



माझगांव डॉक शिपबिल्डर्स लिमिटेड

(भारत सरकार का उपक्रम)

MAZAGON DOCK SHIPBUILDERS LIMITED

(A Government of India Undertaking)

CIN No. U35100MH1934GOI002079

Contact No. : 022-23764108/ 4174



विज्ञापन संदर्भ क्र.: एमडीएल/एचआर-सीआर/भर्ती/59/2017

Advertisement Ref. No.: MDL/HR-CR/REC/59/2017

RECRUITMENT OF MANAGER (PUBLIC RELATION) POST

Reference is made to the above advertisement. The list of eligible candidates & schedule of Personal Interview is detailed below.

Candidate whose name is not figuring in the eligible list may check reasons for "Not eligible" by logging into online application system of MDL. In case of any discrepancy in the reasons for not eligible, the same may be brought to our notice on or before 23 Jan '18 (before 1730 Hrs) by email - mdlrec@mazdock.com failing which the reason for not eligible as informed shall be treated as final.

A) LIST OF ELIGIBLE CANDIDATES & SCHEDULE OF PERSONAL INTERVIEW

Date of Interview – Tuesday, 30 Jan '18

Reporting Time – 10:00 A.M.

Sl. No.	MDL Registration No.	Candidate's Name	Category
1	MDLE69527233	Ashish Kumar Saurabh	OBC
2	MDLE87896337	Saroj Kumar Singh	General
3	MDLE58590464	Samiran Rajguru	General
4	MDLE93121969	Ratikanta Nayak	General

B) GENERAL INSTRUCTIONS FOR CANDIDATES FOR PERSONAL INTERVIEW:

Candidates are called for Personal Interview on the basis of information submitted in the online application form. In case where candidates have inadvertently entered incorrect data or have left the relevant field blank in the online application form, they are provisionally called for interview assuming that they are eligible for the post.

Candidates are advised to carefully go through the eligibility criteria/ documents required in support of their eligibility and re-assure the same before coming to appear for the personal interview. In case of any queries, you may contact MDL Executives Recruitment Section on 022-23764174/ 4108.

Eligibility criteria and documents to be produced are detailed below.

- Please bring ORIGINAL and self attested photocopies of the following documents:
 - Date of Birth (DOB) proof: **(Maximum Age as on 29 Dec '17 is 42 years for General Category Candidates. Age Relaxation is applicable to PWD/Ex-Servicemen as per Govt. Guidelines. Minimum of 03 years of Service left before superannuation (60 years) in respect of outside candidates and 02 years in case of Internal candidates as on 29 Dec '17)**



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- i. Xth Std. Passing Certificate indicating DOB
OR
 - ii. School Leaving Certificate
OR
 - iii. Birth Certificate
- b. Qualifications:
- i. Marksheets of relevant qualification indicating date of declaration of result.
 - ii. Final Degree Certificate.
 - iii. Provisional passing Certificate (in case Final Degree Certificate is not available).

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

Graduation in any Discipline with full time Masters Degree (2 year) or full time Postgraduate Diploma (2 year / 1 year) from a recognized University with Minimum 50% marks or Second Class in the following specializations: Mass Communication / Journalism / Public Relation/Advertisement.	OR	Post Graduation in any Discipline with Minimum 50% marks or Second Class (only for Commissioned Officers of Armed Forces). Masters Degree/ Post Graduate Diploma in Mass Communication / Journalism / Public Relation / Advertisement will be an added advantage.
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- c. 'CANDIDATE'S COPY' portion of Bank Challan.
- d. Experience:

Post Qualification experience of minimum 10 years having Full Time Master Degree (2 year) or having Full Time Post Graduate Diploma (2 years) OR Post Qualification experience of minimum 11 years having Full Time Post Graduate Diploma (1 year) <i>Out of the total years of experience mentioned above, candidate should have worked for minimum 5 years exclusively as Public Relation Officer in a large Company handling protocol functions, events.</i>
OR
10 years service as a commissioned officer in Armed Forces.



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Documents to be submitted in support of experience:

i. Past Employment:

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

ii. Current Employment (All of the following):

- Proof of date of joining – Pay Slip & Appointment letter issued after joining.
- Pay Slip for the month of Dec '17.
- Identity Card issued by current employer.

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

The applicants working in private sector should have one year experience in company where the annual turnover is in excess of ₹ 100 Cr in any one of the last three 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 Rs. 100 Cr. in any one of the last three financial years.*
- c) For this recruitment exercise, FY2014-15 , FY2015-16 & FY2016-17 will be considered as last three 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).*

Please note that document indicating turnover of the Company is a mandatory requirement and candidate unable to submit the relevant document shall not be allowed to appear for the interview.

- c. a) 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.

b) 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.

c) The Pay Scale equivalence for the purpose of clause 1.a above on both CDA & IDA is given below:

Grade	CDA (₹)	Pay Scale (₹)
E-4	15,600-39,100-PB3-GP 7,600	29,100-54,500



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Candidates working with Govt. Organization/PSUs 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.

d. 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.
2. In case of PWD candidates, Disability Certificate issued by the Competent Authority as per the Act. Only such person, who suffers from not less than 40% of relevant Disability are eligible to be considered under PWD as per "The Rights of Persons with Disabilities Act - 2016".
 3. Caste Certificate of SC/ST/OBCs as per format uploaded on MDL Website. Non Creamy Layer Certificate for OBC issued not more than 1 year before.
 4. Candidate 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 42 years as on 29 Dec '17.**
 5. Candidates should note that details provided by them in their application are taken on their face value and the onus of proving the correctness and authenticity of the same as and when required lies with the applicant.
 6. Candidates will be reimbursed to and fro Second AC Rail/ Luxury Bus by the shortest route on production of original tickets only from the place of residence (as given in their application) to Mumbai, subject to they being interviewed (In case candidate is travelling by Air, equivalent fare to second AC Rail by shortest route shall be reimbursed on submission of original Boarding Pass).

The travelling expenses shall be reimbursed to the candidate in their Bank Accounts & accordingly bank details like Bank Account No, IFSC Code, MICR No. etc. is to be provided in the claim form. In addition to this, candidate is also required to submit Photo copy of the Cancelled Cheque or first page of Passbook having above details with the claim form at the time of Interview. Claim form for Travelling Allowance will be sent to the candidates along with the Interview Call Letter.

7. Please note that you have been called for personal interview based on the information given by you in your online application form. If it is found to be otherwise or you are not able to produce documents in support of your claim for eligibility as mentioned in our advertisement, your candidature will not be considered and you will not be



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allowed to attend the interview. In case of any doubts for the above mentioned documents candidate may contact MDL Recruitment Section on mdlrec@mazdock.com or 022-23764108 and re-assure that you are eligible for the above post before coming for the interview. Candidate found not eligible after scrutiny of documents will not be paid Travelling Allowance.

8. If candidate is employed in Government/ Public Sector Undertaking, he is required to produce NOC in case his application is not forwarded through proper channel from the current employer at the time of interview, failing which he will not be interviewed.

However candidate working in Government/ Public Sector Undertakings on contractual basis/ temporary basis and in Joint Ventures is not required to produce NOC.

9. Candidates are advised to report at MDL as per schedule. It shall be our endeavor to complete the selection proceedings on the same day. However, in case these interviews are postponed or last longer due to unforeseen circumstances, you may have to stay for a day further at your own cost and no DA or any other expenses will be admissible/ reimbursed by MDL.

10. Candidates are advised not to carry Mobile Phones with Camera, Laptop, CD and Pen Drives as he is not permitted to be brought inside company premises.

In case you are carrying above mentioned items on the day of Interview, the same will have to be deposited at the Reception Centre at the time of entry which can be collected at the time of your exit.

11. Call letter for Personal Interview shall be sent to the candidates on or before **23 Jan '18** on the email IDs as submitted in the online application form.

12. The interviews will be held at Executives Recruitment Section, 02nd Floor, Mazdock House, Mazagon Dock Shipbuilders Limited, Dockyard Road, Mumbai – 400010

12 जनवरी '18

12 Jan '18

Chief Manager (HR)

मुख्य प्रबंधक (मा.सं.)

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