



# GARDEN REACH SHIPBUILDERS & ENGINEERS LTD.

A GOVERNMENT OF INDIA UNDERTAKING - MINISTRY OF DEFENCE

"An ISO 9001:2015 Certified Company"

**(EMPLOYMENT NOTIFICATION NO. OS/EXP: 01/2021)**

## **FREQUENTLY ASKED QUESTIONS**

S. NO.	Questions	Answers
1.	<b>What are the categories of the candidates?</b>	The categories are: 1. UR/GEN - Un-Reserved/General 2. EWS- Economically Weaker Section 3. OBC (NCL) - Other Backward Classes (Non-Creamy Layer) 4. SC - Scheduled Caste 5. ST - Scheduled Tribe 6. PWBD – Persons with Benchmark Disabilities
2.	<b>What are the age-relaxations for various categories?</b>	No age relaxation is applicable for this advt.
3.	<b>How SC/ST/OBC/EWS candidates can apply when there is no vacancy in their reserve category?</b>	SC/ST/OBC/EWS 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.
3.	<b>To which address should I send the print out of Online Application Form?</b>	Print out of Online Application Form to be sent on the address: <b><u>Post Box No. 3076, Lodhi Road, New Delhi – 110003</u></b> through ordinary post only.
4.	<b>Which are the documents to be sent?</b>	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 GRSE copy of Application Fee Challan (applicable for General, EWS and OBC candidates), self-attested copies of testimonials/certificates in support of Date of Birth, Category, Educational & Professional qualification, Experience etc. through <b>ORDINARY POST</b> only to <b>Post Box No. 3076, Lodhi Road, New Delhi – 110003</b> , so as to reach within <b>20 Oct 2021</b> . The envelope containing the application and supporting documents should be super-scribed with " <b>GRSE Employment Notification No. OS/Exp: 01/2021</b> " and " <b>Post Applied for ....</b> ".
5.	<b>What is the application fee?</b>	<b>Application fees of `500/- and Bank charges of `71/- (Total fees `571/-)</b> to be deposited through Bank Challan mode at any branch of State Bank of India (SBI) by the applicants (General/EWS & OBC only). Applicants belonging to SC/ST/PWD are exempted from payment of Application Fee.
6.	<b>How to claim a refund for the fee?</b>	The fee once paid will NOT be refunded on any account nor would this fee be held in reserve for future examination/selection. Candidates are advised to ensure their eligibility for the post before applying.
7.	<b>What is an auto-generated</b>	An auto generated Application Number is a unique number allotted

	<b>application number?</b>	to you on successful submission of online application form and will appear on print version of the application form. This Number will be required for accessing, downloading and printing written examination.
8.	<b>I have entered some incorrect details in the online application form, how can I correct the same?</b>	Candidates are requested to take utmost care while filling in the details in online application form. There is no provision for correcting the details entered in the online application form once the same is submitted. No such request will be entertained from email.
9.	<b>I did not receive the email intimation for registration of my application?</b>	"Email-ID / User ID", "Date of Birth", "Post Applied" and "Password" are also sent by auto response Confirmation emails. Delivery of these emails purely depends upon the correctness of E-Mail ID provided, Policy of your E-Mail Service Provider to accept and Divert such emails under Bulk or Spam Mails or bounce back such mails without accepting it due to heavy number of emails generated by our Applications. In case of Govt./official /company Email Ids, delivery is controlled by your Company Policies. Therefore, please do not expect replies from us, if you do not receive such confirmation / auto-response Emails.
10.	<b>I did not receive the acknowledgement / reply to my email communication?</b>	"Reply to" Email Id for the Application is created for the convenience of the candidates for genuine communications. Please do not use this address to send back the emails for "Acknowledgment", "Vacation Mail", "Friendship Offers", "Sales Offers" etc. Our Email Server is configured to delete such emails automatically.
11.	<b>What details should I provide while writing for the problem?</b>	Please do not forget to provide following details while writing to us: (1) APPLICATION NO. (in case allotted) (2) EMAIL-ID (3) DATE OF BIRTH (4) POST APPLIED FOR & (5) FULL NAME as entered in application. In case of application failure or any error message, we would like to have the screenshot of the error in JPG, GIF format or as MS Word file. Additionally, you may provide the PC Details including the Operating System (like Windows XP, Vista, Linux etc.) & Internet Browser & version (like Internet Explorer 6.0, Mozilla 3.0, Firefox 3.5 etc.) used.
12.	<b>How can I download my call letter for the interview?</b>	Call Letter of the eligible candidate will be uploaded on GRSE website only. No other communication like post/ courier/ newspaper notification will be sent. On the basis of information given in the Online Application Form, Call Letters of provisionally eligible candidates for the interview will be available for download from website: <a href="https://jobapply.in/grse2021exp1">https://jobapply.in/grse2021exp1</a> as per schedule given on the website. Keep checking the website regularly for any updates.

Registration Process will be completed only on receipt of duly completed Print Version (hardcopy) along with documents as mentioned above.

Candidates are required to apply ONLINE and upload documents supporting age, caste, education, experience in the online application. In addition to that, 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 and OBC candidates ), self-attested copies of testimonials/certificates in support of Date of Birth, Caste, Educational & Professional qualification, Experience, CTC/Pay-scale, Ex-Serviceman, EWS, PH etc.

through **ORDINARY POST** only to **Post Box No. 3076, Lodhi Road, New Delhi – 110003**, so as to reach within **20 Oct. 2021**. The envelope containing the application and supporting documents should be super-scribed with **“GRSE Employment Notification No. OS/EXP: 01/2021”** and **“Post Applied for”**.

*All communication with candidates shall be done through e-mail only. Email-ID should be valid for at least one year. All information regarding schedule, Interview Call Letter etc. shall be uploaded on GRSE website/provided through email. 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 emails 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.*