GARDEN REACH SHIPBUILDERS & ENGINEERS LTD.

A GOVERNMENT OF INDIA UNDERTAKING - MINISTRY OF DEFENCE

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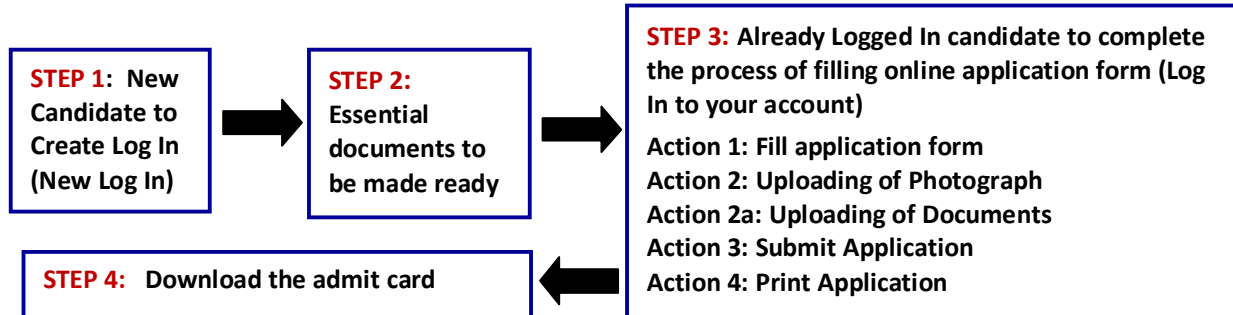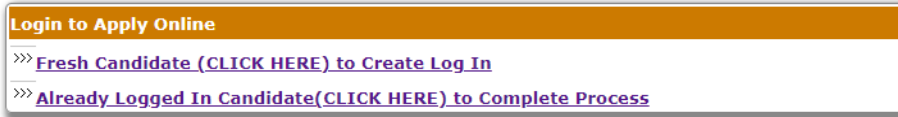## GUIDELINES | HOW TO FILL THE ONLINE APPLICATION FORM

GENERAL INSTRUCTIONS

1) Candidates are required to apply online through website: https://jobapply.in/grse2021app
2) Entries in the application form are required to be filled only in English.

STEP BY STEP PROCESS TO FILL ONLINE APPLICATION FORM

STEP 1: New Candidate to Create Log In (New Log In)

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STEP 2: Essential documents to be made ready

→

STEP 3: Already Logged In candidate to complete the process of filling online application form (Log In to your account)

Action 1: Fill application form
Action 2: Uploading of Photograph
Action 2a: Uploading of Documents
Action 3: Submit Application
Action 4: Print Application

STEP 4: Download the admit card

←

STEP 1: New Candidate to Create Log In (New 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 website**: https://jobapply.in/grse2021app** and click : **Fresh Candidate Click Here to Register (New Log In)**
- Fill the details to apply for **ANY ONE POST**. You must have a **valid email ID** for applying online. Remember the password filled here for creating Log In.
- 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.**
- Now click: **Already Registered Candidate (Click Here) to Complete Application** to log in to fill the application form. Here to log in you need to fill the following:
    1. Email-ID
    2. Password
    3. Post Applied For

> **Log In to Complete Process**
> Email ID*
> Password*
> Post Applied For *   --Select Post--
> Submit
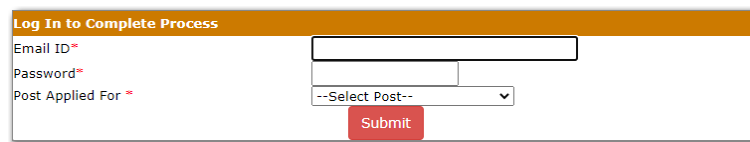
STEP 2: Essential Documents to be made ready

- Before starting to fill up the on-line application, keep ready with you the following details / documents / Information
    a) Valid Email ID & 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.

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

d) Image of scanned photograph in jpg / jpeg format and size should not exceed 100 KB

Note: - While applying for the post, the candidates should ensure that he / she fulfils all the eligibility criteria given herein and particulars furnished are correct in all respect. In case, it is found at any stage of selection that a candidate does not fulfill the eligibility criteria and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will stand automatically cancelled. If any of the above shortcoming(s) is / are detected even after the engagement, his / her services are liable to be terminated without any notice.

STEP 3: Already Registered candidate log in to complete the process of filling online application form (Log In to your account)

- Already registered Candidate to visit the **website: https://jobapply.in/grse2021app** and **login by clicking Already registered Candidate (CLICK HERE) to Complete Application**

- On clicking **Already registered Candidate (CLICK HERE) to Complete Application (Log In to your account)** **page will appear which will have buttons indication 4 actions 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	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 details of your Qualification, etc.

  ⇨ While filling the application form online, 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, Post Applied For and Password and after editing the information, make sure to save the information by clicking the button "SAVE".

- **ACTION 2 : UPLOADING OF PHOTOGRAPH**

  ⇨ **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 be not be more than 100 kb.**

- **ACTION 2A : UPLOADING OF DOCUMENTS**

The list of documents Candidate needs to keep ready:
- Documentary proof of Date of Birth (Matriculation/10th Certificate)
- Final Mark sheet for Professional Qualification, as applicable
- Caste Certificate in respect of reserved categories
- PWD Certificate in case of Persons with Disability candidates in prescribed format

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, and Qualification 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".

  ⇨ **ON SUCCESSFUL SUBMISSION OF APPLICATION; AN <u>AUTOGENERATED APPLICATION NUMBER</u> WILL BE ISSUED AND THIS CONFIRMS THE FILLING OF ONLINE APPLICATION FORM.**

  ⇨ **Once the application is submitted at this step, you cannot edit the information after that.**

- **ACTION 4 : PRINT APPLICATION**

  ⇨ Take the print out of online application form for record
  ⇨ Candidates can take re- print of the Online application form by clicking Already Logged In Candidate (Click Here) to Complete Process
  ⇨ Candidates should keep one set of application for record.

ON CORRECTLY FOLLOWING THE ABOVE STEPS, YOU WOULD HAVE COMPLETED THE APPLICATION PROCESS.

STEP 4: Download (Print) the Call Letters

- **Download Call Letter** – On the due date for Call Letter, re-login to the website: **https://jobapply.in/grse2021app** A link for downloading Call Letter for written test, containing the details of the centre/venue for the interview, etc., will be available.
- **Print Call Letter** - Take a printout of the call letter. Candidates will not be allowed to enter the Interview Venue without a valid Call Letter.
  NOTE: The call letter for interview will NOT be sent by post or email. Candidates are advised to regularly check GRSE website for updates. However candidate will be informed through SMS/ E-Mail to download call letter from GRSE website.

  <u>**The candidates should ensure that they fulfill all the eligibility conditions for provisional selection in this recruitment. The candidature of the candidates will be purely provisional at all stages and will be subject to their satisfying the prescribed eligibility conditions. If at any stage of the recruitment process (during & post), it is found that any candidate does not fulfill any of the eligibility conditions, or the information furnished by the candidate is incorrect, his/her candidature shall stand cancelled without any notice or further reference.**</u>