GARDEN REACH SHIPBUILDERS & ENGINEERS LTD.

A GOVERNMENT OF INDIA UNDERTAKING - MINISTRY OF DEFENCE

"An ISO 9001:2015 Certified Company"

EMPLOYMENT NOTIFICATION NO.: 2025/04 (S)

FREQUENTLY ASKED QUESTIONS

<table>
<tr><th>S. NO.</th><th>Questions</th><th>Answers</th></tr>
<tr><td>1.</td><td>What are the categories of the candidates?</td><td>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</td></tr>
<tr><td>2.</td><td>What are the age-relaxations for various categories?</td><td>The various categories and combinations for age relaxations are given below:
<table>
<tr><th>Sl.</th><th>Category of Candidate</th><th>Relaxation</th></tr>
<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>
</table>
• Maximum age limit after all relaxations for all categories (SC/ST/OBC/PwBD/Ex-Servicemen) and internal candidates is 56 years.
• 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.</td></tr>
<tr><td>3.</td><td>How SC/ST/OBC/EWS candidates can apply when there is no vacancy in their reserve category?</td><td>SC / ST / OBC/ EWS 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.</td></tr>
<tr><td>4.</td><td>What all documents or information should be kept ready by a candidate before applying?</td><td>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</td></tr>
</table>

		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/12th/HSC Certificate). ii. Final/Provisional Degree/ Diploma/Graduation, 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?**	Please note that candidature of the candidate is liable to be cancelled if he / she submit more than one application for same post.
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 have to 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 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 472/- 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 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**	Candidates facing the problem of deduction of registration fee amount without getting the application no. generated (failed

	application portal shows payment failed. What should I do?	registration) are required to make the payment again in the online registration portal before the last date of online registration.
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 where scanned copies of educational qualification, Caste, Date of Birth etc. need to be uploaded. Candidates are required to 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 candidates) and relevant testimonials (self-attested) in support of Caste, PwBD (if any), Date of Birth, Educational Qualification, Work Experience, if any (e.g. Offer of Appointment, Relieving Letter, Experience Certificate) etc. to Post Box No. 3076, Lodhi Road, New Delhi – 110003 through ORDINARY POST only within the due date of **18 June 2025**. The envelope containing the application should be super-scribed with " **GRSE EN No. 2025/04 (S)" and "Post (Discipline) 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 in half of my application form. Can I complete my form on the last date of the 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 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 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.	**How a candidate is going to receive the call letter for the interview ?**	Call letter of the eligible candidate will be uploaded on GRSE website i.e., https://jobapply.in/GRSE2025Supervisor No other communication like post / courier / newspaper notification will be sent.
23.	**Do I need to take the print-out of the Call letter for the interview?**	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.
24.	**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 where scanned copies of educational qualification, Caste, Date of Birth etc. need to be uploaded. Candidates are required to 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 candidates) and relevant testimonials (self-attested) in support of Caste, PwBD (if any), Date of Birth, Educational Qualification, Work Experience, if any (e.g. Offer of Appointment, Relieving Letter, Experience Certificate) etc. to **Post Box No. 3076, Lodhi Road, New Delhi – 110003** through **ORDINARY POST** only within the due date of **18 June 2025**. The envelope containing the application should be super-scribed with "**GRSE EN No. 2025/04 (S)" and "Post (Discipline) 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.