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# गार्डेन रीच शिपबिल्डर्स एण्ड इंजिनियर्स लिमिटेड

## Garden Reach Shipbuilders & Engineers Limited

(भारत सरकार का उपक्रम)

(A Govt. of India Undertaking)

रक्षा मंत्रालय

Ministry of Defence

43/46 गार्डेन रीच रोड, कोलकाता - 700024

43/46 Garden Reach Road, Kolkata - 700024

### **EMPLOYMENT NOTIFICATION NO. HR/SUP: 01/2020**

GRSE Ltd. is one of the premier Defence Shipbuilders enjoying the Mini Ratna, Category - I status and contributing efficiently to the defence preparedness of the country by building state-of-the-art warships. The Company invites applications from qualified, talented and energetic Indian Nationals for the following posts:

**Opening Date for Online registration : 17 Feb 2020 (14:00 hrs onwards)**

**Closing Date for Online registration : 08 Mar 2020 (upto 23:59 hrs)**

<u>Sl. No</u>	<u>Name of Post</u>	<u>Pay Scale (IDA) (₹)</u>	<u>Max. Age as on 01 Feb 2020</u>	<u>No. of Posts / Discipline/ Reservation</u>			<u>Essential Qualification as on 01 Feb 2020</u>	<u>Minimum Post Qualification Experience &amp; Qualitative Requirement as on 01 Feb 2020</u>
(A)	Supervisor (S-1 Grade)  (On Fixed Term Contractual Basis for 03 years extendable maximum of 02 years)  Out of 07 posts of Supervisors (on fixed term contract), 01 post is reserved for PH (LV)	23800-3%-83300	28 years	Admin & HR	02	SC-01, UR-01	Graduate in any Discipline plus minimum 01 year Diploma in HR/Industrial relations/Personnel Management & Industrial relations/Social Welfare/Social science/Social work etc. with 60% marks or equivalent CGPA (55% marks or equivalent CGPA for SC/PwBD) in both Graduation & Diploma	Nil
				Finance	01	EWS		

				Material Mgmt.	01	UR	(i) Diploma in Engineering or equivalent With minimum 01 year Graduate Diploma in Material Management/Supply Chain Management/Logistic Management with 60% marks or equivalent CGPA (55% marks or equivalent CGPA for PwBD) in both Diplomas OR (ii) Graduate in any Discipline With minimum 01 year Graduate Diploma in Material Management/Supply Chain Management/Logistic Management with 60% marks or equivalent CGPA (55% marks or equivalent CGPA for PwBD) in both Graduation & Diploma	Nil. However, Experience in procurement/Stores management/Logistics management in Engineering Industry will be given preference.
				Painter	01	UR	Diploma in Chemical Engineering/Paint Technology or equivalent with 60% marks or equivalent CGPA (55% marks or equivalent CGPA for PwBD)	Nil
				Naval Architecture	02	UR	Diploma in Naval Architecture or equivalent with 60% marks or equivalent CGPA (55% marks or equivalent CGPA for PwBD)	Nil
(B)	Supervisor (Jr. Hindi Translator)  (S-1 Grade)	23800-3%-83300	28 years	01 post (ST)			Bachelor's degree in Hindi with English as one of the subject at degree level either as compulsory or optional from recognized University or Institute with minimum 01 year Diploma in Hindi/Translation from Hindi to English and vice-versa (55% marks or equivalent CGPA for ST/PWBD in both graduation & diploma)	Nil

UR=Un-reserved, SC=Scheduled Caste; EWS= economically weaker section; ST=Scheduled Tribe;OBC=Other Backward Class; PwBD= Persons with Benchmark Disabilities.

#### 1. **AGE RELAXATION**

- i) Age relaxation for SC / ST / OBC / PwBD / Ex-servicemen as per Govt. rules.
- ii) Age will not be a bar for internal candidates subject to maximum age of 56 years.

- iii) Ex-servicemen who have put in not less than six months continuous service in the Armed Forces shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed maximum age by more than three years, he shall be deemed to satisfy the condition regarding age limit.
- iv) The relaxation in age limit for PwD candidates shall be applicable irrespective of the fact whether the post is reserved or not.

## 2. **EDUCATIONAL QUALIFICATION**

### i) Grouping of Disciplines in Diploma

a) Naval Architecture : Naval Architecture, Shipbuilding, Naval Architecture & Ocean Engineering, Naval Architecture & Marine Engineering

ii) Only the above mentioned disciplines will be considered for the recruitment process. Courses / Disciplines with equivalence to the above will not be considered.

iii) Certificates issued by following authorities will only be considered:

a) Matriculation / 10<sup>th</sup> / Madhyamik qualification to be awarded by Government recognized Board / Council.

b) Diploma in Engineering disciplines and other relevant disciplines to be awarded by Government recognized Technical Board / Council/UGC/AICTE/State Govt./GOI or similar bodies.

c) For Hindi, UGC / Government of India recognized / approved Degree / Diploma courses in concerned discipline (as referred above) awarded by University / Institution recognized by Govt. of India will only be considered

iv) The date of declaration of result / issuance of mark sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account.

v) One year Diploma means those Diplomas which are Govt. recognized and for which minimum academic qualification required is Graduate.

## 3. **TENURE OF CONTRACTUAL ENGAGEMENT**

The tenure of the engagement will be for a period of 03 years. However depending upon the requirement, it can be extended further for another 02 years. In the later part after recruitment if it is seen that requirement will be for a longer period, they may be absorbed in the permanent roll in the equivalent grade subject to Organizational requirement and availability of vacancies. Absorption will not be matter of right. The Management may also decide to recruit candidates on permanent roll through direct recruitment process without absorbing Fixed Term Employees.

## 4. **PLACE OF POSTING:**

i) Depending on Company's requirement candidates may be posted in any other units/offices etc. of the Company.

## 5. **SELECTION PROCESS – WRITTEN TEST/PRACTICAL TEST:**

### **SUPERVISOR – (S1):**

i) The method of selection will be based on Written Test of **100 marks**.

ii) **Written test will be held in Kolkata.** Based on the number of responses the test center may be changed as per the discretion of the Management.

- iii) No request for change of Written Test Centre after final submission of application form will be entertained.
- iv) No TA will be paid to candidates for appearing in the Written Test.
- v) Pattern of Written Test -

Subject	No. of Questions	Maximum Marks	Remarks
Part-A (Objective Type) (10 <sup>th</sup> Standard)	General Knowledge, Aptitude, Mental ability, Data analysis, English, Numerical ability & Reasoning (20 Questions)	20	<ul style="list-style-type: none"> <li>• Duration of Written Test – 02 Hours.</li> <li>• Question paper language – Bi-lingual (English &amp; Hindi).</li> <li>• Question paper type – Objective type with Multiple Choice Questions.</li> </ul>
Part-B (Objective Type)  [For Sl. No. (A) – (i) Engineering disciplines (as the case may be) (ii) HR & Admin/Finance/ Material Management For Sl. No. (B) - Hindi Discipline]	(80 Questions) on each discipline	80	
	(100 Questions)	100	

- vi) **Management reserves the right to shortlist candidates for written test based on percentage of marks scored in diploma examination, standard of eligibility, work experience, if any, etc.**
- vii) Based on the performance in the Written Test, candidates may be called for Trade Test in the ratio of 1:5 (for one vacancy, maximum of five candidates will be called). In case of tie in marks of the candidates in written test, all such candidates will be called for trade test irrespective of the ratio. In case of Jr. Hindi Translator, the candidates will be called for practical test (in the ratio of 1:5) on Hindi typing and translation of Hindi to English and vice versa.
- viii) Qualifying marks in the selection test including trade test (trade test is of qualifying nature only) is 50% for UR & EWS and for SC/ST/OBC/PwBD is 45%.
- ix) In case any ambiguity / dispute arise on account of interpretation in versions other than English, the English version will prevail.

## 6. RESERVATION

- i) Reservation as applicable has been indicated against each post. However, candidates from reserved categories fulfilling eligibility criteria may also apply for the posts earmarked for UR as per Government Rules.
- ii) Persons with Disability category are required to produce Medical Certificate in prescribed format issued by the Competent Authority as stipulated in Rights of Persons with Disabilities Act, 2016 having minimum 40% or more disabilities in the category as the case may be. PWBD Candidates need to indicate at the time of Application the requirement of Scribe/Reader/Lab Assistant in terms with OM – F. No. 34-02/2015-DD-III dated 29 August 2018 of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment. The provisions of the said Office Memorandum will be followed.
- iii) Category (UR /SC/ ST / OBC / PwD) once entered in the Online application form will not be allowed to be changed and no benefit of other category will be admissible later on.
- iv) SC / ST / OBC candidates applying for a post where there are no vacancies in their respective reserved categories, will be treated as General candidates and no relaxation in any criteria will be applicable to these candidates. However, they may indicate their actual category in Online Application so as to avail of application fees concession as applicable.
- v) **OBC candidates** at the time of document verification, if shortlisted, have to submit **declaration to the effect that the incumbent does not fall in Creamy Layer section** and also to produce non-creamy layer certificate in the prescribed format as applicable for appointment for the posts under Govt. of India and Central Govt. Public Sector Undertaking. **OBC (non-creamy layer) certificate** by the Competent Authority should be issued in the current year.

## 7. APPLICATION PROCEDURE:

- i) **Online Application Process:** All candidates have to submit application ONLINE through 'Career section' of GRSE website [www.grse.in](http://www.grse.in) or on <https://jobapply.in/grse2019>
- ii) **All candidates are required to apply ONLINE, take print out of auto generated filled in Application Format, put their signature at designated places and send it along with GRSE Copy of Application Fee Challan (applicable for General, EWS, OBC candidates) and relevant testimonials (self-attested) in support of Caste, PwD (if any), Date of Birth, Educational Qualification, Work Experience (e.g. Offer of Appointment, Relieving Letter, Experience Certificate) etc. to Post Box No. 3076, Lodhi Road, New Delhi – 110003 through ORDINARY POST only within the due date of 20 Mar 2020.** The envelope containing the application should be super-scribed with "GRSE EN No. HR/SUP: 01/2020" and "Post (Discipline) applied for".
- iii) Candidates serving in Government / Quasi Government offices, Public Sector Undertakings, Autonomous Organizations are instructed to submit their application through proper channel. In case, he sends an advance copy of the application, he will have to submit a “No Objection Certificate” from his employer at the time of verification of documents, failing which the candidature will not be considered.
- iv) Please note that candidature of the candidate is liable to be cancelled if he / she submits more than one application for same post.

- v) GRSE will not be responsible for any postal delay.
- vi) **Incomplete application is liable to be rejected.**
- vii) **The detailed procedure of application and other details are available on ‘How to apply’ in the website. For details log on to [www.grse.in](http://www.grse.in)**
- viii) All correspondence with candidates shall be done through e-mail only. All information regarding Schedule / Written Test Admit Cards / Document Verification etc. shall be provided through e-mail / uploading on GRSE website. Responsibility of receiving, downloading and printing of written test admit card / call letter / any other information shall be of the candidate only. GRSE will not be responsible for any loss of e-mail sent, due to invalid / wrong e-mail ID provided by the candidate or delivery of e-mails to Spam/Bulk mail folder or for delay / non-receipt of information if a candidate fails to access his / her mail / website in time or DND activated mobile no. etc.

#### 8. **APPLICATION FEE**

- i. **Application fees of ₹400/- and Bank charges of ₹50/- (Total fees ₹450/-)** to be deposited through Bank Challan mode at any branch of State Bank of India (SBI) by the applicants (General /EWS/ OBC only).
- ii. Applicants belonging to SC /ST/ PwD / Internal Candidates are exempted from payment of Application Fee.
- iii. The application fee is non-refundable and hence candidates are advised to ensure their eligibility for the post before applying.
- iv. Please refer “**Guidelines to Apply Online**” in the portal <https://jobapply.in/grse2019> for details regarding remittance of Application Fee through Bank Challan in SBI Branches.
- v. No other mode of payment will be accepted.

#### 9. **GENERAL INFORMATION:**

- i) In addition to Basic Pay, Industrial DA, HRA, other perks @35% of Basic Pay, CPF, Gratuity, Performance Related Pay (PRP) etc. are admissible as per the Company’s Rules.
- ii) Written Test will tentatively be held in the month of April 2020.
- iii) **Persons with Benchmark Disability (PwBD) category are required to produce Medical Certificate in prescribed format issued by the Competent Authority as stipulated in Persons with Disabilities Act, 2016 having 40% or more disabilities in the category as the case may be.**
- iv) **SC, ST & OBC (NCL) candidates are required to produce a caste / class certificate only in the prescribed format issued by Competent Authority.**
- v) While applying for the post, the applicants must ensure that the particulars furnished by him / her are correct in all respect. In case it is detected at any stage of recruitment or even after appointment that he or she has furnished incorrect / false information or has suppressed any material fact, his / her candidature will stand cancelled and appointment liable to be terminated forthwith.
- vi) GRSE reserves the right to fill up all the posts or alter the no. of posts to be filled up or cancel any post or even to cancel the whole process of recruitment at any stage without assigning any reason.

- vii) Candidates are advised to possess a **valid e-mail ID** which is to be entered in the on-line application form. They are also advised to retain this e-mail ID active at least for one year as any important information to them may be provided by GRSE through e-mail and also published in the web site.
- viii) Any corrigendum/changes/updates shall be available only in the website and no other intimation shall be given in any newspaper/any other media.
- ix) *Candidates short listed based on the performance in written Test will be are required to produce all original certificates pertaining to Caste / Class, PWBD certificate, Educational Qualification, Offer / Joining letter, Experience Certificate (detailed certificate from the employer clearly mentioning the joining date, designation, assigned jobs / tasks being undertaken, relieving date etc.) for document verification in support of eligibility etc. along with one set of self-attested photo copies certificates/testimonials. **In the absence of original certificate / testimonials, the candidate will not be entertained and no reimbursement of Travelling Allowance will be made. On satisfactory verification of certificates/testimonials the candidates will be allowed for Pre-employment Medical Examination and candidates are required to bring with them the medical/investigation reports in original along with the prescribed proforma duly filled in.***
- x) Candidate will be allowed for appearing in the Written Test presuming that he / she is fulfilling the eligibility criteria and other requirements as advertised in the Employment Notification under reference. **In case, at any time, it is found that the candidate is not meeting the eligibility criteria, the candidature will summarily be rejected forthwith. In that event, no reimbursement of travelling expenses incurred for attending the document verification will be made. Hence, candidate must ensure that he/she is absolutely meeting the eligibility criteria and other conditions advertised without any deviation.**
- xi) **The mere fact that a candidate has submitted application against the advertisement and apparently fulfilling the eligibility criteria as prescribed in the advertisement would not bestow on him / her the right to be definitely considered for selection process.**
- xii) **If selected, candidates can be posted to any Unit / Project / Location of the Company.**
- xiii) Final selection of candidate is subject to medical fitness by Company's Medical Officer as per company's Recruitment Rules.
- xiv) Outstation candidates called for practical test / document verification will be paid travelling allowance both ways single II class (sleeper) Railway fare at actual (by shortest route from place of residence / place of work to Kolkata) whichever is less on production of tickets / receipts for incoming journey.
- xv) The decision of GRSE in all matters regarding eligibility, conduct of Written Test and selection will be final and binding on the candidates and no correspondence will be entertained.
- xvi) Management reserves the right to call for any additional documentary evidence in support of education and experience of the applicants.
- xvii) Furnishing of false information or concealment / suppression of factual information will render the candidate unfit for employment and GRSE will not be responsible for any consequence of furnishing of such wrong / false information.
- xviii) For any dispute, the Jurisdiction shall be Kolkata.

10. **IMPORTANT DATES:**

<b><u>Sl.</u></b>	<b><u>Details</u></b>	<b><u>Dates</u></b>
(a)	Start Date for Online Registration	<b>17 Feb 2020</b> (14:00 hrs.)
(b)	Closing Date for Online Registration	<b>08 Mar 2020</b> (23:59 hrs.)
(c)	Remittance of fees (if applicable)	<b>19 Feb 2020 to 10 Mar 2020</b>
(d)	Receipt of hardcopy of application signed by candidate along with Certificates / testimonials in support of eligibility through Ordinary post only.	<b>20 Mar 2020</b>
(e)	Uploading of Admit Cards for Written Test (Tentative)	<b>May 2020</b>
(f)	Tentative schedule for Written Test at Kolkata	<b>May 2020</b>
(g)	Declaration of Written Test Result	<b>Will be announced later</b>
(h)	Practical/Trade Test	<b>Will be announced later</b>