



माझगांव डॉक शिपबिल्डर्स लिमिटेड

(भारत सरकार का उपक्रम)

MAZAGON DOCK SHIPBUILDERS LIMITED

(A Government of India Undertaking)

Contact No. : 022-23764108/ 4174

Personal Interview Schedule for Company Secretary (E-6 Grade [DGM])

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

List of provisionally eligible candidates and schedule of Personal Interview for Company Secretary (Grade E-6 [DGM]) post is given below.

Date Of Interview – Saturday, 27th May 2017

Reporting Time – 10:00 A.M.

| Sl. No. | MDL Registration No. | Candidate's Name | Category |
|---------|----------------------|--------------------|----------|
| 1 | MDL1617a9de1c9 | Ravi Shanker Verma | OBC |
| 2 | MDL161908ed579 | Deepak C Sankunni | OBC |

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 11.05.2017 is 50 years for General Category Candidates. Age Relaxation is applicable to OBC/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 11.05.2017)**
 - 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).
 - c. 'CANDIDATE'S COPY' portion of Bank Challan.
 - d. Experience: **(17 years post qualification experience from the date of passing relevant qualification)**



माझगांव डॉक शिपबिल्डर्स लिमिटेड

(भारत सरकार का उपक्रम)

MAZAGON DOCK SHIPBUILDERS LIMITED

(A Government of India Undertaking)

Contact No. : 022-23764108/ 4174

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 April 2017.
- Identity Card issued by current employer.

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 Rs. 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. If working in Govt./ PSU, No Objection Certificate (if not forwarded through proper channel) and document indicating the current pay scale and date since working in the said pay scale.

Candidates presently 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.

| Grade | CDA (₹) | IDA (₹) |
|-------|----------------------------|---------------|
| E-5 | 37,400-67,000-PB-4-GP 8700 | 32,900-58,000 |

The requirement of working in one scale of pay below is not applicable to candidates working in Govt./ PSU in the same or above pay scale that of the post applied for.

g. 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.

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



माझगांव डॉक शिपबिल्डर्स लिमिटेड

(भारत सरकार का उपक्रम)

MAZAGON DOCK SHIPBUILDERS LIMITED

(A Government of India Undertaking)

Contact No. : 022-23764108/ 4174

- i. Caste Certificate of 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 50 years as on 11.05.2017.**
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 him being interviewed. (In case candidate is travelling by Air, equivalent fare to second AC Rail by shortest route shall be reimbursed on submission of original Boarding Pass)
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 or 022-23764108 and re-assure that you are eligible for the 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 he is 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 which can be collected at the time of your exit.



माझगांव डॉक शिपबिल्डर्स लिमिटेड

(भारत सरकार का उपक्रम)

MAZAGON DOCK SHIPBUILDERS LIMITED

(A Government of India Undertaking)

Contact No. : 022-23764108/ 4174

8. Call letters for Personal Interview shall be sent to the candidates on or before **23rd May 2017** on the email IDs as submitted in the online application form.
9. The interviews will be held at Executives Recruitment Section, 02nd Floor, Mazdock House, Mazagon Dock Shipbuilders Limited, Dockyard Road, Mumbai – 400 010

12th May 2017

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

CHIEF MANAGER (HR)