



**FOR MDL WEBSITE**

## माझगांव डॉक शिपबिल्डर्स लिमिटेड

(भारत सरकार का उपक्रम)

### MAZAGON DOCK SHIPBUILDERS LIMITED

(A Government of India Undertaking)

Contact No. : 022-23764108/ 4174

### Special Recruitment Drive for SC/ST/OBC & PWD

विज्ञापन संदर्भ क्र.: एमडीएल/एचआर-सीआर/भर्ती/76/2023

**Advertisement Ref. No.: MDL/HR-CR/REC/76/2023**

Mazagon Dock Shipbuilders Limited (MDL) is India's leading Shipbuilding Company with ISO 9001:2008 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 5,500 Cr. which is projected to be higher in the coming years. MDL has employee strength of around 6,000.

2. Applications are invited from **Indian Nationals** for the following:

Eligible & interested candidates are required to apply online.

(Online Application opens from **20 Jan '23** and closes on **19 Feb '23**):

No.	Post/ Vacancy	Grade	Discipline	Vacancies	Post Qualification Experience (in years) as on 01 Jan '23	Upper Age limit as on 01 Jan '23
<b>SC/ ST/OBC</b>						
a.	General Manager	E-8	Technical	3	23 years	54 Years
b.	Additional General Manager	E-7		2	20 years	52 Years
c.	Deputy General Manager	E-6	Finance	3	17 years	50 Years
d.	Chief Manager	E-5	Technical	4	14 years	46 Years
e.	Manager	E-4		1	10 years	42 Years
f.	Deputy Manager	E-3		3	06 years	38 Years
g.	Assistant Manager	E-2		2	03 years	34 Years
h.	Senior Engineer	E-1		Technical	06	01 years
			Finance	1		
			HR	3		
			Fire	2		
			Company	1		

			Secretary			
			Rajbhasha	1		
			Medical	1		
i	Executive Trainee	E1	Technical	06	Nil	28 yrs
<b>Total</b>				<b>39</b>		

**Note: No. of vacancies are indicative and may increase/decrease depending on the organizational requirement. 09 vacancies are also reserved for Persons with Disabilities (VH-03, HH-04, OH-01, MC-01) from (SC/ST/OBC) candidates. PWD candidates will be considered for all the above posts except SE(Fire)**

### 3. Grade, Pay Scales and Reservations

General Manager, Additional General Manager, Deputy General Manager, Chief Manager, Manager, Deputy Manager, Assistant Manager & Senior Engineer

Grade	Pay Scales (₹)	*CTC per annum in Lakhs (Approx)	Reservations			
		Min. (₹)	SC	ST	OBC	Total
E-8	120000-280000	35.33	01	01	01	03
E-7	100000-260000	28.29	01	00	01	02
E-6	90000-240000	25.30	00	01	02	03
E-5	80000-220000	22.36	00	03	01	04
E-4	70000-200000	19.57	00	01	00	01
E-3	60000-180000	16.77	01	02	00	03
E-2	50000-160000	13.98	01	01	00	02
SE E-1	40000-140000	11.18	05	06	04	15
ET E-1	40000-140000	11.18	01	05	00	06

\*Candidates working in Govt/PSU are requested to refer Clause regarding Fixation of Pay.

### 4. PERSONS WITH DISABILITIES (PWD):

Only such person, who suffers from not less than 40% of relevant Disability are eligible to be considered under PWD as per "the Persons with Disabilities (Equal Opportunities, Protection Of Rights & Full Participation) Act - 1995."

### 5. QUALIFYING REQUIREMENTS:

#### General Manager/Additional General Manager (Tech)

#### Qualification -

Full Time/Part Time/Correspondence Degree in Engineering in Mechanical/Electrical/Electronics discipline with First class or minimum 60%

marks or equivalent, from a recognized University or Deemed University or Institute recognized by AICTE. OR

Full Time/Part Time/Correspondence degree in Naval Architecture or degree in Engineering with Postgraduate Diploma in Naval Construction with First class or minimum 60% marks in both, Degree and Post-Graduation level or equivalent from a recognized University or Deemed University or Institute recognized by AICTE.

**Experience -**

Candidate should have minimum 23 years & 20 years post qualification experience for the post of General Manager & Additional General Managers respectively. The post qualification experience shall be at managerial level of Production/Planning/ Design/ Commercial/ Project Management. He should have at least 05 years (**Out of the immediate preceding 07 years**) of experience at senior management level. Persons having knowledge and experience in Warship Infrastructure Projects/Warship System Integration will have an added advantage.

**Job requirement -**

The Candidate should have good communication skills and leadership qualities to guide a team of in the Production/ Planning/ Design/ Commercial/ Project function. He should have project execution capabilities. He may be deployed for any other duties of the company depending on the requirements as may be decided by the Management.

**Deputy General Manager (Finance)**

**Qualification -**

Cost & Works Accounts (CWA) from the Institute of Cost & Works Accounts of India, Kolkata. OR

Chartered Accountant (CA) from the Institute of Chartered Accountants India, New Delhi. OR

Two years Full Time /Part Time/Correspondence MBA (Finance)/ MMS (Finance) from a recognized University or Deemed University or Institute recognized by AICTE with First Class or 60% Marks OR

Two years Full Time /Part Time/Correspondence Post Graduate Degree/ Diploma in Management (Finance) from an Institute recognized by AICTE with First Class or 60% Marks.

**Experience -**

Candidate should have experience in finalisation of Accounts; knowledge related to Companies Act 2013, Receivable management; exposure in area of Central Excise & Service Tax, VAT and Corporate Tax.

Exposure with matter relating to evaluation of commercial contracts and working knowledge of computers in an ERP/ SAP environment would be an added advantage.

**Job Requirement -**

The incumbent will have to handle across- job function like Project Accounts, MIS, Excise, Taxation, Internal Audit, Budgeting, Project Monitoring and liaison of Govt. Authorities and such other matters as may be assigned by superiors/Head of the Department from time to time. The incumbent should have good communication skills.

**Chief Manager, Manager, Deputy Manager, Assistant Manager, Senior Engineer (Technical)**

**Qualification -**

Full Time/Part Time/Correspondence degree in Engineering in Mechanical/Electrical/ Electronic with minimum First Class or 60% Marks or equivalent CGPA from a recognized University/ Deemed University or Institute recognized by AICTE. OR

Full Time/ Part Time / Correspondence degree in Naval Architecture or degree in Engineering with Postgraduate Diploma in Naval Construction with First class or minimum 60% marks in both Degree and Post-Graduation level or equivalent from a recognized University or Deemed University or Institute recognized by AICTE.

**Experience -**

Candidate should have relevant post qualification work experience in Fabrication/ Production/ Outfitting/ Planning/ Design/ Project Management/ Commercial functions/ Contract Negotiations & Material Procurement.

**Job requirement -**

The incumbent will have to handle job functions like Ship/ Submarine construction, Refits, Modernization, in any of the relevant fields of Planning/ Design/ Procurement/ Fabrication/ Berth/ Outfitting/ Quality Assurance/ Test and Trials. The incumbent may be deployed for any other duties of the Company depending on requirement as may be decided by the Management.

**Executive Trainee (Technical)**

**Qualification -**

Full Time/ Part Time / Correspondence degree in Mechanical Engineering/ Naval Architecture or degree in Engineering with Postgraduate Diploma in Naval Construction with First class or minimum 60% marks in both Degree and Post-Graduation level or equivalent from a recognized University or Deemed University or Institute recognized by AICTE.

**Job requirement -**

The incumbent will be required to work in Stores, Materials, Training, Planning, Design, Commercial and Outsourcing Departments. He may be posted in other Production related departments in Shops, Ships, Submarines where his nature of disability will not generally hamper his normal functioning as per requirement of the Company. The incumbent will also be responsible for Material Procurement from imported, indigenous and local sources, custom

clearance of Materials, Cash Purchases, Management of Stores, Projects, Maintenance etc. The incumbent may be deployed for any other duties of the Company depending on the requirements as may be decided by the Management.

#### 6. **GROUPING OF TECHNICAL DISCIPLINES:**

	<b>Discipline</b>	<b>To include</b>
<b>a.</b>	Mechanical	Mechanical/ Mechanical & Industrial Engineering/ Mechanical & Production Engineering/ Production Engineering/ Production Engineering & Management/ Production & Industrial Engineering.
<b>b.</b>	Electrical	Electrical/ Electrical & Electronics/ Electrical & Instrumentation.
<b>c.</b>	Electronics	Electronics/ Electronics & Communication/ Applied Electronics & Instrumentation/ Electronics & Telecommunication/ Electronics & Instrumentation.

Only the above-mentioned disciplines will be considered for the recruitment process. **In addition to this Ex – Servicemen having equivalence course as notified by DGR will also be considered for the above recruitment process.** Other Courses/ Disciplines with equivalence to the above will not be considered.

#### **Senior Officer (Finance)**

##### **Qualification -**

Cost & Works Accounts (CWA) from the Institute of Cost & Works Accounts of India, Kolkata. OR

Chartered Accountant (CA) from the Institute of Chartered Accountants India, New Delhi. OR

Two years Full Time / Part Time/Correspondence MBA (Finance)/ MMS (Finance) from a recognized University or Deemed University or Institute recognized by AICTE with First Class or 60% Marks OR

Two years Full Time /Part Time/Correspondence Post Graduate Degree/ Diploma in Management (Finance) from an Institute recognized by AICTE with First Class or 60% Marks

Computer Literacy is a must. Working knowledge of computers in an ERP environment would be an added advantage.

##### **Job requirement -**

The incumbent will have to handle job functions like Finalization of quarterly, half yearly and annual accounts, Project Accounts, Management Information System, Direct Taxation and Indirect Taxation, Internal Audit, Capital Budgeting and Revenue Budgeting, Project Monitoring, Liaison with Central and State Government Agencies, Costing, Pay Roll, Dealing with External Auditors, Internal Auditors and CAG, Evaluation of large commercial project, Negotiation with Banks/ financial Institutions, Treasury Function including cash

management, Insurance, ERP/ SAP and such other matters as assigned by Superiors/ HOD from time to time.

### **Senior Officer (HR)**

#### **Qualification -**

Two years Full-Time/ Part time / Correspondence Post Graduate Degree/ PG Diploma having First Class or 60% in:

- i. Labour & Social Welfare or Labour Studies or Labour welfare or PM & IR or Management Studies or Human Resource Management. OR
- ii. Personnel Management and/ or Industrial Relations with Labour Welfare/ Social Welfare/ Social Work OR
- iii. Social Work/ Social Welfare/ Labour Welfare with PM and/ or IR. OR
- iv. MBA or Two years Full Time /Part Time/Correspondence Post Graduate Degree/ Diploma in HR, HRD, Personnel Management etc. Qualification should be awarded by recognized Universities/ Deemed University/ Institute registered with AICTE.

#### **Experience -**

01 years of Post qualification relevant work experience in handling HRM, Industrial Relations & Employee Relations/ Training & Development/ Talent Management/ Performance Management System, Compensation and Benefits and also experience in handling Administration functions. Knowledge of Marathi will be an added advantage.

#### **Job requirement -**

The incumbent will have to handle HR Systems & Procedures, Industrial Relations & Employee Relations, Performance Management, Compensation & Benefits, Training & Development, Disciplinary matters, Conciliations and cases related to labour and service matters, Industrial Canteens, welfare matters Statutory Compliance. He/She will also be required to handle Administrative functions such as Liaison with Govt. authorities and other allied Administrative functions and such other matters as assigned by Superiors/HoDs from time to time.

### **Senior Officer (Fire)**

#### **Qualification -**

Graduate of the Institute of Fire Engineers (India) or Graduate of any discipline having completed Sub-Officer's/ Station Officer's course from National Fire Service College, Nagpur. OR

NBCD (I) qualified CPO/ Master Chief Petty Officer of Indian Navy (Ex-Serviceman)

**Experience -**

01 Years of post-qualification experience as Fire officer in a PSU or Public Limited Company in Executive cadre.

**Experience for Ex- Servicemen:**

12 years post qualification relevant work experience in Indian Navy and should have held the rank of Chief Petty Officer or Master Chief Petty Officer.

**Senior Officer (Company Secretary)****Qualification -**

Passed Final Examination of the Institute of Company Secretaries of India (ICSI) and should have Associate/Fellow member of ICSI.

**Desirable :** Bachelor degree in Law/ LL.B. from a recognized University.

**Experience -**

01 Years of post qualification experience in Secretarial department in a PSU or Public Limited Company in Executive cadre.

**Job requirement -**

- i) Maintenance of secretarial records, statutory books and registers
- ii) Organising, preparing agendas for and taking minutes of Board/ various Committee of Board/ Committee/ Shareholders and other Meetings
- iii) Filing statutory returns and applications by and on behalf of the company as an authorized representative.
- iv) Compliance with all applicable Provisions of the Companies Act, 2013.

**Hindi Officer (Rajbhasha)****Qualification-**

Master's degree in Hindi/ Sanskrit with English as a medium of examination at graduate level OR Master's degree in English with Hindi as a compulsory/ elective subject or as a medium of examination at graduation level.

**Experience-**

01 yr of Post Qualification as Hindi Officer carrying out translation from Hindi to English and vice versa.

**Job requirement-**

The candidate must be able to independently translate from Hindi to English and vice versa and should have knowledge of implementation of Govt. directives on Official Language. The nature of jobs up on selection as Officers mentioned above is only indicative and not exhaustive. Selected candidates must be capable of handling the assigned work independently.

**Senior Officer (Medical)****Qualification -**

MBBS (including completion of rotating internship) recognized by Indian Medical Council (IMC). Additional degree/ diploma in Industrial Medicine or qualification of AFIH, recognized by IMC preferable.

**Experience -**

01 years experience (Post Internship) of working as a Doctor in a Hospital/ Industrial Unit/ **Medical Practitioner.**

**Job requirement -**

The incumbent will have to work in shifts, attend to patient care in the dispensary located in the Company's premises, deal with medical emergencies, make hospital and house visits in the residential quarters adjacent to the company, periodic medical examination of employees and also administrative duties like processing of medical claims, attending safety meetings etc. He will have to carry out any other functions as assigned by the Chief Medical Officer.

**7. SELECTION PROCESS:**

The selection process will comprise the following:

**a. Personal Interview:**

The selection for the above mentioned posts will be by way of Personal Interview only. However, in the event of large number of applications, management may decide to hold a Written Test followed by Personal Interview.

**b. Verification of Original Documents:**

All original documents such as degree certificate, proof of date of birth, caste certificate etc. will be checked at the time of interview. The list of documents accepted in support of the same is given below for reference of the candidates. 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 and no Travelling Allowance will be reimbursed to such candidates.

**i. Date of Birth (DOB) proof:**

I. Xth Std. Passing Certificate indicating DOB

OR

II. School Leaving Certificate

OR

III. Birth Certificate

**ii. Qualifications**

I. Mark sheets indicating date of declaration of result.



- II. Final Degree Certificate.
- III. Provisional passing Certificate (in case Final Degree Certificate is not available).

iii. Experience

I. Past Employment:

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

II. Current Employment (All of the following):

- Experience letter indicating the date of joining OR
- Proof of date of joining – Appointment letter issued after joining.
- Pay Slip for the month of Dec 2022 (to be submitted at the time of interview).
- Identity Card issued by current employer.

Please note that experience as Apprentice Trainee under Apprentice Act will not be considered.

iv. If working in Private Sector (Proof of turnover):

The applicants working in private sector should have 'Two' years (1 year for Candidates applying for Sr. Engineer post) experience in a company where the annual turnover is in excess of 100 Cr in any one of the last two financial years.

(a) *The turnover of the Company under whose rolls the candidate is working shall be considered.*

(b) *As documentary proof, candidate may submit Annual Report / any other document indicating the turnover of the Company to be more than 100 Cr. in any one of the last two financial years.*

(c) *For this recruitment exercise, FY 2020-21 & FY 2021-22 will be considered as last two financial years. The turnover proof document must pertain to the year in which the candidate is/ was working in the Organization. This shall be applicable to candidates working in Private Company/ Organization).*

v. If working in Govt./ PSU: - No Objection Certificate (if application not forwarded through proper channel) and a document indicating the current pay scale and date since working in the said pay scale is to be submitted.

vi. Salary Details:

I. For Govt./ PSU: Document indicating the current pay scale.

II. For Private: CTC Breakup certified by employer clearly indicating the monthly, annual components & benefits.

- vii. In case of PWD candidates, Disability Certificate issued by the Competent Authority as per the Act.
- viii. Candidates from Armed Forces and presently in the last year of service need to submit certificate/letter of Competent Authority stating the last date of Service for availing the Age Relaxation applicable to Ex-Servicemen.

c. **Caste Certificates:**

SC/ ST/ OBC (NCL) candidates must produce caste certificates, as per the format prescribed by the Government of India. Where candidates belonging to the SC/ ST category are unable to produce a certificate from any of the prescribed authorities, they will be appointed provisionally on the basis of whatever prima facie proof they are able to produce in support of their claim, subject to their furnishing the prescribed certificate within six months from the date of their joining the Company.

Format of Caste Certificates for SC/ST and Non Creamy layer certificate for OBC have been uploaded on MDL website under the head "Career->Executives". Non Creamy Layer Certificate for OBC shall be issued not more than 1 year before the last date of submission of online application.

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

d. **Pre Employment Medical Examination:**

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

e. **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.

Candidates joining from Govt./ PSU and whose applications have been forwarded through proper channel will be permitted to join on the basis of an identity certificate issued by a Gazetted Officer.

f. **Offer of Appointment:**

Candidates finally selected for the post applied for will be offered appointment as per Company Policy in vogue. The selected candidates will be on probation for a period of one year and shall be confirmed in the post on successful completion of the probationary period.

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

## 8. **ELIGIBILITY OF CANDIDATES**

From PSU/ Govt. Department/ Armed Forces

- i. Candidates, who are employed in Government/ Public Sector Undertakings, shall have to produce 'No Objection Certificate' (NOC) from their present employer at the time of interview; failing which the candidate shall not be allowed to appear for the interview.
- ii. Candidates presently working with Govt/ PSUs including internal candidates should have minimum 1-year experience in one scale of pay below that of the post applied for.
- iii. The Pay Scale equivalence for the purpose of (ii) above on both CDA & IDA are given below:

Post	Grade	IDA		CDA	
		Pre-revised (₹)	Revised (₹)	Pre-revised (₹)	Revised (₹)
ED	E-9	62000-80000	150000-300000	37400-67000-PB4-GP 10000	144200-218200
GM	E-8	51300-73000	120000-280000	37400-67000-PB4-GP 8900	131100-216600
AGM	E-7	43200-66000	100000-260000	37400-67000-PB4-GP 8700	118500-214100
DGM	E-6	36600-62000	90000-240000	37400-67000-PB4-GP 8700	118500-214100
CM	E-5	32900-58000	80000-220000	37400-67000-PB4-GP 8700	118500-214100
M	E-4	29100-54500	70000-200000	15600-39100-PB3-GP 7600	78800-209200
DM	E-3	24900-50500	60000-180000	15600-39100-PB3-GP 6600	67700-208700
AM	E-2	20600-46500	50000-160000	15600-39100-PB3-GP 6600	67700-208700
ET/SE	E-1	16400-40500	40000-140000	15600-39100-PB3-GP 5400	56100-177500
JE	E-0	12600-32500	30000-120000	9300-34800-PB2-GP 4200	35400-112400

From Private Sectors:

The applicants working in private sector should be drawing CTC (only monetary/ cash part) comparable to next lower grade of MDL. They should indicate their organisation structure depicting their position at the time of personal interview.

The applicants working in private sector Company should have two years experience (One year for Candidates applying for Sr. Engineer post) whose annual turnover is in excess of 100 Cr in any one of the last two financial years.

**9. AGE RELAXATION:**

- a. The upper age limit is relaxable by 05 years for SC/ST and by 03 years for OBC (NCL) candidates.
- b. Age relaxation for PWD candidates as per PWD Act /Govt.guidelines.
- c. In case of Ex-servicemen, the upper age limit will be relaxed to the extent of number of years served in Military Service. However, the resultant age after deducting the period of service from the actual age should not exceed the prescribed age limit by more than 3 years.
- d. Upper Age will be relaxed to the extent of maximum 5 years for internal candidates.
- e. OBC candidates, who belong to Creamy Layer, are not entitled to concession admissible to OBC category. OBC (Non-Creamy Layer) candidates need to submit the requisite certificate in prescribed format for Central Government jobs from the Competent Authority. The said certificate should not be more than one-year-old.
- f. There shall be minimum of 03 years' service left before superannuation (60 years) in respect of outside candidates and 01 years in case of internal candidates as on the date on which eligibility regarding Age is being reckoned.

**10. CAREER PROSPECTS IN MDL:**

The Company has a conducive and challenging work environment and offers attractive opportunities for growth through various training and development programs and a forward-looking & performance driven promotion policy. A meritorious and hard working Executive can, thus look forward to very good career development prospects.

**11. FIXATION OF PAY:**

The fixation of pay in case of PSU/ Government Department/ Armed Forces candidates who are currently employed with Government Department/ PSU will be in accordance with the Company's rules.

Fixation of pay will be at the minimum of the pay scale. However, in deserving cases, MDL management may consider fixing the pay at a higher stage in the same pay scale and if negotiated at the time of interview & recommended by the selection panel.

**12. HOW TO APPLY:**

- Log on to MDL website [www.mazagondock.in](http://www.mazagondock.in)
- Click on Online Recruitment
- 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 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 OBC category are required to pay the application fees of ₹ 300/-. Detail instructions for payment of processing fees may be referred at Para-13.
- (Applicants belonging to SC/ ST/ PWD (Persons with Disability) are exempted from such payment of processing fee.)**
- Click on “Home” tab and ensure your application submission status to be “Successfully Submitted”.
  - Take a print of your application form with unique registration no. on or before the last date of application for future reference. Option for printing of application form will not be available after the last date of application.

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

**Note:**

- **Candidates have to apply Online only. No manual / paper application will be entertained.**
- The site shall be activated and will remain functional from **20 Jan '23 to -- 19 Feb '23.**
- 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 [mdlrec@mazdock.com](mailto:mdlrec@mazdock.com) or numbers 022-23764108/4174.

a. **Forwarding of Application through Proper Channel by Candidates employed with Govt./ PSU after submitting online application:**

Printout of Online Applications of candidates working in Govt. / PSU are to be sent through proper channel to “DGM (HR-CR), Mazdock House, Mazagon Dock Shipbuilders Limited, Dockyard Road, Mumbai-400010”. Applications must be forwarded through Postal/ Courier services only (Internal candidates are required to submit their applications through their HOD to HR-E Section by hand). MDL will not be responsible for any delay/ loss in postal transit of any application or communication.

**13. INSTRUCTIONS FOR PAYMENT OF PROCESSING FEES:**

Candidates are required to pay the Processing Fee as per procedure given below. (Also Refer Annexure-II)

**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 application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- ix. The payment can be made by using only Debit Cards (Rupay/ Visa/ Master Card/ Maestro), Credit cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
- x. After submitting your payment information in the online application form, please wait for the intimation from the server. Do not press back or refresh button in order to avoid double charges.
- xi. Non-generation of ‘E-Receipt’ indicates PAYMENT FAILURE. On failure of payment, candidates are advice to login again and repeat the process payment.
- xii. 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.
- xiii. 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.

**14. GENERAL INFORMATION AND INSTRUCTIONS:**

- Only Indian Nationals are eligible to apply.
- Outstation Candidates called for Personal Interview shall be reimbursed Travelling Allowance as given below by the shortest route from the correspondence address mentioned in the application form on production of tickets.

<b>Post</b>	<b>Eligibility</b>
General Manager	Air Fare by Economy class or First AC Rail
Additional General Manager, Deputy General Manager, Chief Manager, Manager,	Second AC Rail/ Luxury Bus
Dy. Manager, Asst. Manager, Sr. Engineer	Third AC Rail/ Luxury Bus

- The candidature of all candidates shall be provisional and all original documents such as Degree Certificate, proof of Date of Birth, Caste Certificate, Experience Certificate, etc. will be verified at the time of interview. Non-production of original documents will debar the candidate from appearing for the interview and in that case no Travel Fare will be reimbursed to such candidates.
- Candidature of a candidate 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.
- The Qualifying Requirement/ Experience & Age limit shall be reckoned on. i.e. 01 Jan '23.**
- Wherever CGPA or Letter Grade is awarded in qualifying degree, its equivalent percentage of marks must be indicated in the application as per norms adopted by the University/ Institute.
- Post Qualification Experience in the relevant discipline in Officer/ Executive cadre (excluding Apprentice training period) from the date of passing mentioned in the marksheet will be considered.

- h. 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.
- i. Intimation regarding Personal Interview & Result:  
List of 'Eligible Candidates', list of 'Not-Eligible Candidates', 'Interview Schedule', 'Result' etc. will be hosted only on MDL Website under the head "Career->Executives". Candidates are requested to visit MDL website time to time to get themselves updated on the recruitment status.
- j. In case of any ambiguity/ discrepancy in the online recruitment portal the terms & conditions as mentioned in this advertisement will prevail.
- k. Candidates are requested to refer MDL website for further Corrigendum (if any) to the advertisement.
- l. 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.
- m. Legal jurisdiction for any dispute will be at Mumbai.

#### 15. **ONLINE APPLICATION PROCEDURE:**

- a. Disable the pop-up blocker and clear history of the browser.
- b. Log on to <http://www.mazagondock.gov.in>
- c. Click on "Online Recruitment" and then click on the relevant post applied for.
- d. Read all instructions given on the website.
- e. Fill up all the details in the Online Application Form. In case of mandatory fields not applicable kindly enter 'NA' in the text box.
- f. Upload Photograph & Signature in the prescribed Format.
- g. Click SUBMIT and note registration number.
- h. Click on the validation link sent on email.
- i. Reprint your application from MDL website "Online Recruitment->Candidate->Form Reprint".
- j. Candidates short-listed for Personal Interview shall be required to submit a print out of the Online Application Form at the time of Personal Interview.

#### 16. **IMPORTANT DATES:**

No.	Details	Date
a.	Commencement of MDL Online Application	20 Jan '23
b.	Last Date of MDL Online Application	19 Feb '23
c.	Tentative Date for announcement of Personal Interview schedule	15 Mar '23

Date: 20 Jan '23

**DGM (HR-CR)**