



# GARDEN REACH SHIPBUILDERS & ENGINEERS LTD.

A GOVERNMENT OF INDIA UNDERTAKING - MINISTRY OF DEFENCE

"An ISO 9001:2015 Certified Company"

## EMPLOYMENT NOTIFICATION NO.: 2023/02(SRD-OJ) (Officers)

FREQUENTLY ASKED QUESTIONS																				
S. No.	QUERY	CLARIFICATION																		
1.	<b>Is the application/registration form available offline?</b>	No. Interested and eligible candidates can apply only through the ONLINE mode available at Garden Reach Shipbuilders & Engineers Ltd. (GRSE) website: <a href="http://www.grse.in/OR">http://www.grse.in/OR</a> <a href="https://jobapply.in/grse2023OJ2SRD">https://jobapply.in/grse2023OJ2SRD</a> No other means / mode / format of application will be accepted																		
2.	<b>What are the categories of the candidates?</b>	<i>The categories are:</i> 1. UR/GEN - Un-Reserved/General 2. OBC (NCL) - Other Backward Classes (Non-Creamy Layer) 3. SC - Scheduled Caste 4. ST - Scheduled Tribe 5. PWD – Persons with Benchmark Disabilities																		
3.	<b>What are the age relaxations for various categories?</b>	Permissible relaxation in upper age limit for the above specified posts to the eligible categories will be as under: <table border="1"><thead><tr><th>S.No.</th><th>Category</th><th>Age-Relaxation permissible beyond the upper age limit</th></tr></thead><tbody><tr><td>1.</td><td>PwD (Unreserved)</td><td>10 years</td></tr><tr><td>2.</td><td>PwD (OBC) (NCL)</td><td>13 years</td></tr><tr><td>3.</td><td>PwD (SC/ST)</td><td>15 years</td></tr><tr><td>4.</td><td>Ex-Servicemen</td><td>As per govt. rules</td></tr><tr><td>5.</td><td>Internal Candidates</td><td>No Age Bar</td></tr></tbody></table> <ul style="list-style-type: none"><li>• Maximum age limit for applicants in the posts under UR Category is <b>42 years for Manager, 35 years for Deputy Manager, 28 years for Assistant Manager and 32 years for Junior Manager as on 01 Jan 2023.</b></li><li>• 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.</li></ul>	S.No.	Category	Age-Relaxation permissible beyond the upper age limit	1.	PwD (Unreserved)	10 years	2.	PwD (OBC) (NCL)	13 years	3.	PwD (SC/ST)	15 years	4.	Ex-Servicemen	As per govt. rules	5.	Internal Candidates	No Age Bar
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4.	<b>What is the application fee?</b>	Not Applicable.																		
5.	<b>To which address should I send the print out of Online Application Form?</b>	Print out of Online Application Form to be sent on the address: <b><u>Post Box No. 3076, Lodhi Road, New Delhi – 110003</u></b> through ordinary post only.																		
6.	<b>What all documents or information should be kept ready by a candidate before applying?</b>	Candidate should have: a. Valid e-mail ID, b. Latest passport size photograph in digital format (jpg or jpeg file only of less than 50 kb size). c. Scanned image of his/her Signature in digital format (jpg or jpeg file only of less than 50 kb size). d. Details of Qualification and Experience. e. Documentary proof of Date of Birth (Matriculation/10th/12th/HSC Certificate)																		

		<p>f. Final/Provisional Degree/Certificate and Marksheet for Graduation &amp; Post Graduation, as applicable</p> <p>g. Final/Provisional Degree/Certificate and Marksheet for Professional Qualification, as applicable</p> <p>h. Caste Certificate in respect of reserved categories</p> <p>i. PWD Certificate in case of Persons with Disability candidates in prescribed format</p> <p>j. Experience Certificate for Private Sector Candidates, as applicable</p> <p>k. Proof of CTC for Private Sector Candidates, as applicable</p> <p>l. NOC for Govt./PSU/Autonomous candidates, as applicable.</p>
7.	<b>Can I apply for more than one post?</b>	Please note that candidature of the candidate is liable to be cancelled if he / she submit more than one application for same post.
8.	<b>What if I do not have an email ID?</b>	It is mandatory to have a valid e-mail id since all the future communication with the candidate shall be through e-mail.
9.	<b>How do I register for the online application?</b>	You have to register for the online application process with your name, a valid e-mail id, date of birth, post applied and a password. <b>The name, date of birth and e-mail id provided at the time of registration cannot be changed or corrected throughout the application process.</b> Please ensure to fill your name and other details correctly as per your educational certificates.
10.	<b>What if I forget my log-in id and password or want to change them in future?</b>	The name and e-mail id provided at the time of registration cannot be changed or corrected throughout the application process. 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.
11.	<b>Which are the documents to be sent?</b>	Candidates are required to apply ONLINE, 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 <b>ORDINARY POST</b> only to <b>Post Box No. 3076, Lodhi Road, New Delhi – 110003</b> , so as to reach within <b>16 Feb 2023</b> . 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 " <b>GRSE Employment Notification No. 2023/02 (SRD-OJ) (Officers)</b> " and "Post applied for .....".
12.	<b>What is an auto generated Application Number?</b>	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 the written examination call letter.
13.	<b>When is the registration process completed?</b>	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.
14.	<b>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?</b>	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.
15.	<b>I have entered some incorrect details in the Online Application Form. How can I</b>	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. No

	<b>correct the same?</b>	such request will be entertained by email.
16.	<b>I did not receive the email intimation for registration of my application?</b>	"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.
17.	<b>I did not receive the acknowledgement / reply to my email communication?</b>	"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
18.	<b>What details should I provide while writing for the problem?</b>	Please do not forget to provide following details while writing to us: (1) APPLICATION NO. (in case allotted) (2) EMAIL-ID (3) DATE OF BIRTH (4) POSTAPPLIED 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.
19.	<b>How a candidate is going to receive the Admit Card for the written test?</b>	Admit Card of the eligible candidate will be uploaded on GRSE website only <a href="https://jobapply.in/grse2023OJ2SRD">https://jobapply.in/grse2023OJ2SRD</a> . No other communication like post/ courier/ newspaper notification will be sent.
20.	<b>Do I need to take the print-out of the Admit Card for the written test?</b>	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 examinations.
21.	<b>What is the Email ID for clarification?</b>	In case of any problems faced by the candidates for submitting the Application through ONLINE, they may send email to company's email id: <a href="mailto:grse18@jobapply.in">grse18@jobapply.in</a>

Registration Process will be completed only on receipt of duly completed Print Version (hardcopy) alongwith documents as mentioned above.

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**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 e-mails 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.**