



# 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/आरईसी/57/2017

Advt. Ref. No.: MDL/HR-CR/REC/57/2017

कंपनी सचिव (ग्रेड ई-5) पद के लिए व्यक्तिगत साक्षात्कार तालिका

Personal Interview Schedule for Company Secretary (Grade E-5)

List of provisionally eligible candidate and schedule of Personal Interview for Company Secretary (Grade E-5) Post is given below.

Date of Interview – Wednesday, 27 Sept '17		Reporting Time – 09:00 A.M.	
Sl. No.	MDL Registration No.	Candidate's Name	Category
1	MDL16999959a70	Sushanta Kumar Acharya	General
2	MDL169cb24a014	Vijayalakshmi Kamal Kumar	General
3	MDL1691423e411	Banoj Kumar Pradhan	General
4	MDL1696105cfc2	Sanjeeb Kumar Mishra	General

### **INSTRUCTIONS FOR CANDIDATES:**

Candidates have been 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 have been 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.

1. Please bring ORIGINAL and self attested photocopies of the following documents:

a. Date of Birth (DOB) proof: **(Maximum Age as on 07 Sept '17 is 46 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 07 Sept '17)**

i. Xth Std. Passing Certificate indicating DOB

OR

ii. School Leaving Certificate

OR

iii. Birth Certificate

b. Qualifications:

i. ACS Marksheets indicating date of declaration of result.

ii. ACS Final Degree Certificate.

iii. ACS Provisional passing Certificate (in case Final Degree Certificate is not available).



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- c. 'CANDIDATE'S COPY' portion of Bank Challan.
- d. Experience: **(14 years post qualification experience from the date of passing relevant qualification)**
- 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 August '17.
  - Identity Card issued by current employer.

Post Qualification Experience in the relevant discipline in Officer/ Executive cadre from the date of passing mentioned in the marksheet will be considered for eligibility. Please note that experience as Apprentice Trainee under Apprentice Act will not be considered.

- e. 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 ₹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 candidates unable to submit the relevant document shall not be allowed to appear for the interview.**

- f) 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.

Candidates working with other 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.



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The Pay Scale equivalence for the purpose of (ii) above on both CDA & IDA are given below:

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

g. Salary Details:

- For Govt. / PSU: Document indicating the current pay scale.
- For Private: CTC Breakup certified by employer clearly indicating the monthly, annual components & benefits.

h. In case of PWD candidates, Disability Certificate issued by the Competent Authority as per the Act.

i. 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.

j. 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. **Document clearly mentioning Date of release from Armed Forces is a mandatory requirement if Age is exceeding 46 years as on 07 Sept '17.**

2. 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.

3. 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 them being interviewed. (In case candidate is travelling by Air, equivalent fare of 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.

4. 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 allowed to attend the interview. In case of any doubts for the above mentioned documents, candidates may contact MDL Recruitment Section on [mdlrec@mazdock.com](mailto:mdlrec@mazdock.com) or 022-23764108 and re-assure that you are eligible for the



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above post before coming for the interview. Candidates found not eligible after scrutiny of documents will not be paid Travelling Allowance.

- 5. Candidates employed in Government/ Public Sector Undertaking are required to produce NOC in case their applications are not forwarded through proper channel from the current employer at the time of interview, failing which they will not be interviewed.**

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

6. 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.
7. Candidates are advised not to carry Mobile Phones with Camera, Laptop, CD and Pen Drives as they are not permitted to be brought inside company premises. However you may bring a mobile phone without camera.

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 and the same can be collected at the time of your exit.

8. Call letters for Personal Interview shall be sent to the candidates on or before 21 Sept '17 on the email IDs as submitted in the online application form.
9. The interviews will be held at Executives Recruitment Section, 02<sup>nd</sup> Floor, Mazdock House, Mazagon Dock Shipbuilders Limited, Dockyard Road, Mumbai – 400 010.

15 सितम्बर '17

15 Sept '17

मुख्य प्रबंधक (मा.सं.)

Chief Manager (HR)

-----अधिसूचना की समाप्ती-----

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