GARDEN REACH SHIPBUILDERS & ENGINEERS LTD.
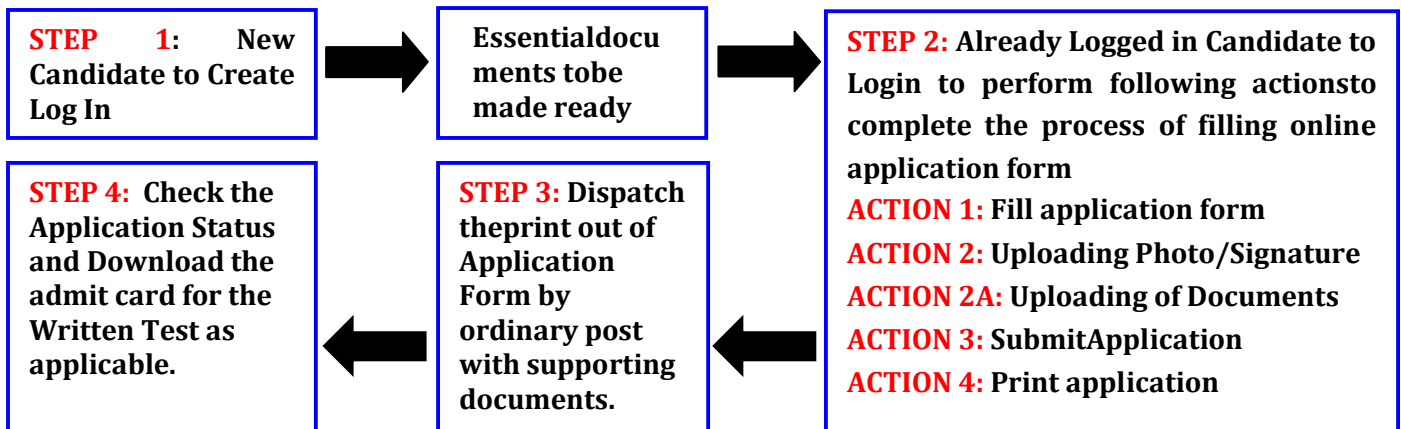
A GOVERNMENT OF INDIA UNDERTAKING - MINISTRY OF DEFENCE

"An ISO 9001:2015 Certified Company"

GENERAL INSTRUCTIONS: HOW TO FILL THE ONLINEAPPLICATION FORM

1) Candidates are required to apply online through website: https://jobapply.in/GRSE2023OSJ2SRDPWD

2) Entries in the application form shall be required to be filled only in English.

STEP BY STEP PROCESS TO FILL ONLINE APPLICATION FORM

STEP 1: New Candidate to Create Log In

➡

Essentialdocuments tobe made ready

➡

STEP 2: Already Logged in Candidate to Login to perform following actionsto complete the process of filling online application form

ACTION 1: Fill application form

ACTION 2: Uploading Photo/Signature

ACTION 2A: Uploading of Documents

ACTION 3: SubmitApplication

ACTION 4: Print application

STEP 4: Check the Application Status and Download the admit card for the Written Test as applicable.

⬅

STEP 3: Dispatch theprint out of Application Form by ordinary post with supporting documents.

⬅

STEP 1: New Candidate to Create Log In

Login to Apply Online

» **Fresh Candidate (CLICK HERE) to Create Log In**

» **Already Logged In Candidate(CLICK HERE) to Complete Process**

➡ New Candidate to visit the GRSE website**https://jobapply.in/GRSE2023OSJ2SRDPWD**and click: **Fresh Candidate (CLICK HERE) to Create Log In**

➡ You must have a **valid email ID** for applying online. Remember the password filled here for creating Log In for future use.

➡ Press the button "Submit". Acknowledgement Email will be sent on the email id filled by you. Kindly check the same and keep a record of that.

➡ **Note: Once the information filled here will not be changed.**

➡ The confirmation for the registration will also be sent on your email entered.

➡ Now click: **Already Registered (Logged In) Candidate (CLICK HERE) to Apply** to log in to fill the application form. Here to log in you have to fill the following:
   ▶ Email ID
   ▶ Post Applied with Discipline
   ▶ Password

Log In to Complete Process

Email ID*

Post Applied for   --Select Post--

Password*

Enter Verification Code*

4HPXG

(Click here to Refresh, if code is to be changed)

Submit

Essentialdocuments tobe made ready

➡ Before starting to fill up the on-line application, keep ready with you the following details / documents / Information

   a) Valid Email ID (This email id shall be used to communicate with the candidate in near future, if required.) & mobile number valid for at least next one year.

   b) Caste/Tribe Certificate (for SC/ST/OBC as applicable) & Disability certificate (in case of PwD candidate) in the prescribed format issued by the Competent Authority and Ex-serviceman proof (in case of Ex-serviceman candidates).

   c) All certificates/testimonials in respect of qualifications (final mark sheet and Degree certificate starting from matriculation onwards).

   d) Image of scanned photograph in jpg / jpeg format and size should not exceed 50 KB

   e) Image of scanned signature in jpg / jpeg format and size should not exceed 50 KB

STEP 2: Already Logged In candidate log in to complete the process of filling online application form
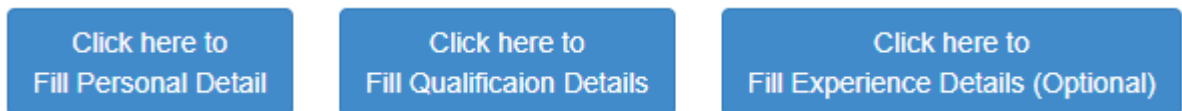
Action 1 ⟹ **Fill Application form**

Action 2 ⟹ **Uploading of Photograph and Signature**

Action 2A ⟹ **Uploading of Documents**

Action 3 ⟹ **Submit Application**

Action 4 ⟹ **Print application**

➡ Already Logged In Candidate to visit the **website:https://jobapply.in/GRSE2023OSJ2SRDPWD and login by clicking Already Registered (Logged In) Candidate (CLICK HERE) to Apply**

➡ On clicking **Already Registered (Logged In) Candidate (CLICK HERE) to Apply page will appear which will have buttons indicating 4actions which are to be completed for submission of online application form:**

Action	Status
Click on the buttons given below	
Action-1: Fill Application	To be Completed
Action-2: Uploading of Photograph/ Signature	To be Completed
Action-2A: Uploading of Documents (Qualification/ PwD/ Experience etc.)	To be Completed
Action-3: Submit Application	To be Completed
Action-4: Print Application	To be Completed

▶ **Action 1: Fill Application (Click on the button to fill application form)**

⇨ Fill the details on the online application form. Since your eligibility will be screened based on the information furnished by you, you are required to exercise sufficient care to correctly furnish the **Personal Details,Qualification Details and Experience Details** in the sequence as given below:

Click here to Fill Personal Detail	Click here to Fill Qualificaion Details	Click here to Fill Experience Details (Optional)

⇨ While filling the Personal Details, Qualification Details Experience Details, please save the information by clicking the button "**SAVE**".

⇨ In case you wish to edit any information you can do that by log in again using Email-ID, Password, and Post Applied For and after editing the information, make sure to save the information again by clicking the button "**SAVE**".

⇨ *Note: The information filled will not be saved unless the button "SAVE" is clicked.*

► **Action 2 : Uploading Photograph and Signature**

⇨ **Upload Photograph** - Photograph must be a recent passport size colour picture. Make sure that the picture is in colour,taken against a light-coloured, preferably white background, and has no harsh shadows. If you wear glasses make sure that there are no reflections and your eyes can be clearly seen. Also, ensure that both ears are visible in the picture. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face. **The image should onlybe in .jpg or .jpeg format. Size of file should not be more than 50 kb.**

⇨ **Upload Scan of Signature** - Sign on white paper with Black ink pen and scan it. Please scan the signature area only and notthe entire page and ensure that the size of the scanned image is not more than 50 kb. Please note that this signature would appear on the Admit Card, and if it does not match the signature on the answer sheet at the time of the written test and at the time of Interview, the candidature will be cancelled. **The image should only be in .jpg or .jpeg format. Size of fileshould not be more than 50 kb.**

► **Action 2A : Uploading of Documents**

Candidate is required to upload the scanned copies of all the relevant documents with regard to age, qualification, work experience, scale, CTC, Disability (as applicable) and other documents as asked for. Scanned Copies of documents (in JPEG/JPG format), as follows:

a) Documentary proof of Date of Birth (Matriculation/10th/12th/HSC Certificate)
b) Final/Provisional Degree/Certificate and Mark Sheet for Graduation &Post Graduation, asapplicable
c) Final/Provisional Degree/Certificate and Marksheet for Professional Qualification, as applicable
d) Caste Certificate in respect of reserved categories
e) PWD Certificate in case of Persons with Disability candidates in prescribed format
f) Experience Certificate for Private Sector Candidates, as applicable
g) Proof of CTC for Private Sector Candidates, as applicable

Click on "Save & Proceed to Submit Application"

► **Action 3 : Submit Application**

⇨ Candidate to read the undertaking and accept the same.
⇨ In case you wish to edit any information pertaining to Personal Details, Qualification Details and/or Experience Details; you can do that by log in again using Email-ID, Post Applied For, Password and after editing the information, make sure to save the information again by clicking the button "**SAVE**".
⇨ **Once the application is submitted at this step, you cannot edit the information after that.**

► **Action 4 : Print Application**

1. Candidates applying online are required to,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, PWD Category, Educational qualification, Experience (if any), Ex-Servicemen through **ORDINARY POST** only to **Post Box No. 3076, Lodhi Road, New Delhi – 110003**, so as to reach within **16 Feb 2023**. GRSE Ltd. will not be responsible for non-receipt of the hard copy applications within due date due to any postal delay or for any other reason. The envelope containing the application should be super-scribed with "**GRSE Employment Notification No. 2023/02 (SRD-OJ)**" and "**Post applied for Journeyman (<Trade>)**".

2. *GRSE, Kolkata will* not be responsible for postal delay or loss/non-delivery thereof. No correspondence in this regard will be entertained. GRSE, Kolkata will also not take responsibility to connect any certificate sent without application form. Any deviation from the prescribed format will result in rejection of the application.

On correctly following the above steps, you would have completed the application process.

STEP 3: Dispatch the application as guided above.
STEP 4: Check the status of your application.

Download the Admit Card

On the basis of information given in the Online Application Form, Admit Cards of provisionally eligible candidates for written testwill be available for download from website: **https://jobapply.in/GRSE2023OSJ2SRDPWD** as per schedule given on the website. Keep checking the website regularly for any updates.

Download Admit Card– On the due date for Admit Card, re-login to the website:**https://jobapply.in/GRSE2023OSJ2SRDPWD.** A link for downloading Admit Card for Written Test, containing the detailsof the time schedule, venue will be available.

Print Admit Card - Take a printout of the Admit Card. Candidates will not be allowed to appear in the written test without a valid admit card.

NOTE: Candidates are advised to regularly check the website for updates.