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गार्डेन रीच शिपबिल्डर्स एण्ड इंजिनियर्स लिमिटेड

Garden Reach Shipbuilders & Engineers Limited

(भारत सरकार का उपक्रम) *(A Govt. of India Undertaking)*

रक्षा मंत्रालय **Ministry of Defence**

43/46 गार्डेन रीच रोड, कोलकाता – 700024 *43/46 Garden Reach Road, Kolkata – 700024*

EMPLOYMENT NOTIFICATION NO. HR/SUP: 02/2020

GRSE Ltd. is one of the premier Defence Shipbuilders enjoying the Mini Ratna, Category - I status and contributing efficiently to the defence preparedness of the country by building state-of-the-art warships. The Company invites applications from qualified, talented and energetic Indian Nationals for the following posts of Supervisors (S-1) on fixed term contract basis:

Opening Date for Online registration : 30 Sep 2020 (14:00 hrs onwards)
Closing Date for Online registration : 20 Oct 2020 (upto 23:59 hrs)

Sl. No	Name of Post	Pay Scale (IDA) (₹)	Max. Age as on 01 Sep 2020	No. of Posts / Discipline/ Reservation			Essential Qualification as on 01 Sep 2020	Minimum Post Qualification Experience & Qualitative Requirement as on 01 Sep 2020
(A)	Supervisor (S-1 Grade) (On Fixed Term Contractual Basis for 03 years extendable maximum upto 02 years) Out of 24 posts of Supervisors, 01 post is reserved for PwBD (HH)	23800-3%-83300	28 years	Admin & HR	03	UR-01, ST-01, OBC-01	Graduate in any Discipline plus minimum 01 year Diploma in HR/Industrial relations/Personnel Management & Industrial relations/Social Welfare/Social science/Social work etc. with 60% marks or equivalent CGPA (55% marks or equivalent CGPA for ST/OBC/PwBD) in both Graduation & Diploma	Nil
				Finance	01	OBC	Graduate in any Discipline plus minimum 01 year Diploma in Finance discipline like Accounting, Taxation, Audit etc. with 60% marks or equivalent CGPA (55% marks or equivalent CGPA for OBC/PwBD) in both Graduation & Diploma	Nil

				Pharmacy	04	UR-02, OBC-01, SC-01	Diploma in Pharmacy or equivalent with 60% marks or equivalent CGPA (55% marks or equivalent CGPA for SC/OBC/PwBD)	Nil
				Security	03	UR-01, OBC-02	Graduate in any Discipline plus minimum 01 year Diploma in Security Management with 60% marks or equivalent CGPA (55% marks or equivalent CGPA for OBC/PwBD) in both Graduation & Diploma	Nil
				Naval Architecture	01	OBC	Diploma in Naval Architecture or equivalent with 60% marks or equivalent CGPA (55% marks or equivalent CGPA for OBC/PwBD) (For detailed qualification grouping please refer Note 2)	Nil
				Mechanical	05	UR-02, OBC-01, SC-01, EWS-01	Diploma in Mechanical Engineering or equivalent with 60% marks or equivalent CGPA (55% marks or equivalent CGPA for SC/OBC/PwBD) (For detailed qualification grouping please refer Note 2)	Nil
				Electrical	03	UR-01, SC-02	Diploma in Electrical Engineering or equivalent with 60% marks or equivalent CGPA (55% marks or equivalent CGPA for SC/PwBD) (For detailed qualification grouping please refer Note 2)	Nil
				Civil	03	UR-01, SC-01, EWS-01	Diploma in Civil Engineering or equivalent with 60% marks or equivalent CGPA (55% marks or equivalent CGPA for SC/PwBD) (For detailed qualification grouping please refer Note 2)	Nil
				Computer Science/IT	01	UR	Diploma in Computer/IT or equivalent with 60% marks or equivalent CGPA (55% marks or equivalent CGPA for PwBD) (For detailed qualification grouping please refer Note 2)	Nil
(B)	Design Supervisors (S-1 Grade) (On Fixed Term Contractual Basis for 03 years extendable maximum upto 02 years) Out of 12 posts of Design Supervisors, 01 post is reserved for PwBD (VH)	23800-3%-83300	28 years	Mechanical	04	UR-02, SC-01, OBC-01	Diploma in Mechanical Engineering or equivalent with 60% marks or equivalent CGPA (55% marks or equivalent CGPA for SC/OBC/PwBD) (For detailed qualification grouping please refer Note 2) Knowledge of AutoCAD is must for Design Supervisor	Experience: Nil The Candidates should have working Knowledge in preparing drawing through Aveva Marine/Auto CAD. Knowledge on similar softwares like
				Electrical	03	UR-01, SC-01, OBC-01	Diploma in Electrical Engineering or equivalent with 60% marks or equivalent CGPA (55% marks or equivalent CGPA for SC/OBC/PwBD) (For detailed qualification grouping please refer Note 2) Knowledge of AutoCAD is must for Design Supervisor	

				Electronics	01	EWS	Diploma in Electronics Engineering or equivalent with 60% marks or equivalent CGPA (55% marks or equivalent CGPA for PwBD) (For detailed qualification grouping please refer Note 2) Knowledge of AutoCAD is must for Design Supervisor	Tribon, knowledge on CFD analysis, FEM will be preferred. Candidates should also be conversant in MS Office. The candidate should be able to read the drawing and identify the components with specification from the drawing / material list. Candidates should also have the basic idea on scheduling, quantity survey and measures.
				Civil	04	UR-02, SC-01, ST-01	Diploma in Civil Engineering or equivalent with 60% marks or equivalent CGPA (55% marks or equivalent CGPA for SC/ST/PwBD) (For detailed qualification grouping please refer Note 2) Knowledge of AutoCAD is must for Design Supervisor	

UR=Un-reserved, SC=Scheduled Caste; EWS= economically weaker section; ST=Scheduled Tribe;OBC=Other Backward Class; PwBD= Persons with Benchmark Disabilities.

1. **AGE RELAXATION**

i) Age relaxation for SC / ST / OBC / PwBD / Ex-servicemen as per Govt. rules**.**

ii) Age will not be a bar for internal candidates subject to maximum age of 56 years.

iii) Ex-servicemen who have put in not less than six months of continuous service in the Armed Forces shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed maximum age by more than three years, he shall be deemed to satisfy the condition regarding age limit.

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

v) Maximum age limit after all relaxations for all categories (SC/ST/OBC/PwBD/Ex-Servicemen) and internal candidates is 56 years.

2. EDUCATIONAL QUALIFICATION

i) Grouping of Disciplines in Diploma

a)	Mechanical	Mechanical, Mechanical & Industrial Engineering, Mechanical & Production Engineering, Production Engineering, Production.

b)	Electrical	Electrical, Electrical & Electronics, Electrical & Instrumentation.
c)	Naval Architecture	Naval Architecture, Shipbuilding, Naval Architecture & Ocean Engineering, Naval Architecture & Marine Engineering
d)	Civil	Civil/Civil & Structural/Structural
e)	Electronics	Electronics, Electronics & Communication, Applied Electronics & Instrumentation, Electronics & Telecommunication, Electronics & Instrumentation
f)	Computer/IT	Computer, Information Technology, Computer Technology, Computer Application

ii) Only the above mentioned disciplines will be considered for the recruitment process. Courses / Disciplines with equivalence to the above will not be considered.

iii) Certificates issued by following authorities will only be considered:

a) Matriculation / 10th / Madhyamik qualification to be awarded by Government recognized Board / Council.

b) Diploma in Engineering disciplines and other relevant disciplines to be awarded by Government recognized Technical Board / Council/UGC/AICTE/State Govt./GOI or similar bodies.

iv) The date of declaration of result / issuance of mark sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account.

v) One year Diploma means those Diplomas which are Govt. recognized and for which minimum academic qualification required is Graduate.

3. TENURE OF CONTRACTUAL ENGAGEMENT

The tenure of the engagement will be for a period of 03 years. However depending upon the requirement, it can be extended further for another 02 years. In the later part after recruitment if it is seen that requirement will be for a longer period, they may be absorbed in the permanent roll in the equivalent grade subject to Organizational requirement and availability of vacancies. Absorption will not be matter of right. The Management may also decide to recruit candidates on permanent roll through direct recruitment process without absorbing Fixed Term Employees.

4. PLACE OF POSTING:

i) Depending on Company's requirement candidates may be posted in any other units/offices etc. of the Company.

5. SELECTION PROCESS – WRITTEN TEST/PRACTICAL TEST:

SUPERVISOR – (S1):

i) The method of selection will be based on Written Test of **100 marks.**

ii) **Written test will be held in Kolkata & Ranchi.** Based on the number of responses the test center may be changed as per the discretion of the Management.

iii) No request for change of Written Test Centre after final submission of application form will be entertained.

iv) No TA will be paid to candidates for appearing in the Written Test.

v) Pattern of Written Test -

Subject	No. of Questions	Maximum Marks	Remarks
Part-A (Objective Type) (10th Standard)	General Knowledge, Aptitude, Mental ability, Data analysis, English, Numerical ability & Reasoning (20 Questions)	20	• Duration of Written Test – 02 Hours. • Question paper language – Bi-lingual (English & Hindi). • Question paper type – Objective type with Multiple Choice Questions.
Part-B (Objective Type) (i) Engineering disciplines like Mechanical/Electrical/Electronics/Civil/Naval architecture/Computer Science/IT *(as the case may be)* (ii) HR & Admin/Finance/ Pharmacy/Security Management	(80 Questions) on each discipline	80	
	(100 Questions)	100	

vi) **Management reserves the right to shortlist candidates for written test based on percentage of marks scored in diploma examination, standard of eligibility, work experience, if any, etc.**

vii) Based on the performance in the Written Test, candidates may be called for Practical Test in the ratio of 1:5 (for one vacancy, maximum of five candidates will be called). In case of tie in marks of the candidates in written test, all such candidates will be called for Practical test irrespective of the ratio. Practical test will be of qualifying nature. For Design Supervisors, practical test in AUTO CAD will be conducted which is of qualifying nature.

viii) Qualifying marks in the selection test including Practical test (Practical test is of qualifying nature only) is 50% for UR & EWS and for SC/ST/OBC/PwBD is 45%.

ix) In case any ambiguity / dispute arise on account of interpretation in versions other than English, the English version will prevail.

6. RESERVATION

i) Reservation as applicable has been indicated against each post. However, candidates from reserved categories fulfilling eligibility criteria may also apply for the posts earmarked for UR as per Government Rules.

ii) Persons with Disability category are required to produce Medical Certificate in prescribed format issued by the Competent Authority as stipulated in Rights of Persons with Disabilities Act, 2016 having minimum 40% or more disabilities in the category as the case may be. PWBD Candidates need to indicate at the time of Application the requirement of Scribe/Reader/Lab Assistant in terms with OM – F. No. 34-02/2015-DD-III dated 29 August 2018 of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment. The provisions of the said Office Memorandum will be followed.

iii) Category (UR /SC/ ST / OBC / PwBD/EWS) once entered in the Online application form will not be allowed to be changed and no benefit of other category will be admissible later on.

iv) 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.

v) **OBC candidates** at the time of document verification, if shortlisted, have to submit **declaration to the effect that the incumbent does not fall in Creamy Layer section** and also to produce non-creamy layer certificate in the prescribed format as applicable for appointment for the posts under Govt. of India and Central Govt. Public Sector Undertaking. **OBC (non-creamy layer) certificate** by the Competent Authority should be issued in the current year.

7. APPLICATION PROCEDURE:

i) **Online Application Process**: All candidates have to submit application ONLINE through 'Career section' of GRSE website **www.grse.in** or on **https://jobapply.in/grse2020**

ii) **All 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 GRSE Copy of Application Fee Challan (applicable for General, EWS, 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 27 Oct 2020**. The envelope containing the application should be super-scribed with "GRSE EN No. HR/SUP: 02/2020" and "Post (Discipline) applied for".

iii) Candidates serving in Government / Quasi Government offices, Public Sector Undertakings, Autonomous Organizations are instructed to submit their application through proper channel. In case, he sends an advance copy of the application, he will have to submit a "No Objection Certificate" from his employer at the time of verification of documents, failing which the candidature will not be considered.

iv) Please note that candidature of the candidate is liable to be cancelled if he / she submit more than one application for same post.

v) GRSE will not be responsible for any postal delay. Applications received after due date will not be considered.

vi) **Incomplete application is liable to be rejected.**

vii) **The detailed procedure of application and other details are available on 'How to apply' in the website. For details log on to www.grse.in**

viii) All correspondence with candidates shall be done through e-mail only. All information regarding Schedule / Written Test Admit Cards / Document Verification etc. shall be provided through e-mail / uploading on GRSE website. Responsibility of receiving, downloading and printing of written test admit card / call letter / 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.

8. APPLICATION FEE

i. ***Application fees of ₹400/- and Bank charges of ₹71/- (Total fees ₹471/-)*** to be deposited through Bank Challan mode at any branch of State Bank of India (SBI) by the applicants (General /EWS/ OBC only).

ii. Applicants belonging to SC /ST/ PwD / Internal Candidates are exempted from payment of Application Fee.

iii. The application fee is non-refundable and hence candidates are advised to ensure their eligibility for the post before applying.

iv. Please refer **"Guidelines to Apply Online"** in the portal **https://jobapply.in/grse2020** for details regarding remittance of Application Fee through Bank Challan in SBI Branches.

v. No other mode of payment will be accepted.

9. GENERAL INFORMATION:

i) In addition to Basic Pay, Industrial DA, HRA, other perks @35% of Basic Pay, CPF, Performance Related Pay (PRP) etc. are admissible as per the Company's Rules.

ii) Written Test will tentatively be held on **22 November 2020**.

iii) **Persons with Benchmark Disability (PwBD) category are required to produce Medical Certificate in prescribed format issued by the Competent Authority as stipulated in Rights of Persons with Disabilities Act, 2016 having 40% or more disabilities in the category as the case may be.**

iv) **SC, ST, EWS, OBC (NCL) candidates are required to produce a caste / class certificate only in the prescribed format issued by Competent Authority.**

v) While applying for the post, the applicants must ensure that the particulars furnished by him / her are correct in all respect. In case it is detected at any stage of recruitment or even after appointment that he or she has furnished incorrect / false information or has suppressed any material fact, his / her candidature will stand cancelled and appointment liable to be terminated forthwith.

vi) GRSE reserves the right to fill up all the posts or alter the no. of posts to be filled up or cancel any post or even to cancel the whole process of recruitment at any stage without assigning any reason.

vii) Candidates are advised to possess a **valid e-mail ID** which is to be entered in the on-line application form. They are also advised to retain this e-mail ID active at least for one year as any important information to them may be provided by GRSE through e-mail and also published in the web site.

viii) Any corrigendum/changes/updates shall be available only in the GRSE website and no other intimation shall be given in any newspaper/any other media.

ix) *Candidates short listed based on the performance in written Test will be required to produce all original certificates pertaining to Caste / Class, PWBD certificate, Educational Qualification, Experience Certificate (detailed certificate from the employer clearly mentioning the joining date, designation, assigned jobs / tasks being undertaken, relieving date etc.) for document verification in support of eligibility etc. along with one set of self-attested photo copies certificates/testimonials.* ***The document verification will be done for the merit listed candidates before Practical test. In the absence of original certificate / testimonials, the candidate will not be entertained and no reimbursement of Travelling Allowance & Medical Reimbursement will be made and the candidate will not be allowed for practical test. On satisfactory verification of certificates/testimonials the candidates will be allowed for Pre-employment Medical Examination and candidates are required to bring with them the medical/investigation reports in original along with the prescribed proforma duly filled in.***

x) Candidate will be allowed for appearing in the Written Test presuming that he / she is fulfilling the eligibility criteria and other requirements as advertised in the Employment Notification under reference. **In case, at any time, it is found that the candidate is not meeting the eligibility criteria, the candidature will summarily be rejected forthwith. In that event, no reimbursement of travelling expenses incurred for attending the document verification will be made. Hence, candidate must ensure that he/she is absolutely meeting the eligibility criteria and other conditions advertised without any deviation.**

xi) **The mere fact that a candidate has submitted application against the advertisement and apparently fulfilling the eligibility criteria as prescribed in the advertisement would not bestow on him / her the right to be definitely considered for selection process.**

xii) **If selected, candidates can be posted to any Unit / Project / Location of the Company.**

xiii) Final selection of candidate is subject to medical fitness by Company's Medical Officer as per company's Recruitment Rules.

xiv) Outstation candidates called for practical test / document verification will be paid travelling allowance both ways single II class (sleeper) Railway fare at actual (by shortest route from place of residence / place of work to Kolkata) whichever is less on production of tickets / receipts for incoming journey.

xv) The decision of GRSE in all matters regarding eligibility, conduct of Written Test, Practical Test and selection will be final and binding on the candidates and no correspondence will be entertained.

xvi) Management reserves the right to call for any additional documentary evidence in support of education and experience etc. of the applicants.

xvii) Furnishing of false information or concealment / suppression of factual information will render the candidate unfit for employment and GRSE will not be responsible for any consequence of furnishing of such wrong / false information.

xviii) For any dispute, the Jurisdiction shall be Kolkata.

10. IMPORTANT DATES:

Sl.	Details	Dates
(a)	Start Date for Online Registration	**30 Sep 2020**(14:00 hrs.)
(b)	Closing Date for Online Registration	**20 Oct 2020** (23:59 hrs.)
(c)	Remittance of fees (if applicable)	**03 Oct 2020 to 22 Oct 2020**
(d)	Receipt of hardcopy of application signed by candidate along with Certificates / testimonials in support of eligibility through Ordinary post only.	**27 Oct 2020**
(e)	Uploading of Admit Cards for Written Test (Tentative)	**Oct 2020**
(f)	Tentative schedule for Written Test at Kolkata & Ranchi	**22 Nov 2020**
(g)	Declaration of Written Test Result	**Will be announced later**
(h)	Practical/Trade Test	**Will be announced later**

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