



**MAZAGON DOCK SHIPBUILDERS LIMITED**  
(A GOVERNMENT OF INDIA UNDERTAKING)

**ADVERTISEMENT REF. NO HR-REC-NE/FT/87/2018**

**Mazagon Dock Shipbuilders Limited invites applications from eligible candidates in the category of SC, ST, OBC (Non-creamy Layer), PWD (HH & OH) and UR (General) for the posts of Technical Staff and Operatives in various trades in Skilled & Semi-skilled grades for appointment on Contract Basis for a maximum period of two years. The details are as follows: -**

Sr. No.	Trade	Current Reservation				Total	Backlog Vacancies			Total
		UR	SC	ST	OBC	Current	SC	ST	OBC	
1	COMPOSITE WELDER	112	21	18	56	207	8	8	5	228
2	DRAUGHTSMAN (M)	13	2	2	6	23	2	1	2	28
3	ELECTRIC CRANE OPERATORS	13	2	3	6	24	1	1	2	28
4	ELECTRICIAN	19	4	4	10	37	0	7	0	44
5	ELECTRONIC MECHANIC	0	0	0	0	0	2	3	7	12
6	FITTER	8	1	1	4	14	3	1	2	20
7	MACHINIST	8	2	1	4	15	2	2	1	20
8	PIPE FITTER	1	0	1	0	2	0	6	0	8
9	PLANNER ESTIMATOR (M)	0	0	0	0	0	0	1	0	1
10	PLANNER ESTIMATOR (E)	0	0	0	0	0	0	0	1	1
11	QUALITY CONTROL INSPECTOR (M)	0	0	1	0	1	3	1	2	7
12	STRUCTURAL FABRICATOR	93	18	16	47	174	0	12	1	187
13	SAFETY INSPECTOR	3	1	0	1	5	0	0	0	5
14	UTILITY HAND (SKILLED)	2	1	1	1	5	0	0	1	6
15	COMPRESSOR ATTENDANT	0	0	0	0	0	0	1	1	2
16	DRIVER	4	1	1	2	8	0	0	0	8
17	PAINTER	0	0	0	0	0	0	1	0	1
18	STOREKEEPER	6	2	1	3	12	1	0	2	15
	<b>Skilled (IX)</b>									
19	MASTER 1 <sup>ST</sup> CLASS	1	0	0	0	1	0	0	0	1
20	MASTER 2 <sup>ND</sup> CLASS	1	0	0	0	1	0	0	0	1
	<b>Skilled (VI)</b>									
21	ENGINE DRIVER SPL CLASS	1	0	0	0	1	0	0	0	1
22	ENGINE DRIVER 1 <sup>ST</sup> CLASS	1	0	0	0	1	0	0	0	1
	<b>Semi Skilled (IV A)</b>									
23	SECURITY SEPOY	0	0	0	0	0	1	0	0	1
	<b>Semi Skilled (II)</b>									
24	UTILITY HAND(SEMI-SKILLED)	70	13	12	36	131	1	7	2	141
25	FIRE FIGHTER	15	2	2	7	26	1	4	0	31
	<b>TOTAL</b>	<b>371</b>	<b>70</b>	<b>64</b>	<b>183</b>	<b>688</b>	<b>25</b>	<b>56</b>	<b>29</b>	<b>798</b>

Above posts include 30 vacancies reserved PWD identified for all trades except Electric Crane Operator, Security Sepoy, & Utility Hand (semi-skilled). The vacancies for PWD are reserved as under:

Sr No	Type of Disability	Vacancies Reserved
A	Blindness and low vision	08
B	Deaf and hard of hearing	08
c	Locomotors disability including cerebral palsy, leprosy cured,	07

	dwarfism, acid attack victims and muscular dystrophy	
D	Autism, intellectual disability, specific learning disability and mental illness;	07
e	Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities	

## 2. Essential Qualification / Experience :

Sr. No.	Category	Essential Qualification & Experience
1	<b>Composite Welders</b>	Passed VIII std and the National Apprenticeship Certificate examination passed in the trade of <b>“Welder / Welder (G&amp;E)”</b>
2	<b>Jr. Draughtsman (Mechanical)</b>	Must have passed SSC or equivalent examination conducted by a Board recognized by the Govt. and must have passed the “National Apprenticeship Certificate Examination in the Trade of ‘Draughtsman’ in <b>Mechanical Stream</b> conducted by NCVT of the Directorate General of Employment & Training, Ministry of Labour, Govt. of India. Preference will be given to candidates having experience as Draughtsman in Electrical Dept.
3	<b>Electric Crane Operator**/*</b> **	Passed SSC & the 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.
4	<b>Electrician**</b>	Passed SSC or equivalent examination conducted by a Board recognized by the Government and the National Apprenticeship Certificate Examination passed in the trade of <b>“Electrician”</b> .
5	<b>Electronic Mechanic</b>	Passed SSC or equivalent examination conducted by a Board recognized by the Government and National Apprenticeship Certificate Examination passed in the trade of <b>“Electronic Mechanic”</b> .
6	<b>Engine Driver Spl Class</b>	Certificate of competency (1 <sup>st</sup> Class) 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 IInd Class Engine Driver Qualified Certificate from MMB/MMD.
7	<b>Engine Driver 1<sup>st</sup> Class</b>	Certificate of competency (Engine Driver 1 <sup>st</sup> Class) 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 1 <sup>st</sup> Class. 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 IInd Class Engine Driver Qualified Certificate from MMB/MMD.
8	<b>Master 1st Class</b>	Certificate of competency (1 <sup>st</sup> class Master) issued by the Maharashtra Maritime Board/Mercantile Marine Dept. as per Indian Vessel Act. Knowledge of Swimming is compulsory. Minimum 3 yrs experience of operating Tugs from 226 to 565 BHP or Ex-serviceman from Indian navy with 15 years of experience and holding 2nd class Master qualified certificate from MMB/MMD.

9	Master 2nd Class	Certificate of competency (2nd class Master) issued by the Maharashtra Maritime Board/Mercantile Marine Dept. as per Indian Vessel Act. Knowledge of Swimming is compulsory. Minimum 3 yrs experience of operating Tugs from 226 to 565 BHP or Ex-serviceman from Indian navy with 15 years of experience and holding 2nd class Master qualified certificate from MMB/MMD.
10	<b>Fitter*</b>	Passed SSC or equivalent examination conducted by a Board recognised by the Government and must have passed the “National Apprenticeship Certificate Examination” in the trade of “ <b>Fitter</b> ”. 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.
11	<b>Machinist</b>	Passed SSC or equivalent examination conducted by a Board recognised by the Government and National Apprenticeship Certificate Examination passed in the trade of “ <b>Machinist</b> ”.
12	<b>Pipe Fitter*</b>	Passed SSC or equivalent examination conducted by a Board recognised by the Government and the National Apprenticeship Certificate Examination passed in the trade of “ <b>Pipe Fitter</b> ” or Passed SSC or equivalent examination conducted by a Board recognised by the Government and National Apprenticeship Certificate Examination passed in the trade of “Plumber” and having one year experience in MDL/Ship-building industry as a Plumber may apply for the Post of Pipe fitter directly. However, the experience certificate should be certified by their Personnel Dept. Candidate who have passed SSC with ‘NAC’ in Plumber trade without Shipbuilding experience can apply for the post of “ <b>Trainee Pipe fitter</b> ”
13	<b>Jr.Planner Estimator (Mechanical)</b>	Must have passed SSC / HSC with full time three years Diploma with aggregate 55% marks or full time Degree with pass class in Mechanical (Mechanical/Mechanical & Industrial Engg./Mechanical & Production Engg./Production Engg.) or Marine Engineering in Examination conducted by Govt. recognised Technical Board / University.
14	<b>Jr. Planner Estimator (Electrical/Electronics)</b>	Must have passed SSC / HSC with full time three years Diploma with aggregate 55% marks or full time Degree with pass class in <b>Electrical</b> ( Electrical / Power Engineering / Electrical & Electronics/Electrical & Instrumentation) / <b>Electronics</b> (Electronics / Electronics & Communication /Allied Electronics & Instrumentation /Electronics & Telecommunication) or <b>Marine Engineering</b> in Examination conducted by Govt. recognised Technical Board /
15	<b>Jr. Q C Inspector (Mechanical)</b>	Must have passed SSC with full time three years Diploma with aggregate 55% marks in <b>Mechanical</b> ( Mechanical/Mechanical & Industrial Engg./Mechanical & Production Engg./Production Engg) or <b>Marine Engineering</b> in Examination conducted by Govt.of India recognised Technical Board.
16	<b>Structural Fabricator*</b>	Passed SSC or equivalent examination conducted by a Board recognised by the Government and National Apprenticeship Certificate Examination passed in the trade of “ <b>Structural Fitter / Fabricator</b> ” or Passed SSC or equivalent examination conducted by a Board recognised by the Government and National Apprenticeship Certificate Examination passed in any other trade and having one year experience in MDL/Ship-building industry as a Structural Fitter may apply for the Post of Structural Fitter directly. However, the experience certificate should be certified by their Personnel Dept.. The candidate having National Apprenticeship Certificate examination passed in “ <b>Sheet Metal Worker</b> ” trade will be considered for “ <b>Trainee Structural Fabricator</b> ”.

17	<b>Safety Inspector</b>	<p>“Must have passed Diploma (Full Time) in Engineering in Mechanical / Mechanical &amp; Industrial Engg//Mechanical &amp; Production Engg/Production Engg/Marine Engineering/ Electrical / Civil / Production.</p> <p>The minimum post qualification experience required is 2 years in Engineering Industry.</p> <p>Preference will be given to candidates having qualification ADIS/Certificate courses in Safety, Health &amp; Environment conducted by Central Labour Institute or National Safety Council /Working Experience in HSE department”</p>
18	<b>Utility Hand(Skilled)*</b>	<p>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-Skilled for minimum period of one year may apply for the said post. However, the experience certificate should be certified by their Personnel Dept.</p> <p>In case sufficient candidates do not apply for the post of Utility Hand (Skilled), the same will be selected from <b>Fitter Trade</b> and will be imparted 2 months training in operation of Gas /Welding Plant/Oxy Acetylene equipment, etc.Candidates need not to apply separately for this post.</p>
19	<b>Compressor Attendant</b>	<p>Compressor Attendant is not a designated trade under Apprenticeship Act. The candidates who have passed SSC &amp; NAC in Millwright Mechanic or Mechanic Machine Tool Maintenance and worked in MDL/ Shipbuilding Industry as a Compressor Attendant for minimum one year may apply for the post of Compressor Attendant. However, the experience certificate should be certified by their Personnel Dept. In case of non-availability of candidates as Compressor Attendant, candidates having passed SSC and passed NAC examination in the trade of Millwright Mechanic or Mechanic Machine Tool Maintenance may apply for the post of “Trainee Compressor Attendant”.</p>
20	<b>Security Sepoy (Ex-servicemen)</b>	<p>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 license will be preferred.</p>
21	<b>Utility Hand (Semi-Skilled)</b>	<p>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</p>
22	<b>Fire Fighter</b>	<p>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.</p>
23	<b>Driver</b>	<p>SSC or equivalent examination conducted by a Board recognized by Govt. or passed Indian Army class-I examination in the Navy or Air Force.</p> <p>Should have valid Driving License issued by RTO without break/adverse remarks.</p> <p>Heavy duty motor vehicle driving license preferable.</p>
24	<b>Painter</b>	<p>Passed VIII std and the National Apprenticeship Certificate Examination passed in the trade of “<b>Painter/ Marine Painter</b>”.</p>
25	<b>Store Keeper</b>	<p>Must have passed SSC / HSC with full time three years Engineering Diploma in <b>Mechanical, Electrical, Electronics, Electronics &amp; Telecommunication, Instrumentation, Computer engineering</b> .Additional qualification in Material Management &amp; Knowledge of Computer will be Preferred.</p>

\* The candidates who have worked as Fitter, Utility Hand- Skilled, Structural fabricator, Pipe Fitter, & 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 there are no sufficient candidates for the Post of Structural Fitter, candidates who have completed their National Apprenticeship Certificate in Sheet Metal Worker would be taken as Trainee Structural Fitter. Even after selection of Trainee Structural Fitter from Sheet Metal Workers trade, there is a shortfall, in such a scenario Trainee Structural Fitter would be selected from Fitter Trade.

In case there are no sufficient candidates for the Post of Pipe Fitter, candidates who have completed their National Apprenticeship Certificate in Fitter would be taken as Trainee Pipe Fitter. Even after selection of Trainee Pipe Fitter from Fitter trade, there is a shortfall, in such a scenario Trainee Pipe Fitter would be selected from Plumber Trade.

The training period for “Trainee Structural Fitter” & “Trainee Pipe Fitter” would be for 02 months from the date of joining. On completion of 2 months’ training, Trainee Structural Fabricator & Trainee Pipe Fitter will be trade tested, on qualifying Trade Test they will appointed as “ Structural Fitter” & “ Pipe Fitter” respectively 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.

There will be common merit list for the post of Fitter, Trainee Structural Fabricator & Trainee Pipe Fitter for selection from the Fitter trade. They will be shortlisted

\*\* There will be a common merit list for the posts of Electrician & Trainee Electric Crane Operator. The candidate higher in merit list will be selected as Electrician and those lower in merit will be selected as Trainee Electric Crane Operator 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 contract basis for a maximum period of 2 years including the training period.

**Candidates can apply for maximum two posts in each Group. General/ OBC candidates applying for multiple posts will have to pay examination fees separately for each post. In case, the candidate applies for multiple post and pays fees for single post, his candidature will be considered only for one post. Further, candidates who have applied for more than one post in a Group will have to appear for Written Test only once. The GroupWise classification of the above posts is as under:**

Group-I	For all Trades where the basic qualification is National Apprenticeship Certificate / ITI. Eg: Fitter, Electrician etc
Group-II	For All Trades where the basic qualification is Diploma/ Degree Eg: Quality Control Inspector/ Planner Estimator
Group-III	For all Trades where the basic qualification is GP Rating course eg. Engine Driver, Master 2 <sup>nd</sup> Class
Group-IV	For Security Sepoy & Fire Fighters
Group-V	Drivers

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. The candidates having such experience will be given upto 20 marks based on relevant experience in Ship Building Industry.

i. The experience marks would be granted in the following manner:

Sr No	No of years of Experience in Shipbuilding	Marks to be given out of 20
i	More than 1 yr upto 2 yrs	Ten
ii	More than 2 yr upto 3 yrs	Twelve

iii	More than 3 yr upto 4 yrs	Fourteen
iv	More than 4 yr upto 5 yrs	Sixteen
v	More than 5 yr upto 6 yrs	Eighteen
vi	More than 6 yr	Twenty

**4. Age Limit :** The maximum age limit is **38** years & minimum not less than 18 years as on **01.11.2018**

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 undergone 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 over and above age relaxation at (d) above. However, they shouldn't have crossed 58 yrs as on 01.09.2017.

**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:**

Required to work on Shipbuilding Project 12651 Hull Fabrication Work, Project 12704 & 12705 outfitting Work & Submarine Project 12706 Hull Construction work and Project 11876 Trial activity , Project 11877 to 11878 Structural outfitting , Engineering outfitting and other associated work and Project 11879 to 11880 Structural outfitting & other associated work related to the project.

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.

**7. Pay and Allowances:**

- a) The Candidates engaged on **contract** in **Skilled (IDA-6)** category will be placed at a Basic Pay of Rs.8000/- per month in the IDA Pay Scale in the first year and Rs.8080/- 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
- b) The Candidates engaged on **contract** in **Skilled (IDA-5)** category will be placed at a 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 etc. as per rules of the Company.
- c) The candidates engaged on **contract** in **Semi Skilled (IDA-4A)** category will be placed at a 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.
- d) The Candidates engaged on **contract** in **Semi Skilled (IDA-2)** category will be placed at a 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 etc. as per rules of the Company.
- e) The Candidates engaged on **contract** in **Skilled (IDA-9)** category will be placed at a Basic Pay of Rs.10000/- per month in the IDA Pay Scale in the first year and Rs.10100/- 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

**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. Method of Selection**

- 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. The Written Test consisting of will be conducted for all Trades. Based on the performance of Written Test & Experience the candidates would be called for Trade Test. The final merit list would be prepared based on combine marks of Written Test, Experience & Trade Test
- c. The marking pattern would be as under:

Selection Criteria	Weightage
Written Test	30 %
Experience in Shipbuilding Industry	20%
Trade Test	50%

**10. Important Instructions:**

- i. Candidates shall take a printout of the application and must attach self attested copies of all relevant certificates in support of their age, qualification, experience, caste certificate, defense discharge certificate & driving license along with the application .**The candidates shortlisted for Trade Test are required to take submit the application form along with all the relevant documents to the Recruitment cell, on the date and time they are called for Trade Test. Candidates who are not shortlisted for Trade Test, need not send the copy of the Application form.** Candidates are also advised to bring all original certificates for verification during Trade Test. The OBC candidates seeking reservation are required to attach valid certificate regarding OBC (Non-Creamy Layer status) and the SC/ST candidates seeking reservation are required to produce validity certificate regarding Scheduled Caste / Tribe from the Competent Authority at the time of joining.
- ii. Candidates serving in Government/Quasi Government offices, Public Sector Undertakings are instructed to submit their application through proper channel. The candidate will have to submit a “No Objection Certificate” from his employer at the time of Trade Test, failing which his candidature will not be considered.
- iii. SC / ST & OBC (NCL) candidates are required to produce a caste certificate only in the prescribed format issued by any of the following authorities :-
- a) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / 1<sup>st</sup> Class Stipendiary Magistrate /Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
- b) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- c) Revenue Officer not below the rank of Tehsildar and Sub Divisional Officer of the area where the candidate and / or his family normally resides.
- d) Administrator / Secretary to Administrator / Development Officer (Lakshdweep & Minicoy Islands).
- iv. 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 The Rights of Person With Disabilities, Act,2016 having 40% or more disabilities in the category of OH/HH as the case may be.
- v. The last date for submission of online application form is **24 Dec’18**. The candidates should complete their online registration, submission of online application, payment of Application fees online, take printout of applications **on or before 24 Dec’18**. Internal candidates who are completing their period of contract till **31 Mar’19** will only be considered eligible. Internal candidates who are meeting the qualifying requirements may apply for Higher Grades irrespective of the date of completion of their contractual period. Internal

candidates who are meeting the qualifying requirements may apply for Higher Grades irrespective of the date of completion of their contractual period.

- vi. The list of eligible candidates will be displayed on our website [www.mazdock.com](http://www.mazdock.com) under the head '**Career-Non-Executives'** and sub head "**List of Eligible Candidates for Written Test- AD No-87**" as well as **Company's notice board** on **28 Dec'18**. Any representation regarding ineligibility of candidates should be addressed to **mdlrecne@ mazdock.com** within **07** days of publishing of list i.e. **03 Jan'19**
- vii. Candidates would be informed about date of Written Test through our website and an email will be sent to their registered email.

**11. How To Apply:**

**DETAILED GUIDELINES/PROCEDURES FOR**

- A. APPLICATION REGISTRATION
- B. PAYMENT OF FEES
- C. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

**IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION**

Before applying online, candidates should-

- i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guidelines for photograph & signature scan and upload.
- ii. Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. MDL may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

**A. Application Procedure:**

- i. To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- ii. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
- iii. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
- iv. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates / Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature
- v. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- vi. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C"
- vii. Candidates can proceed to fill other details of the Application Form.
- viii. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.



- ix. Modify details, if required, & click on 'FINAL SUBMIT' ONLY after verifying & ensuring that the photograph, signature uploaded and other details filled by you are correct.
- x. Click on 'Payment' Tab and proceed for payment.
- xi. Click on 'Submit' button.

**B. Payment of Fees:**

**Application Fee including Bank and other Charges (Non-Refundable):**

The application fee including intimation and other charges (non refundable) is as under

Sl. No.	Category	Fees
1.	SC/ST/ PWD(Person with Disability) / Ex-servicemen (application fee + intimation charges)	No Fee
2.	General, OBC (application fee + intimation charges)	Rs.100/- plus bank Charges

Bank Transaction charges for Online Payment of application fees / intimation charges will have to be borne by the candidate. Kindly note that if candidate is applying for 2 trades from group A or B then fees will be 200 for General and OBC category.

**C. Guidelines for scanning the photograph and Signature:**

Before applying online a candidate will be required to have a scanned (digital) image of his / her photograph and signature as per the specifications given below.

**(I) Photograph image:**

Photograph must be recent passport size colour picture. The picture should be in colour, against a light-coloured, preferably white background. Look straight at the camera with a relaxed face. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows. If you have to use flash, ensure there's no "red-eye". If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. Dimensions 200x 230 pixels (preferred). Size of file should be between 20kb-50kb. Ensure that the size of the scanned image is not more than 50 kb. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, No. of colors etc., during the process of scanning.

**(II) Signature image:-**

The applicant has to sign on white paper with Black Ink Pen. The signature must be signed only by the applicant and not by any other person. The signature will be used to put on the Attendance Sheet and wherever necessary. The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the applicant may be disqualified. Dimensions 140x60 Pixels (Preferred) Size of file should be between 10kb-20kb Ensure that the size of the scanned image is not more than 20KB. Signature in CAPITAL LETTERS shall NOT be accepted.

**(III) Scanning the Photograph & signature:**

Set the scanner resolution to a minimum of 200 dpi (dots per inch). Set color to True color File size as specified above. Crop the image in the scanner to the edge of the photograph / signature, then use the upload editor to crop the image to the final size (as specified above).

The image file should be JPG or JPEG format. An example file name is image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the

mouse over the file image icon. Candidates using MS Windows / MS Office can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20 kb respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb (signature) by using crop and then resize option (please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

**If the file size and format are not as prescribed, an error message will be displayed.**

While filling in the Online Application Form the candidate will be provided with a link to upload his / her photograph and signature.

**Procedure for uploading the Photograph and Signature:**

- i. There will be two separate links for uploading photograph and signature.
- ii. Click on the respective link "Upload Photograph / Signature".
- iii. Browse & Select the location where the Scanned photograph / Signature file has been saved.
- iv. Select the file by clicking on it.
- v. Click the "Open / Upload" button.

**Your Online Application will not be registered unless you upload your photograph and signature as specified.**

**Note:-**

- (i) In case the face in the photograph or signature is unclear, the candidate's application may be rejected. After uploading the photograph / signature in the On- line application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his / her application and re-upload his / her photograph or signature, prior to submitting the form.
- (ii) After registering online, candidates are advised to take a print out of their system generated online application forms.
- (iii) The link for registration of application will be open on our website on the dates indicated at the top of this advertisement.

**12. 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 candidates will be called for Written 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, Trade Test, Selection procedures would be final and binding on all the candidates. No representation or correspondence will be entertained by Mazagon Dock Shipbuilders 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. Management reserves the right to cancel or modify this advertisement at any stage.
- i. In case of any dispute, jurisdiction shall be court at Mumbai.

- j. **Camera / Mobile with camera is not permitted inside the company premises.**
- k. Candidates are requested to refer MDL website for further corrigendum (if any) to the advertisement.
- l. Police Verification is pre- requisite to joining of candidates in MDL. Therefore, candidates should apply for Police Verification well in advance. The application form for PVR is uploaded on the MDL website [www.mazdock.com](http://www.mazdock.com) 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.

**DGM (HR-REC-NE)**

**Place : Mumbai**

**Date : 07 Dec'18**