GARDEN REACH SHIPBUILDERS & ENGINEERS LTD.

A GOVERNMENT OF INDIA UNDERTAKING - MINISTRY OF DEFENCE

"An ISO 9001:2015 Certified Company"

(EMPLOYMENT NOTIFICATION NO.: 2024/07 (O)

FREQUENTLY ASKED QUESTIONS

S. NO.	Questions	Answers
1.	**What are the categories of the candidates?**	The categories are: 1. UR/GEN - Un-Reserved/General 2. EWS- Economically Weaker Section 3. OBC (NCL) - Other Backward Classes (Non-Creamy Layer) 4. SC - Scheduled Caste 5. ST - Scheduled Tribe 6. PWBD – Persons with Benchmark Disabilities
2.	**What are the age-relaxations for various categories?**	The various categories and combinations for age relaxations are given below:

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	----

- Maximum age limit for applicants in the posts under UR Category is 52 years for General Manager, 50 years for Additional General Manager, 48 years for Deputy General Manager, 45 years for Senior Manager, 42 years for Manager, 35 years for Deputy Manager, 28 years for Assistant Manager and 32 years for Junior Manager as on 01 August 2024.

- The relaxation in age limit for PwBD candidates shall be applicable irrespective of the fact whether the post is reserved or not.

- Age will not be a bar for internal candidates.

- 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.

3.	How SC/ST/OBC/EWS candidates can apply when there is no vacancy in their reserve category?	Reservation as applicable has been indicated against each post. However, candidates from reserved category (SC/ST/OBC) fulfilling eligibility criteria (without availing relaxation) may also apply for the posts earmarked for UR as per Government Rules. No relaxation in any criteria will be applicable for such candidates. However, they may indicate their actual category in Online Application so as to avail of application fees concession as applicable.

4.	What all documents or information should be kept ready by a candidate before applying?	Before starting to fill-up the online application, candidates are advised to keep ready the following details/documents/information:
		(a) E-Mail ID (valid at least for one year).
		(b) Mobile No. (valid at least for one year).
		(c) Required details such as personal data, educational qualifications, experience and other information.
		(d) Details of Debit Card/Credit Card/UPI/Net banking for making fee payment (if applicable)
		(e) Scanned Copy of Recent Photograph (not more than 3 weeks old in jpg/jpeg format). Size (50kb).
		(f) Scanned Copy of Signature with Black ink pen (in jpg/jpeg format). Size (50kb).
		(g) Scanned Copies of following documents (in pdf format):
		  i. Documentary proof of Date of Birth (Matriculation/10th).
		  ii. Final/Provisional Degree/ Diploma/Graduation/Post Graduation/Professional Qualification, etc., as applicable.
		  iii. Experience Certificates / documents in support of experience, if applicable.
		  iv. PWD Certificate [in case of Persons with Benchmark Disability (PwD) candidates].
		  v. Discharge / Service Certificate in case of Ex-servicemen.
		  vi. Caste Certificate in respect of reserved categories in the prescribed format in respect of SC/ST and OBC Non-Creamy Layer.
		  vii. Income and asset certificate in respect of EWS in prescribed format
		  viii. Declaration of Non-Creamy Layer Status in respect of OBC (NCL) candidates in prescribed format.
		  ix. Scribe certificate, if applicable.

5.	Can I apply for more than one post?	Candidates eligible for more than one post may apply for each post accordingly. To apply for multiple posts, you must register again with the same email ID, name and date of birth. GRSE at its sole discretion may conduct the Written test/ Practical Test, if applicable for the advertised post simultaneously in a single session. In-that event no correspondence in this regard will be entertained.
6.	What if I do not have an email Id?	It is mandatory to have a valid e-mail id since all the future communication with the candidate shall be through e-mail.
7.	How do I register for the online application?	You must register for the online application process with your name, date of birth, a valid e-mail id, mobile number and a password. **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. Please ensure to fill your name and other details correctly as per your educational certificates.
8.	**What if I forget my log-in Id and password?**	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 to if you forget the password. An auto generated mail will be sent to your registered email id with details of your registration made.
9.	**What is the application fee?**	**Application fee is INR 590/- which can be remitted through online mode (Payment Gateway).** Applicants belonging to SC/ST/PWD/ Internal Candidates are exempted from payment of Application Fee.
10.	**What are the methods to pay Application Fee?**	Candidate is required to make payment using any one of the following: 1. Debit Card 2. Credit Card 3. UPI 4. Net Banking
11.	**Money is debited from my account, but the GRSE application portal shows payment failed. What should I do?**	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. The extra deducted money is credited back to the source account within 10-15 working days.
12.	**How to claim a refund for the fee?**	The application fee is non-refundable and hence candidates are advised to ensure their eligibility for the post before applying.
13.	**Which are the documents to be sent?**	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, PwBD etc. through **ORDINARY POST** only to **Post Box No. 3076, Lodhi Road, New Delhi – 110003**, so as to reach within **29 Aug 2024**. The envelope containing the application and supporting documents should be super-scribed with "**GRSE Employment Notification No. 2024/07(O)**" and "**Post Applied for _____**".
14.	**To which address should I send the print out of Online Application Form?**	Print out of Online Application Form to be sent on the address: **Post Box No. 3076, Lodhi Road, New Delhi – 110003** through ordinary post only.
15.	**What is an auto-generated application number?**	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.

16.	When is the registration process completed?	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.
17.	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?	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.
18.	I have entered some incorrect details in the online application form, how can I correct the same?	Candidates are requested to take utmost care while filling in the details in an online application form. There is no provision for correcting the details entered in the online application form once the same is submitted. Request for change of Mailing address / email ID / category / posts and other information as declared will not be entertained.
19.	I did not receive the email intimation for registration of my application?	"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 of such mails without accepting it due to heavy number of emails generated by our Applications. Therefore, please do not expect replies from us, if you do not receive such confirmation / auto-response Emails.
20.	I did not receive the acknowledgement / reply to my email communication?	"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" etc. Our Email Server is configured to delete such emails automatically.
21.	What details should I provide while writing for the problem?	Please do not forget to provide the 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.
22.	What is the selection process?	The selection for all posts (except Assistant Managers) will be through interview only.
23.	What are the test cities for the written test for the post of Asst. Manager?	Written Test will be scheduled tentatively in the month of September 2024 at Kolkata and Ranchi.
24.	How is a candidate going to receive the admit card for the written test for the post of AM?	Admit Card of the eligible candidate will be uploaded on GRSE website i.e., https://jobapply.in/grse2024os7 No other

		communication like post / courier / newspaper notification will be sent.
25.	**Do I need to take the print-out of the Admit Card for the Written Test?**	Yes. Candidate should take the print-out of the valid Photo Admit Card for the written test using Online Application Number and other details asked and bring the same at the time of Examination.
26.	**What is the Email ID for clarification?**	In case of any problems faced by the candidates for submitting the Application through ONLINE, they may send email to company's email id: grse18@jobapply.in

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 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, PwBD etc. through **ORDINARY POST** only to **Post Box No. 3076, Lodhi Road, New Delhi – 110003**, so as to reach within **29 Aug 2024**. The envelope containing the application and supporting documents should be super-scribed with "**GRSE Employment Notification No. 2024/07(O)**" 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.