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

ड्राईवर पद में दो वर्षों की अधिकतम अवधि के लिए अनुबंध आधार पर नियुक्ति के हेतु भर्ती
RECRUITMENT OF DRIVER ON FIX TERM CONTRACT BASIS FOR A MAXIMUM PERIOD OF 02 YRS

विज्ञापन संदर्भ क्र.: एमडीएल/एचआर-भर्ती-न इ/91/2020
Advertisement Ref. No.: MDL/HR-REC-NE/91/2020

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 `4,400 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 **12 Oct'20** and closes on **02 Nov'20**):

Sr. No	Trades	Current Vacancies					
		GEN	OBC	SC	EWS	ST	TOTAL
1	Drivers	06	02	00	00	00	08

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/ Ex-Servicemen candidates as per Govt. Guidelines (Refer clause 5 of the advertisement regarding age relaxation.).* **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.**

3. Qualifying Requirements

Sr. No.	Trade	Essential Qualifications & Experience
1	**Driver**	**SSC or equivalent examination conducted by a Board recognized by Govt. or passed Indian Army class-I examination in the Navy or Air Force.** **Should have valid Driving License issued by RTO without break/adverse remarks.** **Heavy duty motor vehicle driving license preferable.**

4. **Desired Experience**: Candidates working as Driver in Mumbai Region and familiar with various locations/roads in Mumbai and Navi Mumbai will be given preference.

5. Emoluments

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

Grade	Pay Scale (In Rs)
Skilled Gr-I (IDA-5)	17000- 64360

Besides the basic pay, they will be entitled to industrial DA, HRA, EPF & 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 <u>**01 Oct'20.**</u>

<u>Age Relaxation</u>

i) Relaxation in upper age limit is 3 years for OBC (NCL) and 5 years for SC/ST candidates as per rules.
ii) 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.
iii) 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. <u>**Period of Contract**</u>: **The contract for all the above post will be for maximum period of two years.**

8. <u>**Description of Duties are as under:**</u>

The selected Candidates are required to drive top level management executives and all type of vehicles i.e. Honda Accord, Honda superb, Honda City, Ashok Leyland and Truck and Ambulance.

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 Online Test marks the candidates would be called for Trade Test. The final merit list would be prepared based on combine marks of Online Test & Trade (Skill) Test.

c. The marking pattern would be as under:

Selection Criteria	Weightage
Online Test	50 %
Trade (Skill) 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 (skill) 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.

3

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) <u>Candidates working in MDL</u>
       Internal candidates who are completing their period of contract till **31 Oct '20** will only be considered eligible.

    b) <u>Candidates working in Govt./ PSU</u>
       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.

VII. **<u>Caste Certificates:</u>** 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.

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 Oct'20.**

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/ EWS 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 **12 Oct '20 to 02 Nov '20**.

- Candidates should possess an active email-id which must remain valid for at least next one year, any communication in relation to this Advertisement would be done through registered email-id.

- "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 Oct'20.**

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 Trade Test.

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	12 Oct'20
b.	Last Date of MDL Online Application	02 Nov'20
c.	Display of List of Eligible Candidates on MDL website	09 Nov'20
d.	Last Date for representation regarding ineligibility	16 Nov'20

अपर महाप्रबंधक (मा.सं.)

12 ओक्टोबर / 12 October '20   **Addl. General Manager (HR)**

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