INDIAN NAVY

सत्यमेव जयते

शं नो वरुणः

EXPERIENCE - CUM - TRADE CERTIFICATE

GENERAL INFORMATION ON RETIREMENT

NAME : MAHAVEER SINGH RANK : MC EA (P) II*

PER. NO. : 194665Y DATE OF BIRTH : 05 Mar 1986

JOINED ON : 31 Jan 2004 RETIRED ON : 31 Jan 2024

COURSES / EXAMINATION UNDERGONE IN SERVICE

COURSE NAME	QUALIFIED ON
EAP APP	29/04/2006
EAP APP	30/06/2007
ELECTRICAL ARTIFICER POWER 4	18/03/2008
ELECTRICAL ARTIFICER POWER 3	27/04/2010
PETTY OFFICER LEADERSHIP COURSE	28/07/2010
CHIEF ELECTRICAL ARTIFICER POWER	27/04/2013
NAVAL INSTITUTE OF EDUCATIONAL & TRAINING TECHNOLOGY	07/09/2013
ADVANCED MCPO MANAGEMENT COURSE	28/01/2016

NAVAL PENSION OFFICE RELEASE CENTRE

* MASTER CHIEF ELECTRICAL ARTIFICER (POWER) II

INDIAN NAVY

A. Core Competencies

1. Leadership and Management

a) A competent technical Junior Commissioned Officer, with over 20 years of vast experience as an Engine Room Artificer/ Electrical Artificer / Air Electrical / Air Engineer /Air Radio/ Air Weapon/ Hull Artificer; responsible for:

i) Electrical / Engineering Branch Onboard Various Warships / Aircraft
ii) General Administration
iii) Material Management
iv) Security
v) Logistics
vi) Liaison
vii) Operations and Maintenance of Main and Auxiliary machineries/ Electrical, Electronics and Weapon equipments.

b) Extensive trade experience with a proven track record of attending various professional courses, thus ameliorating knowledge domain.

c) Planning, forecasting, setting objectives and determining courses of action, thereby efficiently preparing for any eventuality.

d) Significantly handled wide range of assignments, concurrently in a multitude of situations.

e) Trained in investigation of complaints and concerns, evaluating and offering possible courses of action, providing advice, guidance and direction.

f) Possess excellent motivation/ leadership qualities/skills, with the:

i) Capability in displaying the confidence needed to face the toughest leadership challenges.
ii) Ability to understand the purpose, objective, practice and procedures of department.

g) Possess the ability to deliver results in time bound situations.

2. Team Management and Motivation

a) Possess excellent communication, collaboration and team building skills.

b) Understanding of the:

i) Principles of people management and motivation.
ii) Effective means of influencing, motivating and ensuring effective results in a variety of situations.

c) Skills in negotiating and communicating with teams & individuals.

d) Trained & instructed to have a high sense of commitment, thereby striving for the achievement of excellence.

e) A team player, with the ability in delegating people with complimentary skills for maximum team effort and effectively draws on the strength of all team members.

f) Distinction of initiating & implementing the rewards / recognition programme for motivating employees.

g) Proficiency in grasping new technical concepts and utilising the same in a productive manner.

3. Administration

a) Implementing staff welfare policies and organising staff welfare activities such as transportation, housing, security, personal accidents, insurance etc. thereby enhancing employee motivation.
b) Supervising catering/ housekeeping / transport activities in the organisation.
c) Ensuring optimum and effective utilisation of funds in providing congenial work environment and basic amenities in the work premises.
d) Formulating operation budgets and taking adequate measures to ensure optimum utilisation of available funds towards the accomplishment of group objectives.
e) Managing time /office activities and maintaining the attendance/ leave records necessary for processing payrolls of employees.
f) Handling employee grievance & looking after the disciplinary action, canteen management & maintenance of harmonious employee relation.
g) Administering the performance management programme including periodic performance review and appraisal for staff members.

4. Liaison/co-ordination

a) Maintaining excellent relations with:
   i) Higher echelons
   ii) Statutory & regulatory bodies
   iii) Vendors and Contractors
   iv) Private firms and Government Officials
b) Efficiently co-ordinating with the various departments for the finalisation of deliveries as per service levels.
c) Ensuring internal cohesion in the organisation by maintaining clear communication network between the levels.
d) Extensive travelling to various sites to supervise work.
e) Clears up misunderstanding caused by unclear job expectations.

5. Crisis and Disaster Management

a) Managing operations during the actual crisis in the amidst of the event to the degree that the events can be managed.
b) Co-ordinating with the organisation response to a crisis/ emergency (fire, floods and accident) in an effective and timely manner.
c) Planning disaster/ emergency management programme.
d) Overseeing the maintenance function involving scheduling of preventive, corrective & shut down maintenance to maximize availability and reliability of machinery & equipment.
e) Arranging security of Equipment, Men, Materials and Information.
f) Restoring 'Internal Security' by aid to Civil Authorities.
g) Qualified in firefighting and escape route drills for quick responses during crisis and emergencies.

B. Branch Specialisation

Electrical Artificer: Master Chief Artificer/ Mechanician or Chief Artificer/ Mechanician with over 20 years of service experience

Facilities Management

a) Managing various facilities under Technical Services Department viz. - water supply, electrical supply, electrical and mechanical defects, defects to buildings and roads, carrying out board

proceedings and Statement of cases for procurement, liaison with Military Engineering Services and civil contractors for civil works. Managing of all other such facilities as essential for a township.
b) Rectifying & maintaining electrical equipments under assigned charge.
c) Functioning as Manager of Canteen/ Gas agency.
d) Entrusted with responsibility of managing a departmental store/ commercial complex.

Safety & Security
a) Responsible for managing security of a factory/ organization.
b) Thorough knowledge of Nuclear, Biological and Chemical Warfare and expertise in Fire Fighting and Damage control.
c) Providing first aid in case of medical emergency.

General Administration
a) Responsible to the top management regarding functioning of the department.
b) Resourcefully managing men & material on board ships/ establishments.
c) Planning, co-ordinating & implementing
d) Departmental tasks/ assignments etc.
e) Large events/ functions (seminars/ workshops etc.)

Accounting & Finance
a) Planning & budgeting administration expenses. Maintaining books of accounts.
b) Controlling operational expenses. Analysing variance between budgets & actual expenses and working towards minimizing it.

HR Function/ Training & Development
a) Counselling/ grievance handling of employees to maintain a healthy environment.
b) Handling performance appraisal process and initiating rewards & recognition programmes.
c) Implementing disciplinary norms & standards for minimizing violations of rules & regulations.
d) Planning & implementing training activities in Indian Naval Training Institutes.
e) Carrying out instructional duties i.e. teaching at various Indian Naval Institutes.

Computer Literacy
a) Knowledge of computer hardware & software.

C. Area of Exposure

Electrical

EAP

Artificer Class IV
a) Diploma in Electrical Engineering,with extensive equipment training,the artificer is promoted to Artificer class IV,who is responsible for repair and maintenance of:

INDIAN NAVY

i) Ships Electrical Equipment
ii) Power Generation
iii) Power Distribution System
iv) Supply network panels and switchgears
v) Various electrical motors,controllers and starters
vi) Navigation systems like gyros and logs echo sounder
vii) Ships steering gear system
viii)Ships stabilizers
ix) Main engine controls
x) Weapon control systems and missile control systems.
b) Accountable for paralleling and transfer of load between generators.

Artificer Class III
a) On qualifying the Artificer class III board examination the artificer is promoted to the rank of Artificer Class III in Junior Commissioned Officer Cadre (JCO cadre).
b) Undertaking the defect analysis and decide on course of action.
c) Undergoing 'Chief Artificer' qualifying course,on completion of which,the BSc(Electrical Engineering) from Cochin University of Science and Technology,Kochi is awarded. Only successful individuals are promoted to the next rank of 'Chief Artificer' on due date.

Chief Artificer
a) Functioning as a JCO in Charge of a particular section,such as:
i) Power /generation and Distribution (PGD) Section
ii) Automatic Power Management System Section
iii)Control / Navigation aids section
iv) General Electrical section
v) Weapons and Missile Control section.
b) Accountable for preparing and generating reports and returns, maintaining log books and presenting the equipment for various acceptance trials.
c) Handling the installation and user acceptance trials of electrical equipments.

Master Chief Artificer
a) Functioning as a Regulator and JCO-in-Charge of the department.
b) Managing men/ material in the department and responsible for imparting departmental training of subordinates.
c) Acting as a Master planner for:
i) Planned preventive maintenance
ii) Co-ordination of inter-departmental evolutions
iii) Rendering Annual Confidential Reports (ACRs) on subordinates
iv) Appraising Top Management of departmental activities.
d) Responsible for proper accounting /upkeep of electrical spares, tools and accessories,drawings and documentations.

Professional Courses

Petty Officer Leadership
a) Developing Leadership Qualities of Senior Sailors.
b) Taking in-charge of group of men and maintaining discipline among subordinates and leading the efforts for planning.

c) Organising and executing various task of service.

CPO Management
a) Assuming higher responsibilities
b) Handling managerial task such as planning,supervision and controlling the departmental section.
c) Providing strong and effective link between subordinates / officers and guiding juniors for promotions and discipline.

Naval Institute of Educational & Training Technology (Method Course)
a) The institutes conduct a course of Human Resource Development for individuals having excellent professional / academic record after a series of psychological tests where the individual imbibes the following:
i) Methods of teaching and preparing lesson plans
ii) Effective use of training aids
iii)Questioning techniques and preparation of examination question papers/ banks.
iv) Methods of performance of evaluation
v) Importance of feedback,feedback analysis and presentation techniques.

Internal Quality Auditors (ISO) Course
a) As most of the training processes are ISO 9001: 2000 certified,it is therefore necessary to train a few individuals on the International Standards Organizations procedures and processes, thereby enabling these institutions to implement the system, plan and present the periodic audits as well as conduct of Internal Quality audits.

Station : MUMBAI - 400 088
Date : 31 JAN 24

(Satyajit Roy)
Commander
OIC RELEASE CENTRE

INDIAN NAVY
*** NO DUPLICATE WILL BE ISSUED****

रजिस्ट्री सं.डीएल—(एन) 04/0007/2003—19 REGISTERED No. DL—(N) 04/0007/2003—19

सत्यमेव जयते

भारत का राजपत्र
The Gazette of India

साप्ताहिक/WEEKLY

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PUBLISHED BY AUTHORITY

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No. 11] NEW DELHI, SATURDAY, MARCH 16—MARCH 22, 2019 (PHALGUNA 25, 1940)

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके।

(Separate paging is given to this Part in order that it may be filled as a separate compilation)

भाग I—खण्ड 4

[PART I—SECTION 4]

[रक्षा मंत्रालय द्वारा जारी की गई सरकारी अफसरों की नियुक्तियों,पदोन्नतियों व छुट्टियों आदि से सम्बन्धित अधिसूचनाएं]

[Notifications regarding Appointments, Promotions, Leave etc. of Government Officers issued by the Ministry of Defence]

रक्षा मंत्रालय

नई दिल्ली, दिनांक 16 मार्च 2019

सं. 63, दिनांक 27 फरवरी 2019—राष्ट्रपति निम्नलिखित नियुक्तियां नामों के आगे दी गई तारीखों से करते हैं:—

(नौसेना अनुदेश 15/69 देखें।)

भारतीय नौसेना

स्थायी कैडर मास्टर चीफ पेटी अफसर प्रथम श्रेणी के रैंक में

नाम	दर्जा	संख्या	एसएफ एक्स	दिनांक
सुजीत एस	एमसी एए ।	182132	एन	01.12.2017
श्रीनिवास कोमरा	एमसी एए ।	182180	वाई	01.02.2018
प्रणब कुमार प्रधान	एमसी एएम (डब्ल्यू) ।	120940	आर	01.03.2018
जितेंदर केबी सिंह	एमसी एएम ।	119172	वाई	01.08.2017

रिंकू एल श्रीवास्तव	एमसी ईए (पी) II	132579	टी	01.02.2018
रवि शंकर जी बालाजी	एमसी ईए (पी) II	136059	ए	01.02.2018
रवि कुमार खरे	एमसी ईए (पी) II	132240	वाई	01.12.2017
दीपक कुमार	एमसी ईए (पी) II	130533	टी	01.12.2017
अमित भारद्वाज	एमसी ईए (पी) II	550037	के	01.10.2017
महेश गाडेकर	एमसी ईए (पी) II	131261	वाई	01.02.2018
सत्य रंजन कर	एमसी ईए (पी) II	130865	वाई	01.12.2017
यगुन गुप्ता	एमसी ईए (पी) II	194866	बी	01.02.2018
आशीष के अहर	एमसी ईए (पी) II	131801	ज़ेड	01.02.2018
नितिन चौरसिया	एमसी ईए (पी) II	138756	एफ़	01.02.2018
ऋषिदेव सिंह	एमसी ईए (पी) II	126677	बी	01.10.2017
शेख एस अली	एमसी ईए (पी) II	131371	वाई	01.02.2018
पंकज कुमार पोखरियाल	एमसी ईए (पी) II	194761	आर	01.02.2018
नरेंद्र कुमार	एमसी ईए (पी) II	194795	टी	01.02.2018
आनंद कुमार नेपाक	एमसी ईए (पी) II	550079	एफ़	01.12.2017
उमर मुख्तार	एमसी ईए (पी) II	194583	के	01.09.2017
प्रवीन किमोथी	एमसी ईए (पी) II	194534	ज़ेड	01.08.2017
आनंद बल्लभ	एमसी ईए (पी) II	131117	डब्ल्यू	01.02.2018
गोपाल के गुप्ता	एमसी ईए (पी) II	126578	बी	01.07.2017
उदय कान्त गुप्ता	एमसी ईए (पी) II	129309	के	01.10.2017
महावीर सिंह	एमसी ईए (पी) II	194665	वाई	01.12.2017
सरत चंदर	एमसी ईए (पी) II	130693	एफ़	01.02.2018
परवीन कुमार	एमसी ईए (पी) II	194776	ज़ेड	01.01.2018
विकाश मिश्रा	एमसी ईए (पी) II	130633	डब्ल्यू	01.02.2018
सुमित कुमार सिंह	एमसी ईए (पी) II	194872	टी	01.02.2018
शैजू वर्गीस	एमसी ईए (पी) II	194604	एच	01.09.2017
शम्भू कुमार मिश्रा	एमसी ईए (पी) II	135117	के	01.02.2018
तजैंदर सिंह सिधु	एमसी ईए (पी) II	128199	एन	01.08.2017
अजय के चौधरी	एमसी ईए (पी) II	128587	डब्ल्यू	01.09.2017
पंकज कुमार	एमसी ईए (पी) II	182266	टी	01.07.2017
मनोज कुमार सोनी	एमसी ईए (पी) II	550064	वाई	01.12.2017
धर्मेंद्र एस कुशवाहा	एमसी ईए (पी) II	194576	डब्ल्यू	01.10.2017
राकेश कुमार	एमसी ईए (पी) II	550066	ए	01.12.2017
दीपक सिंह चौहान	एमसी ईए (पी) II	194871	आर	01.02.2018
सुनील कुमार	एमसी ईए (पी) II	130619	एन	01.12.2017
सतीश के शर्मा	एमसी ईए (पी) II	126058	वाई	01.08.2017
शशि रंजन कुमार	एमसी ईए (पी) II	135130	आर	01.02.2018
बिनु के थोड़ी	एमसी ईए (पी) II	139330	के	01.02.2018
अनिल कुमार सिंह	एमसी ईए (पी) II	182271	बी	01.08.2017

EXPERIENCE CERTIFICATE

TO WHOMSOEVER IT MAY CONCERN

1. This is to certify that ***MAHAVEER SINGH, MC EA (P) II, 194665-Y*** has served in Indian Navy (Ministry of Defense) from 31 Jan 2004 to 31 Jan 2024. The duties performed by him during the period are as follows: -

Name of Post Held	From date	To date	Total Period	Nature of Appointment	Dept/ Specialty/ Field of Experience	Pay Scale and Last salary drawn	Duties performed/ Experience gained in each post	Place of posting	Level of work
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
EA(P) APP /Electrical Artificer Power - V	31 Jan 2004	16 Apr 2007	03 Years 02 Months	Permanent	Diploma in Electrical Eng.	PB1 as per 6th CPC (5200-20200)	(a)Basic Naval Discipline and Physical Training. (b)Diploma in Electrical Engineering (Apprenticeship Course) including afloat attachment with extensive equipment training. (c) Carry out duties of firefighting and damage control onboard warship.	Chilka/ Jamnagar/ Mumbai	Trainee
Electrical Artificer Power - IV	17 Apr 2007	11 Feb 2010	02 Years 10 Months	Permanent	Operation & Maintenance of Missile weapon system	PB1 as per 6th CPC (5200-20200)	(a) Operation and maintenance of Naval Missile System Onboard Ship. (b) Defect analysis and rectification. c) Survey & demand of store items and maintain the records. (d) Carrying out the duties of security chief of unit / organization. (e) Carry out duties of firefighting and damage control in charge onboard warship.	Mumbai	Operative
Electrical Artificer Power - III	12 Feb 2010	31 Mar 2015	05 Years 01 Months	Permanent	Training Establishment	PB2 as per 6th CPC (9300-34800)	(a) Instructor duties. (b)General Administration and maintaining optimum inventory level of electrical SPTA and performance of equipment/ system. (c)Operation and maintenance of Gunnery weapon equipment onboard warship. (d)Store management: Survey & demand of store items and maintain the records. (e)Office management/ General Administration/ maintaining records training activities. (f) Audit Member duties for Non Public Fund. (g)Training & Development/ Academic Management Viz, planning and implementation of training activities, preparing of results, Syllabus revision, updation of Lesson Plan etc. (h) Divisional Chief / Liaising duties (i) Team management, ensuring motivational workforce, Implementation of disciplinary norms & standards, Counseling/ Grievance handling.	Mumbai /Kochi	Supervisory

कमान अधिकारी
COMMANDING OFFICER
DATE:.....
आई एन एस द्रोणाचार्य
INS DROCHARYA

(Sreejith S Nair)
Captain
Training Cdr/ain
for Commanding Officer

CH EA (P) (Chief Artificer)	01 Apr 2015	30 Nov 2017	02 Years 08 Months	Permanent	Operation & Maintenance of Missile weapon system/ Training Establishment	Pay Level "VI" as per 7th CPC (35400-112400)	(a) Functioning as a regulator and JCO-in-Charge Electrical Department. (b) General Administration/ Office management/ Managing men & material in department and responsible for imparting training to subordinates. (c) Responsible for proper accounting / upkeep of tools and accessories, drawings and documents. (d) Store management: Survey & demand of store items and maintain the records. (e) Audit Member duties for Non Public Fund. (f)Operation and maintenance of Gunnery weapon equipment onboard warship.	Mumbai /Kochi	Middle Level Management
MC EA (P) II (Master Chief Artificer II)	01 Dec 2017	31 Jan 2024	06 Years 02 Months	Permanent	Training Establishment	Pay Level "VII" as per 7th CPC (44900-142400)	(a) Instructor duties. (b) In-Charge of Faculty of Missile in Training Department viz Office management/ General Administration/ maintaining records of training activities. (c) Staff Officer/ Administrative officer duties. (d) Accounting Officer & Audit Member duties for Non Public Fund. (e)Academic Management Viz, planning and implementation of training activities, conducting exams, compilation of results, syllabus revision, updating Lesson Plan, instructor evaluation, publishing WTP/BTP, Class room & TRG aid management etc. (f)Division staff duties/Student Affair Management. (g)Rendering annual confidential reports (ACRs) and maintaining service documents of subordinates. (h)Team management, ensuring motivational workforce, Implementation of disciplinary norms & standards for minimizing violation of rules & regulation. (i)INBR&BR officer/ Library Officer /Assistant Education Officer/ Liaison officer Duties.	Mumbai /Kochi	Middle Level Management

2. The sailor has experience in ***Pay Level VII*** since ***01 December 2017 (Equivalent to Junior Commissioned Officer Cadre vide Gazette of India no.11 dated 16 Mar 2019)*** as per 7th CPC. It is certified that above facts and figures are true based on service records available in our organization.

INS Dronacharya
Fort Kochi
Kochi
Kerala – 682001

File: 100/GEN

कमान अधिकारी COMMANDING OFFICER DATE:..... भा नौ पो द्रोणाचार्य INS DROCHARYA

(Sreejith S Nair)
Captain
Training Captain (HoD)
for Commanding Officer

Date: 31 Jan 24

05/2024

INS DRONACHARYA

TO WHOM IT MAY CONCERN

This is to certify that **Mahaveer Singh** *Rank* **MC EA (P) II** *No* **194665-Y** *was appointed in Missile and Gunnery School, INS Dronacharya as a Instructor from* **25 June 2012** *to* **21 June 2015** & *from* **17 Sep 2020** *to* **31 Jan 2024** *where in the sailor has carried out instructional duties. The sailor has achieve immense knowledge and experience in Academic management, Student affair management and General Administration management during his employment in this Academic institution. This Training Establish is affiliated with Cochin University of Science and Technology (CUSAT).*

INS Dronacharya
Fort Kochi-682001
Kerala (India)
Date : 31 Jan 2024

(Sreejith S Nair)
Captain
Training Captain

कमान अधिकारी
COMMANDING OFFICER
DATE:.....
धानी पो द्रोणाचार्य
INS DROCHARYA

INDIAN NAVY

EQUIVALENT OF NAVAL TRADE CERTIFICATE

This is to certify that **MAHAVEER SINGH** Rank **MC EA (P) II** No. **194665Y** of Indian Navy has requisite qualification for the following Civil Trades according to provision notified under National Classification of Occupation (NCO) scheme by the Director General of employment & Training, Ministry of Labour, Rehabilitation letter DGE&T-5/1/07-VG/OI Dated 26 Sep 2012.

BRANCH	NCO CODE	EQUIVALENT CIVIL TRADE
ELECTRICAL	1226.5	Manager Stores
	1226.6	Station Master Indian Railway
	1229.2	Headmaster Primary School
	2139.3	Asst. Project Development Officer
	2143.1	Junior Engineer (Electrical)
	2145.25	Production Manager
	2412.40	Vocational Teacher
	2446.1	Labour / Welfare Officer
	3119.1	Laboratory Assistant
	3151.2	Fire & Security Officer
	3340.1	Craft Instructor
	3431.1	Administrative Officer
	3431.1	Senior Office Superintendent
	3431.1	Grade II/Class B Non Gazetted Officer Central / State Govt
	3431.1	Section Officer
	3441.1	Inspector -Customs
	3442.1	INSPECTOR - CENTRAL EXCISE
	3450.1	INSPECTOR - POLICE / PARA MILITARY FORCES
	3450.1	INSPECTOR - CBI/IB
	5169.1	Fire & Security Officer
	5220.20	Technical Supervisor
	7233.1	Fitter
	7238.1	Chargeman/Foreman

His experience in the above mentioned posts is to be counted from **31.01.2004.**

MASTER CHIEF ELECTRICAL ARTIFICER (POWER) II

Naval Pension Office
Release Centre
Sion-Trombay Road
Mankhurd,
Mumbai 400088
Date **31.01.2024**

(SATYAJIT ROY)
COMMANDER
OIC RELEASE

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