



माझगांव डॉक शिपबिल्डर्स लिमिटेड

(भारत सरकार का उपक्रम)

MAZAGON DOCK SHIPBUILDERS LIMITED

(A Government of India Undertaking)

CIN No. U35100MH1934GOI002079

Contact No. : 022-23764140 / 4125 / 4141



विज्ञापन संदर्भ क्र.: एमडीएल/ एच आर-प्र अ-सी सी-एमपी /अधिकारी /77/2023

Advertisement Ref. No.: MDL/HR-TA-CC-MP/Exec/77/2023

RECRUITMENT OF DEPUTY GENERAL MANAGER (COMPANY SECRETARY)

Reference is made to the above advertisement. The list of eligible candidates & schedule of Personal Interview is detailed below.

A) LIST OF ELIGIBLE CANDIDATES & SCHEDULE OF PERSONAL INTERVIEW

Date of Interview – Wednesday, 20 Sep '23

Reporting Time – 09:00 A.M.

Sl. No.	MDL Registration No.	Candidate's Name	Category
DEPUTY GENERAL MANAGER (CS)			
1	MDLE86577066	Mr. NEERAJ KUMAR OMAR	GEN

The above candidates are called for Personal Interview on the basis of information submitted in the online application form. In cases where candidates have inadvertently entered incorrect data or have left the relevant field blank in the online application form, benefit of doubt has been given to the candidates and they have been provisionally called for interview.

Eligibility criteria and documents to be produced in support of the same are detailed below. Candidates are advised to carefully go through the eligibility criteria/ corresponding documents required in support of same and re-assure their eligibility for the post. In case of any queries, candidate may contact MDL Executives Recruitment Section on 022-23764140 / 4123 / 4125 / 4141 / 4177.

1. Candidates are requested to bring the downloaded application form and all Original Documents along with one Separate Set of Photo Copy Duly Self Attested in the order as mentioned below. The candidature of all candidates will be provisional and all the required documents will be checked at the time of Personal Interview. However, this list is not exhaustive and candidate may be required to produce other relevant documents on case to case basis in support of his/ her candidature. Non-production of original documents will debar the candidate from appearing for the interview.

- I. Print Out of Application Form
- II. Online Payment receipt or 'CANDIDATE'S COPY' portion of Bank Challan
- III. Document in support of Date of Birth (DOB) proof:



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- a) Xth Std. Passing Certificate indicating DOB OR
b) School Leaving Certificate OR
c) Birth Certificate

IV. Qualifications

- a) Xth & XII Std. Marksheet & Certificate
b) Marksheets of relevant qualification (all semester / year wise) indicating date of declaration of result.
c) Final Certificate of relevant qualification.
d) Provisional Certificate (in case Final Certificate is not available).

- V. In case of CGPA/ Grade being awarded by the Institute/ University, document indicating CGPA/ Grade to Percentage conversion issued by the Institute/ University.

Note: Wherever CGPA or Letter Grade is awarded in qualifying degree, its equivalent percentage of marks must be indicated in the application as per norms adopted by the University / Institute. In cases, where University / Institute follow rating/ grading pattern and neither prescribe any conversion formula for calculating equivalent percentage nor award any class for that rating / grade, the equivalent percentage shall be calculated in accordance with MDL Recruitment Rules.

VI. Experience

Past Employment:

- a) Experience letter indicating the date of joining as well as date of relieving.

Current Employment (All of the following):

- a) Experience letter issued recently
OR
b) Proof of date of joining – Appointment letter issued after joining.
c) Identity Card issued by current employer.
d) Pay Slip for the month of Aug '23

Note: Please note that Post Qualification Experience in the relevant discipline in Officer/ Executive cadre (excluding Apprentice training period) from the date of passing mentioned in the marksheet will be considered. Experience as Apprentice Trainee under Apprentice Act will not be considered.

VII. Eligibility criteria for candidates working in Govt./PSU/Private Sector

- a) Candidates working in MDL



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Internal candidates are required to submit their applications through their HOD to HR-E Section by hand.

- b) Candidates working in Govt./ PSU
- 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 presently working with Govt/ PSUs including internal candidates should have minimum 1-year experience in one scale of pay below that of the post applied for.
 - The Pay Scale equivalence for the purpose of (ii) above on both CDA & IDA are given below:

Post	Grade	IDA		CDA	
		Pre-revised (₹)	Revised (₹)	Pre-revised (₹)	Revised (₹)
DGM	E-6	36600-62000	90000-240000	37400-67000- PB4-GP 8700	118500- 214100

Note:

Candidates working with 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.

Candidates working in the same or higher pay scale than the post applied for are exempted from having 1 year experience in that pay scale provided they have total requisite years of post-qualification work experience.

c) Candidates working in Private Sector

The applicants working in private sector should have one-year experience in company where the annual turnover is in excess of ₹ 500 Cr in any one of the last three financial years.

Explanation:

- 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 (Operating income figures mentioned in the Profit and Loss statement) of the Company to be more than ₹ 500 Cr. in any one of the last three financial years.



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- iii. The last three financial years shall mean the previous three financial years from the last date of submission of application form mentioned in the advertisement. For Example- In case for an advertisement Last date of Submission of Application form is 11 Sep '23 then the last three financial years shall be FY 2019-20, FY 2020-21 & FY 2021-22.
- iv. The turnover proof document must pertain to the year in which the candidate is/ was working in the organization.
Example 1: - In case candidate has not worked in last three financial years, then he would not have any Turnover Proof to produce, rendering him ineligible.

Example 2: - In case candidate has worked in a Company in FY 2021-22, then the turnover proof of that Company is required to be submitted for FY 2021-22.
- v. Turnover Proof of the Company shall be considered wherein candidate is having relevant work experience as per Qualifying Requirements. **Documentary proof is mandatory.**
- vi. This shall be applicable to candidates working in Private Company/ Organization).

The applicants working in private sector should be drawing CTC (only monetary/ cash part) comparable to immediate lower grade of MDL. They should provide CTC Breakup certified by employer clearly indicating the monthly, annual components & benefits. They should indicate their organization structure depicting their position at the time of personal interview.

- VIII. **Caste Certificates:** SC/ST/OBC (NCL) candidates must produce caste certificates, as per the format prescribed by the Government of India.

Format of Non Creamy layer certificate for OBC have been uploaded on MDL website under the head "Career-> Executives". OBC candidates, who belong to Creamy Layer, are not entitled to concession admissible to OBC category. Non Creamy Layer Certificate for OBC category should be issued not more than 1 year before the last date of submission of online application.

Candidates please note that requests for change of Category in the application form once submitted will not be entertained.



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- IX. In case of PWD candidates, valid Disability Certificate issued by the Competent Authority as per the Act.
- X. 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 as on 1 Aug '23.**
- XI. Valid ID Proof: PAN Card & Aadhar Card
2. If candidate is from outstation candidate appearing for **DGM (CS) post**, the candidate will be reimbursed to and fro rail fare by 2 AC Rail/ Luxury Bus by the shortest route on production of original tickets only from the place of residence (as given in application) to Mumbai, **subject to being interviewed**. Claim form for Travelling Allowance is included at the end of this document.
 3. The travelling expenses shall be reimbursed to the candidates in their Bank Accounts & accordingly bank details like Bank Account No, IFSC Code, MICR No. etc. is required to be provided in the claim form. In addition to this, candidates are also required to submit Photo copy of the Cancelled Cheque or first page of Passbook having above details along with claim form at the time of Personal Interview.
 4. It shall be our endeavour to complete the selection proceedings on the same day. However, in case these interviews are postponed or last longer due to unforeseen circumstances, candidate may have to stay for a day further at their own cost and no DA or any other expenses will be admissible/ reimbursed by MDL.
 5. As mobile Phones with Camera, Laptop, CD and Pen Drives are not permitted to be brought inside our company premises, candidate are advised not to carry the same.
 6. Please note that candidate have been called for personal interview based on the information given by candidate in their application form. If it is found to be otherwise, or candidate are not able to produce the original documents in support of their claim for eligibility as mentioned in our advertisement, their candidature will not be considered and candidate will not be allowed to attend the interview.
 7. 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.



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8. Please bring call letter with candidate and show it at our Reception centre for entry.
9. On the day of interview, candidates are required to submit the duly completed "Personal Information Sheet" in the format already emailed.

18 सितम्बर '23

18 Sep '23

Additional General Manager (HR)

अपर महाप्रबंधक (मा.सं.)

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