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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 -24

ADDENDUM TO EMPLOYMENT NOTIFICATION NO. 2023/01(OS)

RECRUITMENT OF OFFICERS (MANAGER (IT), ASSISTANT MANAGER (IT))

GRSE Ltd. is one of the premier Defence Shipyards and Mini Ratna Category-I Company. The Company invites applications from qualified, talented and energetic Indian Nationals for the following posts of Officer as indicated below:

Opening Date for Online Registration: 30 Jan 2023

Closing Date for Online Registration: 13 Feb 2023

<u>Sl. No.</u>	<u>Name of Post/ (Grade)</u>	<u>Scale of pay (IDA)</u>	<u>Max. Age as on 01 Jan 2023</u>	<u>Discipline/ Posts/ Reservation</u>	<u>Minimum Qualification</u>	<u>Minimum Years of post-qualification experience as on 01 Jan 2023</u>
A)	Manager (E-3)	60,000- 3%- 1,80,000	42 years	IT- 01 (OBC)	Four years full time degree in Engineering or equivalent with 55% overall marks.	i. 08 years' post qualification hands on experience in a) In-depth Functional and technical experience in SAP Modules like MM, FICO, SD, PP, PS, PM, BASIS b) System Administration in Unix Platform. 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. 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) for minimum 2 years.

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B)	Assistant Manager (E-1)	40000- 3%-140000	28 years	IT-02 (1-UR, 1-OBC)	Four years full time degree in Engineering or equivalent in the discipline of Computer Science & Engineering / Information Technology with 60% overall marks (55% overall marks for OBC) OR Full time Master of Computer Applications (MCA) with 60% overall marks (55% overall marks for OBC)	NIL

1. A. EDUCATIONAL QUALIFICATION

i. Four years Full Time Engineering Degree (BE, B Tech) with First Class or 60% Overall Marks (55% for SC/ST/OBC/PwBD as applicable). Lateral entry to 3rd semester of 8 semester course / 2nd year of 4 years course will also be considered as equivalent qualification.

ii. Grouping of Disciplines

- Computer /IT – Computer Science & Engineering/ Computer Science /Information Technology/Computer Technology

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, Distance Learning/ Part time courses in the above disciplines will be allowed for the posts of Asst Manager (IT) for internal candidates only.**

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. MAXIMUM AGE LIMIT

- i. Maximum age limit for applicants in the respective posts has been indicated above under UR Category **which is 42 years for Manager and 28 years for Assistant Manager as on 01 Jan 2023**. 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 as on cut-off date after all relaxations for all categories (SC/ST/OBC/PwBD/Ex-Servicemen) and internal candidates shall not exceed 56 years.
- iii. Relaxation in the upper age limit mentioned against each post 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.

3. 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/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. 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.

4. **APPLICATION PROCEDURE**

- i. All candidates have to submit application **ONLINE** through '**Career section**' of GRSE website **www.grse.in** or on <https://jobapply.in/grse2023> .
- 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 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 **18 Feb 2023**. The envelope containing the application and supporting documents should be super-scribed with “**GRSE Employment Notification No. 2023/01 (OS)**” 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** and also in <https://jobapply.in/grse2023> .

- vii. **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.

5. SELECTION PROCESS

(A) The selection for all posts except Assistant Managers will be through interview only.

(B) Selection Process for Assistant Manager

- (i) Written Test will be scheduled **tentatively** in the month of March 2023 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"> • Duration of Written test – 90 minutes • Question paper language - Bi-lingual (English and Hindi). • Question paper type - Objective type with Multiple Choices Questions.
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 arises on account of interpretation in versions other than English, the English version will prevail.
- (v) 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 joiner leaves the company before completion of 3 years and will be liable to pay the balance bond amount.

5. APPLICATION FEES

- i. **Application fees is Rs. 500/- 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/grse2023> for details regarding remittance of Application Fee.
- iv. No other mode of payment will be accepted.

6. PAY SCALES

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

Post	Grade	Pay Scale of the posts advertised	Rank (Navy/Army/Air Force/Coast Guard)
Manager	E-3	60000-3%-180000	Lieutenant 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 (Rs.)	IDA Pay Scales/ Grade (Rs.)
Manager	E-3	60000-3%-180000	69400-3%-207200	50000-3%-160000

(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 at the discretion of Management.

Post advertised for the Grade	CTC of immediate lower grade (Rs.)
Manager (E-3)	14.84 Lakhs

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) 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 Rules. **The present CTC per annum for the advertised posts is given below:**

Post advertised for the Grade	CTC (Rs.)
Manager (E-3)	17.81 Lakhs
Assistant Manager (E-1)	11.88 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) Interview will be conducted through online / VC mode. However, if Outstation candidates called for interview, reimbursement of the travelling fare as per following rule will be paid by GRSE

Candidates appearing for interview for the Post advertised for the Grade	Entitlement of reimbursement of travelling fare
Manager (E-3)	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) on production of tickets / receipts for incoming journey
Assistant Manager (E-1)	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

- (x) 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.**
- (xi) Management reserves the right to call for any additional documentary evidence in support of education, experience, CTC/Pay-scale etc. of the applicants.
- (xii) **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.**
- (xiii) 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.
- (xiv) For any dispute, the Jurisdiction shall be Kolkata.
- (xv) For any other query, please e-mail to recruitment@grse.co.in

8. **IMPORTANT DATES**

<u>Sl.</u>	<u>Details</u>	<u>Dates</u>
(a)	Start Date for Online Registration	30 January 2023
(b)	Closing Date for Online Registration	13 February 2023
(c)	Remittance of Application fees	30 January 2023 to 13 February 2023
(d)	Receipt of hardcopy of application signed by candidate along with Certificates / testimonials in support of eligibility through Ordinary post only.	18 February 2023

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