

DREDGING CORPORATION OF INDIA LIMITED
(A Government of India Undertaking)
DREDGE HOUSE:: PORT AREA
VISAKHAPATNAM-530001

ADVERTISEMENT NO.02/2016

Dredging Corporation of India Limited, the largest Public Sector Dredging and Maritime Development Company in India with a status of “Mini-Ratna” Category-I, a successful Domestic & Global Player in the field of Dredging, requires dynamic, result oriented professionals with proven track record for the following posts:

S.No. Name of the Post/ Pay Scale /No. of posts	Age & Experience as on 30.04.2016
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01. GENERAL MANAGER (FINANCE) – 1 Post (OBC)

Scale of Pay: Rs.43200 – 66000/-

Age: Upto 52 Years

For internal candidates: Upto 56 years

Qualifications: Member of ICAI/ICWAI

Experience: Candidates should have experience in Finance & Accounts department in senior level in handling Finance and Accounts independently with exposure to contracts, commercial tenders, foreign exchange transactions, International Finance, Corporate Financial Planning, Corporate Taxation, Financial Accounting, Budgeting, monitoring of operational expenses, cash management and Corporate Laws is required.

Should have 2 years Experience in the immediate lower scale of pay in case of PSUs/in equivalent immediate lower scale of pay in case of Government/Autonomous bodies

OR

For others, minimum 15 years post qualification experience in responsible position.

Brief Duties and Responsibilities:

GM(F) is HOD and responsible for Finance & Accounts functions and report to Director (Finance). The functions include all aspects of finance and accounts functions, Corporate Accounts, Revenue, Budget, Taxation, Working Capital Management, Capital expenditure, Resource Mobilisation, PF, Gratuity, Repairs, Maintenance, Operational Accounts, Shore/Floating Staff Salaries etc.

02. DY.GENERAL MANAGER (O/P) - 01 Post (UR)

Scale of Pay: Rs.32900–58000/-

Age: Upto 45 Years

QUALIFICATIONS: Master (FG) COC/COS or Dredge Master Gr.I OR B.E/B.Tech in Civil engineering OR M.Tech(Dredging & Harbour Engineering) from a recognized University.

EXPERIENCE: Candidates must be conversant with Shipping Procedures, Execution of Projects, Contracts etc.
Should have 04 years of post-qualification experience in case of Master (FG) COC/COS or Dredge Master Gr.I.

OR

For others, 10 years of relevant post qualification experience in case of B.E/B.Tech in Civil Engineering OR M.Tech(Dredging & Harbour Engg).

OR

Should have 2 years Experience in the immediate lower scale of pay in case of PSUs/ in equivalent immediate lower scale of pay in case of Government/ Autonomous bodies.

However, 2 years experience in the immediate lower scale is not required for those candidates who have marine qualification of Master (FG)(COC/COS)/ Dredge Master Gr-I.

03. MANAGER (FINANCE)- 01 Post (UR)

Scale of Pay: Rs.29100 – 54500/-

Age: Upto 40 Years

QUALIFICATIONS: Member of CA/ICWAI

EXPERIENCE: Candidates should have experience in the Fin. & Accts. Department and should be well conversant in financial, taxation, compilation of final accounts, budgetary control, work contracts etc.

Should have 2 years Experience in the immediate lower scale of pay in case of PSUs/in equivalent immediate lower scale of pay in case of Government/Autonomous bodies.

OR

For others, should have 8 years Post Qualification Experience

04. MANAGER (HR) – 01 Post (UR)

Scale of Pay: Rs.29100 – 54500/-

Age: Upto 40 Years

Qualification: Two years fulltime PG Degree **OR** PG Diploma in HR/Personnel Management/ IR from a recognised University.

EXPERIENCE: Candidates should have experience in HR Department and exposure to HRD systems, handling recruitment, IR matters and establishment matters etc.,

Should have 2 years Experience in the immediate lower scale of pay in case of PSUs/in equivalent immediate lower scale of pay in case of Government/Autonomous bodies.

OR

Should have 8 years post qualification experience in the same functionality..

05. MANAGER (INSTRUMENTATION)- 01 Post (OBC)

Scale of Pay: Rs.29100–54500/-

Age: Below 40 Years

Qualifications: B.E./B.Tech.(Electronics)/ (Instrumentation) from a recognised University.

Experience: Candidates should have experience in repairs, maintenance of electrical, electronics, pneumatic and mechanical instruments, preferably on Vessels.

Should have 02 years of experience in the immediate lower scale of pay in case of PSUs/ in equivalent immediate lower scale of pay in case of Government/ Autonomous bodies.

OR

For others, should have 8 years of post-qualification experience.

06. DY.MANAGER (IT)- 01 Post (UR)

Scale of Pay: Rs.20600–46500/-

Age: Upto 35 Years

Qualifications: B.E/ B.Tech.(Computer Science/ Electronics/ ECE/IT)/ MCA/ M.Sc (Computer Science) from recognised University/ Member of CA/ICWAI.

Experience: Candidates should have experience in IT Dept. Should have Microsoft Dynamics Axapta Certificate (MDAC) with experience in the area of ERP customization and implementation.

Should have 02 years of experience in the immediate lower scale of pay in case of PSUs/ in equivalent immediate lower scale of pay in case of Government/ Autonomous bodies.

OR

For others, should have 4 years of post-qualification experience.

07.SR.SUPERINTENDENTS/SR.SUPERVISORS/S.H.SURVEYORS – 18 Posts(UR-3, OBC-9,SC-4,ST-2) (Out of which two posts reserved for PwD (Hearing Impaired and Visually Handicapped))

Scale of Pay: Rs. 12550-30670/-

Age: Upto 30 Years

Qualifications: Full time B.E./ B.Tech in Mech./Mech.Marine/Electrical/Electronics/ Production/Instrumentation/Civil Engineering with minimum 60% marks from a recognized University.

Selection Process: Selection will be based on valid GATE score

08. SUPERINTENDENT (SECRETARIAL SERVICES) – 4 Posts (UR-01, OBC -03)

SCALE OF PAY: Rs.12050 – 29450/-

Age: Upto 30 years

Qualifications: First Class Graduate in any discipline from recognized university with Stenography (English) exam passed on or before December, 2010. Working knowledge in Microsoft Office is a must.

Experience: Should have 4 years of post qualification experience in secretarial services function.

09. MANAGEMENT TRAINEES (OPERATIONS/TECHNICAL/MATERIAL/HR)

Discipline	UR	OBC	SC	ST	Total
Operations	01	01	01	-	03
Technical	01	01	01	01	04
HR	01	01	-	-	02
Materials	01	-	-	-	01
TOTAL	04	03	02	01	10

Qualification & Eligibility criteria

Discipline	Qualification
Operations	<u>Age:</u> Upto 30 years <u>Qualifications:</u> Full time B.E./ B.Tech in Civil Engineering OR M.Tech (Dredging & Harbour Engineering) with minimum 60% marks from a recognized University.
Technical	<u>Age:</u> Upto 30 years <u>Qualifications:</u> Full time B.E./ B.Tech in Mechanical/ Mech.Marine/ Electronics & Instrumentation with minimum 60% marks from a recognized University.
Materials	<u>Age:</u> Upto 30 years <u>Qualifications:</u> Full time B.E./ B.Tech in Mechanical/ Electrical/ Electronics/ Production Engineering/ Mech Marine/ with minimum 60% marks from a recognized University.
HR	<u>Age:</u> Upto 30 years <u>Qualifications:</u> Fulltime PG Degree OR PG Diploma in HR/Personnel Management/ IR with minimum 60% marks from a recognised University.

Selection process for MTs (Ops/Tech/Materials): Selection will be based on valid GATE score and GD/Interview. Candidates having valid GATE Score may only apply for the posts of Management Trainees for the above disciplines.

For HR: Selection will be based on written test followed by Group Discussion/Interview.

Selected candidates will be paid consolidated pay of Rs.30,000/- p.m for a period of One year (Training period). On successful completion of Training, regularization will be in E1 grade in the scale of pay of Rs.16400 – 40500 at the initial basic of Rs.16400/- with probation period for one year.

At the time of joining, selected candidates should execute a bond of Rs.1,00,000/- (One Lakh) to the effect to serve for a period of 03 years (excluding training period).

Relaxation in age limit will be considered for SCs/STs/OBCs/PWD etc., as per the existing Government guidelines.

Application Fee: Candidates belonging to General and OBC (Non Creamy Layer) category are required to pay a non-refundable application fee of Rs.1,000/- (Rupees One thousand only) through online mode only. The Application once made will not be allowed to be withdrawn and the fee once paid will not be refunded on any account nor would this fee be held in reserve for future exam/ selection. However, SC/ST and PwD candidates are exempted from application fee and the candidates have to submit the proof for exemption of application fee.

HOW TO APPLY& GENERAL TERMS AND CONDITONS:

1. **CANDIDATES WILL BE REQUIRED TO APPLY ONLINE THROUGH DCIL WEBSITE:** www.dredge-india.com. No other means/ mode of application shall be accepted. Website will be opened from 1100 hrs on 06.06.2016 to 1800 hrs on 01.07.2016. Candidate shall apply separately for each position. The scanned copies of the documents should be uploaded along with the application.
2. After submitting the application online, candidate is required to download the Application Form generated by the system with unique acknowledgment number signature and other details. Applications not submitted online properly will not be considered. The candidate has to send one print out of the Application Form duly signed along with online Transaction ID of the payment made (print out) and self attested true copies of the following testimonials/ documents:
 - (i) Document in support of Date of Birth proof.
 - (ii) Caste/ Tribe certificate [for SC/ ST/ OBC (NCL) candidates as applicable] in the prescribed format issued by the Competent Authority as prescribed by Government of India, Disability certificate [in case of PWD candidates] in the prescribed format issued by the Competent Authority and Ex-servicemen Proof (in case of Ex-servicemen candidates).
 - (iii) All Certificates/ Testimonials in respect of qualifications (all semester/ year wise Mark Sheet, Degree and Diploma certificates starting from matriculation onwards).
 - (iv) Complete and proper Experience certificates/ Documents issued by the Employer in support of experience details mentioned by the candidate in the online Application Form.
 - (v) NOC/ Forwarding Letter from the employer in case the candidate is employed in Central/ State Government Department, Central/ State PSUs or Semi Government organization.
 - (vi) Candidates should ensure that they submit all the documents mentioned above. In the event of failure of candidate to submit any of the required documents as mentioned above within the stipulated period, candidature of such candidate shall be liable to be rejected.

3. A recent passport size colour photograph should be scanned before applying for the post through online. Three copies of the same photo should be retained for use at the time of interview/further selection process. Candidates are advised not to change their appearance till the recruitment process is complete. Failure to produce the same photograph at the time of interview/ further selection process, may lead to disqualification.
4. Before applying for the post, candidates should ensure that he/ she fulfils the eligibility criteria and other conditions mentioned in this advertisement. DCIL would be free to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post for which he/ she has applied. The application fee paid by ineligible candidates shall be forfeited. No correspondence shall be entertained in this regard.
5. Print out of the Online Application Form duly signed along with the Online Transaction ID of payment made (print out) and self-attested true copies of the testimonials/ documents mentioned above should be sent by Post in a sealed envelope super scribed "APPLICATION FOR THE POST OF _____" [POST, ACK. NO. and CATEGORY: SC/ ST/ OBC (NCL)/ PWD as the case may be] to the following address :

HOD(HR)
Dredging Corporation of India Limited,
"Dredge House", Port Area,
Visakhapatnam-530 001
6. The application and other details as mentioned above must reach the above address by 08.07.2016. DCIL will not be responsible for postal delay or loss/ non-delivery thereof. No correspondence in this regard will be entertained. DCIL will also not take responsibility to connect any certificate/ remittance sent separately.
7. Candidates presently employed in Central/ State Government Department, Central/ State PSUs or Semi Government Organization shall either forward their application through Proper Channel or shall produce NOC from their present employer at the time of Interview. In case, the application of the candidate is not forwarded through proper channel or the candidate fails to produce NOC from his/ her present employer at the time of interview, his/ her candidature will not be considered.
8. Candidature of the registered 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 is not found in conformity with eligibility criteria mentioned in the advertisement.
9. Candidature of the registered candidate is also liable to be rejected, if valid print out of Online Application Form along with necessary documents as mentioned above are not received or received unsigned or without application fee (if applicable) or received after the closing date or registered online more than once.
10. DCIL reserves the right to raise the minimum eligibility standards. DCIL also reserves the right to fill or not to fill all or any of the above positions and cancel/ restrict/ enlarge/ modify/ alter the recruitment/ selection process without any further notice or assigning any reasons whatsoever.
11. The prescribed qualification/ experience are the minimum and mere possession of the same does not entitle a candidate for participating in the Selection Process. DCIL's decision shall be final in this regard.

12. List of candidates shortlisted for participating in the Selection Process and also the list of selected candidates for appointment for the above posts will be displayed on DCIL Website www.dredge-india.com for the information of the candidates in due course of time. Candidates are advised to visit DCIL Website www.dredge-india.com for latest updates.
13. Any canvassing directly or indirectly by the applicant will disqualify his/ her candidature.
14. Any dispute with regard to recruitment against this advertisement will be settled within the jurisdiction of **Visakhapatnam Court** only.