



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



**Notification Ref. No. MDL/HR-CR/REC/77A/2023**

**Campus Recruitment for the post of Executive Trainee Finance**

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' 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 Rs 7,500 Cr. which is projected to be higher in the coming years. MDL has employee strength of around 6,500.

2. We are pleased to inform that MDL will be going for Campus Placement drive for selection for posts as shown below:

Grade	Post	Discipline	Vacancies	Post Qualification Experience (in years) as on 01 Aug '23	*Upper Age limit (in years) as on 01 Aug '23
E-1	Executive Trainee	Finance	10	0	28

*Note: No. of vacancies are indicative and may increase/ decrease depending on the organizational requirement.*

*\*Upper age limit mentioned is for candidates belonging to "General" Category. Age Relaxation is applicable to SC/ST/OBC/PWD/Ex-Servicemen candidates as per Govt. Guidelines. 09 Backlog vacancies are also reserved for Persons with Disabilities (VH-03, HH-04, OH-01, MC-01)*

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

Grade	Pay Scale (₹)	CTC per annum in Lakhs (Approx)	Reservations					
			Min. (Rs)	SC	ST	OBC (NCL)	EWS	UR
E-1	40,000-1,40,000	11.50	02	01	03	01	05	12

**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:**

**Executive Trainee (Finance)**

**Qualification –**

CMA (Cost & Works Accounts-CWA from the Institute of Cost & works Accounts of India, passed exam in Dec 2022).

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

**Experience – NIL**

**Job requirement -**

The incumbent will have to handle job functions like Finalization of quarterly, half yearly and annual accounts, Project Accounts, Management Information System, Direct Taxation and Indirect Taxation, Internal Audit, Capital Budgeting and Revenue Budgeting, Project Monitoring, Liaison with Central and State Government Agencies, Costing, Pay Roll, Dealing with External Auditors, Internal Auditors and CAG, Evaluation of large commercial project, Negotiation with Banks/ financial Institutions, Treasury Function including cash management, Insurance, ERP/ SAP and such other matters as assigned by Superiors/ HOD from time to time.

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

Bachelor degree in Law /LLB from recognised University is desirable.

**Experience – NIL**

**Job requirement -**

1. Maintenance of Secretarial records, statutory books and registers.
2. Organising, preparing agendas for and taking minutes of Board/ various Committee of Board /Committee /Shareholders and other Meetings.
3. Filing statutory returns and applications by and on behalf of company as an authorised representative.
4. Compliance with all applicable Provisions of the Companies Act, 2013

2. **SELECTION PROCESS:**

a) Selection process will be as under:

**Executive Trainee (Finance)**

i) **Personal Interview:**

The personal interview comprising 100 marks will be held through online/ offline mode.

**ii) Final Selection:**

Final selection will be on the basis of marks obtained in the 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 medical examination. 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 joining 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. Marksheets of relevant qualification indicating date of declaration of result.

II. Final Certificate of relevant qualification.

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

**c) Caste Certificates:**

SC/ST candidates must produce caste certificates, as per the format prescribed by the Government of India.

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



shall be reviewed periodically with reference to the tasks assigned to him/her from time to time.

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

3. **AGE RELAXATION:**

- i) The upper age limit is relaxed by 05 years for SC/ST candidates and 03 years for OBC (NCL) candidates.
- ii) Age relaxation for PWD candidates as per PWD Act /Govt. guidelines.

4. **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.

5. **GENERAL INFORMATION AND INSTRUCTIONS:**

- i) Only Indian Nationals are eligible to apply.
- ii) 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 Medical Examination. Non-production of original documents will debar the candidate from joining and in that case no Travel Expense will be reimbursed to such candidates.
- iii) 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.
- iv) **The Qualifying Requirements & Age limit shall be reckoned as 01 Aug '23.**
- 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.

**Date: - 11 Aug '23**

**AGM (HR)**

-----**End of Notification**-----



*Shipbuilders to the Nation.*

