

Telephone : 022 22751413

SPEED POST

Reply should be addressed to
the Admiral Superintendent

Office of the Admiral Superintendent
Naval Dockyard
Mumbai – 400 023

Quoting : DYP/PRP/9108/DR/USL/325(2012)/

27 Sep 18

Shri _____, ID No. _____
Address _____

RECRUITMENT OF UNSKILLED LABOURER

1. You are hereby intimated that you have qualified in the interview and physical examination for the post of Unskilled Labourer conducted at Mumbai and have been provisionally short listed as per the select list published in Employment News dated 24-30 Dec 2016.

2. Accordingly, you are requested to report to the **Senior Manager(PRP) at Cheetah Gate, Naval Dockyard, Near Old Custom House, Shahid Bhagat Singh Road, Mumbai – 400 023 on 22 Oct 2018 at 0900 hrs. Your candidature would be cancelled if you fail to report on the due date.**

3. As per existing Govt. Recruitment Rules, the candidates have been directed to undergo medical examination by appropriate medical authority at their district i.e. a Civil Surgeon or a District Medical Officer.

4. The concerned medical authorities are requested that the individual be medically examined whether he/she is able to perform duties i.e. working in production/maintenance shop, Undertaking general cleanliness, carrying of files, photocopying, sending of FAX and physical maintenance of records, dispatch etc.

5. You are requested to carry the following documents in **Original** along with **02 sets Photocopies** for verification:-

(a) Copy of application/Registration Form.

(b) Copy of Admit Card Issued for Physical/Written Exam.

(c) 02 latest photographs (passport size)

(d) **Proof of Date of Birth**. Birth Certificate / HSC / Matriculation or 10th Board Certificate.

(e) **Proof of Qualification**. Marks Sheets of Class 10th Examination and additional qualification, if any issued by State/Central Board/Other board.

(f) **Proof of Address**. Aadhar Card / Ration Card/ Voter ID Card/ Electricity Bill/ Water Bill / Landline Telephone Bill/ Passport/ Certificate by a First Class Gazetted Officer or any other document issued by the Government of India.

(g) **Proof of Identity** PAN Card/ Aadhar Card/ Passport.

(h) Wherever applicable SC/ST/OBC Caste Certificate along with Validity Certificate as per existing Govt. of India notifications. Candidates claiming benefits of OBC category should ensure that they belongs to OBC category as per the notification of the Central Government meant for appointment to the post under the Govt. of India (not as per the notification of the state government) and also they do not belong to the 'Creamy layer'. The candidates are required to produce the OBC certificate as per format contained in GOI, DOP&T OM 36036/2/2013-Estt (Res) dated 30 May 2014 and 36033/1/2013-Estt(Res) dated 27 May 2013. In case it is found that the Caste is not valid or is un-registered by Gol as on closing date for receipt of online application, your candidature would stands cancelled and any further claims for selection to the post in future dates would also not be entertained.

(j) In case of Ex-serviceman, Discharge Certificate, as applicable.

(k) In case of Central Govt. Employees/ Departmental Candidates NOC from the employer.

(l) Any other documents mentioned in application submitted.

6. Further, in addition to above you are requested submit the following forms at the time of pre-recruitment formality in the following manner:-

(a) **Attestation form**. Two Attestation Forms duly filled and countersigned by a District Magistrate or Sub Divisional Magistrate or their Superior Officer along with 02 photocopies (Total 04 Sets).

(b) **Medical Form**. One Medical Form duly filled & completed in all respect by appropriate Medical Authority at your District i.e. Civil Surgeon or District Medical Officer-in-Charge /Superintendent with round stamp on photograph and name and address of the concern hospital alongwith 02 photocopies (Total 03 Sets).

(c) **Bio-Data**. One dully filled Bio-Data.(Click on Attestation form, Medical Form and Bio-Data links to download the forms at www.bhartiseva.com)

7. Advisory

(a) **Please note that calling you for the verification of documents and medical examination does NOT in any way confirm your selection for the post which is purely provisional.** The confirmation of your selection and thereafter appointment for the post would be based on the verification of all the documents, correctness of information furnished by you while applying online and satisfactory medical examination.

(b) Beware of touts who may misguide you with false promises of getting you selected for the job on illegal consideration. Selection is based purely on merit in the written examination and subject to verification of your candidature, original documents and medicals.

(c) Naval Dockyard, Mumbai does not take any responsibility for furnishing of incorrect/ false details made by you while applying online. The details submitted by you online are considered final and authentic and no claims on the same would be acceptable. Any incorrect /falsification of information will result in appropriate legal action being initiated against you and cancellation of your candidature for any future recruitment by the yard.

(d) Your selection is provisional and subject to the verification of marks obtained in Essential Qualification/ caste/ age/ Non-creamy layer certificate of OBC candidates/ School Leaving Certificate obtained through proper channels and character and antecedents through the Police Authority. If the verification reveals that your claim of belonging to a caste/age is false, your services will be terminated forthwith without assigning any further reason and without prejudice to such further action as may be taken under the provision of Indian Penal Code for production of false certificate.

8. For any information / assistance, if required, you may contact the SM(PRP)/ Staff, on Telephone 022-22751413.

Yours faithfully,



(Sitaram K)

TA(E)

Asst Manager (PRP)

for Admiral Superintendent

Copy to :-

The Concerned District Hospital

With reference to para 4 above it is requested to carry out the Medical examination in respect of above individual as per extant rules in vogue.