



# 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/55/2017

Advt. Ref. No.: MDL/HR-CR/REC/55/2017

सहायक प्रबन्धक (विधि) पद के लिए चयन प्रक्रिया

### Selection Process for Assistant Manager (Legal)

List of provisionally eligible candidates and schedule for Selection Process of Assistant Manager (Legal) Post are given below.

<b>Assistant Manager (Legal)</b>			
<b>Date – Friday, 08 Sept '17</b>			<b>Reporting Time – 09.00 a.m.</b>
<b>Sl. No.</b>	<b>MDL Registration No.</b>	<b>Candidate's Name</b>	<b>Category</b>
1	MDL1589afda77b	Shashi Kumar Singh	General
2	MDL158c2964186	Sakshi Dwivedi	General
3	MDL158d88f8e2a	Poornima Krishnamurthy	General
4	MDL158955c78e9	Supriya Asaram Bhosale	General
5	MDL1580a50132a	Neelkanth Kapoor	General
6	MDL15852ab4c8d	Gauri Gauresh Dhond	General
7	MDL158adb1d209	Jose Vikas Yesudasan	General
8	MDL158cc01113e	Abhijit Dutta	General
9	MDL158cbb3da12	Prachi Prafulla Kelaskar	OBC
10	MDL158b760165f	Shamly Balasundaram	General
11	MDL15875ea2ce4	Subhajit Chattopadhyay	General
12	MDL15827d2bdc3	Lorraine Joseph Monteiro	General
13	MDL158d413efef	Satyapal Malik	General
14	MDL158bba13d0c	Jitendra Ramesh Metangale	OBC
15	MDL158912bfc11	Suranjana Sen	General
16	MDL15854620731	Pratibha Ushgang Kate	General
17	MDL158cd4a3f4f	Yogeshwar Sharma	OBC
18	MDL15814772ef0	Viren Rajeshkumar Makwana	SC
19	MDL158dab7e3ea	Hanmant Ramchandra Shinde	General
20	MDL15840612338	Megha Manohar Kshirsagar	General



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<b>Date – Friday, 08 Sept '17</b>			<b>Reporting Time – 09.00 a.m.</b>
<b>Sl. No.</b>	<b>MDL Registration No.</b>	<b>Candidate's Name</b>	<b>Category</b>
21	MDL158288b32e0	Bhaskar Jyoti Thakuria	General
22	MDL1582c64e6fb	Arun Teja Doppalapudi	SC

### **INSTRUCTIONS FOR CANDIDATES:**

Candidates have been called for the Selection Process 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 Selection Process 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 Selection Process. 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 11 May '17 is 34 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 11 May '17)**
    - i. Xth Std. Passing Certificate indicating DOB  
OR
    - ii. School Leaving Certificate  
OR
    - iii. Birth Certificate
  - b. Qualifications:
    - i. LLB Marksheets indicating date of declaration of result.
    - ii. LLB Final Degree Certificate.
    - iii. LLB Provisional passing Certificate (in case Final Degree Certificate is not available).
  - c. 'CANDIDATE'S COPY' portion of Bank Challan.



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d. Experience: **(03 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 May '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.

- The turnover of the Company under whose rolls the candidate is working shall be considered.*
- 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.*
- 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 Selection Process.**

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 on both CDA & IDA are given below:

Grade	CDA (₹)	IDA (₹)
E-1	15,600-39,100-PB3-GP 5,400	16,400-40,500

f. 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.

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

h. 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.

i. 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 34 years as on 11 May '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. Candidate will be reimbursed to and fro third AC Rail/ Luxury Bus by the shortest route on production of original tickets only from the place of residence (as given in his/her application) to Mumbai subject to he/she being interviewed. (In case, candidate is travelling by Air, equivalent fare of third 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 Selection Process. Claim form for Travelling Allowance will be provided to the candidates during the Selection Process on 08 Sept '17.

4. Please note that you have been called for Selection Process 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 Selection Process. 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 Selection Process. Candidates shortlisted after written test, if found not eligible after scrutiny of document will not be paid Travelling Allowances.

**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 Selection Process, failing which they will not be allowed to appear for the Selection Process.**

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 process on the same day. However, in case Selection Process is 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 the Selection Process, 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. The Selection Process will be carried out at Executives Recruitment Section, 02<sup>nd</sup> Floor, Mazdock House, Mazagon Dock Shipbuilders Limited, Dockyard Road, Mumbai – 400 010 and candidates are required to report at 09.00 am on 08 Sept '17.

14 अगस्त '17  
14 August '17

मुख्य प्रबंधक (मा.सं.)  
Chief Manager (HR)

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