



# GARDEN REACH SHIPBUILDERS & ENGINEERS LTD.

A GOVERNMENT OF INDIA UNDERTAKING - MINISTRY OF DEFENCE

"An ISO 9001:2015 Certified Company"

## (EMPLOYMENT NOTIFICATION NO.: 2023/01 (Officers))

### FREQUENTLY ASKED QUESTIONS

S. NO.	Questions	Answers																					
1.	What are the categories of the candidates?	<p>The categories are:</p> <ol style="list-style-type: none"> <li>1. UR/GEN - Un-Reserved/General</li> <li>2. EWS- Economically Weaker Section</li> <li>3. OBC (NCL) - Other Backward Classes (Non-Creamy Layer)</li> <li>4. SC - Scheduled Caste</li> <li>5. ST - Scheduled Tribe</li> <li>6. PWBD –Persons with Benchmark Disabilities</li> </ol>																					
2.	What are the age-relaxations for various categories?	<p>The various categories and combinations for age relaxations are given below:</p> <table border="1"> <thead> <tr> <th>Sl.</th> <th>Category of Candidate</th> <th>Relaxation</th> </tr> </thead> <tbody> <tr> <td>(a)</td> <td>General</td> <td>-----</td> </tr> <tr> <td>(b)</td> <td>OBC (NCL)</td> <td>03 Years</td> </tr> <tr> <td>(c)</td> <td>SC/ST</td> <td>05 Years</td> </tr> <tr> <td>(d)</td> <td>PWBD</td> <td>10 years</td> </tr> <tr> <td>(e)</td> <td>Internal Candidates</td> <td>No Age Bar</td> </tr> <tr> <td>(f)</td> <td>EWS</td> <td>----</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Maximum age limit for applicants in the respective posts is indicated above. under UR Category is <b>50 years for Additional General Manager, 48 years for Deputy General Manager, 45 years for Senior Manager, 35 years for Deputy Manager and 28 years for Assistant Manager as on 01 Jan 2023.</b> 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>	Sl.	Category of Candidate	Relaxation	(a)	General	-----	(b)	OBC (NCL)	03 Years	(c)	SC/ST	05 Years	(d)	PWBD	10 years	(e)	Internal Candidates	No Age Bar	(f)	EWS	----
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3.	To which address should I send the print out of Online	<p>Print out of Online Application Form to be sent on the address: <b>Post Box No. 3076, Lodhi Road, New Delhi – 110003</b> through</p>																					

	<b>Application Form?</b>	ordinary post only.
4.	<b>What all documents or information should be kept ready by a candidate before applying?</b>	<p>Before starting to fill-up, the online application, candidates are advised to keep ready the following details/documents/information:</p> <p>(a) E-Mail ID (valid at least for one year).</p> <p>(b) Mobile No. (valid at least for one year).</p> <p>(c) Required details such as personal data, educational qualifications, experience and other information.</p> <p>(d) Details of Debit Card/Credit Card/UPI/Net banking for making fee payment (if applicable)</p> <p>(e) Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format). Size (50kb).</p> <p>(f) Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size (50kb).</p> <p>(g) Scanned Copies of following documents (in pdf format):</p> <ol style="list-style-type: none"> <li>i. Documentary proof of Date of Birth (Matriculation/10th/12th/HSC Certificate).</li> <li>ii. Final/Provisional Degree/ Diploma/Graduation, etc., as applicable.</li> <li>iii. Experience Certificates / documents in support of experience, if applicable.</li> <li>iv. PWD Certificate [in case of Persons with Benchmark Disability (PwD) candidates].</li> <li>v. Caste Certificate in respect of reserved categories in the prescribed format in respect of SC/ST and OBC Non-Creamy Layer.</li> <li>vi. Income and asset certificate in respect of EWS in prescribed format</li> <li>vii. Declaration of Non-Creamy Layer Status in respect of OBC (NCL) candidates in prescribed format.</li> <li>viii. Scribe certificate, if applicable.</li> </ol>
5.	<b>Can I apply for more than one post?</b>	Please note that candidature of the candidate is liable to be cancelled if he / she submit more than one application for same post.
6.	<b>What if I do not have an email Id?</b>	It is mandatory to have a valid e-mail id since all the future communication with the candidate shall be through e-mail.
7.	<b>How do I register for the online application?</b>	You must register for the online application process with your name, date of birth, a valid e-mail id, mobile number and a password. <b>The name, date of birth, mobile number and e-mail id provided at the time of registration cannot be changed or corrected throughout the application process.</b> Please ensure to fill your name and other details correctly as per your educational certificates.
8.	<b>What if I forget my log-in Id and password?</b>	If you provide a valid and active e-mail id, the log-in id which is same as the e-mail id given at the time of registration will be mailed to that e-mail address after you register for the online application system. Your password is also sent in this mail, which you can refer if you forget the password. An auto generated mail will be sent to your registered email id with details of your registration made.
9.	<b>What is the application fee?</b>	<b>Application fee is INR 500/- which can be remitted through online mode (Payment Gateway).</b> Applicants belonging to SC/ST/PWD/Internal Candidates are exempted from payment of Application Fee.
10.	<b>What are the methods to pay Application Fee?</b>	Candidate is required to make payment any one of the following: <ol style="list-style-type: none"> <li>1. Debit Card</li> </ol>

		<p>2. Credit Card</p> <p>3. UPI</p> <p>4. Net Banking</p>
11.	<p>Money is debited from my account, but the GRSE application portal shows payment failed. What should I do?</p>	<p>Candidates facing the problem of deduction of registration fee amount without getting the application no. generated (failed registration) are required to make the payment again in the online registration portal before the last date of online registration.</p>
12.	<p>How to claim a refund for the fee?</p>	<p>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.</p>
13.	<p>Which are the documents to be sent?</p>	<p>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 &amp; 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 &amp; 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>13 Feb. 2023</b>. The envelope containing the application and supporting documents should be super-scribed with “<b>GRSE Employment Notification No. GRSE Employment Notification No. 2023/01 (OS)</b>” and “<b>Post Applied for _____</b>”.</p>
14.	<p>What is an auto-generated application number?</p>	<p>An auto generated Application Number is a unique number allotted 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.</p>
15.	<p>When is the registration process completed?</p>	<p>After making the payment, if you have got the auto generated Application Number, along with the online application form then only your registration process will be treated as completed and you will be considered as a provisionally registered candidate.</p>
16.	<p>I have created the initial registration and filled half of my application form. Can I complete my form on the last date of application process?</p>	<p>It is advised to candidates to complete their registration process at the earliest, to avoid any last-minute rush. As the number of candidates applying on the last date of application is quite high in comparison to the start of the application, it is more favorable to the candidate if they complete their process right on time, i.e., before the last date to avoid slow network processing due to heavy rush on server.</p>
17.	<p>I have entered some incorrect details in the online application form, how can I correct the same?</p>	<p>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.</p>
18.	<p>I did not receive the email intimation for registration of my application?</p>	<p>"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</p>

		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.
19.	<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.
20.	<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.
21.	<b>How can I download my call letter (other than Asst. Manager) for the interview?</b>	Call Letter (except for Asst. Manager) of the eligible candidate will be uploaded on GRSE website only. No other communication like post/ courier/ newspaper notification will be sent. Based on 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/grse2023os1">https://jobapply.in/grse2023os1</a> as per schedule given on the website. Keep checking the website regularly for any updates.
22.	<b>Do I need to take the print-out of the Call letter for the interview?</b>	Yes. Candidate should take the print-out of the valid Photo Call letter for the interview using Online Application Number and other details asked and bring the same at the time of Examination.
23.	<b>What is the Email ID for clarification?</b>	In case of any problems faced by the candidates for submitting the Application through ONLINE, they may send email to company's email id: <a href="mailto:grse18@jobapply.in">grse18@jobapply.in</a>

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 **13 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 \_\_\_\_\_”**.

**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.***