



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. OS: 02/15)

(DETAILED ADVERTISEMENT)

GRSE Ltd. is one of the premier Defence Shipbuilders enjoying 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 in the post of Assistant Manager (Grade: E-1) in various disciplines:

Opening Date for Online registration: 29 August 2015

Closing Date for Online registration : 14 September 2015

Grade - Scale of pay - Total No. of Posts	Discipline (No. of Vacancies) (Reservation)	Minimum Qualification as on 01 September 2015
<p style="text-align: center;"><u>Assistant Manager</u> <u>(E-1)</u></p> <p>₹16400-3%-40500</p> <p>(52 posts)</p> <p>* 01 post of AM (Finance) for PH(OH) and 01 post of AM (Electrical) for PH(HH) are backlog vacancies.</p> <p style="text-align: center;">Maximum Age as on 01 September 2015 : <u>28 years</u></p> <p>Age relaxation for SC / ST / OBC / PH / Ex-servicemen as per Govt. rules</p>	<p><u>Naval Architect (15 posts)</u> (UR-08, SC-02, ST-01, OBC-04)</p>	<p>Engineering Graduate in Naval Architecture discipline. (for Grouping of Disciplines, refer Note 1 & 2 and for Qualifying Marks, refer Note 5)</p>
	<p><u>Mechanical Engg. (15 posts)</u> (UR-08, SC-02, ST-01, OBC-04) 01 post reserved for PH(HH)</p>	<p>Engineering Graduate in Mechanical Engineering discipline. (for Grouping of Disciplines, refer Note 1 & 2 and for Qualifying Marks, refer Note 5)</p>
	<p><u>Electrical Engg. (15 posts)</u> (UR-08, SC-02, ST-01, OBC-04) 01 post reserved for PH(HH)*</p>	<p>Engineering Graduate in Electrical Engineering discipline. (for Grouping of Disciplines, refer Note 1 & 2 and for Qualifying Marks, refer Note 5)</p>
	<p><u>Finance (03 posts)</u> (UR-02, OBC-01) 01 post reserved for PH(OH)*</p>	<p>CA / ICWA</p>
	<p><u>Human Resource (04 posts)</u> (UR-02, SC-01, OBC-01) 01 post reserved for PH(LV)</p>	<p>Graduate with 02 years full time MBA / PG Degree / PG Diploma in Human Resource Management / Personnel Management / Industrial Relations / Social Work / Labour Welfare discipline. (for Qualifying Marks, refer Note 5)</p>

SC=Scheduled Caste; ST=Scheduled Tribe; OBC=Other Backward Class; UR=Un-reserved; PH=Physically Handicapped persons (Persons with Disabilities); OH=Orthopedically Handicapped; HH=Hearing Handicapped; LV= Low Vision

NOTES:

EDUCATIONAL QUALIFICATION

1. **Grouping of Engineering Degree :** BE, B.Tech, Four years B.Sc. (Engineering), AMIE
2. **Grouping of Discipline in Engineering Degree –** Technical disciplines.
 - **Mechanical:** Mechanical, Mechanical & Industrial Engineering, Mechanical & Production Engineering
 - **Electrical:** Electrical, Electrical & Electronics, Electrical & Instrumentation
 - **Naval Architecture:** Naval Architecture, Ocean Engineering & Naval Architecture, Naval Architecture & Shipbuilding, Naval Architecture & Marine Engineering, Naval Architecture & Ocean Engineering.
3. Only the above mentioned disciplines will be considered for the recruitment process. Courses / Disciplines with equivalence to the above will not be considered.
4. Instructions for Students appearing / already appeared in Final year exam:
 - a) Students appearing / already appeared in Final year / semester examination may also apply for the above posts.
 - b) Students who have applied as “appearing candidates” have to satisfy the criteria for qualifying marks as enumerated in the advertisement. Such candidates, if called for interview, have to mandatorily produce Final year / semester marksheet issued by University / Institution on the date of interview, failing which they will not be allowed for appearing in the interview. Final year / semester marksheet must indicate the overall percentage of marks / CGPA and result
5. **For all posts except CA/ICWA qualifying marks in graduate examination and professional qualification examination will be overall 60% (aggregate of all semesters/ year or equivalent CGPA marks) for General category and 55% (aggregate of all semesters/ year or equivalent CGPA marks) for SC/ST/OBC/PH category.**
6. Degree / Diploma as referred above are those, which have been awarded by University / Institution recognized by Government of India.
7. 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.
8. **Wherever grades e.g. CGPA/OGPA/DGPA (as applicable) are awarded, the following method will be adopted for conversion to equivalent percentage of marks [not applicable for AM (Finance) candidates]:**
 - (a) **The conversion of CGPA to percentage of marks would be based on the procedure certified by the University / Institution from where they have obtained the qualifying degree. Documents viz. Mark sheet / Final / Provisional Degree / Letter issued by competent authority of the respective University/Institution will be considered for ascertaining the CGPA to % conversion criteria.**
 - (b) **In case the University/Institution does not have any criteria for converting CGPA into equivalent percentage of marks, it has to be categorically mentioned in the Mark sheet / Final / Provisional Degree / Letter issued by competent authority of the respective University/Institution. In such cases, the equivalence would be established by dividing the candidate’s CGPA by the maximum possible CGPA and multiplying the result with 100.**

MAXIMUM AGE LIMIT

9. Maximum age limit for applicants is **28 yrs. as on 01 September 2015.** However, relaxation of age for SC / ST / OBC / PH / Ex-Servicemen as per Govt. rules. The upper age limit shall be relaxed by five years for internal candidates.
10. The relaxation in age limit for PH candidates shall be applicable irrespective of the fact whether the post is reserved or not.

RESERVATION

11. Reservation as applicable has been indicated against each post. However candidates from reserved category fulfilling eligibility criteria may also apply for the posts earmarked for UR as per Government Rules.
12. Persons with 40% disability having handicapped certificate issued from Competent Authority can apply in accordance with provision of Para 25 of DOP&T OM No. 36035/3/2004 - Estt (Res) dated 29 Dec 05 for the posts not reserved for PH.
13. Category (SC/ST/OBC/PH) 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.
14. OBC candidates at the time of interview 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.
15. SC/ST 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.

WRITTEN TEST

16. Written Test will be tentatively scheduled on 11 October 2015 (Sunday) in five cities - Kolkata, Delhi, Mumbai, Chennai and Guwahati.
17. No request for change of Written test Centre after final submission of application form will be entertained.
18. No TA will be paid to the candidates for appearing in the Written test.
19. Pattern of Written Test

<u>Type of Question</u>	<u>No. of Questions</u>	<u>Marks</u>	<u>Remarks</u>
Discipline Knowledge Questions	50	50	<ul style="list-style-type: none">• Duration of Written test – 90 minutes• Question paper language - Bi-lingual (English and Hindi).• Question paper type - Objective type with Multiple Choices Questions.
General Aptitude (English, Reasoning, Numerical Ability, Data analysis)	35	35	
TOTAL	85	85	

20. In case any ambiguity / dispute arises on account of interpretation in versions other than English, the English version will prevail.

INTERVIEW & SELECTION PROCESS

21. Based on the performance in Written Test, candidates will be shortlisted / called to appear for Interview.
22. Outstation candidates called for attending the Interview will be paid both ways AC Three Tier Railway fare or actual whichever is less by the shortest route (from place of residence / place of work to Kolkata).
23. Candidates have to qualify in Written test and Interview separately and in aggregate.
24. Final selection of candidates is subject to medical fitness by Company's Medical Officer as per company's Recruitment Rules.

APPLICATION PROCEDURE

25. **Online Application Process:** All candidates have to submit application ONLINE through 'Career section' of GRSE website www.grse.nic.in or on <https://jobapply.in/grse2015>
26. 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 and OBC candidates) to **Post Box No. 3076, Lodhi Road, New Delhi – 110003** through **ORDINARY POST** only within the due date of **24 September 2015**. The envelope containing the application should be super-scribed with "GRSE EN No. OS:02/15" and "Post (Discipline) applied for".
27. Serving candidates of Govt. / Semi-Govt. / PSUs / Autonomous Organization are further required to forward the auto-generated printout through proper channel before the due date of **24 September 2015** to the address mentioned at Para 26 or produce NOC at the time of interview.
28. Please note that candidature of the candidate is liable to be cancelled if he/she submits more than one application for same post.
29. GRSE will not be responsible for any postal delay.
30. Incomplete application is liable to be rejected.
31. The detailed procedure of application and other details are available in "Career Section" of GRSE Website: www.grse.nic.in and also in <https://jobapply.in/grse2015>
32. All correspondence with candidates shall be done through e-mail only. All information regarding schedule / Written Test Admit Cards / Interview Call Letters etc. shall be provided through e-mail / uploading on GRSE website. Responsibility of receiving, downloading and printing of written test admit card / interview 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.

APPLICATION FEES

33. **Application fees of ₹500/- and Bank charges of ₹50/- (Total fees ₹550/-)** to be deposited through Bank Challan mode at any branch of State Bank of India (SBI) by the applicants (General / OBC only). Applicants belonging to SC / ST / PH / Internal Candidates are exempted from payment of Application Fee.
34. The application fee is non-refundable and hence candidates are advised to ensure their eligibility for the post before applying.
35. Please refer "**Guidelines to Apply Online**" in the portal <https://jobapply.in/grse2015> for details regarding remittance of Application Fee through Bank Challan in SBI Branches.
36. No other mode of payment will be accepted.

GENERAL TERMS AND CONDITIONS

37. The mere fact that a candidate has submitted application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him / her the right to be definitely called for interview / considered further for selection process.
38. In addition to Basic pay, Industrial DA, HRA, other perks @50% of Basic pay, CPF, Gratuity etc. are admissible as per the Company's Rules. The present CTC PA in AM (E-1) grade is ₹ 7.15 Lakhs approx. In addition, Performance Related Pay will be applicable.
39. 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 recruitment without assigning any reason. In such cases the reservations will be as per the Govt. guidelines.
40. Option of Hindi medium shall be given in all selection tests / interview.
41. The decision of GRSE in all matters regarding eligibility, conduct of written test, interview and selection will be final and binding on the candidates and no correspondence will be entertained.
42. Management reserves the right to call for any additional documentary evidence in support of education, experience etc. of the applicants.
43. For any dispute, the Jurisdiction shall be Kolkata.
44. Candidate will be allowed for appearing in the written examination / for interview (if shortlisted after 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 without assigning any reason thereof. In that event, no reimbursement of travelling expenses incurred for attending the interview will be made. Hence, candidate must ensure that he/she is absolutely meeting the eligibility criteria and other conditions advertised without any deviation.**
45. If selected, the candidates can be posted to any Unit / Project / location of the company.
46. 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.
47. Any form of canvassing will disqualify the candidature.

IMPORTANT DATES

<u>Sl.</u>	<u>Details</u>	<u>Dates</u>
(a)	Start Date for Online Registration	29 August 2015 (1400 hrs.)
(b)	Closing Date for Online Registration	14 September 2015 (2359 hrs.)
(c)	Remittance of application fees in Bank (SBI) (during Banking hours on working days)	From 31 August 2015 to 16 September 2015
(d)	Last date for taking Print-out of Application from Online Portal	18 September 2015
(e)	Receipt of hardcopy of application signed by candidate along with GRSE copy of Bank Challan (if applicable)	24 September 2015
(f)	Uploading of Admit Cards for Written Test	03 October 2015 (1400 hrs.)
(g)	Tentative schedule for Written Test at Kolkata, Delhi, Mumbai, Chennai and Guwahati	11 October 2015 (Sunday) (Time and Venue details will be mentioned in Admit Card)

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