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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

**SPECIAL RECRUITMENT DRIVE**  
**(EMPLOYMENT NOTIFICATION NO. OS: 01/2020)**  
**(DETAILED ADVERTISEMENT)**

GRSE Ltd. is one of the premier Defence Shipyards and Mini Ratna, Category -I company. It is effectively contributing to the defence preparedness of the country by building different sophisticated and state-of-the-art warships. The Company invites applications from qualified, talented and energetic Indian Nationals for the following posts in various disciplines:

**Opening date for Online registration** : 17 Feb 2020 (14:00 Hrs.)  
**Closing date for Online registration** : 08 Mar 2020 (23:59 Hrs.)

<b><u>Name of Post/ (Grade)</u></b>	<b><u>Scale of pay (IDA)</u></b>	<b><u>Max. Age as on 01 Feb 2020</u></b>	<b><u>Discipline/ Posts/ Reservation</u></b>	<b><u>Minimum Qualification as on 01 Feb 2020</u></b>	<b><u>Minimum Post Qualification Experience as on 01 Feb 2020</u></b>
<b>Manager (E-3)</b>	60000-3%-180000	42 years	Finance – 01 OBC	CA/CMA	<p>i. 08 years' post qualification experience in dealing with Financial matters i.e. "Budgeting", "Costing", "Banking", "Taxation", "Finalization of accounts"</p> <p>ii. Naval Officers of the rank of Lieutenant and above or equivalent <b>in Army / Air Force / Coast Guard</b> meeting the experience criteria may be considered.</p> <p>iii. Candidates from Govt. / PSU / Autonomous organizations should have 2 years' experience in immediate lower grade whereas Candidates from private sector should be drawing comparable CTC of DM Grade.</p> <p>iv. For Details refer Note 6.</p>

<b>Deputy Manager</b>  <b>(E-2)</b>	50000-3%-160000	35 years	Finance – 01 ST	CA/CMA	<p>i. 05 years’ post qualification experience in dealing with financial matters i.e. “Budgeting”, “Costing”, “Banking”, “Taxation”, “Finalisation of accounts”.</p> <p>ii. Naval Officers of the rank of Sub-Lieutenant and above or equivalent <b>in Army / Air Force / Coast Guard</b> meeting the experience criteria may be considered.</p> <p>iii. Candidates from Govt. / PSU / Autonomous organizations should have 2 years’ experience in immediate lower grade whereas Candidates from private sector should be drawing comparable CTC of AM Grade.</p> <p>iv. For Details refer Note 6.</p>
<b>Deputy Manager</b>  <b>(E-2)</b>	50000-3%-160000	35 years	Technical – 01 ST	Four years full time degree in Engineering or equivalent with 55% overall marks in Mechanical/Electrical/Production /Naval architecture/Civil  (For detailed qualification grouping, please refer Note - iii)	<p>i. 05 years’ post qualification experience in “Shipbuilding”/ “Ship repair”/ “Construction/repair of Naval ships or Submarines “</p> <p>Or</p> <p>ii. Master Degree in Engineering in Civil/Mechanical/Electrical/Production/Naval Architecture discipline with 03 years relevant post qualification experience.</p> <p>iii. Naval Officers of the rank of Sub-Lieutenant and above or equivalent <b>in Army / Air Force / Coast Guard</b> meeting the experience criteria may be considered.</p> <p>iv. Candidates from Govt. / PSU / Autonomous organizations should have 2 years’ experience in immediate lower grade whereas Candidates from private sector should be drawing comparable CTC of AM Grade.</p> <p>v. For Details refer Note 6.</p>

UR=Unreserved; SC=Scheduled Caste; ST=Scheduled Tribe; OBC=Other Backward Class; PWBD=Persons with Benchmark disabilities; EWS=Economically Weaker Section

**NOTES:**

**1. EDUCATIONAL QUALIFICATION FOR GM/DGM/MGR/DM**

- i. **For MGR/DM Post:** Four years Full Time Engineering Degree (BE, B Tech) with 55% Overall Marks. Lateral entry to 3<sup>rd</sup> semester of 8 semester course / 2<sup>nd</sup> year of 4 years course will also be considered as equivalent qualification.

- ii. **Grouping of Disciplines in Engineering Degree – Technical disciplines**
- Mechanical – Mechanical/Mechanical & Industrial Engg./Mechanical & Production Engg./Marine Engg.
  - Electrical – Electrical/Electrical & Electronics/Electrical & Instrumentation
  - Electronics – Electronics/Electronics & Communication/Applied Electronics & Instrumentation/Electronics & Telecommunication/Electronics & Instrumentation/Instrumentation & Control
  - Civil – Civil/Civil & Structural/Structural
  - Naval Architecture – Naval Architecture/Naval Architecture & Shipbuilding/Naval Architecture & Ocean Engg./Naval Architecture & Marine Engg./Ocean Engg. & Naval Architecture/Naval Architecture & Offshore Engg.
  - Marine Engineering - Marine Engineering.
  - Production- Production Engineering/Production Engineering & Management/Production & Industrial Engineering/Manufacturing Technology/Engineering.
- iii. Only the above mentioned disciplines will be considered for the recruitment process. Courses / Disciplines with equivalence to the above will not be considered. For all the posts the qualification mentioned at Graduate level (for Technical posts) and both Graduate & Post graduate Degree (for non-technical post) would be of full time only. No Part Time/Correspondence course will be accepted.
- iv. Post graduate integrated Degree Courses will also be allowed for Engineering disciplines in Technical posts. The integrated Professional Technical/ non-Technical qualification should be of 5 years duration after 10+2 qualification.
- v. AICTE / UGC / Government of India recognized / approved Degree / Diploma / PG Degree / PG Diploma courses in concerned discipline (as referred above) awarded by University / Institution recognized by Govt. of India will only be considered
- vi. 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.
- vii. Candidates having Master degree in engineering must possess the minimum qualification prescribed against the post.
- viii. Wherever grades e.g. CGPA/OGPA/DGPA (as applicable) are awarded, the following method will be adopted for conversion to equivalent percentage of marks:
- a) The conversion of CGPA to percentage of marks would be based on the procedure certified by the University / Institution from where they have obtained the qualifying degree. Documents viz. Mark sheet / Final / Provisional Degree / Letter issued by competent authority of the respective University/Institution will be considered for ascertaining the CGPA to % conversion criteria.
  - b) In case the University/Institution does not have any criteria for converting CGPA into equivalent percentage of marks, it has to be categorically mentioned in the Mark sheet / Final / Provisional Degree / Letter issued by competent authority of the respective University/Institution. In such cases, the equivalence would be established by dividing the candidate's CGPA by the maximum possible CGPA and multiplying the result with 100.

## 2. **MAXIMUM AGE LIMIT**

- i. Maximum age limit for applicants under UR Category **42 years for Manager, and 35 years for Deputy Manager as on 01 Feb 2020**. However, relaxation of age for SC/ST/OBC/Persons with Benchmark Disability (PWBD) / Ex-Serviceman will be as per Govt. rules. The relaxation in age limit for PWBD candidates shall be applicable irrespective of the fact whether the post is reserved or not. Age is not a bar for internal candidates.
- ii. Maximum age for joining the Company will be 56 years after all age relaxations. It also applies for internal candidates.
- iii. Relaxation in the upper age limit may be granted to any candidate to extent of excess years of relevant post qualification experience possessed by the candidate vis-à-vis the notified years of post-qualification experience for each post.

## 3. **RESERVATION**

- i. Reservation for SC / ST / OBC / PWD/EWS as applicable has been indicated against each post. However, candidates from reserved category fulfilling eligibility criteria may also apply for the posts earmarked for UR as per Government Rules.

- ii. Persons with Benchmark 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.
- iii. Category (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. OBC candidates at the time of interview 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 Component Authority should be issued in the current year.
- v. 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.

#### 4. Application Procedure

- i. All candidates have to submit application **ONLINE** through 'Career section' of GRSE website [www.grse.in](http://www.grse.in) or on <https://jobapply.in/grse2019>.
- 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 and OBC candidates ), self-attested copies of testimonials/certificates in support of Date of Birth, Category, Educational & Professional qualification, Experience, Ex-Serviceman, EWS, PH etc. through **ORDINARY POST** only to **Post Box No. 3076, Lodhi Road, New Delhi – 110003**, so as to reach within **20 Mar 2020**. The envelope containing the application and supporting documents should be super-scribed with **"GRSE Employment Notification No. OS: 01/2020"** and **"Post Applied for"**.
- iii. 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 **20 Mar 2020** to the address mentioned above or produce **No Objection Certificate (NOC)** at the time of interview.
- 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 delay / loss in postal transit of any application or communication.
- vi. The detailed procedure of application and other details are available in "Career Section" of GRSE Website: [www.grse.in](http://www.grse.in) and also in <https://jobapply.in/grse2019>.
- vii. The selection for all posts will be through interview.
- viii. **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 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 FEES

- i. **Application fees of `500/- and Bank charges of `50/- (Total fees `550/-)** to be deposited through Bank Challan mode at any branch of State Bank of India (SBI) by the applicants (OBC only). Applicants belonging to ST/PWBD/Internal Candidates are exempted from payment of Application Fee.

- ii. The application fee is non-refundable and hence candidates are advised to ensure their eligibility for the post before applying.
- iii. Please refer “**Guidelines to Apply Online**” in the portal <https://jobapply.in/grse2019> for details regarding remittance of Application Fee through Bank Challan in SBI Branches.
- iv. No other mode of payment will be accepted.

**6. PAY SCALES**

**(i) (a) From Navy/Army/ Air Force/ Coast Guard equivalent post & grade**

Posts	Grade	Pay Scale of the posts advertised	Rank (Navy/Army/Air Force)
MGR	E-3	60000-3%-180000	Lieutenant or Equivalent
DM	E-2	50000-3%-160000	Sub-Lieutenant or Equivalent

**(b) From PSU / Govt. Department:**

The equivalent pay scales in the various grades on CDA and IDA are given below:

Post advertised	Grade	Pay Scale of the posts advertised	Two years immediate lower grade Pay Scale	
			CDA Pay Scales	IDA Pay Scales/ Grade
MGR	E-3	60000-3%-180000	69400-207200	50000-3%-160000/(E-2)
DM	E-2	50000-3%-160000	56100-177500	40000-3%-140000/ (E-1)

**(ii) From Private Sector:**

The applicants working in private sector should indicate their total Cost to Company (CTC) head wise with supporting document (monetary & cash part both inclusive) and should indicate their organization structure and their position in the organization hierarchy and should be **drawing the comparable CTC of immediate lower grade for a minimum period of two years**. The comparable CTC for the purpose will recon a lower variance up to maximum of 10% of CTC of equivalent grade in GRSE.

Post advertised	CTC of immediate lower grade
MGR (E-3)	13.04 Lakhs (E-2/DM)
DM (E-2)	10.43 Lakhs (E-1/AM)

## 7. GENERAL TERMS AND CONDITIONS

- (i) 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.
- (ii) The experience mentioned against the post excludes any kind of traineeship including Management Trainee / Graduate Engineer Trainee etc.
- (iii) In addition to Basic pay, Industrial DA, HRA, other perks (35% of basic pay, CPF, Gratuity etc. are admissible as per the Company's Rules. **The present CTC per annum for MGR (E-3) is 15.65 Lakhs (approx.), and for DM (E-2) is 13.04 Lakhs (approx.). In addition, Performance Related Pay will be applicable.**
- (iv) 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.
- (v) Option of Hindi medium shall be given in interview.
- (vi) If selected, the candidates can be posted to any Unit / Project / location of the company.
- (vii) Final selection of candidates is subject to medical fitness by Company's Medical Officer as per company's Recruitment Rules.
- (viii) Outstation candidates called for interview will be paid travel **re-imbursment AC-II tier railway fare for the posts of DM, MGR on both ways 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.
- (ix) 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. **Corrigendum if any will be issued in GRSE website only and no other communication will be made either in press or by any other mode.**
- (x) Management reserves the right to call for any additional documentary evidence in support of education, experience etc. of the applicants.
- (xi) **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.**
- (xii) 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.
- (xiii) For any dispute, the Jurisdiction shall be Kolkata.

## 8. IMPORTANT DATES

<u>Sl.</u>	<u>Details</u>	<u>Dates</u>
(a)	Start Date for Online Registration	<b>17 Feb 2020</b> (14:00 hrs.)
(b)	Closing Date for Online Registration	<b>08 Mar 2020</b> (23:59 hrs.)
(c)	Receipt of hardcopy of application signed by candidate along with Certificates / testimonials in support of eligibility through Ordinary post only.	<b>20 Mar 2020</b>
(d)	Uploading of Admit Cards for Interview (Tentative)	<b>May 2020</b>
(e)	Tentative schedule for Interview at Kolkata	<b>May 2020</b>
(f)	Declaration of Interview Result	<b>Will be announced later</b>

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