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 in various disciplines:

**Opening Date for Online registration**: 26 September 2019 (14:00 hrs.)

**Closing Date for Online registration**: 16 October 2019 (23:59 hrs.)

<table>
<thead>
<tr>
<th>Name of Post (Grade)</th>
<th>Scale of pay (IDA)</th>
<th>Max. Age as on 01 Sep 2019</th>
<th>Discipline/Reservation</th>
<th>Minimum Qualification</th>
<th>Minimum Post Qualification Experience as on 01 Sep 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief General Manager (E-8)</td>
<td>120000-3%-280000</td>
<td>54 yrs.</td>
<td>Technical 01 post UR</td>
<td>Four years full time degree in Engineering or equivalent with First Class or 60% overall marks in the discipline of Mechanical / Electrical / Electronics / Marine Engineering / Civil / Production / Naval Architecture. (i) 24 years’ post qualification experience out of which at least 5 years in senior position either singularly or collectively in “Ship building” / “Ship design” / “Ship repair” / “Overseeing the construction / repair of Naval Ships or Submarines”. (ii) Naval Officers of the rank of Commodore &amp; above or equivalent in Army / Air Force / Coast Guard and Captain drawing Commodore Grade pay meeting the experience criteria may also be considered. (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 GM Grade. (iv) For details, refer to sl. No.7 (i) &amp; (ii)</td>
<td></td>
</tr>
<tr>
<td>Assistant Manager (E-1)</td>
<td>40000-3%~140000</td>
<td>28 yrs.</td>
<td>Company Secretary</td>
<td>Associate Member of the Institute of Company Secretaries of India.</td>
<td>Nil</td>
</tr>
</tbody>
</table>

**NOTES:**

**1. EDUCATIONAL QUALIFICATION FOR CGM (TECH):**

(i) Four years Full Time Engineering Degree (BE, B Tech) / Four years Full Time BSc (Engineering) with 60% Overall Marks. Lateral entry to 3rd semester of 8 semester course / 2nd year of 4 years course will also be considered as equivalent qualification.

(ii) Grouping of Disciplines in Engineering Degree –
- Mechanical – Mechanical/Mechanical & Industrial Engg./Mechanical & Production Engg./Marine Engg.
- Electrical – Electrical/Electrical & Electronics/Electrical & Instrumentation
- Civil – Civil/Civil & Structural/Structural
- 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. Qualification mentioned at Graduate level 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. The integrated Professional Technical qualification should be of 5 years duration after 10+2 qualification.

(v) AICTE / UGC / Government of India recognized / approved Degree / PG Degree 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 candidates CGPA by the maximum possible CGPA and multiplying the result with 100.

2. (A) WRITTEN TEST FOR ASSISTANT MANAGER

(i) Written Test will be tentatively scheduled in November 2019 at Kolkata.

(ii) No TA will be paid to the candidates for appearing in the written test.

(iii) Pattern of Written Test

<table>
<thead>
<tr>
<th>Type of Question</th>
<th>No. of Questions</th>
<th>Marks</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-I: Discipline Knowledge Questions</td>
<td>60</td>
<td>60</td>
<td>Duration of Written test – 90 minutes</td>
</tr>
<tr>
<td>Part-II: General Management Aptitude Test (Mental Ability, Reasoning, English, Data Analysis, Numerical Ability etc.)</td>
<td>25</td>
<td>25</td>
<td>Question paper language - Bi-lingual (English and Hindi):</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Question paper type - Objective type with Multiple Choices Questions.</td>
</tr>
<tr>
<td>TOTAL</td>
<td>85</td>
<td>85</td>
<td></td>
</tr>
</tbody>
</table>

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

(B) INTERVIEW & SELECTION PROCESS

Based on the performance in Written Test, candidates will be shortlisted / called to appear for Interview in the ratio of 1:5.
(C) SERVICE AGREEMENT BOND

Candidates joining GRSE in Assistant Manager (Grade-E1) have to execute a Service Agreement Bond to serve the company for 3 years. An amount towards security deposit of 5% of their Basic pay & DA (as applicable at the time of joining) for 3 years which will be deducted from the monthly pay and will be refunded on the completion of 3 years of service including probation period with normal saving bank interest (SBI rates). Bond value will be deductible amount for 3 years. This deposit will be forfeited if the joinee leaves the company before completion of 3 years and will be liable to pay the balance bond amount.

3. MAXIMUM AGE LIMIT

i. Maximum age limit for applicants under UR Category is 54 years for CGM and 28 years for Assistant Manager as on 01 September 2019. However, relaxation of age for SC/ST/OBC/PWBD category 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 CGM (Tech) post.

4. 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/document verification 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.

5. Application Procedure

i. All candidates have to submit application ONLINE through ‘Career section’ of GRSE website 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 31 October 2019. The envelope containing the application and supporting documents should be superscribed with “GRSE Employment Notification No. OS: 03/2019” 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 31 October 2019 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 and also in https://jobapply.in/grse2019.

vii. The selection for CGM post will be through interview.

viii. All correspondence with candidates shall be done through e-mail only. All information regarding Written test/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.

6. 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 (General/EWS & OBC only). Applicants belonging to SC/ST/PWD/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.

7. PAY SCALES

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

<table>
<thead>
<tr>
<th>Posts</th>
<th>Grade</th>
<th>Pay Scale of the posts advertised</th>
<th>Rank (Navy/Army/Air Force)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGM</td>
<td>E-8</td>
<td>120000-3%-280000</td>
<td>Commodre and above or equivalent. Captain drawing Commodore grade pay.</td>
</tr>
</tbody>
</table>

(b) From PSU / Govt. Department:
The equivalent pay scales in the various grades on CDA and IDA are given below:

<table>
<thead>
<tr>
<th>Post advertised</th>
<th>Grade</th>
<th>Pay Scale of the posts advertised</th>
<th>Two years immediate lower grade Pay Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGM E-8</td>
<td>120000-3%-280000</td>
<td>130600-215900</td>
<td>100000-3%-260000</td>
</tr>
</tbody>
</table>

(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.

<table>
<thead>
<tr>
<th>Post advertised</th>
<th>CTC of immediate lower grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGM (E-8)</td>
<td>25.53 Lakhs (E-7/GM)</td>
</tr>
</tbody>
</table>
8. **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 CGM (E-8) is 30.59 Lacs (approx.) and for AM (E-1) is 10.30 Lacs (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-imbursement Airfare by Economy Class (both ways) at actual for the post of CGM, AC-III tier railway fare for the post of AM, 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/ Boarding pass for incoming journey.

(ix) 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. **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.

9. **IMPORTANT DATES**

<table>
<thead>
<tr>
<th>Sl</th>
<th>Details</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>Start date for Online Registration</td>
<td>26 September 2019 (14:00 HRS)</td>
</tr>
<tr>
<td>(b)</td>
<td>Closing date for Online Registration</td>
<td>16 October 2019 (23:59 HRS)</td>
</tr>
<tr>
<td>(c)</td>
<td>Remittance of application fees in Bank (SBI) (during banking hours on working days)</td>
<td>30 Sep 19 to 24 Oct 19</td>
</tr>
<tr>
<td>(d)</td>
<td>Receipt of hardcopy of application signed by candidate along with GRSE copy of Bank Challan (If applicable) and certificates / testimonials in support of eligibility.</td>
<td>31 October 2019</td>
</tr>
</tbody>
</table>