

RECRUITMENT-2021

Instructions and guidelines to the candidates

1. MADC invites application from eligible candidates for the following post. The application clearly mentioning the name of the post for which you are applying in prescribed format should reach in hard copies to the undersigned on or before 30.12.2021 on following address:-

Vice Chairman and Managing Director

8th Floor, Centre-1, World Trade Centre,

Cuffe Parade

Mumbai-400005.

[Tel:- 022-49212133](tel:022-49212133)

Fax:- +91-22-22163814

2. The details of the post are as below-

Post Name	No. of Post	Pay (Lump sum)	Qualification	Age Limit	Experience
Stenographer (Higher Grade) (English & Marathi) at Mumbai HO (Contract Basis)	1	Rs. 40,000/-	1. Graduation in any faculty 2. MS-CIT Certificate 3. GCC Certificate of Typing & Shorthand 4. Computer knowledge preferable.	Not more than 45 years	1. Typing Speed of at Marathi 40 w.p.m & English 50 w.p.m 2. Shorthand speed of at Marathi & English 120 w.p.m 3. MS-CIT Certificate holder is preferred. 4. 10 years experience in respective field.`

Apply with detailed CV on or before 30.12.2021 by **Speed Post only** to The Vice Chairman and Managing Director, at the address mentioned above.

The Vice Chairman and Managing Director

1. GENERAL CONDITIONS-

- i) Appointment will be made as per vacancies and requirements.
- ii) Other than salary, perks like leave encashment, medical insurance / LTA etc. will be as per the policy of MADC.
- iii) Before filling up the application form candidates should ensure that they fulfil all eligibility criteria. MADC will take up verification of eligibility conditions with reference to the original documents only after the candidate has qualified for interview. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility criteria.
- iv) The candidates will be short listed for skill test on the basis of documents submitted. Taking into consideration the performance in the skill test & Personal interview, the select list will be prepared.
- v) Prescribed qualifications are minimum and mere possession of the same does not entitle the candidates called for interview. The candidates will be shortlisted for interview commensurate with the number of vacancies.
- vi) MADC has right to cancel this advertisement fully or partially on any ground without giving any notice at any time.
- vii) Candidates, who are working in the Government Organization/undertaking must forward their application with the "No Objection Certificate" from his/her Head of the Department.
- viii) Candidates must make sure that he/she is fulfilling all the required educational and experience criteria. Candidature can be cancelled at any time and any stage, if a candidate is not fulfilling the requisite criteria.
- ix) If any false/incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will be cancelled.
- x) Candidate will not eligible be for the appointment if he/she punished by any court in the civil/Criminal cases. Candidate must produce the details, if he/she facing police inquiry/outstanding court matter or punishment if any; selected candidate must submit NOC from the police department at the time of appointment.
- xi) Knowledge of Marathi is desirable.
- xii) The decision of the Management in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
- xiii) Selected candidate appointed in MADC will have to work at any place within State of Maharashtra or elsewhere at Project places.
- xiv) After appointment the candidate will have to produce police verification certificate within 30 days and character certificate from the concerned police station. If the reports are found to be offensive, the said candidate will be terminated from the services without giving any intimation.
- xv) Candidate must remain present with their own expenses for the entire recruitment drive.
- xvi) Candidate must be alert from the assurance of Mediator/ Thief/ Persons who claim to be belonging to MADC.

- xvii) The recruitment in MADC Ltd. is done strictly as per merit in a systemic way giving appropriate weightage to various parameters as decided by Management.
- xviii) Provided that Management may relax conditions relating to educational qualification, experience & age in favour of candidates already in service of MADC, Govt. of Maharashtra, Govt. of India and Govt. undertaking company.
- xix) Any canvassing by or on behalf of the candidates or to bring any outside influence with regards to their selection/recruitment shall result in disqualification of candidature.
- xx) The candidates should submit the self-attested documents in order mentioned below-
 - a) SSC mark sheet & SSC Board Certificate.
 - b) HSC mark Sheet & Board Certificate.
 - c) Degree mark sheet & Certificate.
 - d) Post-Graduation mark sheet & Certificate.
 - e) Experience Certificate.
 - f) PAN Card
 - g) Aadhar Card.

Format of CV

1. Post Applied for

2. GENERAL INFORMATION

i) Name

ii) Mob No.

iii) Email Id

iv) Father's name

v) Address for Correspondence

vi) Permanent Address

vii) Nationality

viii) Date of Birth

ix) Mother Tongue

x) Language Known

3. EDUCATIONAL QUALIFICATION

(Starting from SSC/Board to highest)

4. MEMBERSHIP OF PROFESSIONAL BODIES

5. EXPERIENCE

(Starting from present to past indicating grade pay and important assignments)

Place:

Date :

(Sd/)
