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गार्डन 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 गार्डनरीच रोड,
कोलकाता – 700024

43/46 Garden Reach Road,
Kolkata – 700024

(EMPLOYMENT NOTIFICATION NO. HR/OPR&OS: 01/2017 (SRD–PWD))

SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES

IIIrd Attempt for Journeyman & IVth Attempt for Junior Manager (OL)

GRSE Ltd. is one of the premier Defence Shipyards and a Mini Ratna, Category-I Company. It is 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:

Opening Date for Online Registration : 30 Aug 2017

Closing Date for Online Registration : 19 Sep 2017

PART – A : JOURNEYMAN

<u>Name of Post</u>	<u>No. of Posts</u>	<u>Type of Disability</u>	<u>Stipend (₹)</u>	<u>Max. Age * As on 01 Aug 17</u>	<u>Essential Qualification</u>
Pipe Fitter (Journeyman)	02	HH (PD)	12000 - 1 st Year 14000 - 2 nd Year	24 Years	Passed 10 th / Madhyamik / Matriculation with ITI (NTC) / NAC in Pipe Fitter/ Plumbing trade
Computer Operator (Journeyman)	03	VH (LV)	12000 - 1 st Year 14000 - 2 nd Year	24 Years	Passed 10 th / Madhyamik / Matriculation with ITI (NTC) / NAC in COPA / PASAA trade
Painter (Journeyman)	02	HH (PD)	12000 - 1 st Year 14000 - 2 nd Year	24 Years	Passed 10 th / Madhyamik / Matriculation with ITI (NTC) / NAC in Painter trade

VH=Visually Handicapped; LV=Low Vision; HH=Hearing Handicapped; PD=Partially Deaf; OH=Orthopedically Handicapped; OL=One Leg; NTC=National Trade Certificate; NAC=National Apprenticeship Certificate;

*** AGE RELAXATIONS FOR VARIOUS CATEGORIES**

- **PWD (UR)** : 10 years
- **PWD & OBC (NCL)** : 13 years
- **PWD & SC** : 15 years
- **PWD & ST** : 15 years
- Age will not be a bar for internal candidates.
- **Ex-servicemen** who have put in not less than 6 months continuous service in Armed Forces of the union will be given relaxation in the age limit to the extent of period of service plus 03 years.

STIPEND / SCALE OF PAY:

1. The Journeymen in the aforesaid trades will be on 02 years training on fixed stipendiary basis as mentioned above and will be placed in Semi-skilled grade (₹9460-3%-37840) on completion of training subject to satisfactory performance.

HR/OPR&OS: 01/2017 (SRD–PWD)

SELECTION PROCESS:

2. JOURNEYMAN:

- i) The method of selection will be based on the Written Test of 80 marks followed by Practical Test / Trade Test of 20 marks.
- ii) Based on the performance in the written Test and merit, the candidates will provisionally be shortlisted for Practical Test / Trade Test.

Scheme for Written Test

Subject	No. of Questions	Maximum Marks	Time Allowed
Part-A (Objective Type) (10 th Standard)	General Aptitude, Quantitative Aptitude & Reasoning (16 Questions)	16	02 Hour
Part-B (Objective Type) (Questions from the NCVT Syllabus of relevant trade)	(64 Questions)	64	
	(80 Questions)	80	

Practical Test / Trade Test

The syllabus for Practical Test / Trade Test will be as per NCVT Syllabus of relevant trade.
The Trade Test will be of qualifying nature.

3. APPLICATION FEE: Not applicable

4. GENERAL INFORMATION:

- i) Written Test and Practical / Trade Test (as applicable) will tentatively be held on **28 Oct 2017 & 29 Oct 2017** respectively at Kolkata.
- ii) Please note that candidature of the candidate is liable to be cancelled if he / she submits more than one application for same post.
- iii) **Persons with Disability category are required to produce Medical Certificate in prescribed format issued by the Competent Authority as stipulated in Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 having minimum 40% or more disabilities in the category of OH / HH / VH as the case may be.**
- iv) **SC, ST & OBC (NCL) candidates are required to produce a caste certificate only in the prescribed format issued by Competent Authority.**
- v) Candidates serving in Government / Quasi Government offices, Public Sector Undertakings 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 / her employer at the time of document verification / Trade Test, failing which the candidature will not be considered.
- vi) 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.
- vii) 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.
- viii) 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.

- ix) **The detailed instructions on 'How to apply' will be posted in the website. For details log on to www.grse.nic.in**
- x) Any corrigendum / changes / updates shall be available only in the website and no other intimation shall be given in any newspaper / any other media.
- xi) Candidates short listed for Practical / Trade test are required to produce all original certificates pertaining to date of birth, Caste / Category, PWD, Essential Educational Qualification & Experience (if any) in support of eligibility along with one set of self-attested photo copies of the same for verification. In the absence of original certificate / testimonials, the candidate will not be allowed in Practical / Trade Test and Claim for T.A will not be entertained.
- xii) Certificates issued by following authorities will only be considered:
 - a) Matriculation / 10th / Madhyamik qualification to be awarded by Government recognized Board / Council.
 - b) NAC / NTC in the relevant trade to be issued by National Council for Vocational Training (NCVT), Govt. of India.
- xiii) **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.**
- xiv) 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.
- xv) **Incomplete application is liable to be rejected**
- xvi) Outstation candidates called for Written Test will be reimbursed both ways Sleeper Class 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. The reimbursement will be made through NEFT mode. Accordingly, candidates are advised to bring their bank details i.e. cancelled cheque leaf & copy of front page of pass book issued by the bank at the time of Written Test.

5. **HOW TO APPLY:**

- i) **Online Application Process:** All candidates have to submit application ONLINE through 'Career section' of GRSE website www.grse.nic.in or on <https://jobapply.in/grse2017>
- 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 self-attested copies of testimonials / certificates in support of Date of Birth, PH Category, Educational qualification, Experience (if any), Ex-Servicemen through **ORDINARY POST** only to **Post Box No. 3076, Lodhi Road, New Delhi – 110003**, so as to reach within the due date of **29 Sep 2017**. The envelope containing the application should be super-scribed with "**GRSE Employment Notification No. HR/OPR&OS:01/2017(SRD-PWD)**" and "**Post applied for Journeyman(<Trade>)**".

Note: Application without self-attested copies of documents / certificates in support of date of birth, Caste / Category, Physically Handicapped and Essential qualification will not be entertained.

6. **IMPORTANT DATES:**

Sl.	Details	Dates
(a)	Start Date for Online Registration	30 Aug 2017 (14:00 hrs.)
(b)	Closing Date for Online Registration	19 Sep 2017 (23:59 hrs.)
(c)	Receipt of hardcopy of application signed by candidate along with Certificates / testimonials in support of eligibility through Ordinary post only.	29 Sep 2017
(d)	Uploading of Admit Cards for Written Test	14 Oct 2017
(e)	Tentative schedule for Written Test at Kolkata	28 Oct 2017 (Saturday)
(f)	Declaration of Written Test Result	28 Oct 2017 (Saturday)
(g)	Practical / Trade Test	29 Oct 2017 (Sunday)

PART – B : JUNIOR MANAGER (OFFICIAL LANGUAGE)

<u>Name of Post (Grade)</u>	<u>Scale of pay (IDA)</u>	<u>Max. Age as on 01 Aug 2017</u>	<u>Discipline/ Reservation</u>	<u>Minimum Educational Qualification</u>	<u>Minimum Post Qualification Experience as on 01 Aug 2017</u>
Junior Manager (E-0)	12600-3%-32500	32 yrs.	Official Language-01 PH(LV) or PH(OH)	Master's degree in Hindi with English as a subject at the degree level. Or Master's degree in English with Hindi as a subject at the degree level Or Master's degree in any subject other than Hindi or English, with Hindi medium and English as subject at the degree level. OR Master's degree in any subject other than Hindi or English, with English medium and Hindi as subject at the degree level. OR Master's degree in any subject other than Hindi or English, with Hindi and English as subjects at degree level.	08 years post qualification relevant experience. Serving / retired Chief Artificer or Chief Petty Officer or equivalent and above rank meeting the experience criteria may be considered.

NOTE:

1. EDUCATIONAL QUALIFICATION

- i. AICTE / UGC / Government of India recognized / approved Degree / Diploma / PG Degree / PG Diploma courses in concerned discipline awarded by University / Institution recognized by Govt. of India will only be considered.
- ii. 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.

2. AGE RELAXATION

- iii. Relaxation of age for SC / ST / OBC / PWD / Ex-Servicemen as per Govt. rules. The upper age limit shall be relaxed by five years for internal candidates.
- iv. The relaxation in age limit for PWD candidates shall be applicable irrespective of the fact whether the post is reserved or not.

3. RESERVATION

- v. Persons with minimum 40% disability having handicapped certificate issued from Competent Authority can apply in accordance with provision of Para 25 of DOP&T OM No. 36035/3/2004 - Estt (Res) dated 29 Dec 05.

4. APPLICATION PROCEDURE

- vi. All candidates have to submit application ONLINE through 'Career section' of GRSE website www.grse.nic.in or on <https://jobapply.in/grse2017>
- vii. 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 self-attested copies of testimonials / certificates in support of Date of Birth, Category, Educational & Professional qualification, Experience, Ex-Servicemen, PWD etc. through **ORDINARY POST** only to **Post Box No. 3076, Lodhi Road, New Delhi – 110003**, so as to reach within the due date of **29 Sep 2017**. The envelope containing the application and supporting documents should be super-scribed with **“GRSE Employment Notification No. HR/OPR&OS:01/2017(SRD-PWD)”** and **“Post Applied for”**.
- viii. Serving candidates of Govt. / Semi-Govt. / PSUs / Autonomous Organization are further required to forward the auto-generated printout along with self-attested copies of supporting documents through proper channel before the due date of **29 Sep 2017** to the address mentioned at Para vii or produce No Objection Certificate (NOC) at the time of interview.
- ix. Please note that candidature of the candidate is liable to be cancelled if he / she submits more than one application for same post.
- x. **Incomplete application / application without supporting documents is liable to be rejected.**
- xi. The detailed procedure of application and other details are available in **“Career Section”** of GRSE Website: www.grse.nic.in and also in <https://jobapply.in/grse2017>
- xii. [The selection for the post will be through interview.](#)
- xiii. **All correspondence with candidates shall be done through e-mail only. All information regarding Interview Call Letter etc. shall be provided through e-mail uploaded at the time of application / uploading on GRSE website.** 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.

5. APPLICATION FEE: Not Applicable

6. GENERAL TERMS AND CONDITIONS

- xiv. **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.**
- xv. **The experience mentioned against the post excludes any kind of traineeship etc.**
- xvi. GRSE reserves the right to fill up all the posts based on suitability or increase / decrease the number of posts to be filled up or cancel any post or even cancel the whole process of recruitment without assigning any reason. In such cases the reservations will be as per the Govt. guidelines.

- xvii. Option of Hindi medium shall be given in interview.
- xviii. If selected, the candidate can be posted to any Unit / Project / location of the company.
- xix. Final selection of candidate is subject to medical fitness by Company's Medical Officer as per company's Recruitment Rules.
- xx. Outstation candidates called for interview will be reimbursed both ways AC III Tier 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. The reimbursement will be made through NEFT mode. Accordingly, candidates are advised to bring their bank details i.e. cancelled cheque leaf & copy of front page of pass book issued by the bank at the time of interview.
- xxi. The decision of GRSE in all matters regarding eligibility, conduct of interview and selection will be final and binding on the candidates and no correspondence will be entertained.
- xxii. Management reserves the right to call for any additional documentary evidence in support of education and experience of the applicants.
- xxiii. **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 and medical expenses incurred for attending the interview will be made. Hence, candidate must ensure that he/she is absolutely meeting the eligibility criteria and other conditions advertised without any deviation.**
- xxiv. 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.
- xxv. For any dispute, the Jurisdiction shall be Kolkata.

IMPORTANT DATES

<u>Sl.</u>	<u>Details</u>	<u>Dates</u>
(a)	Start Date for Online Registration	30 Aug 2017 (1400 hrs.)
(b)	Closing Date for Online Registration	19 Sep 2017 (2359 hrs.)
(c)	Receipt of hardcopy of application signed by candidate along with certificates / testimonials in support of eligibility.	29 Sep 2017

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