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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. OS: 02/2021

#### (DETAILED ADVERTISEMENT)

GRSE Ltd. is one of the premier Defence Shipyards and Mini Ratna, Category -I Company. It is 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 posts in various disciplines:

**Opening date for Online registration: 07 Dec 2021 (from 14:00 Hrs.)**

**Closing date for Online registration: 25 Dec 2021 (upto 23:59 Hrs.)**

<u>Sl. No.</u>	<u>Name of Post/ (Grade)</u>	<u>Scale of pay (IDA)</u>	<u>Max. Age as on 01 Dec 2021</u>	<u>Discipline/ Posts/ Reservation</u>	<u>Minimum Qualification</u>	<u>Minimum Years of post-qualification experience as on 01 Dec 2021</u>
A)	General Manager (E-7)	100000-3%- 260000	52 yrs.	Technical- 01 (OBC)	Four years full time degree in Engineering or equivalent with 55 % overall marks in the discipline of Mechanical / Electrical / Electronics / Marine Engineering / Civil / Production / Naval Architecture.  [For detailed qualification grouping, please refer Note – 1 A (ii)]	i. 22 years' post qualification experience out of which at least 5 years in Senior position either singularly or collectively in "Ship building" / "Ship design" / "Ship repair" / "Overseeing the construction / repair of Naval Ships or Submarines" etc.  ii. Naval Officers of the rank of Commodore & above or equivalent in Army / Air Force / Coast Guard and Captain drawing Commodore Grade pay meeting the experience criteria may also be considered.  iii. Candidates from Govt. / PSU / Autonomous organizations should have 2 years' experience in immediate lower grade whereas Candidates from private sector should be drawing comparable CTC of AGM Grade (E-6).  iv. For details refer Note 7.

B)	<b>Deputy General Manager (E-5)</b>	<b>80000-3%-220000</b>	<b>48 yrs.</b>	<b>Technical – 01 (ST)</b>	<p>Four years full time degree in Engineering or equivalent with 55% overall marks in the discipline of Mechanical / Electrical / Electronics / Marine Engineering / Civil / Production / Naval Architecture.</p> <p>[For detailed qualification grouping, please refer Note – 1 A (ii)]</p>	<p>i. 15 years’ post qualification experience either singularly or collectively in “Ship building” / “Ship design” / “Ship Repair” / “Overseeing the construction / repair of Naval Ships or Submarines” etc.</p> <p>ii. Experience in handling installation, STW (Setting to Work) and commissioning of Electrical weapon systems / operating and maintaining gas turbines (preferably LM 2500) on board IN Ships / Experience in dealing with Naval / Coast Guard Authorities, CDA, Navy, Cargo clearance by Air &amp; Sea, liasoning with various Materials Organizations / Authorities will be an added advantage.</p> <p>iii. Naval Officers of the rank of Commander &amp; above or equivalent in Army / Air Force / Coast Guard meeting the experience criteria may also be considered.</p> <p>iv. Candidates from Govt. / PSU / Autonomous organizations should have 2 years’ experience in immediate lower grade whereas Candidates from private sector should be drawing comparable CTC of SM Grade (E-4).</p> <p>v. For details refer Note 7.</p>
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C)	<b>Deputy General Manager</b>  <b>(E-5)</b>	<b>80000-3%-220000</b>	<b>48 yrs.</b>	<b>Technical/Bailey Bridge – 01 (SC)</b>	<p>Four years full time degree in Engineering or equivalent with 55% overall marks in the discipline of Mechanical / Electrical / Civil Engineering.</p> <p>[For detailed qualification grouping, please refer Note – 1 A (ii)]</p>	<p>i. 15 years post qualification experience either singularly or collectively in Launching &amp; Commissioning (Production/Erection) of Modular Portable Steel Bridges of various load classifications and spans like Bailey bridges etc. in plain /riverine /mountain /high altitude terrain.</p> <p>ii. Serving Officers of Indian Army, Corps of Engineers, BRO in the rank of Lt. Col and above or equivalent in Armed forces/Paramilitary forces meeting the above experience may also apply.</p> <p>iii. Knowledge in Finance, Project Management and experience / working in SAP ERP will be an added advantage</p> <p>iv. Candidates from Govt. / PSU / Autonomous organizations should have 2 years' experience in immediate lower grade whereas Candidates from private sector should be drawing comparable CTC of SM Grade (E-4).</p> <p>v. For details refer Note 7.</p>
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D)	<b>Deputy General Manager (E-5)</b>	<b>80000-3%-220000</b>	<b>48 yrs.</b>	<b>Technical (IT) -01 (SC)</b>	<p>Four years full time degree in Engineering or equivalent with 55% overall marks in the discipline of Information Technology / Computer Science / Computer Technology/ Electrical Engineering</p> <p>[For detailed qualification grouping, please refer Note – 1 A (ii)]</p>	<ul style="list-style-type: none"> <li>i. 15 years' post qualification experience preferably in client environment on Enterprise Resource Planning using SAP, managing complete IT infrastructure consisting of Tier-II/III Data Centre/DR Centre, managing Networks (WAN &amp; LAN) in diverse geographical locations complying latest Cyber Security &amp; successful implementation of IT based solutions/projects for productivity enhancement in Industry such as Heavy Engineering/Defence Shipbuilding.</li> <li>ii. Experience of working on emerging Technology, viz. AI, IoT, analytics, Big data, Machine Learning will be an added advantage.</li> <li>iii. Naval Officers of the rank of Commander &amp; above or equivalent in Army / Air Force / Coast Guard meeting the experience criteria may also be considered.</li> <li>iv. Candidates from Govt. / PSU / Autonomous organizations should have 2 years' experience in immediate lower grade whereas Candidates from private sector should be drawing comparable CTC of SM Grade (E-4).</li> <li>v. For details refer Note 7.</li> </ul>
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E)	<b>Deputy General Manager</b>  <b>(E-5)</b> <b>On Fixed Term Contractual Basis for 03 years extendable maximum of 02 years.</b>	<b>80000-3%-220000</b>	<b>48 years</b>	<b>Technical (IT) – 01 (UR)</b>	<p>Four years full time degree in Engineering or equivalent with First Class or 60% overall marks in the discipline of Information Technology / Computer Science / Computer Technology/ Electrical Engineering</p> <p>[For detailed qualification grouping, please refer Note – 1 A (ii)]</p>	<p>i. 15 years’ post qualification experience preferably in client environment on Enterprise Resource Planning using SAP, managing complete IT infrastructure consisting of Tier-II/III Data Centre/DR Centre, managing Networks (WAN &amp; LAN) in diverse geographical locations complying latest Cyber Security &amp; successful implementation of IT based solutions/projects for productivity enhancement in Industry such as Heavy Engineering/Defence Shipbuilding.</p> <p>ii. Experience of working on emerging Technology, viz. AI, IoT, analytics, Big data, Machine Learning will be an added advantage.</p> <p>iii. Naval Officers of the rank of Commander &amp; above or equivalent in Army / Air Force / Coast Guard meeting the experience criteria may also be considered.</p> <p>iv. Candidates from Govt. / PSU / Autonomous organizations should have 2 years’ experience in immediate lower grade whereas Candidates from private sector should be drawing comparable CTC of SM Grade (E-4).</p> <p>v. For details refer Note 7.</p>
F)	<b>Manager</b>  <b>(E-3)</b>	<b>60000-3%-180000</b>	<b>42 years</b>	<b>Finance – 01 (ST)</b>	<p>Chartered Accountant (CA)/Cost &amp; Management Accountant (CMA)</p>	<p>i. 08 years’ post qualification experience in dealing with financial matters, either singularly or collectively, i.e. “Budgeting”, “Costing”, “Banking”, “Taxation”, “Finalisation of accounts”, “Exposure in Audit Related matters”, “Financial Concurrence in various procurements” and “compliance matters related to Finance”.</p> <p>ii. Naval Officers of the rank of Lieutenant and above or equivalent in Army / Air Force / Coast Guard meeting the experience criteria may be considered.</p> <p>iii. Candidates from Govt. / PSU / Autonomous organizations should have 2 years’ experience in immediate lower grade whereas Candidates from private sector should be drawing comparable CTC of DM Grade (E-2).</p> <p>iv. For details refer Note 7.</p>

G)	<b>Deputy Manager</b>  (E-2)	<b>50000- 3%- 160000</b>	<b>35 years</b>	<b>Medical- 01</b>  (OBC)	MBBS degree from any University recognized by Medical Council of India (MCI)	<p>i. 05 years' post qualification experience and atleast 02 years' experience in Hospital/Nursing home. Private practitioners with above experience may also be considered.</p> <p>ii. Naval Officers of the rank of Sub-Lieutenant and above or equivalent in Army / Air Force / Coast Guard meeting the experience criteria may be considered.</p> <p>iii. Candidates from Govt. / PSU / Autonomous organizations should have 2 years' experience in immediate lower grade whereas Candidates from private sector/Private Practitioners should be drawing comparable CTC of AM Grade (E-1).</p> <p>iv. For details refer Note 7.</p>
H)	<b>Deputy Manager</b>  (E-2)  (on Fixed term for a period of 03 years extendable by another 02 years)	<b>50000- 3%- 160000</b>	<b>35 years</b>	<b>Medical- 01</b>  (OBC) <b>The post is reserved for PwBD (OH)</b>	MBBS degree from any University recognized by Medical Council of India (MCI)	<p>i. 05 years' post qualification experience and atleast 02 years' experience in Hospital/Nursing home. Private practitioners with above experience may also be considered.</p> <p>ii. Naval Officers of the rank of Sub-Lieutenant and above or equivalent in Army / Air Force / Coast Guard meeting the experience criteria may be considered.</p> <p>iii. Candidates from Govt. / PSU / Autonomous organizations should have 2 years' experience in immediate lower grade whereas Candidates from private sector should be drawing comparable CTC of AM Grade (E-1).</p> <p>iv. For details refer Note 7.</p>
I)	<b>Assistant Manager</b>  (E-1)	<b>40000-3%- 140000</b>	<b>28 yrs.</b>	<b>Company Secretary</b>  - 01  (OBC)	Associate Member of the Institute of Company Secretaries of India.	Nil

<b>J)</b>	<b>Assistant Manager (E-1)</b>	<b>40000-3%-140000</b>	<b>28 yrs.</b>	<b>Finance - 01 (OBC)</b>	Chartered Accountant (CA)/Cost & Management Accountant (CMA)	Nil
<b>K)</b>	<b>Assistant Manager (E-1)</b>	<b>40000-3%-140000</b>	<b>28 yrs.</b>	<b>Human Resource - 01 (UR)</b>	Full time Graduate with 02 years full time MBA/PG Degree/PG diploma or equivalent with first class or 60% in Human Resource Management/Human Resource Development/Personnel Management/Industrial Relations/Social Work/Labour welfare discipline	Nil
<b>L)</b>	<b>Junior Manager (E-0)</b>	<b>30000- 3%-120000</b>	<b>32 years</b>	<b>HR&amp;A – 01 (OBC)</b>	Full Time Graduate with Full time Diploma in Catering technology / Catering Management/ General Management / General Administration / HR / HRM / HRD/ Personnel Management/ IR etc.	<p>i. 8 years post qualification experience either singularly or collectively in: General Administration activities / Administration of Industrial Canteen / Welfare and Other General HR Functions.</p> <p>ii. Serving / retired Chief Artificer or Chief Petty Officer and above or equivalent rank in armed forces having the requisite qualification and relevant years of post qualification experience in handling logistics /admin functions in Naval Establishment or equivalent in other Armed forces (Material Organisations, Base Logistics Organisations, Naval/Command Headquarters/overseeing teams etc. Or On board service in warships in the Logistics Department are eligible to be considered.</p>

M)	<b>Junior Manager</b>  <b>(E-0)</b>	<b>30000- 3%- 120000</b>	<b>32 years</b>	<b>Technical (Engineering) – 01</b>  <b>(ST)****</b>	Diploma in Engineering or equivalent in the discipline of Mechanical.  [For detailed qualification grouping, please refer Note – 1 B (ii)]	i. 8 years post qualification experience either singularly or collectively in: “Ship building”/ “Ship Design”/ “Ship Repair activity”/ Dockyards/Repair Yards OR Service in Trials Teams / WOTs with exposure to inspection/trials of diesel engines/gas turbines/auxiliaries and systems/machinery controls and other ship borne systems, OR On board service in frontline warships class of the Indian Navy or Indian Coast Guard like Shivalik/Delhi/Kolkata/Destroyers/Frigates/Corvettes or similar major platforms ii. Serving / retired Chief Artificer or Chief 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.
N)	<b>Junior Manager</b>  <b>(E-0)</b>	<b>30000- 3%- 120000</b>	<b>32 years</b>	<b>Technical (Civil Engineering) – 01</b>  <b>(ST)****</b>	Diploma in Engineering or equivalent in the discipline of Civil  [For detailed qualification grouping, please refer Note – 1 B (ii)]	i. 8 years post qualification experience either singularly or collectively in: Overseeing construction of building / marine infrastructure (dock, jetty etc.)/ fabrication & erection of industrial sheds etc. including quality control and safety checks Certification of measurement of work and bills Preparing cost estimate of various Civil & Structural related jobs as per PWD/CPWD schedule Working knowledge in MS-Office/Excel/ Auto cad etc.  ii. Serving / retired Chief Artificer or Chief 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 02 posts of JM (Tech) in Sl. No. M & Sl. No. N, 01 post is reserved for PwBD (VH)						

UR=Unreserved; SC=Scheduled Caste; ST=Scheduled Tribe; OBC=Other Backward Class; EWS=Economically Weaker Section; PWBD= Persons with Benchmark Disabilities; VH=Visually Handicapped

**NOTE:**

**For posts on Fixed Term Contract:** Employees engaged in Fixed Term Contract cannot claim permanency and will not be considered for promotion. However, in later part of recruitment, if it is seen that requirement will be for a longer period, they may be absorbed in the permanent roll based on the proven track record of their performance and subject to Organizational requirement and availability of vacancies. A maximum of 50% of such recruits could be absorbed in the equivalent induction grade in Officer Category.



1. **A. EDUCATIONAL QUALIFICATION FOR GENERAL MANAGER/DEPUTY GENERAL MANAGER POSTS**

- i. Four years Full Time Engineering Degree (BE, B Tech) with First Class or 60% Overall Marks (55% for SC/ST/OBC). Lateral entry to 3<sup>rd</sup> semester of 8 semester course / 2<sup>nd</sup> year of 4 years course will also be considered as equivalent qualification.
- ii. **Grouping of Disciplines in Engineering Degree – Technical disciplines**
- Mechanical – Mechanical/Mechanical & Industrial Engg./Mechanical & Production Engg./Marine Engg.
  - Electrical – Electrical/Electrical & Electronics/Electrical & Instrumentation
  - Electronics – Electronics/Electronics & Communication/Applied Electronics & Instrumentation/Electronics & Telecommunication/Electronics & Instrumentation/Instrumentation & Control
  - Computer/IT – Computer Science/Information Technology/Computer Technology
  - Civil – Civil/Civil & Structural/Structural
  - Naval Architecture – Naval Architecture/Naval Architecture & Shipbuilding/Naval Architecture & Ocean Engg./Naval Architecture & Marine Engg./Ocean Engg. & Naval Architecture/Naval Architecture & Offshore Engg.
  - Marine Engineering - Marine Engineering.
  - Production- Production Engineering/Production Engineering & Management/Production & Industrial Engineering/Manufacturing Technology/Engineering.
- iii. Only the above mentioned disciplines will be considered for the recruitment process. Courses / Disciplines with equivalence to the above will not be considered. For all the posts the qualification mentioned at Graduate level (for Technical posts) would be of full time only. No Part Time/Correspondence course will be accepted.
- iv. Post graduate integrated Degree Courses will also be allowed for Engineering disciplines in Technical posts. The integrated Professional Technical qualification should be of 5 years duration after 10+2 qualification.
- v. 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.
- vi. 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.
- vii. Candidates having Master degree in Engineering must possess the minimum qualification prescribed against the post.
- viii. Wherever grades e.g. CGPA/OGPA/DGPA (as applicable) are awarded, the following method will be adopted for conversion to equivalent percentage of marks:
- 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 Percentage 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.

## B. EDUCATIONAL QUALIFICATION FOR JUNIOR MANAGER POSTS

- i. Diplomas as referred above are those, which have been awarded by University/Institution recognized by Government of India/State Government.
- ii. Grouping of Disciplines in Diploma:
  - Mechanical – Mechanical/Mechanical & Industrial Engg./Mechanical & Production Engg./Marine Engg.
  - Civil – Civil/Civil & Structural/Structural
- 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.
- iv. Full time Diploma will only be considered. **Distance learning/part-time courses can be considered for internal candidates only.**
- v. 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 Diploma on completion of specified years of service will not be considered on par with Graduate/Diploma.
- vi. Required experience of 08 years should be post qualification experience i.e. experience acquired after obtaining Diploma.

### 2. (A) WRITTEN TEST FOR ASSISTANT MANAGER

- (i) Written Test will be **tentatively** scheduled on **02 Jan 2022 at Kolkata**.
- (ii) No TA will be paid to the candidates for appearing in the written test.
- (iii) Pattern of Written Test will be as follows:

<u>Type of Question</u>	<u>No. of Questions</u>	<u>Marks</u>	<u>Remarks</u>
Part-I Discipline Knowledge Questions	60	60	<ul style="list-style-type: none"><li>• Duration of Written test – 90 minutes</li><li>• Question paper language - Bi-lingual (English and Hindi).</li><li>• Question paper type - Objective type with Multiple Choices Questions.</li></ul>
Part-II General Management Aptitude Test (Mental Ability, Reasoning, English, Data Analysis, Numerical Ability etc.)	25	25	
TOTAL	85	85	

- (iv) In case any ambiguity / dispute arise on account of interpretation in versions other than English, the English version will prevail.

### (B) INTERVIEW & SELECTION PROCESS FOR ASSISTANT MANAGERS

Based on the performance in Written Test, candidates will be shortlisted / called to appear for Interview in the ratio of 1:5.

### **(C) SERVICE AGREEMENT BOND FOR ASSISTANT MANAGERS**

Candidates joining GRSE in Assistant Manager (Grade-E1) will have to execute a Service Agreement Bond to serve the company for 3 years. An amount towards security deposit of 5% of their Basic pay & DA (as applicable at the time of joining) for 3 years which will be deducted from the monthly pay and will be refunded on the completion of 3 years of service including probation period with normal saving bank interest (SBI rates). Bond value will be the deductible amount for 3 years. This deposit will be forfeited if the joinee leaves the company before completion of 3 years and will be liable to pay the balance bond amount.

### **3. MAXIMUM AGE LIMIT**

- i. Maximum age limit for applicants in the posts under UR Category is **52 years for General Manager, 48 years for Deputy General Manager, 42 years for Manager, 35 years for Deputy Manager, 28 years for Assistant Manager and 32 years for Junior Manager as on 01 Dec 2021**. However, relaxation of age for SC/ST/OBC/Persons with Benchmark Disability (PwBD) / Ex-Serviceman will be as per Govt. rules. The relaxation in age limit for PwBD candidates shall be applicable irrespective of the fact whether the post is reserved or not. Age is not a bar for internal candidates.
- ii. Maximum age for joining the Company will be 56 years after all age relaxations. It also applies for internal candidates.
- iii. Relaxation in the upper age limit mentioned against each post (**except Assistant Manager posts**) may be granted to any candidate to extent of excess years of relevant post qualification experience possessed by the candidate vis-à-vis the notified years of post-qualification experience for each post.

### **4. RESERVATION**

- i. Reservation for SC / ST / OBC / PwBD 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.
- ii. Persons with Benchmark Disability category are required to produce Medical Certificate in prescribed format issued by the Competent Authority as stipulated in The Rights of Persons with Disabilities Act, 2016 having minimum 40% or more disabilities in the category as the case may be.
- iii. Category (SC/ST/OBC/PwBD) 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. 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 Component Authority should be issued in the current year.

- v. 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.

## **5. APPLICATION PROCEDURE**

- i. All candidates have to submit application **ONLINE** through '**Career section**' of GRSE website **www.grse.in** or on **https://jobapply.in/grse2021**.
- ii. All candidates are required to apply ONLINE and upload documents supporting age, caste, education, experience etc. 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, OBC candidates ), self-attested copies of testimonials/certificates in support of Date of Birth, Caste, Educational & Professional qualification, Experience, CTC/Pay-scale, Ex-Serviceman, PH etc. through **ORDINARY POST** only to **Post Box No. 3076, Lodhi Road, New Delhi – 110003**, so as to reach within **07 January 2022**. The envelope containing the application and supporting documents should be super-scribed with "**GRSE Employment Notification No. OS: 02/2021**" 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** to the address mentioned above or produce **No Objection Certificate (NOC)** at the time of interview. A candidate may be interviewed without NOC but he/she will not be entitled to any pay-protection benefit and service transfer benefit on joining, if selected.
- 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](http://www.grse.in) and also in <https://jobapply.in/grse2021>.
- vii. **The selection for all posts (except Assistant Manager post) will be through interview only.**
- viii. **For Assistant Manager posts, written test will be conducted on 02 January 2022. Venue of written test is Kolkata. Written test will be followed by Interview (if qualified and shortlisted) at a later date which will be intimated.**
- ix. **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 a candidate fails to access his/her mail/website in time or DND activated mobile no. etc.

## 6. APPLICATION FEES

- i. **Application fees of Rs. 500/- and Bank charges of Rs. 71/- (Total fees Rs. 571/-)** 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/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/grse2021> for details regarding remittance of Application Fee through Bank Challan in SBI Branches.
- iv. No other mode of payment will be accepted.

## 7. PAY SCALES

### (i) (a) From Navy/Army/ Air Force/ Coast Guard equivalent post & grade

Posts	Grade	Pay Scale of the posts advertised	Rank (Navy/Army/Air Force/Coast Guard)
GM	E-7	100000-3%-260000	Commodore or Equivalent. Captain drawing Commodore rank pay will also be eligible.
DGM	E-5	80000-3%-220000	Commander or equivalent
MGR	E-3	60000-3%-180000	Lieutenant or equivalent
DM	E-2	50000-3%-160000	Sub-Lieutenant or equivalent
JM	E-0	30000-3%-120000	Chief Artificer or Chief Petty Officer or equivalent

### (b) From PSU / Govt. Department:

The equivalent pay scales in the various grades on CDA and IDA are given below:

Post advertised	Grade	Pay Scale of the posts advertised	Two years immediate lower grade Pay Scale	
			CDA Pay Scales	IDA Pay Scales/ Grade
GM	E-7	100000-3%-260000	130600-3%-215900	90000-3%-240000
DGM	E-5	80000-3%-220000	78800-3%-209200	70000-3%-200000
MGR	E-3	60000-3%-180000	69400-3%-207200	50000-3%-160000
DM	E-2	50000-3%-160000	56100-3%-177500	40000-3%-140000

**(ii) From Private Sector:**

The applicants working in private sector should indicate their salary head wise (monetary/cash part) which forms part of FORM 16 with supporting document. They should indicate their organization structure and their position in the organization hierarchy. The comparable gross salary (monetary/cash part) for the purpose of drawing equivalency in next lower grade of GRSE for a minimum period of 02 years, a lower variance up to maximum of 10% of CTC of equivalent grade in GRSE will be reckoned. The variance may be relaxed upto maximum of 25 % of CTC for Private sector candidates. Maximum variance of 40 % of CTC will be considered in case of Private Medical Practitioners [applying for the post of DM (Medical) & DM (Medical)-Fixed Term] at the discretion of Management.

<b>Post advertised</b>	<b>CTC of immediate lower grade</b>
GM (Technical) (E-7)	25.26 Lakhs AGM (E-6)
DGM (Technical),IT,BB (E-5)	19.64 Lakhs SM (E-4)
DGM (Technical),IT-Fixed Term (E-5)	18.57 Lakhs SM (E-4) – On Fixed term
MGR (Finance) (E-3)	14.03 Lakhs DM (E-2)
DM (Medical) (E-2)	12.18 Lakhs AM (E-1) [Including NPA which is 20% of Basic]
DM (Medical) – Fixed Term (E-2)	11.57 Lakhs AM (on fixed term) (E-1) [Including NPA which is 20% of Basic]

**8. 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 post excludes any kind of traineeship including Management Trainee / Graduate Engineer Trainee etc.
- (iii) In addition to Basic pay, Industrial DA, HRA, other perks (35% of basic pay), CPF, Gratuity etc. are admissible as per the Company's Rules. **The present CTC per annum for GM (E-7) is 28.06 Lakhs, DGM (E-5) is 22.45 Lakhs, DGM (E-5) on Fixed Term is Rs. 21.23 Lakhs, MGR (E-3) is 16.84 Lakhs, DM (E-2) Medical is 15.23 Lakhs (Including NPA which is 20% of Basic Pay), DM Medical (On Fixed term) (E-2) is 14.47 Lakhs (Including NPA which is 20% of Basic Pay), Asst. Manager (E-1) is Rs. 11.22 Lakhs and for JM (E-0) is Rs. 8.42 Lakhs. In addition, Performance Related Pay and Hospitalization benefit will be applicable.**
- (iv) 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.
- (v) Option of Hindi medium shall be given in interview.
- (vi) If selected, the candidates can be posted to any Unit / Project / location of the company.
- (vii) Final selection of candidates is subject to medical fitness by Company's Medical Officer as per company's Recruitment Rules.

- (viii) **Outstation candidates called for interview for the post GM (E-7) will be paid both ways air-fare by economy class at actual on production of Receipt/Ticket and Boarding Pass for incoming journey, DGM (E-5), MGR (E-3) & DM (E-2) will be paid both ways AC Two Tier Railway fare or at actual (whichever is less) by the shortest route (from place of residence/place of work to Kolkata) and AM (E-1), JM (E-0) will be paid both ways AC Three Tier Railway fare or at actual (whichever is less) by the shortest route (from place of residence/place of work to Kolkata) on production of tickets / receipts for incoming journey.**
- (ix) 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/Addendum if any will be issued in GRSE website only and no other communication will be made either in press or by any other mode.**
- (x) Management reserves the right to call for any additional documentary evidence in support of education, experience, CTC/Pay-scale etc. of the applicants.
- (xi) **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 and medical 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.**
- (xii) 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.
- (xiii) For any dispute, the Jurisdiction shall be Kolkata.
- (xiv) For any other query, please e-mail to **recruitment@grse.co.in**.

## 9. IMPORTANT DATES

<u>Sl.</u>	<u>Details</u>	<u>Dates</u>
(a)	Start Date for Online Registration	07 Dec 2021 (from 14:00 hrs.)
(b)	Closing Date for Online Registration	25 Dec 2021 (upto 23:59 hrs)
(c)	Remittance of Application fees	<b>09 Dec 2021 to 27 Dec 2021</b>
(d)	Receipt of hardcopy of application signed by candidate along with Certificates / testimonials in support of eligibility through Ordinary post only.	<b>07 Jan 2022</b>
(e)	Date of Interview	<b>To be announced later</b>
(f)	Uploading of Admit Cards for written test for Assistant Manager	<b>Dec 2021</b>
(g)	Tentative schedule for written test for Assistant Manager	<b>02 Jan 2022</b>

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