.
- j) **Camera / Mobile with camera is not permitted inside the company premises.**

Place : Mumbai
Date : 25/01/2013

DGM (REC-W&S)

Mazagon Dock Limited
Dockyard Road, Mazagaon, Mumbai-400 010

**REF.NO.MDL/
DIV-REC-
W&S
/BL/62/2013**

**“APPLICATION FOR THE POST OF
_____**
ON ‘ CONTRACT BASIS’

Regi. No. _____
(For Official Use only)

To,
The DGM (REC-W&S),
Mazagon Dock Limited
Dockyard Road,
Mazagon
Mumbai-400 010

Paste here a recent attested
colour Passport size photograph

1.Name : _____

(In Block Letter) Surname First Name Middle Name

2.Father’s Name: _____

3.Date of Birth: _____ (a) Age as **on 01.01.2013**: ___ years ___ months ___ days.

4.Whether you belong to : (Please tick in appropriate column)

4.A	SC	ST	OBC	
4.B	PWD (Disability more than 40 %)	OH	HH	VH
4.C	Whether Ex-Serviceman	Yes/No	No of years service	Post Held

Name Of the Caste/Tribe/Class: _____ Religion : _____

5. Nationality: _____

6. Gender: Male / Female

7. Marital Status: Married / Unmarried

Signature of Candidate

Contd....2

8. Educational Qualification

Exam Passed	Name Of Institute	Year Of Passing	Subject	% Of Mark	Class/div
*10 th (SSC) / VIII std./Army Class I / Equivalent					
Apprenticeship-NAC					
Diploma/Degree					

- Composite Welder, Rigger, Carpenter & Painter from VIII std. onwards.

9. (Please tick in appropriate column)

EX MDL Operative	EX MDL Apprentice	Outside Apprenticeship

10. Details of previous experience and present employment in chronological order

Name of Organization (Whether Govt./PSU/PVT)	Post(s) held	From	To	Years & Months	Scale of Pay	Nature of Job

11. Present Address

(With pin code & Phone no)

Permanent Address

(With pin code & Phone no)

12. Telephone No. Resi. _____

Mobile _____

13. Nearest Railway Station : _____

14. Employment Exchange Regd. No & Validity(If any): _____

Signature of Candidate

Contd.....3

15. Details of father/mother if employed in Mazagon Dock Ltd.

Name of Father/Mother	Department	Ticket No	Post held

16. List of attested photocopies of the document attached:

1. Proof of Date of Birth.
2. SSC Marksheet / SSC Board Certificate/ VIIIth Marksheet
3. NAC /Diploma/Degree Certificate.
4. Mark sheet of NAC/Diploma/Degree.
5. Experience Certificate.
6. Caste Certificate (if applicable) / Non-creamy layer certificate for OBC.
7. Certificate of Disability from competent Authority indicating 40% or more disability in HH/OH Category.
8. NOC (if working in Govt./PSU).
9. Discharge Certificate from Defence Services (for Ex-serviceman).
10. Driving Licence.
11. Any other.

17. **Declaration :** I _____ hereby certify that all information given in this application is true, complete and correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statement. I am aware that in case I have given wrong information or I do not fulfill the criteria according to the advertisement, my candidature may be rejected / service terminated without giving any notice or reasons or compensation therefore. Further I enclose herewith DD No. _____ dated _____ for Rs.100/- (non-refundable) drawn on _____ bank.

SIGNATURE OF THE CANDIDATE

Date : _____

Place: _____

(For Office use only)

Status : Eligible / Not-eligible: (Reason) _____

Signature of the officer

Name : _____

Designation _____
