



# गार्डेन रीच शिपबिल्डर्स एण्ड इंजिनियर्स लिमिटेड

## Garden Reach Shipbuilders & Engineers Limited

www.grse.in

(A Govt. of India Undertaking)

CIN NO. : L35111WB1934GOI007891

Ministry of Defence

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

### EMPLOYMENT NOTIFICATION NO. OS: 01/2022

#### (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: 08 Feb 2022 (from 14:00 Hrs.)**

**Closing date for Online registration: 23 Feb 2022 (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 Feb 2022</u>	<u>Discipline/ No. of Posts/ Reservation</u>	<u>Minimum Qualification</u>	<u>Minimum Years of post-qualification experience as on 01 Feb 2022</u>
A)	Assistant Manager (E-1)	40000- 3%- 140000	28 years	Company Secretary- 01 (OBC)	Associate Member of the Institute of Company Secretaries of India	NIL
B)	Assistant Manager (E-1)	40000- 3%- 140000	28 years	Finance-02 (OBC)	Chartered Account (CA)/Cost & Management Accountant (CMA)	NIL
C)	Assistant Manager (E-1)	40000- 3%- 140000	28 years	Mechanical – 03 (UR-1, ST-1, EWS-1)	Four years full time degree in Engineering or equivalent with 60% overall marks in the discipline of Mechanical (55% overall marks for ST)	NIL
D)	Assistant Manager (E-1)	40000- 3%- 140000	28 years	Electrical – 02 (UR-1, ST-1)	Four years full time degree in Engineering or equivalent with 60% overall marks in the discipline of Electrical (55% overall marks for ST)	NIL

E)	<b>Assistant Manager</b>  (E-1)	<b>40000- 3%-140000</b>	<b>28 years</b>	<b>Electronics – 02</b>  (UR-1, OBC-1)	Four years full time degree in Engineering or equivalent with 60% overall marks in the discipline of Electronics (55% overall marks for OBC)	NIL
F)	<b>Assistant Manager</b>  (E-1)	<b>40000- 3%-140000</b>	<b>28 years</b>	<b>Naval Architecture – 01</b>  (OBC)	Four years full time degree in Engineering or equivalent with 55% overall marks in the discipline of Naval Architecture	NIL

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

### 1. EDUCATIONAL QUALIFICATION FOR TECHNICAL POSTS

- i. Four years Full Time Engineering Degree (BE, B Tech, B.Sc Engineering) with First Class or 60% Overall Marks (55% for ST/OBC as per reservation). 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
  - Naval Architecture – Naval Architecture/Naval Architecture & Shipbuilding/Naval Architecture & Ocean Engg./Naval Architecture & Marine Engg./Ocean Engg. & Naval Architecture/Naval Architecture & Offshore Engg.
- 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. However, for internal candidates, distance learning mode/part time courses can be considered.
- 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.

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

- (i) Written Test will be scheduled **tentatively** on **06 Mar 2022 in 04 cities (Kolkata, Delhi, Mumbai, Chennai)**.
- (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. Candidates appearing for interview have to produce final mark-sheet/certificate before interview.

**(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 of Assistant Managers under UR Category is **28 years as on 01 Feb 2022**. 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.

### 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/grse2022**.
- ii. All candidates are required to apply ONLINE and upload documents supporting age, caste, education, experience (if any) 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 & EWS candidates ), self-attested copies of testimonials/certificates in support of Date of Birth, Caste, Educational & Professional qualification, Experience, CTC/Pay-scale, Ex-Serviceman, PwBD etc. through **ORDINARY POST** only to **Post Box No. 3076, Lodhi Road, New Delhi – 110003**, so as to reach within **04 Mar 2022**. The envelope containing the application and supporting documents should be super-scribed with **“GRSE Employment Notification No. OS: 01/2022”** 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/grse2022>.
- vii. **For all the Assistant Manager posts, written test will be conducted tentatively on 06 Mar 2022. Written test will be conducted in 04 cities (Kolkata, Delhi, Mumbai and Chennai) However, Management reserves the right to change the test cities based on the number of applications received. Written test will be followed by Interview (if qualified and shortlisted) at a later date which will be intimated.**
- viii. **All correspondence with candidates shall be done through e-mail only. All information regarding Interview Call Letter etc. shall be provided through e-mail uploaded at the time of application/uploading on GRSE website.** Responsibility of receiving, downloading and printing of Interview Call Letter or any other information shall be of the candidate only. GRSE will not be responsible for any loss of e-mail sent, due to invalid/wrong e-mail ID provided by the candidate or delivery of e-mails to Spam/Bulk mail folder for delay/non-receipt of information if 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 & EWS 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/grse2022> for details regarding remittance of Application Fee through Bank Challan in SBI Branches.
- iv. No other mode of payment will be accepted.

## **7. 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. 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 Asst. Manager (E-1) is Rs. 11.35 Lakhs. In addition, Performance Related Pay and Hospitalization benefit will be applicable.**
- iii. GRSE reserves the right to fill up all the posts based on suitability or increase / decrease the number of posts to be filled up or cancel any post or even cancel the whole process of recruitment without assigning any reason. In such cases the reservations will be as per the Govt. guidelines.
- iv. Option of Hindi medium shall be given in interview.
- v. If selected, the candidates can be posted to any Unit / Project / location of the company.
- vi. Final selection of candidates is subject to medical fitness by Company’s Medical Officer as per company’s Recruitment Rules.

- vii. **Outstation candidates called for interview at Kolkata 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. However, GRSE may decide to conduct the interviews through online mode (Video conference).**
- viii. 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.**
- ix. Management reserves the right to call for any additional documentary evidence in support of age, caste, education, experience etc. of the applicants.
- x. **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.**
- xi. 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.
- xii. For any dispute, the Jurisdiction shall be Kolkata.
- xiii. 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	08 Feb 2022 (from 14:00 hrs.)
(b)	Closing Date for Online Registration	23 Feb 2022 (upto 23:59 hrs)
(c)	Remittance of Application fees	<b>10 Feb 2022 to 25 Feb 2022</b>
(d)	Receipt of hardcopy of application signed by candidate along with Certificates / testimonials in support of eligibility through Ordinary post only.	<b>04 Mar 2022</b>
(e)	Uploading of Admit Cards for written test	<b>01 Mar 2022</b>
(f)	Date of Written Test (tentative)	<b>06 Mar 2022</b>
(g)	Date of Interview	<b>To be intimated</b>

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