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# गार्डेन रीच शिपबिल्डर्स एण्ड इंजिनियर्स लिमिटेड

## Garden Reach Shipbuilders & Engineers Limited

(A Govt. of India Undertaking)  
**Ministry of Defence**

Regd. & Corporate Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata - 700024

### EMPLOYMENT NOTIFICATION NO. 2024/03(S)

#### RECRUITMENT OF SUPERVISORS (DETAILED ADVERTISEMENT)

**Opening Date for Online registration : 06 Mar 2024 (14:00 hrs onwards)**

**Closing Date for Online registration : 27 Mar 2024 (upto 23:59 hrs)**

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:

<u>Sl. No</u>	<u>Name of Post, Grade &amp; Pay Scale (IDA) (Rs.)</u>	<u>Max. Age as on 01 Mar 2024</u>	<u>Discipline/ No. of Posts / Reservation</u>	<u>Essential Qualification as on 01 Mar 2024</u>	<u>Minimum Post Qualification Experience as on 01 Mar 2024</u>	<u>Qualitative Requirement</u>
<b>I</b>	<b>PERMANENT EMPLOYMENT</b>					
(A)	<b>Design Assistant (S-2 Grade)</b>  Pay Scale- 25700-3%-90000  (Refer Job Description at Annexure-1)	32 years	<b>Hull &amp; Hull Outfit / Forward Design Group – 01 post (SC)</b>  (Backlog)  <b>(Reserved for either PwBD (HH/PD) or Ex-servicemen category only)</b>	Diploma in Civil Engineering/ Computer Science or equivalent  (For detailed qualification grouping please refer Note 2)	3 years post qualification experience either singularly or collectively in Ship Design in one of the following activities- (a) Experience in preparing basic and details drawings for naval ships. Experience in preparing Hull outfit Compartment layouts in AVEVA Marine and AutoCad. Preparation of equipment foundation drawing and 3D Modelling in AVEVA. Preparation of technical specification for Hull outfit equipment including launching items. <b>OR</b> Experience in preparation of Nesting plans, bending templates and preparation of hull offset data. Experience in basic structural modelling such as shell plate modelling, skid modelling in AVEVA Marine. Preparation of foundation drawings for various equipment, lifting lug arrangement drawings for hull units using AVEVA Marine. Knowledge in Basic strength calculation for design of steel structures for naval ships. (b) Experience in naval ships designing is desirable	The Candidates should have knowledge in 3D modelling in AVEVA Marine & AutoCad

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			<b>Electrical-01 post</b>  <b>(Backlog)</b>  <b>(Reserved for either PwBD (HH/PD) or Ex-servicemen category only)</b>	Diploma in Electrical Engineering or equivalent  (For detailed qualification grouping please refer Note 2)	3 years post qualification experience either singularly or collectively in Ship Design in one of the following activities – (a) Design of Power Generation & Distribution in accordance with Naval specifications – • Design load calculation, MSB (Main Switchboard) configuration with Breaker Rating selection, finalization of capacity/ quantity of Transformer, DB and its breaker selection. • Preparation of system drawing for Electrical systems including selection of cables and cable schedule. • Technical offer evaluation of electrical equipment and assisting scrutiny of the BD (Binding Drawing) of electrical equipment (b) Preparation of catalogue of different items in AVEVA Marine- Outfitting. Preparation of 2D-layout drawing and checking of Composite Layout drawings. (c) Preparation of interconnection cable diagram for Electrical systems using AVEVA Marine as well as in AutoCAD.	The Candidates should have knowledge in 3D modelling/ preparing drawing in AVEVA Marine. Basic knowledge in ships platform is desired. The candidates should be able to read the drawing and identify the components with specification from the drawing/ material list. Candidate should also have knowledge in electrical power generation and distribution circuits
<b>Out of the 02 posts of Design Assistant (S-2), 01 post will be reserved for PwBD (HH/PD) and 01 post will be reserved for Ex-servicemen</b>						
(B)	<b>Supervisor (S-2 Grade)</b>  Pay Scale- 25700-3%-90000	32 years	<b>Material Management/ Import-01 post (UR)</b>	Graduate in any Discipline with (a) Diploma/ PG Diploma in any field of Management (having minimum 01-year duration) or equivalent (b) Custom Clearance License (CBLR Examination qualified with G or F Card) holder	03 years post-qualification experience in Import-Export functions of a reputed organization with specific expertise in Custom clearance activities	The Candidates should have knowledge of all SEZ Customs operation and clearance, Freight Forwarding, clearance of imported consignment for home consumption, all kinds of Export Clearance, all India Transportation, International Project Transportation, any Customs Bond operations, manufacturing & warehousing under Bond operation – All India basis and any other allied Import and Export related activities

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			<b>Digital Branding-01 post (UR)</b>	Graduate with Diploma/ PG Diploma having minimum 1-year duration or equivalent in Computer/ IT/ Networking etc. <b>OR</b> Bachelor in Computer Application/ Bachelor in Computer Science <b>OR</b> Bachelor of Science (B.Sc.) in Computer Application/ Computer Science/ IT	03 yrs post qualification experience in Information Technology area, out of which minimum 01 year of experience either singularly or collectively in IT related activities for branding/ social media, maintenance of website, website development in platform such as HTML/CSS/ Word Press/ Python and should have experience in Data Analytics, social media handling, creation of corporate film and product technical videos for the reputed Corporates	The candidates should have knowledge of maintenance of website with development in platform such as HTML/CSS/Word Press/ Python and also have knowledge of Data Analytics and tools for creation of corporate film / product technical videos
			<b>Indigenization-01 post (UR)</b>	Diploma in Mechanical Engineering or equivalent.  (For detailed qualification grouping please refer Note 2)	03 years post qualification experience either singularly or collectively in handling Indigenization activities & innovation initiatives and Intellectual Property (IP) management activities, Vendor Development	The candidates should have knowledge of various Indigenization initiatives undertaken by Government of India, process of filing IPR and documentation/ presentation using MS Office tools
(C)	<b>Supervisor (S-1 Grade)</b>  Pay Scale- 23800-3%-83300	28 years	<b>Human Resource &amp; Admin-02 posts (UR-01, SC-01)</b>	(i) Graduate in any Discipline with Diploma/ PG Diploma (having minimum 01-year duration) or equivalent in relevant discipline like HRM/ HRD/ IR/ Labour Welfare/ Labour Laws/ Training & Development etc. <b>OR</b> Bachelor of Business Administration / Bachelor of Business Management (ii) 60% marks or equivalent CGPA (55% marks or equivalent CGPA for SC) in both Graduation and Diploma/ PG Diploma, BBA, BBM (as applicable)	NIL	The candidates should have knowledge of HR & Labour Laws/ Rules application and its application in solving HR & IR problems. Conversant in preparing documents/ presentation using MS Office.

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			<b>Finance-01 post (UR)</b>	(i) Graduate in any Discipline with (a) Diploma/PG Diploma (having minimum 01 year duration) in Finance or equivalent <b>OR</b> (b) CMA(Inter)/CA(Inter) <b>OR</b> (c) M.Com. (ii) 60% marks or equivalent CGPA in both Graduation and Diploma/ PG Diploma/ M.Com.	NIL	--
(D)	<b>Engine Technician (S-1 Grade)</b>  Pay Scale- 23800-3%-83300  (Refer Job Description at Annexure-2)  <b>(Posting at Ranchi)</b>	28 years	<b>Electrical-01 post (Backlog)</b>  <b>(Reserved for PwBD (HH/PD) candidates)</b>	(i) Diploma in Electrical / Electronics & Telecom Engineering or equivalent (ii) 55% marks or eqv. CGPA  (For detailed qualification grouping please refer Note 2)	NIL	The Candidates should have working knowledge/ skills in Engineering/ workshop practices
<b>II</b>	<b>FIXED TERM EMPLOYMENT</b>					
(A)	<b>Supervisor (S-4 Grade)</b>  <b>(On Fixed Term Contractual Basis for 03 years extendable maximum of another 02 years)</b>  Pay Scale- 29300-3%-102600	38 years	<b>Mechanical-02 posts (UR)</b>	Diploma in Mechanical Engineering or equivalent  (For detailed qualification grouping please refer Note 2)	7 years post qualification experience either singularly or collectively in "Ship building/ Ship Design/ Ship Repair activity/ Dockyards/ Repair Yards in the following activities: (a) Service in Trials Teams / Overseeing Teams with exposure to inspection/ trials of diesel engines/ gas turbines/auxiliaries and systems/ machinery controls and other ship borne systems <b>OR</b> On board service in frontline warships class of the Indian Navy or Indian Coast Guard like Destroyers/ Frigates/ Corvettes or similar major platforms <b>OR</b> Service in Marine equipment supplier / sub-contractor / IACS or TPI surveyor for shipbuilding industry <b>OR</b> STCW, DG shipping CDC/ COC with sea service for watchkeeping as Oiler	The Candidates should have working knowledge/ skills in shipbuilding processes and related inspection / trial activities

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					(b) Serving/ retired/ released Artificer-IV or Petty Officer and above or equivalent rank in armed forces having the requisite qualification and relevant years of post-qualification experience as notified are eligible to be considered.	
			<b>Electrical- 03 posts (UR-02, OBC-01)</b>	Diploma in Electrical Engineering / Electronics Engineering or equivalent  (For detailed qualification grouping please refer Note 2)	7 years post qualification experience either singularly or collectively in "Ship building/ Ship Design/ Ship Repair activity/ Dockyards/ Repair Yards in the following activities: (a) Service in Trials Teams/ Overseeing Teams with exposure of installation/ inspection/ trials of ship-borne electrical/ electronic/ weapon systems <b>OR</b> On board service in frontline warships class of the Indian Navy or Indian Coast Guard like Destroyers/ Frigates/ Corvettes or similar major platforms <b>OR</b> Service in Marine equipment supplier / sub-contractor / IACS or TPI surveyor for shipbuilding industry <b>OR</b> STCW, DG shipping CDC/ COC with sea service for watchkeeping as Electrical Fitter/ Electrical Motorman (b) Experience in weapon FCS & gun mounting, Missile control systems, fire control radars, surveillance radars, sonars, Integrated Platform Management Systems, Weapons Installations, Power distribution and generation, Internal & External Communications. (c) Serving/ retired/ released Artificer-IV or Petty Officer and above or equivalent rank in armed forces having the requisite qualification and relevant years of post-qualification experience as notified are eligible to be considered.	The Candidates should have working knowledge/ skills in shipbuilding processes and related inspection / trial activities
			<b>Hull &amp; Hull Outfit- 04 posts (UR-02, OBC-01, SC-01)</b>	Diploma in Civil Engineering/ Naval Architecture/ Shipbuilding/ Shipwright or equivalent or B.Sc. (Shipbuilding & Repair)  (For detailed qualification grouping please refer Note 2)	7 years post qualification experience either singularly or collectively in "Ship building/ Ship Design/ Ship Repair activity/ Dockyards/ Repair Yards in the following activities: (a) Service in Trials Teams / Overseeing Teams with exposure of inspections/trials of hull fabrication, onboard hull inspection, HVAC, welding, painting, rigging jobs, docking/undocking operations, hull outfitting jobs etc. <b>OR</b> On board service in frontline warships class of the Indian Navy or Indian Coast Guard like Destroyers/ Frigates/ Corvettes or similar major platforms <b>OR</b> Service in Marine equipment supplier / sub-contractor / IACS or TPI surveyor for shipbuilding industry <b>OR</b>	The Candidates should have working knowledge/ skills in shipbuilding processes and related inspection / trial activities

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					Experience in Overseeing construction of building / marine infrastructure (dock, jetty etc.) including quality control and safety checks <b>OR</b> STCW, DG shipping CDC/ COC with sea service for watchkeeping as seaman (b) Serving/ retired/ released Artificer-IV or Petty Officer and above or equivalent rank in armed forces having the requisite qualification and relevant years of post-qualification experience as notified are eligible to be considered	
Out of the above 09 posts of Supervisor (S-4) on Fixed Term Contract, 01 post will be reserved for PwBD (VH/LV) and 02 posts will be reserved for Ex-servicemen						
(B)	<b>Design Assistant (S-1 Grade)</b>  (On Fixed Term Contractual Basis for 03 years extendable maximum of another 02 years)  (Refer Job Description at Annexure-1)  Pay Scale- 23800-3%-83300	28 years	<b>Mechanical- 02 posts (UR)</b>  (01 post reserved for PwBD (HH/PD) candidates)	i) Diploma in Mechanical Engineering or equivalent (ii) 60% marks or equivalent CGPA (55% marks or equivalent CGPA for PwBD)	NIL	The Candidates should have working knowledge in preparing drawing through Auto CAD. Candidates should also be conversant in MS Office. The candidates should be able to read the drawing and identify the components with specification from the drawing/ material list. Candidates should have basic idea on scheduling, quantity survey and measures.
(C)	<b>Supervisor (S-1 Grade)</b>  (On Fixed Term Contractual Basis for 03 years extendable maximum of another 02 years)  Pay Scale- 23800-3%-83300	28 years	<b>Mechanical – 04 posts (UR-02, OBC-01, SC-01)</b>  (01 post reserved for PwBD (VH/LV) candidates)	(i) Diploma in Mechanical Engg. or equivalent (ii) 60% marks or equivalent CGPA (55% marks or equivalent CGPA for OBC, SC, PwBD categories)	NIL	The Candidates should have working knowledge/ skills in Engineering/ workshop practices in respective technical discipline
			<b>Electrical – 04 posts</b>	(i) Diploma in Electrical Engg. or equivalent	NIL	The Candidates should have working knowledge/ skills in Engineering/

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			(UR-02, SC-01, EWS-01)  (01 post reserved for PwBD (HH/PD) candidates)	(ii) 60% marks or equivalent CGPA (55% marks or equivalent CGPA for SC, PwBD categories)		workshop practices in respective technical discipline
			<b>Dock – 02 posts (UR)</b>	(i) Diploma in Engineering or equivalent in the discipline of Mechanical/ Civil Engg/ Naval Architecture/ Shipbuilding <b>OR</b> B.Sc. (Shipbuilding & Repair) / B.Sc. (Nautical Science) with certificates of competency as Master, First Mate or Second Mate of a foreign going ship recognized by the Govt. of India. (ii) 60% marks or equivalent CGPA in Diploma in Engg./ B.Sc. (as applicable)	NIL	The Candidates should have working knowledge/ skills in Engineering/ workshop practices in respective technical discipline
			<b>Safety – 02 posts (UR)</b>	(i) Diploma in Engg or equivalent in any discipline with Degree or Diploma in Industrial Safety recognized by the Govt. of WB / Govt. of Jharkhand <b>OR</b> Graduate in Physics and Chemistry with Degree or Diploma in Industrial Safety recognized by the Govt. of WB / Govt. of Jharkhand (ii) 60% marks or equivalent CGPA in both Graduation and Degree/ Diploma in Industrial Safety (as applicable)	NIL	The Candidates should have working knowledge/ skills in Engineering/ workshop practices in respective technical discipline
			<b>Civil – 04 posts (UR-2, OBC-1, SC-1)</b>	(i) Diploma in Civil Engineering or equivalent	NIL	The Candidates should have working knowledge/ skills in Estimation/ Field

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				(ii) 60% marks (or 55% marks for OBC, SC) or equivalent CGPA		quality assurance on civil work
			<b>Finance- 01 post (OBC)</b>	(i) Graduate in any Discipline with (a) Diploma/PG Diploma (having minimum 01 year duration) in Finance or equivalent <b>OR</b> (b) CMA(Inter)/CA(Inter) <b>OR</b> (c) M.Com. (ii) 55% marks or equivalent CGPA in both Graduation and Diploma/ PG Diploma/ M.Com.	NIL	--
<b>01 of the above posts of Supervisor (S1)-FT in Mechanical, Electrical, Dock, Safety, Finance and Civil is reserved for PwBD (OH) category</b>						
			<b>Naval Architecture - 01 post (SC)</b>	(i) Diploma in Naval Architecture/ Shipbuilding/ Naval Architecture & Ocean Engineering/ Naval Architecture & Marine Engineering or equivalent <b>OR</b> B Sc. (Shipbuilding & Repair) (ii) 55% marks or equivalent CGPA	NIL	The Candidates should have working knowledge/ skills in Engineering/ workshop practices in respective technical discipline
			<b>HR &amp; Admin – 03 posts (UR-1, OBC-1, SC-1)</b>  <b>(Out of 03 posts, 01 post is reserved for PwBD(VH/LV))</b>	(i) Graduate in any Discipline with Diploma/ PG Diploma (having minimum 01-year duration) or equivalent in relevant discipline like HRM/ HRD/ IR/ Labour Welfare/ Labour Laws/ Training & Development etc. <b>OR</b> Bachelor of Business Administration / Bachelor of Business Management (ii) 60% marks or equivalent CGPA (55% marks or	NIL	The candidates should have knowledge of HR & Labour Laws/ Rules application and its application in solving HR & IR problems. Conversant in preparing documents/ presentation using MS Office.



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				equivalent CGPA for OBC, SC, PwBD) in both Graduation and Diploma/ PG Diploma, BBA, BBM (as applicable)		
			<b>Pharmacy – 01 post (PwBD(OH))</b>	(i) Diploma in Pharmacy or equivalent (ii) 55% marks or equivalent CGPA	NIL	The Candidates should have working knowledge/ skills in Basic Nursing Care
			<b>Security- 01 post (OBC &amp; ESM) (Backlog) (Reserved for candidates belonging to OBC and Ex-servicemen category only)</b>	(i) Graduate in any Discipline with Diploma in Security Management (having minimum 01 year duration) or equivalent (ii) 55% marks or equivalent CGPA in both Graduation & Diploma  For Defence Services/ Paramilitary forces/ State police forces personnel with minimum 15 years' service, requirement of Diploma in Security Management qualification is exempted.  (please refer Note 2)	NIL	The Candidates should have working knowledge/ skills in Industrial Security Management/ use of security appliances/ Computer Proficiency (MS Office)

UR=Un-reserved, OBC=Other Backward Class; SC=Scheduled Caste; EWS= Economically Weaker Section; PwBD= Persons with Benchmark Disabilities; ESM= Ex-servicemen; VH=Visually Handicapped; HH=Hard of Hearing; OH=Orthopedically Handicapped; LV= Low Vision; PD=Partially Deaf

## 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 of 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 PwBD / Ex-servicemen candidates shall be applicable irrespective of the fact whether the post is reserved or not.
- v) Maximum age limit after all relaxations for all categories (SC/ST/OBC/PwBD/Ex-Servicemen) and internal candidates is 56 years.

## 2. EDUCATIONAL QUALIFICATION

### NOTE:

**For Design Assistant (S-2), Supervisor (S-2) and Supervisor (FT)(S-4) grades - Candidates possessing higher qualifications in addition to the essential qualification (as indicated in the Advertisement/Notification) may apply. However, they must possess the required essential qualification. Candidature of such applicants who possess higher qualification without possessing the required essential qualification (as indicated in the Advertisement/Notification) will be rejected.**

**For Supervisor (S-1), Engine Technician (S1), Design Assistant (FT) (S-1) and Supervisor (FT)(S-1) grade - Candidates possessing higher qualifications than the required essential qualification indicated in the Advertisement/Notification need not apply. Candidature of such applicants who possess higher qualifications than the required essential qualification indicated in the Advertisement/Notification at the time of application will be rejected.**

### i) Grouping of Disciplines in Diploma

(a)	Mechanical	Mechanical, Mechanical & Industrial Engineering, Mechanical & Production Engineering, Production Engineering, Marine Engineering
(b)	Electrical	Electrical, Electrical & Electronics, Electrical & Instrumentation, Power Engg
(c)	Electronics / Electronics & Telecom	Electronics/ Electronics & Communication/ Applied Electronics & Instrumentation/ Electronics & Telecommunication/ Electronics & Instrumentation, Radio Engg
(d)	Civil	Civil/ Civil & Structural/ Structural
(e)	Naval Architecture	Naval Architecture / Shipbuilding/ Naval Architecture & Ocean Engineering/ Naval Architecture & Marine Engineering
(f)	Computer Science/IT	Computer, Information Technology, Computer Technology, Computer Application

- 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.

- 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) For Supervisor (S-1), Engine Technician (S1), Design Assistant (FT) (S-1) and Supervisor (FT)(S-1) posts, final year students may also apply. However, such candidates have to produce the final marksheet at the time of document verification, if shortlisted.
- vi) For Defence Service Personnel, the following will be considered:
- Diploma acquired before joining Defence force should be from Government recognized Board of technical education/council
  - Joined Defence forces without technical/professional qualification but underwent prescribed training and awarded Diploma issued from Training Institute/School of Armed Forces will be considered as equivalent qualification.
  - Certificate issued stating that possessing qualification equivalent to Degree or Diploma on completion of specified years of service will not be considered at par with Graduate or Diploma awarded by University/Institution recognized by Government of India/State Government.
- vii) Minimum post qualification experience means relevant experience acquired after obtaining the essential qualifications mentioned against the posts.

### 3. **TENURE OF CONTRACTUAL ENGAGEMENT (For S-1 grade & S-4 grade posts)**

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.

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

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

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

- i) Screening based on years of relevant experience, % of marks in qualifying examination etc. at the discretion of GRSE management may be carried out for shortlisting candidates for written test.
- ii) The method of selection will be based on Written Test and Practical (Trade) Test.

#### **(A) Written test**

- i) **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.
- ii) No TA will be paid to candidates for appearing in the Written Test.
- iii) **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> <li>• Qualifying marks: Overall 50% marks in written test (out of 100) for UR/EWS category and 45% marks for SC/ST/OBC/PwBD categories</li> </ul>
Part-B (Objective Type)  Discipline related (As per list given below)	(80 Questions)	80	
	(100 Questions)	100	

iv) Subjects of Written test: Selection will be based on merit in the Written Test. Written test will be conducted for following subjects:

<u>Sl.</u>	<u>Name of post</u>	<u>Discipline/ Dept.</u>	<u>Discipline of Part-B questions</u>
1	Supervisor (S-1)(FT)	Mechanical	Mechanical Engg.
2	Supervisor (S-1)(FT)	Electrical	Electrical Engg
3	Supervisor (S-1)(FT)	Dock	Mechanical Engg OR Civil Engg. OR Naval Architecture OR Shipbuilding & Repair OR Nautical Science
4	Supervisor (S-1)(FT)	Safety	Industrial Safety
5	Supervisor (S-1)(FT)	Civil	Civil Engg.
6	Supervisor (S-1)(FT)	Finance	Finance & Accounting
7	Supervisor (S-1) (Permanent)	Finance	Finance & Accounting
8	Supervisor (S-1) (Permanent)	HR&A	Human Resource Management, Labour Laws
9	Supervisor (S-2) (Permanent)	Material Mgmt/ Import	Export & Import Rules, Custom Clearance Rules
10	Supervisor (S-2) (Permanent)	Digital Branding	Computer Application
11	Supervisor (S-2) (Permanent)	Indigenization	Mechanical Engg., Govt. regulations/rules/policies on Indigenization, Act/ Rules on Intellectual Property Management
12	Engine Technician (S-1) (Permanent)	Electrical	Electrical Engg. OR Electronics & Telecom Engg.
13	Design Assistant (S-2) (Permanent)	H&HO/FDG	Civil Engg. OR Computer Sc./ IT
14	Design Assistant (S-2) (Permanent)	Electrical	Electrical Engg
15	Supervisor (S-1) (FT)	Naval Arch	Naval Architecture OR Shipbuilding & Repair
16	Supervisor (S-1) (FT)	Pharmacy	Pharmacy
17	Supervisor (S-1) (FT)	Security	General Studies/ Current Affairs related to Security aspects
18	Supervisor (S-1) (FT)	HR&A	Human Resource Management, Labour Laws
19	Design Assistant (S-1) (FT)	Mechanical	Mechanical Engg.
20	Supervisor (S-4) (FT)	Mechanical	Mechanical Engg.
21	Supervisor (S-4) (FT)	Electrical	Electrical Engg. OR Electronics & Telecom Engg.
22	Supervisor (S-4) (FT)	H&HO	Civil Engg. OR Naval Architecture OR Shipbuilding & Repair

- v) For the posts **Supervisor (S-1)(FT)-Dock, Supervisor (S-1)(FT)-Naval Architecture, Engine Technician (S-1)-Electrical, Design Assistant (S-2)-H&HO/FDG, Supervisor (FT)(S-4)-Electrical and Supervisor (FT)(S-4)-H&HO**, more than one disciplines are mentioned in the essential qualification and hence separate question papers will be set for each discipline. For such cases, where question paper is set discipline-wise, the merit list for the post will be drawn based on percentile score of the candidates appeared for different disciplines together. Calculation of Percentile score will be  $(\text{Marks obtained by a candidate} \div \text{Max. marks scored by any candidate in that discipline}) \times 100$ . Similarly, merit list for the post reserved for PwBD, Ex-Servicemen will be drawn based on the percentile score of the candidates appeared for different disciplines together. In case there is a tie in the percentile score, then order of merit will be decided based on the marks scored in the written test, thereafter by age.
- vi) Post-wise merit list will be prepared based on performance in the written test.

**(B) Practical test**

- i) Based on the performance in the Written Test, shortlisted candidates will be called for Practical (Trade) Test. **Practical (Trade) test will be of qualifying nature.**
- ii) Practical test will be conducted on the following areas:

Sl.	Name of post	Discipline/ Dept.	Practical (Trade) test
1	Supervisor (S-1)(FT)	Mechanical	Engineering/ workshop practices
2	Supervisor (S-1)(FT)	Electrical	Engineering/ workshop practices
3	Supervisor (S-1)(FT)	Dock	Engineering/ workshop practices
4	Supervisor (S-1)(FT)	Safety	Engineering/ workshop practices
5	Supervisor (S-1)(FT)	Civil	Estimation/ Field quality assurance on civil work
6	Supervisor (S-1) (Permanent)	HR&A	Application of knowledge of HR & Labour Laws/ Rules in solving HR & IR problems. Document/ presentation using MS Office
7	Supervisor (S-2) (Permanent)	Material Mgmt/ Import	SEZ Customs operation and clearance, Freight Forwarding, clearance of imported consignment for home consumption, all kinds of Export Clearance, all India Transportation, International Project Transportation, any Customs Bond operations, manufacturing & warehousing under Bond operation – All India basis and any other allied Import and Export related activities
8	Supervisor (S-2) (Permanent)	Digital Branding	Website maintenance, development in platform such as HTML/CSS/Word Press/ Python. Creation of short product technical videos.
9	Supervisor (S-2) (Permanent)	Indigenization	Indigenization initiatives undertaken by Government of India, process of filing IPR and documentation/ presentation using MS Office tools.
10	Engine Technician (S-1) (Permanent)	Electrical	Engineering/ workshop practices
11	Design Assistant (S-2) (Permanent)	H&HO/FDG	3D modelling in AVEVA Marine & AutoCad
12	Design Assistant (S-2) (Permanent)	Electrical	3D modelling/ preparation of drawing in AVEVA Marine
13	Supervisor (S-1) (FT)	Naval Arch	Engineering/ workshop practices
14	Supervisor (S-1) (FT)	Pharmacy	Basic Nursing Care
15	Supervisor (S-1) (FT)	Security	Industrial Security Management/ use of security appliances

Sl.	Name of post	Discipline/ Dept.	Practical (Trade) test
16	Supervisor (S-1) (FT)	HR&A	Application of knowledge of HR & Labour Laws/ Rules in solving HR & IR problems. Document/ presentation using MS Office
17	Design Assistant (S-1) (FT)	Mechanical	Preparation of drawing through Auto CAD, use of MS Office. Reading drawing and identify the components with specification from the drawing/ material list. Scheduling, quantity survey and measures.
18	Supervisor (S-4) (FT)	Mechanical	Shipbuilding processes and related inspection / trial activities
19	Supervisor (S-4) (FT)	Electrical	Shipbuilding processes and related inspection / trial activities
20	Supervisor (S-4) (FT)	H&HO	Shipbuilding processes and related inspection / trial activities

- iii) Supervisor (S-1)(FT) and Supervisor (S-1) (Permanent) posts in Finance discipline, practical test will not be conducted and selection will be based on written test only
- iv) Qualifying marks in the selection test including Practical (Trade) test (Trade test is of qualifying nature only) is 50% for UR/EWS and for SC/ST/OBC/PwBD is 45% as per reservation of post.

## 6. **RESERVATION**

- i) Reservation as applicable has been indicated against each post. However, candidates from reserved category (SC/ST/OBC) fulfilling eligibility criteria (without availing relaxation) may also apply for the posts earmarked for UR as per Government Rules. No relaxation in any criteria will be applicable for such candidates. However, they may indicate their actual category in Online Application so as to avail of application fees concession as applicable.
- 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 and F. No. 29-6/2019-DD-III dated 10 August 2022 of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Govt. of India. The provisions of the said Office Memorandums will be followed.
- iii) Category (UR /SC/ ST / OBC / PwBD/ EWS) 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) Candidates from PwBD 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 and F. No. 29-6/2019-DD-III dated 10 August 2022 of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Govt. of India. The provisions of the said Office Memorandums will be followed.
- v) SC, ST, EWS, OBC-NCL candidates are required to produce a caste / category certificate only in the prescribed format issued by Competent Authority.
- vi) 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 i.e. 2023-24.
- vii) Candidates will get the benefit of reservation under EWS only on production of an Income and Asset Certificate issued by a Competent Authority in the prescribed format. The Income and Asset Certificate issued by a Competent Authority in the prescribed format shall only be accepted as proof of candidate's claim as 'belonging to EWS.

viii) **Reservation for Ex-servicemen category:** Age relaxation as per rules is provided to ex-servicemen who are applying for any of the advertised post whether reserved of them or not. For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation/age-relaxation, he must have already acquired, at the relevant time of submitting his application for the post, the status of Ex-Servicemen or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of applications. Such candidates must also acquire the status of an Ex-Serviceman within the stipulated period of one year from the closing date of receipt of application.

## 7. **APPLICATION PROCEDURE:**

- i) Candidates may apply for the positions as per their eligibility through the online portal only. No offline/ physical/ manual/ paper application will be entertained.
- ii) Candidates eligible for more than one post may apply for each post accordingly. GRSE at its sole discretion may conduct the Written test/ Practical Test for the advertised post simultaneously in a single session. In that event no correspondence in this regard will be entertained.
- iii) 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/grse2024>
- iv) All candidates are required to apply ONLINE where scanned copies of Educational qualification, Caste, Date of Birth etc. need to be uploaded. Candidates are required to take print out of auto generated filled in Application Format, put their signature at designated places and send it along with relevant testimonials (self-attested) in support of Caste, PwBD (if any), Date of Birth, Educational Qualification to Post Box No. 3076, Lodhi Road, New Delhi-110003 through **ORDINARY POST** only within the due date of **03 Apr 2024**. The envelope containing the application should be super-scribed with "GRSE EN No. 2024/03 (S)" and "Post (Discipline) applied for".
- v) Candidates are advised to possess a currently 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.
- vi) Candidates serving in Government / Quasi Government offices, Public Sector Undertakings, Autonomous Organizations are instructed to submit their application through proper channel. In case, he/she 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.
- vii) Please note that candidature of the candidate is liable to be cancelled if he / she submits more than one application for the same post/ trade.
- viii) GRSE will not be responsible for any postal delay.
- ix) Incomplete application is liable to be rejected.
- x) The detailed procedure of application and other guidelines are available on 'How to apply' in the website. For details log on to [www.grse.in](http://www.grse.in)
- xi) 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 fee is Rs. 472/- which can be remitted through online mode (Payment Gateway).** Applicants belonging to SC /ST/ PwBD / Internal Candidates 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/grse2024> for details regarding remittance of Application Fee through Payment Gateway.

iv) 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, Performance Related Pay (PRP) etc. are admissible as per the Company's Rules. The present CTC per annum is given below:

Grade	CTC
Supervisor (S-4)– Fixed Term	Rs. 8.5 Lakhs approx.
Design Assistant (S-2)– Permanent Supervisor (S-2)– Permanent	Rs. 7.9 Lakhs approx.
Supervisor (S-1)– Permanent Engine Technician (S-1) – Permanent	Rs. 7.3 Lakhs approx.
Design Assistant (S-1) – Fixed Term Supervisor (S-1) grade – Fixed Term	Rs. 6.9 Lakhs approx.

ii) **Written Test will tentatively be held in the month of May/June 2024.**

iii) 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.

iv) 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.

v) Any corrigendum/changes/updates shall be available only in the GRSE website and no other intimation shall be given in any newspaper/any other media.

vi) ***Candidates short listed based on the performance in Written Test will be called for document verification and Practical (Trade) test (as the case may be). The document verification will be done before the Practical (Trade) Test. Candidates are required to produce all original certificates pertaining to Age, Caste / Class, PWBD certificate, Educational Qualification, Experience Certificate if any (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 and the candidate will not be allowed for Practical Test.***

vii) 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/Trade Test and expenses for Medical Tests will be made. Hence, candidate must ensure that he/she is absolutely meeting the eligibility criteria and other conditions advertised without any deviation.**

viii) **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.**

ix) The decision of GRSE in all matters regarding eligibility, conduct of Written Test, Trade Test and Selection will be final and binding on the candidates and no correspondence will be entertained.

x) Management reserves the right to call for any additional documentary evidence in support of education and experience of the applicants.

xi) **If selected, candidates can be posted to any Unit / Project / Location of the Company.**



- xii) Provisionally Shortlisted candidates will be required to undergo Pre-employment Medical Examination and Medical/Investigation reports in original are to be brought along in the prescribed proforma duly filled in.
- xiii) Final selection of candidate is subject to medical fitness by Company's Medical Officer as per company's Recruitment Rules.
- xiv) The selected candidates will be allowed to join only after receipt of Police Clearance Certificate (PCC). Verification of character and antecedents, credentials, testimonials through concerned Civil/ Police authorities will be carried out for the selected candidates
- xv) Outstation candidates called for Trade 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.
- xvi) 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.
- xvii) Any form of canvassing will disqualify the candidature.
- xviii) In case of any clarification/ query, candidates may send their e-mail to [recruitment@grse.co.in](mailto:recruitment@grse.co.in) / [grse18@jobapply.in](mailto:grse18@jobapply.in)
- xix) GRSE strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- xx) In case any ambiguity / dispute arises on account of interpretation in versions other than English, the English version will prevail.
- xxi) 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>06 Mar 2024</b> (14:00 hrs.)
(b)	Closing Date for Online Registration	<b>27 Mar 2024</b> (23:59 hrs.)
(c)	Receipt of hardcopy of application signed by candidate along with Certificates / testimonials in support of eligibility through Ordinary post only.	<b>03 Apr 2024</b>
(d)	Uploading of Admit Cards for Written Test (Tentative)	<b>1 week before Written Test</b>
(e)	Schedule for Written Test at Kolkata	<b>Tentatively in May / June 2024</b> Schedule will be uploaded in GRSE website. Schedule and Venue details will be mentioned in Admit Card
(f)	Document verification and Practical (Trade) Test	Schedule will be uploaded in GRSE website. Schedule and Venue details will be mentioned in Call Letter

## Job Description for Design Assistant

### Job Objective

- To directly carry out all assigned design tasks in the sub-department aligned to a single project, or multiple similar projects for GRSE
- To provide clarifications on detailed designs to Planning and Production teams, and to fabricators and vendors

### Responsibilities

- Assist in development of technical bid specifications and commercial bid preparation for the design sub-department, as per specifications communicated by Project Head and Project Lead, within the specified timelines
- Take responsibility for design of all assigned projects, within specified timelines, ensuring that all design activities are carried out as per plans. Preparation of design documents. Assist in preparation of the Statement of Technical Requirements (SOTR) for all subcontracted items
- Follow up for outsourced designs to ensure they are completed as per requirements and within prescribed timelines for the project
- Track and report on the progress of design in detailed design phase for assigned project, to ensure adherence to the timelines specified in the RFQ
- Provide clarifications on reading of design drawings to Production and Production Planning teams and to fabrications and vendors
- Prepare and provide updates on progress vis-a-vis project plans to the project Leads for assigned projects.
- Maintenance of records of drawings, documents, files of different projects.
- Follow all standard Operating Procedures in the Sub-department
- Follow all directions given under the process improvement initiatives within the sub-department
- Participate in people development initiatives and build up individual capabilities in the sub-department
- Actively participate in HR initiatives to drive own engagement and motivation
- Instruct the workmen and others under his control. Maintain discipline in respect of his group and take / initiate appropriate initial action against any untoward situation and inform his superior and assist him in taking further action, as deemed necessary.
- Write and maintain memos, letters, documents, SIRs, reports / returns including booking / Bill of Entry, Bill of materials, inspection notes, Pass Challans, fill up formats necessary for various purposes.
- Liaison with other departments engaged in similar activities in order to have optimum utilization of manpower and resources through redeployment and reuse, as necessary, to meet the time schedule of the concerned work and ensuring best utilization of resources.
- Observe health safety precautions and house keeping including arrange / closing and opening of rooms / stores / offices etc.
- Look after maintenance of office equipment, tools, gadgets, calculating machines, P.C., instruments etc, used by him or by the employees working under him.
- Forward filled in leave application forms of the personnel working under him to competent authority for sanction.
- Issue Gate Pass for personnel working under him.
- Take independent charge of the personnel working under him during normal time / overtime hours / exigency work and in absence of superior.
- Any other work besides above and which is allied to the category as assigned by the superior.

**Job Description for Engine Technician (Electrical)****At DEP**

- a) All electrical cables & electrical items to be secured prior dismantling of engine & preserved all electrical items in safe place with proper marking.
- b) Check all cable harness & sensors are in good & working condition. If found defective then it should be projected as anticipatory item list
- c) Wiring to be done after assembly of engines prior shifting to test bed for final trial.
- d) **Test Bed:**
  - i. Test bed control system to be maintained.
  - ii. Test bed defect to be identify & rectify the defect on fast track.
  - iii. Handling/operate test bed during testing of engines into test bed.
- e) **DA:**
  - i. Draw items from Stores required for integration of DA.
  - ii. Undertake wiring inside the acoustic enclosure as per drawings.
  - iii. Panels to be placed in its actual place in test bed & cable connectorization to be done for readiness for DA internal trial & FAT
  - iv. Safety checks of DA to be performed/check as per approved IFAT Procedure.
  - v. DA to be monitored preciously during DA trial to avoid any misshaping.
  - vi. To understand DA drawing & its control system.
- f) **Operation of Load Bank**
  - i. Operate the Load bank during internal trial as well as during IFAT
  - ii. Defect rectification if any occurred during trial
  - iii. Maintain the load bank and carry out Preventive/routine checks of load bank

**OUTSIDE DEP**

- a) Connectorization of cables related to MEs control system/ DA Systems
- b) Connectorization of cables for ship area system (i.e. DG, waterjets, DS & Autopilot).
- c) System to be cross checked after connectorization to avoid any damages of company property.
- d) Earth fault to be checked before power on the control system.
- e) Defect identification & rectification to be done after power on the system
- f) Cables to be dressed properly.
- g) Safety checks of MEs & auxiliary system.
- h) To attend sea trial & monitors and record parameters thoroughly
- i) Post-delivery of ship Guarantee defect to be attended and report preparation.
- j) To attend pre-refit trial and project the defect.
- k) Prepare report of Service/ Commissioning/Trial/Pre Refit trial.

**OTHER ACTIVITIES**

- a) Able to read all electrical drawings.
- b) Able to read Control drawings of OEMs/ Principals.
- c) Trouble shooting with the help of electrical drawings.
- d) Able to understand/read/use of electrical instrument (i.e. Megger, Multimeter, load bank etc.).
- e) Knowledge for fitment of Lugs, ferrule & glands.
- f) Any other task assigned by GRSE Management , direct dealing/ superior officer/ senior supervisor