



Aurangabad Smart City Development Corporation Limited
(ASCDCL)
Town Hall Aurangabad - 431001

Minutes of the meeting held for interview of candidates shortlisted for the position of Personal Assistant, ASCDCL

28/09/2022

The Committee comprising the undersigned, interviewed the candidates for the post of Chief Finance Officer in ASCDCL. The Committee evaluated the candidates on the parameters of a.) Leadership Skills, b.) Decision making skills, c.) Technical Competence, d.) Communication Skills, e.) Experience.

Each candidate was interviewed regarding their qualification and experience. The suitability of the candidates with respect to the nature of the job advertised was gauged through discussion. The overall approach of the candidates and understanding of the job profile was also evaluated.

The evaluation sheet of the candidates is annexed.

Based on the evaluation, the Committee found **Mr Namdeo Raut** as the most suitable candidate and decided to recommend his appointment as **Personal Assistant**. Further, **Mr Narayan Vyas** was waitlisted for the post.


28/9/22

Dy. CEO, ASCDCL


28/9/2022

Add. CEO, ASCDCL



CEO, ASCDCL &
Commissioner, AMC


Human Resource Manager
ASCDCL


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ASCDCL Interview Assessment Sheet for the Post of Personal Assistant in ASCDCL

Date: 28/09/2022

Sr. No.	Name of the Candidate	Leadership		Decision making		Technical		Communication		Experience		Grand		Selected/Not	
		Skills	Skills	Skills	Skills	Competence	Skills	Skills	Skills	Marks	Marks	Total	Marks	Selected/	Waitlisted
		Rating: 4- Excellent; 3-Good; 2-Average; 1- Poor		Rating: 4- Excellent; 3-Good; 2-Average; 1- Poor		Rating: 4- Excellent; 3-Good; 2-Average; 1- Poor		Rating: 4- Excellent; 3-Good; 2-Average; 1- Poor		Rating: 4- Excellent; 3-Good; 2-Average; 1- Poor		Rating: 4- Excellent; 3-Good; 2-Average; 1- Poor			
		(Out of 4)		(Out of 4)		(Out of 4)		(Out of 4)		(Out of 4)		(Out of 4)			
1.	Ms Tejshree Jadhav					Absent						-		-	
2.	Mr Vinod Jadhav					Absent						-		-	
3.	Mr Vinayak Joshi	2.75	2.75	2.75	2.5	2.5	2.75	2.75	2.5	2.5	13.25		Not-Selected		
4.	Mr Namdeo Raut	3.25	3	3.75	3.75	3.75	3.75	4	4	17.75			Selected		


HR Manager
Aurangabad Smart City Development Corporation Limited, Aurangabad.


Deputy Chief Executive Officer
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Additional Chief Executive Officer
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Chief Executive Officer
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Sr. No.	Name of the Candidate	Leadership	Decision making Skills	Technical Competence	Communication Skills	Experience	Grand Total Marks	Selected/Not Selected/ Waitlisted
		Skills	Rating: 4- Excellent; 3-Good; 2-Average; 1-Poor	(Out of 4)	(Out of 4)	(Out of 4)		
			(Out of 4)	(Out of 4)	(Out of 4)	(Out of 4)	(Out of 20)	
5.	Mr Ganesh Muley	2.5	2.5	2.75	2.5	1.75	12	Not-Selected
6.	Mr Narayan Vyas	2.75	2.75	3.25	3	3.75	15.5	Waitlisted
7.	Mr Nath Shubham	1.5	1.5	2	1.5	1.25	7.75	Not-Selected
8.	Mr Ashish Solanke	1.75	1.75	2.25	2.5	2	10.25	Not-Selected


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