



Advt. 02/2017

**EXECUTIVES
FOR WEBSITE**

GOA SHIPYARD LIMITED

SHIPBUILDERS, SHIPREPAIRERS & ENGINEERS
(A Government of India Undertaking-Ministry of Defence)
(ISO 9001-2008 Certified Company)
VADDEM, VASCO-DA-GAMA, GOA – 403 802

Unmatchable Track Record of Execution & Delivery

GSL is a Schedule 'B' Mini Ratna Category I Company and is engaged in designing and building Ships for Indian Navy and Indian Coast Guard. GSL invites online applications for the following disciplines:

Human Resource & Administration, Secretarial & Legal, Technical Assistant, Hull, Mechanical, Electronics & Communication, Finance, Safety, Electrical, Naval Architecture, Electronics, Public Relations and Resource Planning

Applications are invited from **Indian Nationals only** for the following posts in the Industrial Dearness Allowance (IDA) Pay scale:

Eligible & Interested candidates are required to apply online through our website www.goashipyard.com or www.goashipyard.co.in

Direct Recruitment:

Sr. No	Name of the post	Grade	No. of Vacancies	Reservation	Upper age limit as on 28.02.2017 (Including Age Relaxation)
1	General Manager (HR&A) / Additional General Manager (HR)	E-7 / E-6.	1	UR	52 (GM) / 48 (AGM) years for UR
2	Additional General Manager / Deputy General Manager (Company Secretary)	E-6 / E-5.	1	UR	48 (AGM) / 44 (DGM) years for UR
3	Additional General Manager / Deputy General Manager / Senior Manager (Technical Assistant to CMD)	E-6 / E-5 / E-4.	1	OBC	51 (AGM) / 47 (DGM) / 42 (SM) years for OBC
4	Deputy General Manager / Senior Manager / Manager (Public Relations)	E-5 / E-4 / E-3.	1	UR	44 (DGM) / 39 (SM) / 36 (M) years for UR
5	Manager / Deputy Manager (Safety) - (On fixed term basis for 3 years)	E-3 / E-2.	1	SC	41(M) / 38 (DM) years for SC
6	Assistant Manager (Hull) - (On fixed term basis for 3 years)	E-1	1	UR	30 years for UR
7	Assistant Manager (Resource Planning) - (On fixed term basis for 3 years)	E-1	1	OBC	33 years for OBC
8	Assistant Manager (Mechanical) - (On fixed term basis for 3 years)	E-1	1	SC	35 years for SC

9	Assistant Manager (Electrical) - (On fixed term basis for 3 years)	E-1	1	OBC	33 years for OBC
10	Assistant Manager (Finance) - (On fixed term basis for 3 years)	E-1	1	UR	30 years for UR
11	Assistant Manager (Legal) - (On fixed term basis for 3 years)	E-1	1	UR	30 years for UR
12	Management Trainee (Mechanical)	E-1	9	SC-1, ST-3, OBC-3, UR-2	33 years for SC/ST 31 years for OBC 28 years for UR
13	Management Trainee (Electronics & Communication)	E-1	2	SC-1, OBC-1	33 years for SC 31 years for OBC
14	Management Trainee (Electrical)	E-1	2	UR-2	28 years for UR
15	Management Trainee (Electrical / Electronics)	E-1	2	OBC-1, UR-1	31 years for OBC 28 years for UR
16	Management Trainee (Naval Architecture)	E-1	3	ST-1, OBC-2	33 years for ST 31 years for OBC

NOTE: Above vacancies include backlog reserved vacancies also.

The Fixed Term posts are purely temporary and on fixed term basis for a period of 03 years. It is NOT against a permanent post, but is on temporary basis only. The fixed term employment will stand automatically terminated at the end of the period, unless intimated otherwise in writing. GSL does not give any assurance for permanent employment on completion of Fixed term tenure.

Grade and Pay Scales:

Sr. No.	Grade	Pay Scale (₹)
1	General Manager (E-7)	43,200-3%-66,000
2	Addl. General Manager (E-6)	36,600-3%-62,000
3	Deputy General Manager (E-5)	32,900- 3%-58,000
4	Senior Manager (E-4)	29,100-3%-54,500
5	Manager (E-3)	24,900- 3%-50,500
6	Deputy Manager (E-2)	20,600- 3%-46,500
7	Assistant Manager / Management Trainee (E-1)	16,400- 3%-40,500

Pay scales are due for revision w.e.f. 01.01.2017

Time Frame:

Date of commencement of Online Applications	10.03.2017
Last date for Submitting Online Applications	05.04.2017 (till 17:00 hrs)
Last date for Submission of Hard Copies along with required documents	15.04.2017

Total Monthly Emoluments / Benefits:- Basic Pay (at minimum of pay scale) + DA (IDA pattern presently 119.5% of Basic Pay) + HRA (20% of Basic Pay at Goa) + Perks / Allowances (As per Company policy and as amended from time to time). An Officer is also eligible for Medical benefits, PRP (paid annually based on performance), Housing in company officers colony (in lieu of HRA subject to availability of residential quarters). In case of Management Trainees the emoluments / benefits are mentioned in the details of posts advertised and terms and conditions.

I) Persons with Disabilities (PwD) :

Only such person, who suffers from not less than 40% of relevant Disability are eligible to be considered under PWD as per “The Persons With Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act-1995” & “The Rights of Persons with Disabilities Act, 2016”. The categories are

- a) Blindness and Low Vision;
- b) Deaf and Hard of Hearing;
- c) Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- d) Autism, Intellectual Disability, specific learning disability and mental illness;
- e) Multiple Disabilities from amongst person under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities.

VH	Visually Handicap	Blindness and Low Vision
HH	Hearing Handicap	Deaf and Hard of Hearing
OH	Orthopedically Handicap	Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victim and muscular dystrophy
MH	Multiple Disability	Multiple Disability from amongst person under the point (a) to (d) above including deaf- blindness in the posts identified for each disability

The upper age limit for PwD candidates will be relaxed upto 5 years (10 years for SC/ST and 8 years for OBC). Goa Shipyard Limited encourages the participation of PwD candidates. We provide all user friendly facilities like open and adjusted seating facility , minimal use of stairs, provision of holding exam on ground floor and extra time for answering paper (specially for VH candidates). GSL is committed to protect the legitimate rights of PwD candidates.

II) Ex-Servicemen:

Age relaxation will be granted to ex-servicemen who have served in the Armed Forces to the extent of their service in the Armed Forces and the resultant age should not exceed the maximum age limit prescribed for the post by more than 03 years.

DETAILS OF POSTS AND TERMS AND CONDITIONS

1. GENERAL MANAGER (HR&A) / ADDITIONAL GENERAL MANAGER (HR) – 01POST

Essential Educational Qualification: Graduate in any discipline with 2 years full time Regular MBA / MSW / PG Degree / Diploma from a recognized University / AICTE approved institution with specialization in HRM / IR / Personnel Management / Labour and Social Welfare / Labour Studies / Social Work.

Desirable Qualification: For the post of GM, Graduate in Engineering with Degree / Diploma course in Labour Laws / Training & Development OR LL.B / B.L. For the post of AGM, Diploma / Degree course in Labour Laws or LL.B / B.L (or) with Graduate in Engineering.

Essential Work Experience: 20 years for GM Position / 16 years for AGM Position; Post qualification relevant experience in managing the HR functions like Recruitment, Training and Development, PMS, Wage & Salary Administration, IR, Disciplinary, Grievance & Establishment Matters, Welfare Administration, Role Profiling & Competency Mapping, HRIS, Contract Labour Management, RTI and other legal compliances, CSR, PR, etc. In case of experience in PSU/Govt., for the post of GM, minimum of 02 years experience (out of 20 years) in the pay scale of ₹ 36600-3%-62000 and for the post of AGM, minimum of 02 years experience (out of 16 years) in the pay scale of ₹ 32900-3%-58000.

Desirable Experience: Experience in Developing Vision, Mission, Core values and other strategic HR initiatives like Talent Nurturing & Management, Diversity Management, Employee Counselling, Designing Employee engagement practices and initiating other innovative global HR practices. Experience in managing HR Functions specifically in Establishment matters, RTI, Disciplinary matters, rules and regulations, attendance and Time Office etc., Worked in shipbuilding sector of a large PSU / DPSU.

2. ADDITIONAL GENERAL MANAGER/ DEPUTY GENERAL MANAGER (COMPANY SECRETARY) - 01 POST

Essential Educational Qualification: Graduate and Associate/Fellow Member of The Institute of Company Secretaries of India (ICSI).

Desirable Qualification: Bachelor's Degree in Law from recognized University.

Essential Work Experience: 16 years for AGM / 13 years for DGM; Post qualification relevant experience in a reputed large Public Sector/Private Organization. The candidate should possess good knowledge of Corporate Laws and excellent drafting and communication skills. In case of experience in PSU/Govt. for the post of Additional General Manager (AGM), minimum of 02 years (out of 16 years) experience in the pay scale of ₹ 32900-3%-58000 is required and for the post of Deputy General Manager (DGM), minimum of 02 years (out of 13 years) experience in the pay scale of ₹ 29100-3%-54500/- (IDA)

Desirable Experience: Work experience in a medium / large non banking Central PSU.

3. **ADDITIONAL GENERAL MANAGER / DEPUTY GENERAL MANAGER / SENIOR MANAGER (FOR TECHNICAL ASSISTANT TO CMD) - 01 POST**

Essential Educational Qualification: Bachelor of Engineering (B.E)/Bachelor of Technology (B.Tech) from a recognized University /AICTE approved institution with specialization in Naval architecture / Electrical Engg / Electronics / Mechanical / Instrumentation. Officers serving in Indian Navy may also apply. Naval Commander/ Captains (Engg / Electrical/ Naval Architecture/ Naval Construction) can apply for AGMs/DGMs. **Indian Navy Commander with more than 17 years service shall be eligible for AGM grade and Commander with 12 years of service shall be eligible for DGM grade.**

Essential Work Experience: For the post of AGM the candidate should have 16 years post qualification relevant experience (not below the rank of Commander with 17 years' service of Indian Navy). For the post of DGM the candidate should have 13 years post qualification relevant experience (not below the rank of Commander of Indian Navy with 12 years of service). For the post of SM the candidate should have 10 years post qualification relevant experience.

Desirable Experience: Relevant managerial work experience in production /planning /design/quality/ IHQ (in DND/DGND/DSP/Professional Directorate)/ Naval Dockyard etc., in ships/submarines production industry. Conversant with utility of Job related ERP Modules. Experience in staff duties and flair in writing.

4. **DEPUTY GENERAL MANAGER / SENIOR MANAGER / MANAGER (PUBLIC RELATIONS) - 01 POST**

Essential Educational Qualification: Masters in Journalism and Mass Communication/ Media Advertising/Publicity from a recognized university/Institute.

Desirable Qualification: Graduate in any discipline with 2 years full time MBA / MSW / PG Degree / Diploma from a recognized University / AICTE approved institution with specialization in HRM / IR / Personnel Management / Labour and Social Welfare / Labour Studies / Social Work.

Essential Work Experience: 13 years for Deputy General Manager / 10 years for Senior Manager / 7 years for Manager; Post qualification relevant experience. In case of experience in PSU/Government for the post of Deputy General Manager (DGM), minimum of 02 years (out of 13 years) experience in the pay scale of ₹ 29100-3%-54500/- (IDA), for the post of Senior Manager, minimum of 02 years (Out of 10 years) experience in the pay scale of ₹ 24900-3%-50500/- (IDA) is required and for the post of Manager, minimum of 02 years (Out of 07 years) experience in the pay scale of ₹ 20600-3%-46500/- (IDA).

Desirable Experience: Experience in HR functions specifically in Public Relations, media interaction, organizing of press conferences, preparing press/media briefings, press note, etc. Knowledge and expertise in handling media representatives, information on latest trends in ICT and its usage as an effective PR tool will be an added advantage.

5. **MANAGER / DEPUTY MANAGER (SAFETY) - (ON FIXED TERM BASIS FOR 3 YEARS) - 01 POST**

Essential Educational Qualification: Degree in any branch of Engineering or Technology from a recognized University / AICTE approved institution and 01 year Diploma in Industrial Safety from Central Labour Institute (CLI) OR Regional Labour Institute (RLI) OR any other institute recognized by the State.

Desirable Qualification: Any Higher Degree/Diploma/Certificate Course from a recognized University / AICTE approved institution in Safety Engineering/ Industrial Safety. Working knowledge of languages including Hindi, Marathi/Konkani.

Essential Work Experience: 07 years for Manager / 04 years for Deputy Manager; Post Qualification relevant experience out of which at least 02 years performing duties in the field of Safety as an Officer. In case of experience in PSU/Government for the post of Manager, minimum of 02 years experience (out of 7 years) in the pay scale of ₹ 20600-3%- 46500/- (IDA) is required and for the post of Deputy Manager, minimum of 02 years experience (out of 4 years) in the pay scale of ₹ 16400-3%- 40500/- (IDA)

Desirable Experience: Managerial work experience in the areas of Production/Industrial Engineering, Occupational Health, Safety & Environment, analysis & evaluation etc., and in systems such as ISO-EMS, OHSAS etc. Above experience in ship building industry may be an added advantage.

6. **ASSISTANT MANAGER (HULL) - (ON FIXED TERM BASIS FOR 3 YEARS) – 01 POST**

Essential Educational Qualification: Ex- Navy/ CG, retired as MCPO or equivalent grade.

Desirable Qualification: Any advanced / additional Diploma / Certificate Course from a recognized University / AICTE approved institution in Manufacturing Technology / Production Engineering.

Essential Work Experience: Hands on experience of minimum 10 years in hull systems, deck equipment, LSA/ FFA etc. In case of Govt./PSU minimum 01 year in the pay scale of ₹ 12600-3%- 32500/- (IDA).

Desirable Experience: Relevant managerial work experience in Hull Outfit areas like Fitting / alignment / welding etc., in ships/submarines production industry.

7. **ASSISTANT MANAGER (RESOURCE PLANNING) - (ON FIXED TERM BASIS FOR 3 YEARS) - 01 POST**

Essential Educational Qualification: Full time Regular B.E /B.TECH in Mechanical Engineering from a recognized university / AICTE approved institution.

Desirable Qualification: Post Graduate/ Diploma/Certificate Course in Project Management from any Government from a recognized university / AICTE approved institution.

Essential Work Experience: 01 year post qualification relevant experience in a reputed organization. In case of experience in Govt./PSU minimum 01 year in the pay scale of ₹ 12600-3%-32500/- (IDA).

Desirable Experience: Preferably in similar type of large industry and Experience in implementing innovative practices related to the production planning.

8. **ASSISTANT MANAGER (MECHANICAL) - (ON FIXED TERM BASIS FOR 3 YEARS) - 01 POST**

Essential Educational Qualification: Full-time regular BE / B.TECH in Mechanical Engineering from a recognized university / AICTE approved institution.

Desirable Qualification: Post Graduate/Diploma/ Certificate Course in Project Management from any Government recognized university / AICTE approved institution. Working knowledge of computers preferably in SAP / ERP modules, MS- office & Internet.

Essential Work Experience: 01 Year post qualification relevant experience in managing the functions in Technical Services/ Designing Department in ship building/repairs or large construction/ manufacturing /Production Industry. In case of experience in Govt./PSU minimum 01 year in the pay scale of ₹ 12600-3%-32500/- (IDA).

Desirable Experience: Experience in Technical Services / Designing Department and initiating other innovative global practices related to the technical services and design. Knowledge of working on CAD software preferred.

9. **ASSISTANT MANAGER (ELECTRICAL) - (ON FIXED TERM BASIS FOR 3 YEARS) - 01 POST**

Essential Educational Qualification: Full-time regular BE / B.TECH in Electrical / Electrical & Electronics Engineering from a recognized university / AICTE approved institution.

Desirable Qualification: Post Graduate/Diploma/ Certificate Course in Project Management from any Government recognized university / AICTE approved institution. Working knowledge of computers preferably in SAP / ERP modules, MS- office & Internet.

Essential Work Experience: 01 Year post qualification experience in relevant design field and managing the functions in Technical Services/ Designing Department in ship building/repairs or large construction/ manufacturing Industry. In case of experience in Govt./PSU minimum 01 year in the pay scale of ₹ 12600-3%-32500/- (IDA).

Desirable Experience: Experience in Technical Services / Designing Department and initiating other innovative global practices related to the technical services and design. Knowledge of working on CAD software preferred.

10. **ASSISTANT MANAGER (FINANCE) - (ON FIXED TERM BASIS FOR 3 YEARS) – 01 POST**

Essential Educational Qualification: Graduate AND qualified Chartered Accountant from Institute of Chartered Accountants of India / Cost Accountant qualified from Institute of Cost Accountant of India.

Desirable Qualification: M.B.A in finance from universities/ AICTE approved institution.

Essential Work Experience: 01 year post qualification relevant experience. In case of experience in Govt./PSU minimum 01 year in the pay scale of ₹ 12600-3%-32500/- (IDA).

Desirable Experience: Finalizing the annual accounts in compliance with all statutory requirements, Treasury management that includes investment of surplus funds, price negotiations accounts, liaison with financial institutions for fund based/non-fund based facilities, pay roll, Forex management, co- ordination of internal audit, Dealing with various auditors, MIS (EDP & ERP) etc.. Corporate taxation, Indirect taxes, Costing, Budgeting, computer applications, GFR rules, various laws pertaining to finance etc.

11. **ASSISTANT MANAGER (LEGAL) - (ON FIXED TERM BASIS FOR 3 YEARS) – 01 POST**

Essential Educational Qualification: Bachelor's Degree in Law with membership of The Bar Council of India or Bar Council of the State.

Essential Work Experience: 01 year relevant post qualification experience in reputed large organization. In case of experience in Govt./PSU minimum 01 year in the pay scale of ₹ 12600-3%-32500/- (IDA).

Desirable Experience: Work experience in a medium / large non banking Central PSU/Solicitors firms and excellent drafting and communication skill.

12. **MANAGEMENT TRAINEE (MECHANICAL) - 09 POSTS**

Essential Educational Qualification: Candidates should have Bachelor of Engineering (B.E.) / Bachelor of Technology (B. Tech.) in Mechanical from a recognized University / Institution with minimum First class or 60% marks or equivalent CGPA.

13. **MANAGEMENT TRAINEE (ELECTRONICS & COMMUNICATION) - 02 POSTS**

Essential Educational Qualification: Candidates should have Bachelor of Engineering (B.E.) / Bachelor of Technology (B. Tech.) in Electronics & Communication from a recognized University / Institution with minimum First class or 60% marks or equivalent CGPA.

14. **MANAGEMENT TRAINEE (ELECTRICAL) - 02 POSTS**

Essential Educational Qualification: Candidates should have Bachelor of Engineering (B.E.) / Bachelor of Technology (B. Tech.) in Electrical from a recognized University / Institution with minimum First class or 60% marks or equivalent CGPA.

15. **MANAGEMENT TRAINEE (ELECTRICAL / ELECTRONICS) - 02 POSTS**

Essential Educational Qualification: Candidates should have Bachelor of Engineering (B.E.) / Bachelor of Technology (B. Tech.) in Electrical / Electronics from a recognized University / Institution with minimum First class or 60% marks or equivalent CGPA.

16. MANAGEMENT TRAINEE (NAVAL ARCHITECTURE) - 03 POSTS

Essential Educational Qualification: Candidates should have Bachelor of Engineering (B.E.) / Bachelor of Technology (B. Tech.) in Naval Architecture from a recognized University / Institution with minimum First class or 60% marks or equivalent CGPA.

CONDITIONS FOR MANAGEMENT TRAINEE POSTS:

Candidates studying the Final Year may also be considered for training, provided they get at least 60% or more (aggregate marks till the Last semester) as decided by the Management. However before joining the Company they should complete their final year in 1st class. Candidates will be short listed for calling for written test based on their performance/result/grading/ percentage as declared by the respective University.

The selected candidate will undergo “On the Job training” for a period of one year which may be extended if necessary. During the training period the candidate will be paid a basic pay of ₹ 16,400/- per month in the pay scale of ₹ 16400-3%-40500 (E-1 grade) plus other allowances / benefits as applicable to Management Trainees in accordance with the GSL policy. On satisfactory completion of training, based on the company’s requirement and depending upon the performance during the training period, they may be considered for absorption as Assistant Manager in the E-1 grade carrying pay scale of ₹ 16400-3%-40500 or its equivalent as revised from time to time on Fixed Term Employment basis for a period of 3 years which can be further extended upto another two years or as per the Fixed Term Employment policy in vogue. On satisfactory completion of the training and on absorption in the Assistant Manager grade on fixed term employment, they will be given one increment in the scale. All Management Trainees considered for absorption as Assistant Manager will be on probation for a period of one year from the date of absorption as Assistant Manager. The period of 01 year as Management Trainee (or extended period as Management Trainee) will not be counted as service and for other consequential service benefits.

GENERAL CONDITIONS:

- 1) The candidates may note that the applications are to be made only through online application system as per the instructions given. Applications made in any other manner shall not be considered and shall be summarily rejected. Management will not be responsible for any application which is not received through online system.
- 2) Non-receipt of hardcopy of application, incomplete application, not supported by attested copies (self-attested) of relevant documents, not fulfilling the eligibility criteria or those applications received after the last date for receipt of application shall not be considered and shall be treated as “**REJECTED**” and no communication will be made for the same.
- 3) Management reserves the right to fill or not to fill the posts and also to fill up future vacancies, if any from the valid panel of selected candidates as per the rules of the company. Mere fulfillment of qualifications and other requirements as laid down does not entitle a candidate to be called for interview.
- 4) Candidates seeking reservation as SC/ST/OBC (NCL), will have to submit caste certificate, **ONLY** in the Prescribed Performa meant for “**Appointment to posts under the Government Of**

India” from the designated authority indicating clearly the candidate’s caste, the Act/Order under which the caste is recognized as SC/ST/OBC (NCL) and the Village/Town the candidate is ordinarily a resident of. The OBC (NCL) certificate should not be more than 06 months old at the time of joining.

- 5) If the SC/ST/OBC/PwD certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.
- 6) Benefits for posts such as DA, HRA and other allowances will be applicable to the grade as per rules.
- 7) Candidates working in Government / Quasi Government / Public Sector Undertaking / Autonomous Bodies must apply through proper channel or produce “**No Objection Certificate**” at the time of interview without which the candidates will not be interviewed and also a document indicating the current pay scale and the date since working in the said pay scale is to be produced.
- 8) **Candidates employed in Govt/PSU applying for the posts must possess minimum 02 years experience in the immediate lower grade. (e.g. the candidate applying for the post of Deputy General Manager should have 02 years experience in the pay scale of ₹ 29100-3%-54500 (E-4) or equivalent and the applicant applying for the post of Add. General Manager should have 02 years experience in the pay scale of ₹ 32900-3%-58000 (E-5) or equivalent).**

(Or)

Out of total years minimum of last 2 yrs should be in a private organization / company having 100 crores turnover and the incumbent should have discharged duties in a similar role.

- 9) Last drawn salary shall be protected for PSU / Government employees and Commander / Captain of Indian Navy or Coast Guard equivalent if applicable as per Government of India / GSL guidelines.
- 10) In case of candidates applying for the post of Assistant Manager, the candidates should have 01 year experience in Government / PSU in the immediate lower grade of Junior Manager or equivalent in the pay scale of ₹.12600-3%- 32500/-. In case of candidates working in private organizations such organization should be reputed, having annual turnover of 100 crores and the incumbent should have discharged duties in a similar role.
- 11) Management reserves the right to raise the eligibility criteria for short listing the applications.
- 12) All Outstation candidates called for interview for the above posts (except Management Trainee) will be paid to and fro 2nd A/C rail fare and candidates called for interview for the post of Management trainee will be paid to and fro sleeper class rail fare by shortest route from their nearest railway station (as registered by them in the Online Application System) to Goa Shipyard Limited only on production of proof of journey (Hard copy of Tickets) as per rules of the Company. However, all SC / ST candidates on being eligible for the Written Test / Interview and on appearing for the same will be reimbursed to and fro rail / bus fare by shortest route from their usual place of residence to GSL only on production of proof of journey (Hard copy of Tickets) as per rules of the Company.

- 13) Payment of TA shall be made through ECS mode after completion of the selection process only and candidates are expected to bring necessary details for making the payment through ECS mode. Normally TA claims will be paid within one month from the date of interview. Application format along with ECS form is available on our website under the heading “Advertisements”.
- 14) Candidates having “Wait Listed” tickets for Rail journey are NOT entitled for TA Reimbursement.
- 15) For any dispute, the Jurisdiction shall be Goa only.
- 16) The Government directives on reservation for SC/ST/OBC/PWD/Ex-servicemen will be strictly followed.
- 17) Interim enquiries will not be entertained.
- 18) Canvassing in any form may lead to disqualification of candidature.
- 19) At the sole discretion of GSL Management the number of vacancies notification may be increased or reduced.
- 20) Relaxation in age limit for external candidates for SC/ST/OBC/PWD/Ex Servicemen will be as per Government of India guidelines in force.
- 21) Internal candidates may get additional relaxation for age as per GSL Rules.
- 22) Management further reserves the right to decide the criteria for screening of applications and internal rules and regulations and / or the procedures as per the past practice will be followed. In respect of deserving cases age relaxation may be granted suitably to the candidates who are serving or have served in Shipbuilding industry.
- 23) An application fee in the form of Demand Draft of ₹.500/- (Non-Refundable) in favor of “**Goa Shipyard Limited**” payable at Vasco-da-Gama, Goa is to be submitted per application. Application without prescribed fees shall be liable for rejection. No fee is to be paid by SC/ST/PWD/Ex-Servicemen candidates as per Government of India rules. No fee is required to be paid by internal candidates.
- 24) The candidates applying for more than one post must send separate online applications along with prescribed processing fee for each post. Applications received contrary to instructions given shall be rejected.
- 25) The candidates are advised to write their Application / Job Registration number, Name, Mobile Number and Name of post applied for on the reverse side of Demand Draft.
- 26) Management reserves the right to reject the candidature if it is found that false or fabricated information is furnished in the application. The candidate is also liable to be terminated on the basis of false information even after his/her selection.
- 27) Applications received without following the online process will not be entertained. Interested candidates may follow the process as mentioned below for sending their applications online.

- 28) Corrigendum, if any, will be uploaded on our website only. Candidates are requested to check our website regularly under the heading “Advertisement”.
- 29) Written Test/Interview call letters will be sent only through E-mail to shortlisted candidates’ registered Email ID. The candidates are requested to login their E-mail Id and check regularly.
- 30) Information regarding names of eligible candidates, date of interview, names of selected candidates etc. will be hosted on the website under the heading “Advertisement” for which the candidates are requested to visit our website regularly.
- 31) Management will not be responsible for non receipt of email and loss of their E-mail ID and password.
- 32) Upper age limit and experience will be considered as on 28.02.2017.
- 33) Except for the post of Management Trainee, the qualifications will be considered as on 28.02.2017.
- 34) Unless specified, all the Qualifications must be full time regular and from a recognized Indian University/ Institute approved by AICTE and / or other statutory authority.
- 35) Candidates possessing the essential education qualifications acquired through Part Time/Correspondence/Distance Education mode are not eligible to apply.
- 36) The essential work experience shall be counted from the date of declaration of the Final Examination result.
- 37) In the event of finding difficulty to apply online you may contact us through Email: **recruitment@goashipyard.com**

INSTRUCTIONS FOR APPLYING ONLINE:

Interested candidates may follow the following process for submitting their application online:

Please keep scanned copy ready (preferably JPG/PDF format) of the following documents before proceeding to fill up the Online Application system:

- Passport sized color Photograph with light background (preferably white) without any obstacle covering/obstructing the face and eyes. Size of the file should not exceed 450 kb.
- Candidate’s signature should be on a plain white paper with black ink. The signature should not be digitalized. It should be scanned copy of your own signature on paper with pen. Size of the file should not exceed 450 kb.
- A copy of candidate’s Caste certificate, in case applying against a reserved post.
- A copy of candidate’s birth certificate.
- A copy of candidate’s highest education qualification proof.
- A copy of candidate’s testimonial in support of candidate’s experience in case candidate is applying against a post requiring experience.

Other Information for candidates with regard to online application:

1. In case candidates are not fulfilling the eligibility criteria as required for a particular post then the system will not allow the candidates to submit application for the said post or to proceed ahead from that particular page.

For example: If a candidate doesn't fulfill the age / Work experience criteria as required for a particular job post, then system won't allow the candidate to proceed ahead.

2. Demand Draft is valid for 3 months from the date of issue of the Demand Draft. So, the candidates are advised to submit the application at the earliest after making the DD.
3. At the end of the Online Application System, once the candidate checks the Terms & Conditions checkbox and clicks on submit button, candidate won't be allowed to edit his application details.
4. Candidates are advised to take two printouts of their system generated online application forms after registering and send one copy of the same to Goa Shipyard Limited along with all the relevant documents in support of their age, qualification, experience and caste (if applicable) and preserve the second copy for future references.
5. If the data provided by candidate is not valid or as per the prescribed format, an error message will be displayed.

Candidates are required to print a copy of the application form and attach the original Demand Draft, self attested Xerox copies of all relevant mark sheets / certificates as applicable and post the online application form, Demand Draft and attached documents to: **The Chief General Manager (HR&A), Dr. B.R Ambedkar Bhavan, Goa Shipyard Limited, Vasco-Da-Gama, Goa – 403802**, in support of the details entered in the Online Application System.

Online Application opens from **00.00 hrs** on **10.03.2017** and closes at **17.00 hrs** on **05.04.2017**.

LAST DATE FOR RECEIPT OF THE PRINT OUT OF ONLINE APPLICATION FORM ALONG WITH SUPPORTING DOCUMENTS AT GOA SHIPYARD LIMITED IS **15.04.2017**.

APPLICATIONS OF THE CANDIDATES NOT MEETING THE ELIGIBILITY CRITERIA AS LAID DOWN IN THE ADVERTISEMENT WILL BE AUTOMATICALLY REJECTED