



**FOR MDL WEBSITE**

# 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**

### **Recruitment of Executives on Permanent Basis**

**विज्ञापन संदर्भ क्र.: एमडीएल/ एच आर-प्र अ-एमपी /अधिकारी /84/2025**

**Advertisement Ref. No.: MDL/HR-TA-MP/Exec/84/2025**

Mazagon Dock Shipbuilders Limited (MDL) is India's leading Shipbuilding Company with ISO 9001:2015 accreditation. It is a profit-making Central Government Schedule 'A' Navratna PSU under the Ministry of Defense, Department of Defense 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 9467 Cr. which is projected to be higher in the coming years. MDL has employee strength of around 6,300.

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

Eligible & interested candidates are required to apply online.

(Online Application opens from **22 May '25** and closes on **11 June '25**):

No.	Post/ Vacancy	Grade	Discipline	Vacancies	Post Qualification Experience (in years) as on 01 May '25	Upper Age limit as on 01 May '25
a.	Chief Manager	E-5	Public Relation Officer	01	15 yrs	46 Years

**Note: No. of vacancies are indicative and may increase/decrease depending on the organizational requirement. Candidates belonging to PWD categories will also be considered for the above post.**

### 3. **Grade, Pay Scales and Reservations**

Grade	Pay Scales (₹)	*CTC Per Annum	Current Vacancies					Total
		Min. (₹) in Lakhs (Approx.)	SC	ST	OBC	EWS	UR	
E-5	80000-220000	26.03	00	00	00	00	01	01

\*Candidates working in Govt./PSU are requested to refer Clause 10 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:**

#### **Chief Manager (Public Relation Officer)**

#### **Qualification -**

Graduate in any discipline with 2 years Full Time/Part-time/Correspondence Master's Degree/Postgraduate Diploma in Mass Communication/Journalism/Public Relations/Advertisement or equivalent qualification with minimum 60% Marks or First Class, from a recognized University

#### **Experience -**

Relevant Post Qualification experience of minimum 15 years for Chief Manager / in any industry / PR Agency. Experience in handling protocol functions and articulation skills in handling various situations and events are a must. Experience in Journalism/Print media would be preferred with good communication skills. Knowledge in multimedia with experience in PR field is desirable.

#### **Job requirement -**

Coordinating with media houses, publication of monthly in-house magazine, liaison with different organizations/ Govt. agencies, coordinating the visits of company guests, organizing press conference, dealing with different media representatives.

### 6. **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:**

- Experience letter indicating the date of joining  
OR
- Proof of date of joining – Appointment letter issued after joining.
- Pay Slip for the month of **May '25** (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.** The applicants working in private sector should be drawing CTC (only monetary/ cash part) comparable to next lower grade of MDL. These categories of employees should indicate their organisation structure depicting their position. The applicants working in private sector should have one-year experience in company where the annual turnover is in excess of Rs 100 Cr in any one of the last three financial years.

**v. Explanation:**

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 (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.

c) 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 03 Apr '24 then the last three financial years shall be FY2021-22, FY 2022-23 & FY 2023-24.

d) The turnover proof document must pertain to the year in which the candidate is/ was working in the organization. Example 1:- In case candidate has not worked in last three financial year, 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 2021-22, then the turnover proof of that Company is required to be submitted for FY 2021-22.

e) Turnover Proof of the Company shall be considered wherein candidate is having relevant work experience as per Qualifying Requirements.

f) This shall be applicable to candidates working in Private Company/ Organization).

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)/EWS 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. EWS Certificate shall be for the previous Financial Year of 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.

7. **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 should have one-year experience in company where the annual turnover is in excess of Rs 100 Cr in any one of the last three financial years.

#### **8. AGE RELAXATION:**

- Age relaxation for PWD candidates as per PWD Act /Govt.guidelines.
- 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.
- Upper Age will be relaxed to the extent of maximum 5 years for internal candidates.
- There shall be minimum of 03 years' service left before superannuation (60 years) in respect of outside candidates and 02 years in case of internal candidates as on the date on which eligibility regarding Age is being reckoned.

#### **9. 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.

#### 10. **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 in case of candidates from Private Sector 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.

#### 11. **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 category are required to pay the application fees of Rs 354/- (**Applicants belonging to 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 **22 May '25 to 11 June '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 022-23764140/4123/4125/4177.

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-TA-MP), 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.

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

**Online Payment**

- i. Fill up the application form
- ii. Click on "Pay Now".
- iii. On successful completion of the transaction, an "e-receipt" would be generated.
- iv. 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.
- v. Payment of application fee/intimation charges has to be done after successful registration of the application or else application will be treated as cancelled.
- vi. Candidates have to pay the requisite fee/intimation charges through ON-LINE mode only.
- vii. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- viii. The payment can be made by using only Debit Cards (Rupay/ Visa/ Master Card/ Maestro), Credit cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.

- ix. 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.
- x. **Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, candidates are advice to login again and repeat the process payment.**
- xi. 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. In case the printed online application shows **INCOMPLETE**, complete the payment process as stated above and take a print again.
- xii. 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.

**13. GENERAL INFORMATION AND INSTRUCTIONS:**

- a. Only Indian Nationals are eligible to apply.
- b. 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.

Post	Eligibility
Chief Manager	Second AC Rail/ Luxury Bus

- c. 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.
- d. 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.
- e. **The Qualifying Requirement/ Experience & Age limit shall be reckoned as on 01 May '25.**

- f. 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.
- g. 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.
- 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.

#### 14. **ONLINE APPLICATION PROCEDURE:**

- a. Disable the pop-up blocker and clear history of the browser.
- b. Log on to <http://www.mazagondock.in>
- c. Go to Careers and 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.

**15. IMPORTANT DATES:**

No.	Details	Date
a.	Commencement of MDL Online Application	22 May '25
b.	Last Date of MDL Online Application	11 Jun '25
c.	Tentative Date for announcement of Personal Interview schedule	07 July'25

**22 May '25**

उप महाप्रबंधक  
(प्रतिभा अर्जन / अनुबंध विभाग / एमपी)  
Deputy General Manager  
(Talent Acquisition / Contract Cell / MP)

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

*Shipbuilders to the Nation.*

