



www.grse.nic.in

**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. OS: 02/14)**

**(DETAILED ADVERTISEMENT)**

GRSE Ltd. is one of the premier Defence Shipyards enjoying the Mini Ratna, Category – I status and effectively contributing to the defence preparedness of the country by building different sophisticated and state-of-the-art warships. The Company invites applications from talented and energetic Indian Nationals in the grade of Assistant Manager (E-1) in various disciplines:

**Opening Date for Online registration: 21 May 2014**  
**Closing Date for Online registration : 05 June 2014**

<b>Grade - Scale of pay - Total No. of Posts - Reservation</b>	<b>Discipline (No. of Vacancies)</b>	<b>Minimum Qualification as on 01 May 2014</b>
<b><u>Assistant Manager (E-1)</u></b> Rs.16400-3%-40500 (47 posts*) (UR- 25; SC- 07; OBC-12; ST- 03) * Out of 47 posts, 05 posts are reserved for PWD candidates. (VH-01 post; OH-01 post; HH-03 posts)	Naval Architect (08 posts)	Engineering Graduate or equivalent in Naval Architecture
	Mechanical Engg. (20 posts)	Engineering Graduate or equivalent in Mechanical Engineering discipline
	Electrical Engg. (06 posts)	Engineering Graduate or equivalent in Electrical Engineering discipline
	Electronics Engg. (02 posts)	Engineering Graduate or equivalent in Electronics Engineering discipline
	Civil Engg. (01 post)	Engineering Graduate or equivalent in Civil Engineering discipline
	Industrial Engg. (02 posts)	Engineering Graduate or equivalent in Industrial Engineering discipline
	Finance (03 posts)	CA / ICWA
	Human Resource (03 posts)	MBA with Specialization in HR or Graduate with PG Degree in Social work / Welfare / Labour Welfare / Industrial Relation / Personnel Management or Graduate with PG Diploma in Human Resource / IR / Social work / Labour Welfare / Personnel Management discipline.
	Human Resource - Pay Roll (01 post)	Engineering Graduate or equivalent in Computer Science / MCA.
Assistant Company Secretary (01 post)	Associate Member of the Institute of Company Secretaries of India.	

SC= Scheduled Caste; ST=Scheduled Tribe; OBC= Other Backward Class; UR=Un-reserved; PWD=Persons with Disability; VH=Visually Handicapped; OH=Orthopedically Handicapped; HH=Hearing Handicapped.

**Notes:**

- i. **Grouping of Engineering Degree :** BE, B.Tech, Four years B.Sc. (Engineering), AMIE
- ii. **Qualification Grouping of Engineering Degree –** Technical disciplines.
  - o Mechanical : Mechanical
  - o Electrical : Electrical, Electrical & Electronics, Electrical & Instrumentation
  - o Electronics: Electronics, Electronics & Communication, Electronics & Telecommunication, Electronics & Instrumentation
  - o Naval Architecture : Naval Architecture, Ocean Engineering & Naval Architecture, Naval Architecture & Shipbuilding
  - o Industrial Engineering : Industrial Engineering, Industrial & Production Engineering
  - o Civil: Civil
  - o Computer Science : Computer Science Engineering
- iii. **Students appearing / already appeared in Final year exam:**
  - a) Students appearing / already appeared in Final year / semester examination may also apply for the above posts.
  - b) However, they have to satisfy the criteria for qualifying marks as enumerated at Sl. No. vi below.
  - c) Such candidates have to produce Final mark sheet issued by University / Institution on the date of interview, failing which they will not be allowed for appearing in the interview.
- iv. Persons with 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 (Per) dated 29 Dec 05.
- v. **Maximum age limit for applicants is 28 yrs. as on 01 May 2014.** However, 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.
- vi. For all posts qualifying marks in graduate examination and professional qualification examination (except CA/ICWA/CS) will be overall 60% (aggregate of all semesters/ year or equivalent CGPA marks) for General category and 55% (aggregate of all semesters/ year or equivalent CGPA marks) for SC/ST/OBC/PWD category.
- vii. Two years full time degree or three years part time Post-Graduate Degree / PG Diploma qualification will only be considered.
- viii. Degree / Diploma as referred above are those, which have been awarded by University / Institution recognized by Government of India.
- ix. 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.
- x. The mere fact that a candidate has submitted application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him / her the right to be definitely called for interview / considered further for selection process.
- xi. Working knowledge in Computer is essential for all posts.
- xii. In addition to Basic pay, Industrial DA, HRA, other perks @44% of basic pay, CPF, Gratuity etc. are admissible as per the Company's Rules. The present CTC PA approx in Asst. Manager grade is Rs. 6.8 Lakhs.
- xiii. Excellent career opportunities are available for deserving candidates.

- xiv. 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.
- xv. Option of Hindi medium shall be given in all selection tests / interview.
- xvi. Serving candidates of Govt. / Semi-Govt. / PSUs / Autonomous Organization must apply THROUGH PROPER CHANNEL or produce NOC at the time of interview.
- xvii. Outstation candidates called for attending the Interview will be paid both ways 3 Tier AC railway fare or actual (shortest route) whichever is less.
- xviii. Written Test / Interview will be conducted in the month of July / August 2014 at Kolkata.
- xix. The procedure of application and other details will also be placed in GRSE Website: [www.grse.nic.in](http://www.grse.nic.in)
- xx. In case any ambiguity / dispute arises on account of interpretation in versions other than English, the English Version will prevail.
- xxi. **How to apply:**
- All candidates have to submit application ONLINE through 'Career section' of GRSE website [www.grse.nic.in](http://www.grse.nic.in) or on <https://jobapply.in/grse2014>
  - All candidates are required to apply ONLINE, take print out of auto generated filled in Application Format (landscape layout), put their signature at designated places and send it to **Post Box No. 4334, Kalkaji Head Post Office, New Delhi – 110019** through **ORDINARY POST** only within the due date of **12 June 2014**. The envelope containing the application should be super-scribed with "Empl. Notification No- **OS:02/14**" and "Post Applied for".
  - Serving candidates of Govt. / Semi-Govt. / PSUs / Autonomous Organization are further required to forward the auto-generated printout through proper channel before the due date of 12 June 2014 to the address mentioned at Para xxi(b) or produce NOC at the time of interview.
  - Please note that candidature of the candidate is liable to be cancelled if he/she submits more than one application for same post.
  - GRSE will not be responsible for any postal delay.
  - Incomplete application is liable to be rejected.**
- xxii. All correspondence with candidates shall be done through e-mail only. All information regarding schedule / Written Test Admit Cards / Interview Call Letters etc. shall be provided through e-mail / uploading on GRSE website. Responsibility of receiving, downloading and printing of written test admit card / interview 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 for delay / non-receipt of information if a candidate fails to access his / her mail / website in time.
- xxiii. The decision of GRSE in all matters regarding eligibility, conduct of written test, interview and selection will be final and binding on the candidates and no correspondence will be entertained.
- xxiv. Management reserves the right to call for any additional documentary evidence in support of education, experience etc. of the applicants.
- xxv. For any dispute, the Jurisdiction shall be Kolkata.
-