



# माझगांव डॉक शिपबिल्डर्स लिमिटेड

(भारत सरकार का उपक्रम)

**MAZAGON DOCK SHIPBUILDERS LIMITED**

(A Government of India Undertaking)

Dockyard Road, Mumbai – 400 010

Contact No. : 022-23764123/4125/ 4177

CIN No. L35100MH1934GOI002079



अधिकारी वर्ग में तीन वर्षों की अवधि के लिए अनुबंध आधार पर नियुक्ति के हेतु भर्ती यह अवधि अतिरिक्त 01+01 वर्ष के लिए बढ़ाई जा सकती है

**Recruitment of Executives on Fixed Term basis for a period of 03 yrs which is extendable twice by 01 year each**

**विज्ञापन संदर्भ क्र.: एमडीएल/ एच आर-प्र अ-एमपी /अधिकारी /83/2025**

**Advertisement Ref. No.: MDL/HR-TA-MP/Exec/83/2025**

Mazagon Dock Shipbuilders Limited (MDL) is India's leading Shipbuilding Company with ISO 9001:2015 accreditation. It is a profit-making Central Government Navratna 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 9,467 Cr. which is projected to be higher in the coming years. MDL has employee strength of around 6,300.

2. Mazagon Dock Shipbuilders Ltd is looking to recruit following Executives on Tenure basis initially for a period of 3 yrs further extendable twice by another 01 yr each or till attaining the age of 60 yrs whichever is earlier (based on the performance and subject to requirement of the Organization).

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

Eligible & interested candidates are required to apply online.

(Online Application opens from **05 Mar '25** and closes on **25 Mar '25**):

No.	Post/ Vacancy	Grade	Discipline	Vacancies	Post Qualification Experience (in years) as on 01.03.2025	Upper Age limit (in years) as on 01.03.2025
1	Chief Manager Security	E-5	Security	01	15	46
2	Sr Officer Security	E-1	Security	02	01	30
3	Senior Engineer Civil	E-1	Technical	07	01	30
4	Senior Engineer Electrical	E-1	Technical	01	01	30
<b>Total</b>				<b>11</b>		

**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. 02 vacancies are also reserved for Persons with Disabilities (VH-01, HH-01) from (SC/ST/OBC/EWS/UR) candidates. PWD candidates will be considered for all the above posts except CM Security & Sr Officer Security.

**Consolidated Salary & Reservations**

Grade	Pay Scales	*CTC per annum in Lakhs (Approx)	Reservations						
			SC	ST	OBC	EWS	UR	OBC (BL)	Total
E-5	80000-220000	19.52	00	00	00	00	01	00	01
E-1	40000-140000	13.02	02	01	01	01	04	01	10
			<b>02</b>	<b>01</b>	<b>01</b>	<b>01</b>	<b>05</b>	<b>01</b>	<b>11</b>

\* In addition to Basic Pay, Candidate will be entitled for DA, HRA as per rate published by DPE time to time & Other Allowances i.e (@35% of Basic Pay at present). PF and Gratuity shall be payable as per the applicable Act. Privilege Leave, Half Pay Leave, leave encashment and Medical facilities shall be as per extant company rules. There shall be increase in basic pay @ 3% every year.

**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."

**3. QUALIFYING REQUIREMENTS:****I) Chief Manager –Security / Sr Officer Security**

<b>Qualification</b>	Degree in any Discipline from a recognized University/Deemed University.
<b>Experience</b>	Experience as an officer in Armed Forces or Police Department or as a Security Officer in a large Organization.
<b>Job Description</b>	The Incumbent should be conversant with Industrial Safety, Security procedures concerning security of personnel, material, property and documents. Candidate should have a valid Driving License. Exposure to Police / Revenue / Port & Airport Authorities. Knowledge of Marathi will be an added advantage.

**II) Senior Engineer- Civil**

<b>Qualification</b>	Full-Time degree in Engineering in Civil with minimum First Class or 60% Marks or equivalent CGPA from a recognized University/ Deemed University Or Institute recognized by AICTE.
<b>Experience</b>	Post qualification relevant work experience of 01 year in cost estimation and site work supervision, formulation of technical specification for construction / repair works in respect of industrial workshops/ buildings/ marine structures viz. wharves, jetties, basins, dry docks etc. Exposure to design of civil structures would be an added advantage.
<b>Job Description</b>	The Incumbent will be responsible for creating Bill of Quantities (BOQ) and preparation of cost estimates for various civil/marine works. This role includes coordinating with site contractors, resolving on-site issues, conducting measurements to ensure that works comply with project specifications and certifying contractor invoices.

	<p>Key Responsibilities:</p> <ol style="list-style-type: none"> <li>Prepare cost estimates based on project drawings, specifications and scope of works.</li> <li>Ensure that all works are executed as per relevant Codes, Standards, and contract specifications.</li> <li>Resolve issues at the construction site in coordination with contractors and other stakeholders.</li> <li>Perform on-site measurements of executed works and ensure that the quantities align with contract BOQs.</li> <li>Monitor costs and ensure that work is progressing within the sanctioned budget.</li> <li>Maintain records of all project documentation.</li> </ol>
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### **III) Senior Engineer- Electrical**

<b>Qualification</b>	Full-Time degree in Engineering in Electrical with minimum First Class or 60% Marks or equivalent CGPA from a recognized University/ Deemed University Or Institute recognized by AICTE.
<b>Experience</b>	Candidate should have relevant post qualification work experience of 01 year in preparation of SLD & Load Calculation/ Formulation of Technical specification/ Estimation/ Supervision during execution. Experience in Commercial functions, Contract negotiations and Materials procurement would be an added advantage.
<b>Job Description</b>	<p>The Incumbent will be responsible for creating Bill of Quantities (BOQ) and preparation of cost estimates for electrical systems in various projects. This role includes coordinating with site contractors, resolving on-site issues, conducting measurements to ensure that electrical works comply with project specifications and certifying contractor invoices.</p> <p>Key Responsibilities:</p> <ol style="list-style-type: none"> <li>Prepare cost estimates based on project drawings, specifications and scope of electrical works.</li> <li>Resolve electrical issues or discrepancies at the construction site in coordination with contractors and other stakeholders.</li> <li>Perform on-site measurements of electrical installations and ensure that work quantities align with contract BOQs.</li> <li>Monitor costs related to electrical systems and ensure that work is progressing within the sanctioned budget.</li> <li>Ensure that all electrical works comply with relevant safety</li> </ol>

	standards, codes, and regulations.
	f) Maintain records of all electrical BOQs, cost estimates, contractor invoices, and other relevant project documentation.

### **B) GROUPING OF TECHNICAL DISCIPLINES:**

<b>Discipline</b>	<b>To include</b>
Electrical	Electrical/ Electrical & Electronics/ Electrical & Instrumentation.

Only the above-mentioned disciplines will be considered for the recruitment process. Courses/ Disciplines with equivalence to the above will not be considered.

### **4. SELECTION PROCESS:**

The selection process will comprise the following:

#### **a. Personal Interview:**

The selection for the above mentioned post 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.

### **Verification of Original Documents:**

In case the candidate is called for Personal Interview, 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.

- I. Print Out of Application Form
- II. Online Payment receipt for GEN/EWS/OBC candidates.
- III. Document in support of Date of Birth (DOB) proof:
  - a) Xth Std. Passing Certificate indicating DOB OR
  - b) School Leaving Certificate indicating DOB OR
  - c) Birth Certificate
- IV. Qualifications
  - a) Xth & XII Std. Mark sheet & 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. In case of CGPA/ Grade being awarded by the Institute/ University, document indicating CGPA/ Grade to Percentage conversion issued by the Institute/ University.

**Note:** 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. In cases, where University/ Institute follow rating/ grading pattern and neither prescribe any conversion formula for calculating equivalent percentage nor award any class for that rating /grade, the equivalent percentage shall be calculated in accordance with MDL Recruitment Rules.

The candidature of all candidates will be provisional and all the required documents will be checked at the time of Personal Interview.

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.

#### VI. **Experience**

##### Past Employment:

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

##### B. Current Employment

a) Proof of date of joining – Appointment letter issued after joining.

b) Identity Card issued by current employer.

c) Pay Slip for the month of Feb '25

OR

Experience letter indicating the date of joining.

**Note:** Please note that Post Qualification Experience in the relevant discipline in Officer/ Executive cadre (excluding Apprentice training period) from the date of passing mentioned in the mark sheet will be considered. Experience as Apprentice Trainee under Apprentice Act will not be considered.

#### VII. **Eligibility criteria for candidates working in Govt./PSU/Private Sector**

##### a) Candidates working in MDL

Internal candidates are required to submit their applications through their HOD to HR-TA/MP Section by hand.

##### b) Candidates working in Govt./ PSU

i. The applicants shall have to produce No Objection Certificate (NOC) / Forwarding Letter from the employer at the time of interview: failing which the candidate shall not be allowed to appear for the interview and No Travelling Expense will be paid to them.

ii. The applicant should also submit the document indicating the current pay scale and date since working in the said pay scale

#### **Note:**

Candidates working with Govt organizations/ PSUs as well as Internal candidates should have minimum 1-year experience in one scale of pay below that of the post applied for.

*The pay scale equivalence on IDA pattern is as under:*

Post	Grade	IDA		CDA	
		Pre-revised (₹)	Revised (₹)	Pre-revised (₹)	Revised (₹)
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
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

*Candidates working in the same or higher pay scale than the post applied for are exempted from having 1-year experience in that pay scale provided they have total requisite years of post-qualification work experience. **The candidate will not be entitled any Pay Protection and will join at minimum of pay scale.***

c) Candidates working in Private Sector

The applicants working in private sector should have two years experience for E-5 grade & one-year experience for E-1 grade in company/ Industrial Unit where the annual turnover is in excess of Rs 100 Cr in any one of the last three financial years.

Explanation:

- i. The turnover of the Company under whose rolls the candidate is working shall be considered.
- ii. As documentary proof, candidate may submit, Annual Report/ any other document indicating the turnover (Operating income figures mentioned in the Profit and Loss statement) of the Company to be more than Rs 100 Cr. in any one of the last three financial years.
- iii. The last three financial years shall mean the previous three financial years from the last date of submission of application form mentioned in the advertisement. For Example- In case for an advertisement Last date of Submission of Application form is 01 Mar '25 then the last three financial years shall be FY 2021-22, FY 2022-23 & FY 2023-24.
- iv. The turnover proof document must pertain to the years in which the candidate is/ was working in the organization.  
Example 1: - In case candidate has not worked in last three financial years, then he would not have any Turnover Proof to produce, rendering him ineligible.  
Example 2: - In case candidate has worked in a Company in FY 2023-24, then the turnover proof of that Company is required to be submitted for FY 2023-24.
- v. Turnover Proof of the Company shall be considered wherein candidate is having relevant work experience as per Qualifying Requirements.
- vi. This shall be applicable to candidates working in Private Company/ Organization).

*The applicants working in private sector should be drawing CTC (only monetary/ cash part) comparable to immediate lower grade of MDL. They should provide CTC Breakup certified by employer clearly indicating the monthly, annual components & benefits. They should indicate their organisation structure*

*depicting their position at the time of personal interview.*

- VIII. **Caste Certificates:** SC/ST/EWS/OBC (NCL) candidates must produce caste certificates, as per the format prescribed by the Government of India.

Format of Non Creamy layer certificate for OBC have been uploaded on MDL website under the head "Career-> Executives". OBC candidates, who belong to Creamy Layer, are not entitled to concession admissible to OBC category. Non Creamy Layer Certificate for OBC category should be issued not more than 1 year before the last date of submission of online application. Candidates should submit a valid EWS certificate. *Candidates please note that requests for change of Category in the application form once submitted will not be entertained.*

- IX. In case of PWD candidates, Disability Certificate issued by the Competent Authority as per the Act.
- X. 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. **Document clearly mentioning Date of release from Armed Forces is a mandatory requirement if Age is exceeding as on 01 Mar '25.**
- XI. Valid ID Proof: PAN Card & Aadhar Card

b. **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.

c. **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 or submitted NOC at the time of Interview will be permitted to join on the basis of an identity certificate issued by a Gazetted Officer.

d. **Offer of Appointment:**

Candidates finally selected for the post applied for, will be offered appointment as per Company Policy in vogue. Performance of the selected candidates shall be reviewed periodically with reference to the tasks assigned to them, time to time.

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

**5. AGE RELAXATION: SC/ST & OBC**

- a. The upper age limit is relaxable by 05 years for SC/ST and by 03 years for OBC (NCL) candidates as per Government Guidelines.
  - b. The upper age limit is relaxable by 10 years for Persons With Disabilities Candidates.
  - 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. There shall be minimum of 03 years service left before superannuation (60 years) as on date on which eligibility age is being reckoned.
6. Upper Age will be relaxed to the extent of maximum 5 years for internal candidates. However, there shall be minimum of 03 years' service left before superannuation (60 years).

**7. 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 Gen, EWS & OBC category are required to pay the application fees of ` 354/-. **(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 **05 Mar '25 to 25 Mar '25.**
- 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 **022-23764123/4125/4177.**

**8. Instructions for uploading Documents**

Candidates are required to upload following documents on MDL Online Recruitment Portal.

- 1) Age proof
- 2) Degree Certificate
- 3) Experience Certificates
- 4) Proof of 100Cr. turnover (Applicable only to Private Sector employees)
- 5) Caste Certificate

**9. General Information and Instructions**

- i) Before applying for the post, candidate should ensure that he / she fulfills the eligibility criteria and other conditions mention 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 Mar '25**
- iv) Outstation Candidates called for Personal Interview shall be reimbursed Travelling Expenses by the shortest route from the correspondence address mentioned in the application form on production of tickets as given below.

Post	Eligibility
Chief Manager- Security	Second AC Rail/ Luxury Bus

Sr officer – Security / Senior Engineer Technical ( Civil / Electrical)	Third AC Rail/ Luxury Bus
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**Travelling Expense will not be reimbursed to the candidates who are found Ineligible after verification of documents at the time of Personal Interview.**

- 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 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.
- 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) Legal jurisdiction for any dispute will be at Mumbai.

## 10. Important Dates

Sl. No.	Details	Date
a.	Commencement of MDL Online Application	05 Mar '25
b.	Last Date of MDL Online Application	25 Mar '25
c.	Tentative Date for announcement of Personal Interview schedule	07 Apr '25

**Date: - 04 Mar '25**

**DGM(HR-TA/MP)**

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