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 ONLINE APPLICATION FORM

1) Candidates are required to apply online through website: **http://jobapply.in/GRSE2025Supervisor**
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 → **Essential documents to be made ready** → **STEP 2: Already Logged in Candidate to Login to perform following actions to complete the process of filling online application form**
ACTION 1: Fill application form
ACTION 2: Uploading Photo/Signature
ACTION 2A: Uploading Documents
ACTION 3: Make Payment/Submit Application
ACTION 4: Verify Payment Receipt Status and / or Print application

← **STEP 3: Dispatch the print out of application form by ordinary post with supporting documents.** ← **STEP 4: Check the application status and download the call letter for the interview as applicable.**

STEP 1: New Candidate to Create Log In

- New Candidate to visit the GRSE website **http://jobapply.in/GRSE2025Supervisor** **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 For
  - Password

Essential documents to be made ready

- Before starting to fill up the on-line application, keep ready with you 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/12th/HSC Certificate).
     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.

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 ⇨ **Make Payment/Submit Application**
Action 4 ⇨ **Verify Payment Receipt Status/Print application**

- Already Logged In Candidate to visit the **website: http://jobapply.in/GRSE2025Supervisor 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 4 actions which are to be completed for submission of online application form:**

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

- Fill in 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, Experience Details and Qualification Undertaking in the sequence as given in the online application form.
- While filling in 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, Re Applied For and Password, 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 only be 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 not the 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 file should 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 PDF format), as follows:

a) Documentary proof of Date of Birth (Matriculation/10th).
b) Final/Provisional Degree/ Diploma/Graduation/Post Graduation/Professional Qualification, etc., as applicable.
c) Experience Certificates / documents in support of experience, if applicable.
d) PWD Certificate [in case of Persons with Benchmark Disability (PwD) candidates].
e) Discharge / Service Certificate in case of Ex-servicemen.
f) Caste Certificate in respect of reserved categories in the prescribed format in respect of SC/ST and OBC Non-Creamy Layer.
g) Income and asset certificate in respect of EWS in prescribed format
h) Declaration of Non-Creamy Layer Status in respect of OBC (NCL) candidates in prescribed format.

Click on "Save & Proceed to Submit Application".

Action 3 : Make Payment and / or Submit Application

Amount of Application Fee:-

S. No.	Category	Fee Amount (In INR) (Application Fees + Bank Charges)
01	SC/ST/PWD/Internal Candidates	NIL
02	All other categories	INR 472/-

- Candidate to read the undertaking and accept the same.
- In case you wish to edit any information pertaining to Personal Details, Qualification Details Experience Details; you can do that by log in again using Email-ID, Post Applied For, and Password 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.

The candidates who are exempted from payment of application fee should submit application.

- The candidates who are not exempted from payment of application fee should pay the requisite fee by the Axis Bank payment gateway through online application.

- **Mode of Payment through Axis Bank Payment Gateway-**
  In this mode candidate can submit their application fee using the Axis Bank payment gateway either by using Debit Card/ Credit Card / Net Banking/UPI as per steps given below:
- Put the details of your Debit Card / Credit card / Net Banking/UPI Account to proceed for the payment.
- Once your payment is confirmed, the system will direct you to the final application form. You will

receive an auto-generated Online Application Number, once you have successfully made the payment.

After making the successful transaction; the candidate will get a preview of application with Application Number. Candidates are advised to get a printout of the filled up application for record.

- The candidate should retain his/her Application Number carefully for generation of call letters and for any other information regarding Interview etc.
- Fee once paid will not be refunded under any circumstances.
- Fees paid by modes other than Axis Bank Payment Gateway as indicated above will not be accepted and the applications of such candidates will be rejected forthright and the payment made shall stand forfeited.

NOTE: Once the payment has been made; you will not be allowed to change/modify any information.

- **Action 4 : Verify Payment Receipt Status and / or Print Application**

1. The candidates **who are exempted from payment** of application fee should take the print out of Online Application Form having as auto generated Online Application No.
2. **The candidate who are not exempted from payment of fees have to Verify their Payment Receipt Status after deposition of application fees through online mode:** A candidate can go to the website: **http://jobapply.in/GRSE2025Supervisor** and check the payment status by clicking **Already Logged In Candidate (CLICK HERE) to Complete Process** using your Email ID, Post Applied For and Password.
   a. If you find that the payment made by you is shown as received, your online application form has been submitted. This completes the process of filling the online application form. Take the print out of the application form.
   b. If you find that the payment made by you is not shown as received, kindly refer your case to GRSE on email id along with the details of the payment made through the payment gateway.
3. 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 relevant testimonials (self-attested) in support of Caste, PwBD (if any), Date of Birth, Educational Qualification **to Post Box No. 3076, Lodhi Road, New Delhi-110003** through **ORDINARY POST** only within the due date of XX XXX 2024. The envelope containing the application should be super-scribed with "**GRSE EN No. 2025/04(S)**" and "**Post (Discipline) applied for**".
4. *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.

Based on the information given in the Online Application Form, Call Letters for Interview for the provisionally eligible candidates will be available for download from website:

http://jobapply.in/GRSE2025Supervisor as per schedule given on the website. Keep checking the website regularly for any updates.

Download Call Letter – On the due date for Call Letters, re-login to the website: **http://jobapply.in/GRSE2025Supervisor** a link for downloading Call Letters for Interview for all the posts, containing the details of the time schedule, venue will be available.

Print Call Letter - Take a printout of the Call Letter. Candidates will not be allowed to appear in the interview without a valid call letter.

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