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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

61 गार्डेन रीच रोड, कोलकाता – 700024

61 Garden Reach Road, Kolkata – 700024

EMPLOYMENT NOTIFICATION NO. 2023/04 (E)

ENGAGEMENT OF EXPERTS (ON CONTRACT BASIS)

GRSE Ltd. is one of the premier Defence Shipyards enjoying the Mini Ratna, Category – I status and effectively contributing to the defence preparedness of the country by building different sophisticated and state-of-the-art warships. The Company invites applications from qualified, talented and energetic Indian Nationals for the following post of Expert on Contract basis. The details are as under:

Opening date for Online registration: 16 Sep 2023 (14:00 Hrs.)

Closing date for online registration: 29 Sep 2023 (23:59 Hrs.)

Sl. No	Details of Post	Max. Age as on 01 Sep 2023	Qualification	Experience as on 01 Sep 2023	Remuneration
A)	Expert / Specialist (HR Strategy) (01 post) (On Contract Basis for 02 years*)	65 yrs. (Max. Age limit may be relaxed up to 69 years in case of deserving cases at the discretion of the Management)	Essential: Full Time Graduate with 02 years full time MBA / PG Degree / PG Diploma or equivalent in Human Resource Management / Human Resource Development / Personnel Management/ Industrial Relations / Social Work / Labour Welfare [Please refer Note 1]	Essential: (i) Minimum 24 years' of post-qualification experience in dealing with HR matters like Policy formulation/ Establishment/ Recruitment/ IR/ Contract Labour Management/ Welfare administration/ Statutory Compliances/ General Administration/ Legal/ Training & Development/ CSR etc. Desirable: (i) Experience in a senior management in HR function for at least 3 years in Central Public Sector Undertaking. (ii) Experience of working in SAP HCM environment.	Consolidated amount (Negotiable)
* The tenure for Fixed Term Contract may be extended further depending upon requirement of the Company and performance and conduct of the engaged Expert / Specialist at the discretion of the Management.					
Roles & Responsibilities a) Provide knowledge support with respect to key HR initiatives b) To study and submit report on optimum utilization of manpower to senior management c) Support in designing strategic policy framework as per requirement of the organization. d) Analyze and submit report on methodologies to implement strategies to achieve organizational targets. e) Any other assignment as deemed necessary from time to time					

NOTES:

1. EDUCATIONAL QUALIFICATION:

- i. The qualification mentioned at Graduation / Post Graduation Level would be of full time only. No Part Time/ Correspondence course will be accepted.
- ii. AICTE / UGC / Government of India recognized / approved Degree / PG Degree courses in concerned discipline (as referred above) awarded by University / Institution recognized by Govt. of India will only be considered
- iii. **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.**

2. MAXIMUM AGE LIMIT

The maximum age limit is 65 years. However, the same may be relaxed up to 69 years in case of deserving cases at the discretion of the Management.

3. APPLICATION PROCEDURE

- (i) All candidates have to submit application **ONLINE** through 'Career section' of GRSE website www.grse.in or on <https://jobapply.in/grse2023>
 - (ii) **All candidates are required to apply ONLINE and upload the soft copies of self-attested copies of testimonials/certificates in support of Date of Birth, Category, Educational & Professional qualification, Professional Experience etc. (in pdf format) in the requisite places of the application link.**
The candidate should also take print out of auto generated filled in Application Format, put their signature at designated places and send it along with self-attested copies of testimonials/certificates in support of Date of Birth, Category, Educational & Professional qualification, Experience etc. through **ORDINARY POST** only to **Post Box No. 3076, Lodhi Road, New Delhi – 110003**, so as to reach within **03 Oct 2023**. The envelope containing the application and supporting documents should be superscribed with "**GRSE Employment Notification No. 2023/04(E)**" and "**Post Applied for**".
 - (iii) Serving candidates of Govt. / Semi-Govt. / PSUs / Autonomous Organization are further required to forward the auto-generated printout along with self-attested copies of supporting documents **through proper channel** before **03 Oct 2023** to the address mentioned above or produce **No Objection Certificate (NOC)** at the time of interview.
 - (iv) Please note that candidature of the candidate is liable to be cancelled if he / she submit more than one application for same post.
 - (v) GRSE will not be responsible for any delay / loss in postal transit of any application or communication.
 - (vi) The detailed procedure of application and other details are available in "Career Section" of GRSE Website: www.grse.in and also in <https://jobapply.in/grse2023>
 - (vii) **The selection for the post will be through interview.**
 - (viii) **All correspondence with candidates shall be done through e-mail only.** All information regarding Interview Call Letter etc. shall be provided through e-mail uploaded at the time of application/uploading on GRSE website. Responsibility of receiving, downloading and printing of Interview Call Letter or 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 for delay/non-receipt of information if candidate fails to access his/her mail/website in time or DND activated mobile no. etc.
- ### **4. APPLICATION FEES**
- (i) **Application fee is Rs. 500/- which can be remitted through online mode (Payment Gateway) by the applicants.** Applicants belonging to SC/ST/PWD are exempted from payment of Application Fee.
 - (ii) The application fee is non-refundable and hence candidates are advised to ensure their eligibility for the post before applying.
 - (iii) Please refer "**Guidelines to Apply Online**" in the portal <https://jobapply.in/grse2023>
 - (iv) No other mode of payment will be accepted.

5. GENERAL TERMS AND CONDITIONS

- (i) 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.
- (ii) The experience mentioned against the posts excludes any kind of traineeship including Management Trainee / Graduate Engineer Trainee etc.
- (iii) GRSE reserves the right to fill up all the posts based on suitability or increase / decrease the number of posts to be filled up or cancel any post or even cancel the whole process of engagement without assigning any reason
- (iv) Option of Hindi medium shall be given in interview.
- (v) If selected, the candidates can be posted to any Unit / Project / location of the company.
- (vi) **Final selection of candidates is subject to medical fitness by Company's Medical Officer as per Company's Rules.**
- (vii) The decision of GRSE in all matters regarding eligibility, conduct of interview and selection will be final and binding on the candidates and no correspondence will be entertained. Corrigendum if any will be issued in GRSE website only and no other communication will be made either in press or by any other mode.
- (viii) Management reserves the right to call for any additional documentary evidence in support of education, experience etc. of the applicants.
- (ix) 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.
- (x) **The tenure of service shall be terminated with the completion of 2 years period. However, the tenure may be extended depending upon the requirement of the Company and performance and conduct of the engaged Expert / Specialist at the discretion of the Management.**
- (xi) Interview may be conducted in-person or through VC/ online mode. If Outstation candidates are called for in-person interview, they will be paid both ways Air (Economy class) fare or at actual (whichever is less) by shortest route from place of residence / place of work to Kolkata on production of tickets / receipts for incoming journey.
- (xii) In case, at any time, it is found that the candidate is not meeting the eligibility criteria, the candidature will summarily be rejected forthwith and in that event, reimbursement of travelling / medical expenses incurred for attending the interview (as applicable) will not be made. Hence, candidate must ensure that he/she is absolutely meeting the eligibility criteria and other conditions advertised without any deviation.
- (xiii) For any dispute, the Jurisdiction shall be Kolkata.

6. IMPORTANT DATES

<u>Sl. No.</u>	<u>Details</u>	<u>Dates</u>
(a)	Start Date for Online Registration	16 Sep 2023 (14:00 hrs.)
(b)	Closing Date for Online Registration	29 Sep 2023 (23:59 hrs.)
(c)	Remittance of application fees	16 Sep 2023 – 29 Sep 2023
(d)	Receipt of hardcopy of application signed by candidate along with Certificates / testimonials in support of eligibility through Ordinary post only.	03 Oct 2023
(e)	Tentative Schedule of Interview	Will be intimated subsequently