



**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/आईसी/56/2017**

**Advt. Ref. No.: MDL/HR-CR/REC/56/2017**

**Details of Online Examination for Assistant Manager (Administration) & Executive Trainee (Finance/Public Relation/Administration) Posts**

Candidates are hereby informed that Online Examination for selection of Assistant Manager (Administration) & Executive Trainee (Finance/Public Relation/Administration) will be held on **Sunday, 19 Nov '17**.

The details of the Online Test are as under:-

- a) Online Written Test shall be conducted on **Sunday, 19 Nov '17** at Mumbai, New Delhi, Chennai, Bengaluru, Hyderabad and Kolkata Centres. Efforts have been made to allot the Test Centre to the candidates as opted by them in their application form.

**Morning Session - Executive Trainee (Finance/Public Relation/Admin)**  
**Afternoon Session - Assistant Manager (Administration)**

- b) Online Written Test Structure:-

Sl. No.	Test	No. of Questions	Marks	Time
Paper I	<b>Discipline/Core Paper</b>	50	100	120 Minutes for all the tests together.(Additional time for PWD candidates as per Govt. guidelines)
Paper II	<b>General Aptitude</b>			
	General Knowledge	10	10	
	Reasoning	20	20	
	English Language	20	20	
	Numerical Ability	20	20	
	<b>Total Paper II</b>	<b>70</b>	<b>70</b>	
Total of Paper I & II		<b>120</b>	<b>170</b>	

- c) For the purpose of qualifying to Personal Interview, the candidate is required to secure minimum pass mark of 40% marks in each paper (Paper I as well as Paper II) and overall 50% in the Online Examination. However, MDL reserves the right to enhance / reduce the minimum passing marks for shortlisting the candidates.
- d) Only those candidates who have secured minimum Paperwise passing marks (as will be decided by MDL) and ranks sufficiently high in order of merit based on the overall marks in the online examination shall be called for Personal Interview depending upon the number of vacancies at the sole discretion of MDL.



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- e) Questions for Discipline / Core Paper may be based on following topics (The list is illustrative and not exhaustive):

<b>Assistant Manager (Administration) &amp; Executive Trainee (Administration)</b>	
<b>Sl. No.</b>	<b>Details</b>
1	Principles and Practices of Management
2	Organizational Behavior: Concepts, Importance, Evolution, Group Dynamics, Motivation, Morale, Leadership, Job Satisfaction, Organizational Change, Organizational Development, Organizational Climate
3	Human Resource Management: Functions, Job analysis, Job Description, Job Evaluation, Organization Structure, Manpower Planning, Recruitment & Selection, Placement and Induction
4	HR concepts and functions, Performance Management System, Career Planning, Succession Planning, Learning & Development, Job Rotation
5	Human Resource Strategies
6	Compensation Management
7	Industrial Relations : concept, scope, IR systems, Industrial disputes, Machinery for settlement of industrial disputes, workers participation in management, code of discipline, ILO, Grievance handling and Disciplinary action
8	Trade Unions : Meaning, objectives, functions, theories of Trade Union movement in India, Trade Union leadership, inter and intra union rivalry, role of different parties
9	Labour Laws: Principles of labour legislation, Implementation machinery <b>Regulatory Laws</b> a) The Trade Union Act, 1926 b) The Industrial Employment Standing Orders Act, 1946 c) The Industrial Disputes Act, 1947 <b>Protective Laws</b> a) The Factories Act, 1948 <b>Wage Laws</b> a) The Minimum Wages Act, 1948 b) The Payment of Wages Act, 1936 c) The Payment of Bonus Act, 1965 <b>Social Security Laws</b> a) The Employees Provident Fund & Misc Provisions Act, 1952 b) The Employees State Insurance Act, 1948 c) The Workmen's Compensations Act, 1923 d) The Payment of Gratuity Act, 1972 <b>Contract Labour Laws</b> a) The Contract Labour (Abolition) / Regulation Act, 1970
10	Collective Bargaining and Negotiation process
11	Grievance Management
12	Human Resource Information System
13	About Mazagon Dock Shipbuilders Limited



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Executive Trainee (Finance)	
Sl. No.	Details
1	Internal Control, Internal Audit and Management Audit
2	Corporate Tax and Compliance
3	Indirect Tax and Compliance
4	Costing and Budgeting: Principle of costing, Element of Cost Analysis, Costing Techniques, Budget and Budgetary Control, Inventory Control
5	Risk Management
6	Management Information System
7	Computer Application in Business
8	Cost and Statutory Audit
9	Financial Management: Working Capital Management, Liquidity Management, Capital Expenditure, Fund Flow and Cash Flow
10	About Mazagon Dock Shipbuilders Limited

Executive Trainee (Public Relation)	
Sl. No.	Details
1	Communication and Journalism: Basic Concepts, Types of Communication, Mass Communication in India, Role of media in society, Demographic and sociological impact of media, Mass campaign for specific issues – social concerns, environment, human rights , gender equality
2	Indian Constitution and Freedom of Press, Media Management, Professional Organizations in Media, Media Laws in India, Press Commissions, Press council, International News Agencies, India's Position and approach to International communication issues, Ethics and Journalism
3	Communication and theories of social change, Development initiatives – State, Market and NGO Sector, Participatory approaches and community media
4	Conflict related to media coverage and representations, Mac-Bride commission recommendations, Convergence of media- Problem and options
5	Radio, TV and Internet as a media of communication, Advertising, Public relations, Public Opinion, Propaganda.
6	About Mazagon Dock Shipbuilders Limited

- e) The Online Written Test venue along with venue wise list of Eligible Candidates shall be uploaded on MDL website under Careers->Executives on or before 07 Nov '17.
- f) Candidates are required to download the Call letter / Admit Card for the Online Examination from MDL website. Detailed instructions for downloading the Admit Card shall be available on MDL website under Careers->Executives on or before 07 Nov '17.
- g) Candidates can start downloading the Call letter / Admit Card from MDL website from 10 Nov '17 onwards till 1700 Hrs - Friday, 17 Nov '17.

26 अक्तूबर '17

26 Oct '17

मुख्य प्रबंधक (मा.सं.)

Chief Manager (HR)

-----अधिसूचना की समाप्ति-----

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