गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

(A Govt. of India, Ministry of Defence, Undertaking)

CIN No.: L35111WB1934GOI007891

Regd.& Corporate Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata – 700024 ; Website: www.grse.in

(EMPLOYMENT NOTIFICATION NO. 2026/05 (J&OP)

RECRUITMENT OF JOURNEYMAN & DRIVER (VEHICLE)
(DETAILED ADVERTISEMENT)

Opening Date for Online registration:30 Oct 2026 (14:00 hrs)
Closing Date for Online registration: 28 Nov 2026 (23:59 hrs)

GRSE Ltd. a Navratna CPSE and one of the Premier Defence Shipyard under administrative control of Ministry of Defence, Govt. of India, is contributing efficiently to the defence preparedness of the country by building state-of-the-art warships. The Company invites applications from talented and energetic Indian Nationals for the following positions **(JOURNEYMAN & DRIVER VEHICLE)**:

SECTION-A

1. Vacancy details for JOURNEYMAN:

Sl.	Trades	Total Nos.	Reservation					Essential Qualification (As on 01 Oct 2026)
			UR	SC	ST	OBC	EWS	
(a)	Journeyman (Carpenter)	02	01	01				Matriculation (10 std. pass) with NAC / NTC in Carpenter / Wood Work Technician / Shipwright (Wood) trades
(b)	Journeyman (Crane Operator)	02	01	-	-	01	-	Matriculation (10 std. pass) with NAC / NTC in Electrician trade Desirable: Govt. recognized certification in Crane Operation
(c)	Journeyman (Diesel Mechanic)	02	01	-	-	01	-	Matriculation (10 std. pass) with NAC / NTC in Diesel Mechanic / Mechanic Diesel / Mechanic (Marine Diesel) trades
(d)	Journeyman (Driver Material Handling)	02	01	01				Matriculation (10 std. pass) with NAC / NTC in Diesel Mechanic trade with valid Heavy Vehicle Driving License Desirable: Govt. recognized certification in Crane Operation
(e)	Journeyman (Electrician)	08	04	01	01	01	01	Matriculation (10 std. pass) with NAC / NTC in Electrician trade

Sl.	Trades	Total Nos.	Reservation					Essential Qualification (As on 01 Oct 2026)
			UR	SC	ST	OBC	EWS	
(f)	Journeyman (Electronic Mechanic)	06 (incl. 02 Backlog)	01	02 (01 Backlog)	-	01	02 (01 Backlog)	Matriculation (10 std. pass) with NAC / NTC in Electronic Mechanic trade
(g)	Journeyman (Fitter)	06	03	01	01	01	-	Matriculation (10 std. pass) with NAC / NTC in Fitter / Weapon Fitter / MMTM
(h)	Journeyman (GRP/FRP Worker)	04	01	01	-	01	01	Matriculation (10 std. pass) with NAC / NTC in Fiber Reinforced Plastic Processor / Plastic Processing Operator trades OR Matriculation (10 std. pass) with NSQF Plastic FRP Operator course
(i)	Journeyman (Machine Operator)	03 (incl. 01 Backlog)	01	01	-	-	01 (Backlog)	Matriculation (10 std. pass) with NAC / NTC in Millwright Mechanic / MMTM trades
(j)	Journeyman (Painter)	06	03	01	-	01	01	Matriculation (10 std. pass) with NAC / NTC in Painter (General) / Painter (Marine) / Industrial Painter trade
(k)	Journeyman (Pipe Fitter)	04	01	01	-	01	01	Matriculation (10 std. pass) with NAC / NTC in Pipe Fitter / Plumbing trades
(l)	Journeyman (Rigger)	04	02	01	-	01	-	Matriculation (10 std. pass) with NAC / NTC in Rigger / Carpenter / Wood Work Technician trades
(m)	Journeyman (Structural Fitter)	04	02	-	01	01	-	Matriculation (10 std. pass) with NAC / NTC in Structural Fitter / Fabricator / Sheet Metal Work / Fitter trades
(n)	Journeyman (Welder)	02	01	01	-	-	-	Matriculation (10 std. pass) with NAC / NTC in Welder / Welder (Gas & Electric)/ TIG/MIG Welder / Welder (GMAW & GTAW) / Welder (Pipe) / Welder (Pipe & Pressure Vessels) / Welder (Structural) / Welder (Fabrication & Fitting) / Welder (Welding & Inspection) / Advance Welder trades
	Total	**55** (UR-23, SC-12, ST-03, OBC-10, EWS-07)	Above vacancies include vacancies reserved for - (i) 01 is reserved for PwBD (OH) (ii) 01 is reserved for PwBD (HH/PD) (iii) 02 is reserved for PwBD (VH/LV) (Backlog)					*except* for the Journeyman posts in **Crane Operator, Rigger and Driver Material Handling** trades

SC=Scheduled Caste; ST=Scheduled Tribe; OBC=Other Backward Classes-Non creamy Layer; EWS=Economically Weaker Section, ESM=Ex-servicemen; NTC=National Trade Certificate (ITI pass); NAC=National Apprenticeship Certificate; PwBD=People with Benchmark Disabilities; MMTM= Mechanic Machine Tool Maintenance

PwBD category	Type of disability
OH	Locomotors disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy
HH/PD	Hard of Hearing – Partially Deaf
VH/LV	Visually Handicapped – Low Vision

2. **Please refer SECTION-B (PAGE-4 to 20) for the details like General Conditions, eligibility, essential qualification, selection process, how to apply etc. related to JOURNEYMAN engagement.** Candidates are required to apply only through ONLINE mode. No other means / mode of submission of applications will be accepted.

3. Vacancy details for DRIVER (VEHICLE):

Sl.	Trades	No. of Vacancies/ Reservation	Essential Qualification (As on 01 Oct 2026)	Essential Experience (As on 01 Oct 2026)
(a)	**Driver (Vehicle)** (Skilled, Grade-III)	03 (UR-2, OBC-1)	Matriculation (10 std. pass) with valid Commercial LMV Driving License Desirable: Valid Heavy Vehicle Driving License	Minimum 06 years post-qualification experience of Driving Light and Heavy Motor Vehicle in an organization/ firm/ rental agency on direct employment basis. Candidates from Armed Forces meeting the eligibility criteria may also apply. Desirable: Experience as Staff Car Driver for Senior Officers of Govt. organizations/ PSUs
			Note- Candidates should have clean driving record with no accident history, no police complaints for accidents, major traffic violations, reckless driving, driving under the influence of alcohol etc. in last 06 years.	

4. **Please refer SECTION-C (PAGE-21 to 28) for the details like General Conditions, eligibility, essential qualification, selection process, how to apply etc. related to DRIVER (VEHICLE) engagement.** Candidates are required to apply only through ONLINE mode. No other means / mode of submission of applications will be accepted.

5. Above vacancies include vacancies reserved for **Ex-Servicemen (ESM)** including dependents of those killed in action. ESM candidates can also apply against the advertised posts subject to fulfilling the eligibility criteria. Reservation for ESM will be given as per as per Government guidelines in vogue.

6. **AGNIVEERS who are meeting the Qualification and Age criteria (refer para 3(e) of Section-B for JOURNEYMAN and refer para 3(e) of Section-C for DRIVER (VEHICLE)) and are expected to get released by 31 March 2027 are eligible and may also apply. Reservation for Ex-Agniveers will be given as per as per Government guidelines in vogue.**

SECTION-B

1. Notes

(i) 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.

(ii) Candidates possessing higher professional qualifications such as Graduate or Post Graduate Degree in Engineering/ Technology/ Pharmacy/ Masters in Business Administration (MBA)/ Chartered Accountant (CA)/ Cost Management Accountant (CMA)/ Company Secretary (CS)/ Bachelor of Law (LL.B)/ Master of Computer Applications (MCA)/ Doctor of Philosophy (Ph.D) or any such equivalent higher professional qualification will not be eligible for any of the advertised posts. Non-declaration of any qualification possessed by the candidate will render his/ her selection null and void as and when it comes to the notice of the Company.

(iii) The numbers of vacancies may be increased / decreased, if required depending on the requirement and reservation guidelines will be followed.

2. Duties & Responsibilities:

Journeymen will be imparted on job training in different allied trades in addition to their parent trades enabling them to perform different kind of jobs at a time for gainful utilization of their service. During their training/ employment in GRSE, they should behave in a manner befitting as a member of Defence PSU. An indicative list of duties and responsibilities during Journeyman period and later on absorption in permanent post as applicable from time to time in respect of each trade is given below:-

Trades	Duties and Responsibilities (Summary)*
(a) Carpenter	1. Learn reading of drawings/sketches, line out marking. Learn and perform simple calculations for finding out dimensions as may be required for job. 2. While learning render necessary physical and technical assistance to the Carpenter (HSK/SK) to carry out the jobs covered in the job description of Carpenter. Assist and carry out all ground / grid work and other work related to panel / furniture / crate / door / window / scuttle / seating / awning / casing / caulking, carving / chocking, roofing, block making etc. for all types of suitable material (Wood / Metal). 3. Learn and perform handling and fixing of insulation materials, like, glass wool (all types) synthetics, non-asbestos and other approved insulations material. 4. Learn and apply sealing material like okham, jute, resin, tar, other glue etc with incidental scrapping & painting in way. 5. Learn and make arrangement and fix lugs, stud, pin bracket, roofing bolts and other hardware fittings. 6. Learn and make use of hand and power tools (both stationary and portable) like drilling, planning, sawing, moulding, sandering, tapping, shearing, strapping and operate other wood working machines including wood-turning as required. Learn and use floor operated material handling / lifting appliance. 7. Learn and use measuring Instrument, gauge and fixture as and when necessary, Fixing of furniture (Wood & Metal) on board, Pasting of MPL/decorative Sheets on plywood, Panelling work (MPL, GI, AL, SS), Fixing of unused sanitary items on board, Touch-up painting for furniture after hotwork, Fitment of bunks (Wooden / Metallic) & Doors. 8. Learn and perform surface preparation for polishing of wooden furniture and polish with lacquer, paint etc.

Trades	Duties and Responsibilities (Summary)*
	9. Learn and perform laying / shifting of blocks on slip / dock. Carry out alignment and level checks with respect to Frame position water line. Learn and carry out draught line marking and associated work, propping etc. in slip/dock. 10. Learn and carry out repair, renew and refit bushes from Lignum vitae or similar quality wood involving other operations covered under Sl. No. 1 to 9 above. 11. Observe safety precautions. 12. Handle manually approx. 20 Kg. material / equipment etc. without outside assistance i.e to lift, unload, put aside keep in position the job/equipment or any other material as required to perform his job/task but not involving carrying of the items to a considerable distance. 13. Maintain the respective tools / equipment / material properly and recondition the hand tools as and when required 14. Learn and perform marking on plates and piece parts as per drawing. 15. Learn pattern making, moulding activities. 16. Carry out jobs of USK whenever required. 17. To attend provisional/professional training for self development, as and when arranged. 18. Other duties and responsibilities as may be assigned from time to time.
(b) Crane Operator	1. Read sketches, instruction manual/ digital panels and perform simple calculation related to the trade. 2. Carry out all necessary safety work prior to starting of the Crane like visual inspection of the Crane, check fuel oil, lubricating oil level, electrical starting box, appropriate type of slings and position of slinging, lifting and lowering arrangement, electric switches, unclamping the clamps from rail track etc. as applicable to different types of cranes. 3. Climb to the operating cabin at height, drive and operate EOT Crane, Jetty Crane, Tower Crane, Goliath Crane, open gantry Crane, etc. to carry, hold, lift and lower the unit load, multiple load, cold or hot material at desired destination with proper care. 4. Operate the cranes along with controls and hold jobs while: centering, positioning, aligning, setting and assembling on machine equipment on board and at erection site/shop floor. Load & unload, hold material on and from the transporting media. Carry out slinging works while on ground. 5. Carry out all necessary safety work before leaving the crane operation i.e. clamping/wedging the crane with rail/track, placing the crane at right position so that no disturbance or hindrance is created to others work, ensure that the connection is switched off, hand over the key to appropriate authority/place. 6. Perform minor maintenance/preventive maintenance work, apply oil, grease, etc. on different moving parts of Crane and report to the proper authority about the fault/defect/trouble related to the crane. Maintain Log book of crane operation. 7. Help maintenance operative and operatives engaged for crane testing while repairing, testing / trial run etc. 8. Use and maintain the respective tools/equipment/materials properly and re-condition the hand tools as and when required. 9. Other duties and responsibilities as may be assigned from time to time.
(c) Diesel Mechanic	1. Assembly of New Engines, installation & STW of Engines and Major Overhauling of old Engines: Dismantling of components, Gauging and Quality checks of components, Sub Assembly of components, Final assembly of the engine. 2. Testing of Main Engines: Setting up of test bed and system connections for testing of Engine, Testing of engine, Cold and Hot Preservation of engine, Painting

Trades	Duties and Responsibilities (Summary)*
	and Dispatch of engine. 3. Commissioning of Main Engines Onboard: Installation checks of engines onboard ships where any kind of engines are fitted, Attend Composite Sea Trial of Ships where engines are fitted, Record parameters for preparation of Pilot Inspection Description, Post commissioning defect rectification and preparation for final handing over of engine, Defect Identification and Defect Rectification of Engines 4. Maintenance and up keep of various systems of the test bed. 5. Carry out out-stationed jobs like overhauling of components / engines and Re-Engining / Installation of engines onboard. 6. Other duties and responsibilities as may be assigned from time to time.
(d) Driver Material Handling	1. Read and write including reading of simple sketches etc. instructions, digital panels and perform simple calculation related to trade. 2. Drive tractor / fork lift / mobile crane/ Hydra/ any other type material handling vehicle inside the factory premises, through public road with or without material / trailer to the required destination, attend breakdown and bring down vehicle from the spot to the repairing premises. 3. Carry out all necessary checks /work prior to starting of tractor / fork lift etc. like visual inspection of the vehicle, check fuel oil, lubricating oil level, electrical starting box, electrical switches etc. and check tyres and fill water/coolant in radiators as necessary. 4. Load/unload, transport/tow, hold materials on and from the transporting media, stack/unload materials on and from rack/store. 5. Perform minor maintenance/preventive maintenance work, apply oil grease etc. on different moving parts of vehicles / mobile crane and report to the proper authority about the fault / parts / trouble related to tractor / fork lift / mobile crane. 6. Report to appropriate authority about the nature of defects / breakdown and attend / help maintenance operatives engaged while, repairing, testing / trial run etc. of the vehicle. 7. Operate tractors / fork lift / mobile crane during setting of job on machines, during manufacturing / testing of some specific job in production shop as and when required. 8. While moving with material carry SIR, Challans, by the competent authority and hand over/return appropriate person/place as and when required. 9. Use and maintain the respective tools/equipment/materials properly and re-condition the hand tools as and when required. 10. Other duties and responsibilities as may be assigned from time to time.
(e) Electrician	1. Read simple sketch/Drawings/instruction and perform simple calculations. 2. Render necessary physical and technical assistance to Electrician /Wireman (HSK/SK) to carry out the job covered in the job description of Electrician /Wireman, i.e. render assistance as and when necessary for the purpose of – (i) Preparing/cutting /laying/fitting all types of electrical cables, distribution panels, switch boards, circuit breakers etc. (ii) Lowering, installation /connection/fitting/dismantling of all types of electrical/ electronic equipment / instruments /meters /etc. including telecommunication system. (iii) Using instruments for measuring and testing. (iv) Wiring/winding/rewinding, varnishing, insulting, impregnating, heating, drying, soldering etc. (v) Carrying out temporary lighting work etc., including shore supply connection. (vi) Identifying defects, rectifying/modifying defects of equipment/ connection,

Trades	Duties and Responsibilities (Summary)*
	machinery/control panel etc. 3. Assist HSK/SK Electrician/Wireman for test/trial run of all electrical /electronic equipment/instruments etc. 4. Perform simple work like grinding, filing, cutting and drilling. 5. Identify and render help in maintaining /reconditioning the various instruments /gadgets tools used for the trade of Electrician/Wireman. 6. Provide supports such as stools, ladders etc. as and when necessary. 7. Render assistance in setting machine, setting job while assembling electrical and electronic equipment etc. 8. Operate floor operated crane, hoists, tackles etc. and sling the materials as and when required. 9. Besides the above job any other jobs allied to the trade and assigned by the competent authority. 10. Other duties and responsibilities as may be assigned from time to time.
(f) Electronic Mechanic	1. Read simple sketch/ Drawings/ instruction and perform simple calculations. 2. Knowledge and use measuring instrument/ testing equipment like inclinometer, spirit level, Vernier, Theodolite, Laser, Straightedge, Turn Table, on board use of in- situ Planning / Boring machine, volt-meter, ammeter, megger, multi-meter, pressure gauge, temperature gauge etc. 3. All work relating to insulating, impregnating, heating/drying, soldering, design, levelling and alignment checks. 4. Carry out watch keeping at designated place. Manning of Electrical/ Electronics equipment during test/ trials/ installation, setting to work. 5. Lowering, install, connect, including preparation work relating to electrical / electronic equipment / gadget, equipment like weapons & sensors, communication, sonar, generator, alternator, motor switch gear, control panel, transformer, inverter, rectifier, stabilizer, circuit breaker, echo sounder, gyro, cathodic protection, telecommunication etc. 6. Concept of Ship central line, Datum Line, Base Line, Master Reference Plane, alignment with gyro master and local. 7. Assist and undertake weapons and sensors alignment, STW, Trials 8. Assist and undertake testing and tuning of sensors 9. Assist and undertake signal checking, check wire defect, identification and rectification of various electronic equipment 10. Knowledge & use of Instrument like Inclinometer, Theodolite, Straightedge, Turn Table, on board use of in- situ Planning / Boring M/c. 11. Erection of various Weapon Mounting/ Radar /Radio / Sensor /Sonar/ communication equipment seats on board ships. 12. Alignment, checking / testing (centre line alignment, Tilt test, Topographical measurement) during setting-to-work of equipment on board ships. 13. Other duties and responsibilities as may be assigned from time to time.
(g) Fitter	1. Read drawings/sketches (Holding down arrangement of equipment, component, layout drawing as well as assembly drawing), carry out layout marking and mark components/sub-assemblies/assemblies, carry out calculations for finding out dimensions as may be required. 2. All types of alignments including making alignment jig/jack bolt during installation as tailor made/ fitting and assembly of various parts/Instruments /die and punches, tools, jigs, etc. which do not call for statutory provision. 3. Matching/fitting/dismantling/re-fitting/erection/installation of equipment, components, sub-assemblies and assemblies involving filing, bedding including chock bedding, chock fasting, lapping, scraping, dressing, matching etc, and

Trades	Duties and Responsibilities (Summary)*
	associated plumbing/pipe work, painting, cementing, tacking/ gas cutting/heating, cooling, welding, lifting chain block/cable fitting, hammering etc. Also carry out sawing, drilling, tapping, grinding, reaming, counter sinking, chamfering, deburring etc. 4. Make and use template, jig/fixture, gauge, related to components/ assemblies/ installation. Set die punches/ mandrel / jigs and fixtures on machines as required. 5. To comply basic requirement for establishing Shaft Centre Line at different bulkhead & frame after reading design dimensions as stated in the erection drawing. 6. Use of measuring instruments, gauges, hand and power tools (both portable and stationary) for drilling, reaming, tapping, grinding, shearing, pressing, sawing, chipping, site boring/facing, operation etc. Also use floor operated cranes, hoist chain pulley, block for lifting and manoeuver components/sub-assembly during assembling, dismantling work. 7. To have knowledge & capable of using of Telescopic sighting wire during in-situ boring operation. 8. To carry out alignment & erection / fitting and boring of Stern Tube, A & P Bracket in situ with care & maintain the dimension as per drag / instruction / from center line of ship. 9. To use different jigs / attachments during Stern drop measurement and carry out the activity as per instruction. 10. Make ready the arrangement during shipping in of various equipment including positioning & fitting of lifting lugs. 11. Ensure alignment & erection of different components related to propulsion system, ME, DA, Steering Gear & other Auxiliaries. 12. Use of bolt size spanner, Torque Spanner measuring instruments like outside / inside caliper / depth micro-meter, bore dial gauge, bevel protractor, crank shaft deflection gauge, filler gauge, temperature gauge, Pressure gauge, peak pressure gauge, flow meter etc. during sub-assembly, assembly and dismantling the equipment / component 13. Should be conversant with various measuring units. 14. Should be capable of taking measurements in the process of final alignment of ME, GB, DG Sets and other auxiliaries, and preparation of chockfasting. 15. Operate equipment for test/trial. Provide assistance during STW (set to work) of various equipment including safety devices during STW/SAT. 16. Assist inspector / surveyor during testing/trial of assembly/equipment and rectify/modify as per Surveyor's/Inspector's recommendation during HAT/SAT. 17. Replace/refit after necessary repair/rectification/modification operations mentioned under Items 1 to 16. 18. Maintain respective tools/equipment/material properly and recondition the hand tools as and when necessary. 19. Routine maintenance of all machineries, weapon / sensor fitted on board ship. 20. Undertake operation of plumbing fittings associated with machinery equipment operation. Carry out tack welding, minor gas cutting, heating, brazing/welding etc., required for installation and trial of machinery equipment. Operate conventional machines like lathe, drilling, milling etc. 21. Concept of Ship central line, Datum Line, Base Line, Master Reference Plane. 22.. Knowledge & use of Instrument like Inclinometer, Theodolite, Straightedge, Turn Table, on board use of in- situ Planning / Boring M/c. 23. Erection of various Weapon Mounting/ Radar /Radio / Sensor /Sonar/

Trades	Duties and Responsibilities (Summary)*
	communication equipment seats on board ships. 24. Alignment, checking / testing (center line alignment, Tilt test, Topographical measurement) during setting-to-work of equipment on board ships. 25. Carry out in process Quality Control. 26. Other duties and responsibilities as may be assigned from time to time.
(h) GRP/FRP Worker	1. Render necessary physical and technical help to the respective Skilled/Highly Skilled workmen to carry out the jobs covered in the job description of the respective Skilled/Highly Skilled grade, e.g. render assistance as and when necessary for the purpose of preparatory work like collection of materials, tools, mix chemicals, cut wood. glass wool/mat/ laminated components, foam, thermocole or any other synthetic material used. Clean roller brush and buckets used for chemicals as and when necessary, make wooden pattern and laminated mould for subsequent lamination work involving repairing, polishing of mould, laying of mat/cloth, applying resin & impregnation. Separate the lamination from the mould after curing, make wooden Items/fittings, fit bolts, clamps, cleats & other fittings (ferrous, non-ferrous or synthetic). 2. Identify and render help in using and maintaining the various instruments/ gadgets/ tools used for the respective trade job. 3. Learn and operate floor operated cranes, use chain pulley blocks/ hoists and handle manually the jobs/equipment/gadgets/ materials, etc. whenever necessary. 4. Render help in setting the m/c., setting the job on the m/c., in assembling the components/items, etc. 5. Observe safety precaution. 6. Manual Handing materials upto 20 kg. without outside assistance i.e. to lift, unload, put aside, keep in position the job/equipment or any other material as required to perform his job/task without outside assistance but not involving carrying or the items to a considerable distance. 7. Besides the above any other suitable job allied to the trade and assigned by the competent authority. 8. Learn and undertake minor fitting, facing, marking, wood cutting/turning etc. 9. Carry out jobs of USK whenever required. 10. To attend provisional/professional training for self-development, as and when arranged. 11. Other duties and responsibilities as may be assigned from time to time.
(i) Machine Operator	1. Read drawings/sketches, carry, out simple calculations. 2. Arrange tools, consumables, measuring instruments, accessories etc. Adjust and set the machine/its controls, tools, die fixtures, etc. depending on the work. 3. Set the job on the machine and operate the machine-like Punching machine, Mangling machine, Press, Rolling machine, Drilling machine, Shearing machine, Spot welding machine, Hack saw, Power Saw, Gun drill, magnetic base drill, straightening machine, bending machine, flanging machine, T-Drill machines, pipe bending machine, Seam welding machine, Beading machine, Nibbling machine and any other alike machinery. 4. Operate plant/equipment/machines (e.g. Straightening, Shot blasting, automatic painting machine, compressors, pumps etc.) with its control. Carry out the preparatory work like setting the plant / equipment, check different parts / components/gauge etc. 5. Arrange material / fuel / coolant, etc. for the plant/equipment, load/charge plant in proportion. Ensure availability of desired quality of material in container /

Trades	Duties and Responsibilities (Summary)*
	transporters. Arrange delivery to production line / point as required, alongwith collection of leftover for reuse. 6 Daily clean and oil, lubricate daily lubrication points/parts of the machine. Carry out minor maintenance work and report about any machine defects. 7. Preservation / Routine maintenance of machines/equipment/tools etc. 8. Perform Incidental work like dressing, scraping, marking, etc. as the nature of the work demands. 9 Use measuring Instruments and tools, gauges related to above work. 10. Observe safety precautions. 11 Manual handing approx. 20 kg. materials / equipment, etc. without outside assistance i.e. to lift, unload, put aside, keep in position the job equipment or any other material as required to perform his job / task without outside assistance but not involving carrying of the items to considerable distance. 12 Maintain the respective tools/equipment/materials properly and recondition the hand tools as and when required. 13. Loading programme to respective CNC machine through portable drives/LAN. 14. Select the standard shape programme and put the required dimensions for generating items /small pieces parts /lugs /flat bars etc. through MACRO. 15. Operate CNC Plazma and CNC Oxy cutting machine and produce items of accepted quality. 16. Operate ancillary equipment during operation of CNC Plasma and CNC Oxy cutting machine. 17. Adjust compressed air and fuel gases (oxygen &acetylene) during operation of the machine for smooth and accurate cutting. 18. Fit /remove /adjust powder marking torches including fuel gases and replace zinc powder as and when required. 19. Select the correct consumables/spares required for perfect cutting as per CUT CHARTS and replace the used and defective parts for smooth cutting of plates /marking of plates as the case may be. 20. Check the quality of cut and adjust torches and required for dimensionally correct output of processed item to accept quality. 21. To carry out above activities in respect of all types of machines. 22 Repairs and maintains diesel engines used to power machines, such as Ships, buses, trucks, railroad trains, electric generators, and construction machinery, using hand tools, precision measuring instruments, and machine tools: Diagnoses trouble, disassembles engines, and examines parts for defects and excessive wear. 23. Reconditions and replaces parts, such as pistons, bearings, gears, valves, and bushings, using engine lathes, boring machines, hand tools, and precision measuring instruments. 24. Performs major and specialized mechanical overhaul and repair work on gasoline and marine engines, outboard motors, and related marine equipment and systems using schematic charts and technical manuals. 25. Establishes and maintains a preventive maintenance program for marine engines and related marine research equipment. 26. Tests marine engines and equipment to determine need for repairs or adjustments. 27. Repairs and maintains hydraulic equipment and valves. 28. Operates hand and power tools associated with marine engine and equipment repair. 29. Assists in fabrication of equipment. 30. Writes specifications for and recommends purchase of marine equipment /

Trades	Duties and Responsibilities (Summary)*
	Spare parts. 31. Other duties and responsibilities as may be assigned from time to time.
(j) Painter	1. Read simple drawings/sketches and perform simple calculations. 2. All types of (Manually/mechanical/chemical) cleaning and preparation of surfaces prior to painting on ferrous, non-ferrous, wood and synthetic materials. 3. Mix paint and other chemicals in proportion for use in paintings, enameling etc. and other chemical applications. 4. Apply paint/chemicals on ferrous, non-ferrous, wood and synthetic materials by brushing/spraying /dipping/roller painting etc. (hot and cold application). 5. Operate (including charging/discharging of material) baking furnaces/drying ovens and bake /dry enameled/painted job for enameling and painting. Carry out minor maintenance work on furnace /backing ovens. 6. Maneuver jobs manually using lifting appliances, carry paint/brush etc. to work spot and back. 7. Touch up/repair /rectify the work related to the operation mentioned under item 2 to 6. 8. Use and maintain hand/power tools like brushed, spray gun etc. 9. Use simple measuring aids/gauges etc. 10. Observe safety precautions. 11. Handle manually material of 20 kg without outside assistance i.e. lift unload, put aside, keep in position the equipment or any other material as required to perform his job/tasks but not involving carrying of the item to a considerable distance. 12. Other duties and responsibilities as may be assigned from time to time.
(k) Pipe Fitter	1. Read drawing /sketches, mark, line out, layout, carry out simple calculations for finding out dimensions as may be required. Remarking re-layout if required, due to obstruction / fouling/change of dimension of compartment / change of drawing. 2.a) Carry out all piping and associated fitting work including Sand packing, template making, making & fitting of clamp and pipe fitting, bending (cold & hot), fabrication (including edge preparation), Tacking, Gas cutting, pipe joint welding, hacksawing, making pipes as per Jig/Fixtures, Threading, tapping, Drilling, Chipping, Filing, Grinding, Dressing, Pipe expanding, Fairing, bundling etc. b) Punching of Fittings/Item No./Pipe No: on respective fittings /pipes 3. Carry out Tacking and gas cutting, heating. This includes heating by gas. Manufacturing of Jigs/Fixtures if required. 4. Use measuring Instruments, gauges, Jigs/fixtures etc. related to the operation. 5. Use hand and power tools (both portable and stationary), relating to the piping and associated work. 6. Operate machineries connected with plumbing work e.g. Vibrators, CNC Pipe bending machines of different capacities, Pipe Flanging Machine (cold/hot), Pipe Branching Machine, Power Saw, Threading machine, Other machines like Flange facing, Horizontal Boring Machine, Gasket cutting machine, Flushing machine, Pneumatic operated high press testing machine available/installed in Pipe Shop. 7.a) Carry out Pressure testing, trial, modification / rectification and assist the Inspector/Surveyor as and when necessary. b) Arrange for flushing of pipes in shop and Flushing of System Pipe lines at required pressure. c) Making of blank and Blanking of Tanks/pipes for Tank testing/Citadel testing.

Trades	Duties and Responsibilities (Summary)*
	8.a) Carry out acid pickling /scrapping/painting, etc. incidental to the preparation of piping /plumbing work on regular emergency basis. b) Preparation of blanking for External Galvanisation only c) Dressing/Tapping after Galvanisation 9. Renew /refit after necessary repair/rectification/modification in respect of the operation mentioned under item Sl. No.1 to 8. 10. Other duties and responsibilities as may be assigned from time to time.
(l) Rigger	1. Read simple drawings /sketches / documents, performs simple arithmetic calculations. 2. Learn and render assistance to HSK/SK Riggers to make different types of slings with various types of knots /thimbles. Also undertake above jobs while learning. 3. Learn and render assistance to HSK/SK riggers to align /fit / dismantle any short of coil, manila /steel or any other synthetic rope on the lifting devices like pulley blocks, cranes derricks, winches, dock machineries etc. and related for the above including work at high altitude. Also undertake above jobs while learning. 4. Learn and perform cutting, splicing, joining, crimping etc. of all types of ropes manually or with machine using various knots/ thimbles. 5. Learn and make /fit /dismantle all types of ropes /steel guards like eagle cage fencing on mast, wayside railing etc. 6. Carry tools/ tackles equipment /material from /to shop /stores work spots. 7. Carry out Dock Block arrangement and Hull Block alignment. 8. Assist inspector /Surveyor /during inspection /testing and carryout rectification/ modification as per recommendation. 9. Handling of materials in the way of work manually or with mechanical /electrical aid. Operate floor operated cranes, use chain pulley blocks/ hoists and handle manually the jobs/equipment/gadgets/ materials, etc. whenever necessary. 10. Carryout all work during docking /undocking /site shifting /mooring /unmooring of vessels. 11. Carry out jobs of USK whenever required. 12. To attend provisional/professional training for self-development, as and when arranged. 13. Other duties and responsibilities as may be assigned from time to time.
(m) Structural Fitter	1. Read drawings/sketches (Component as well as assembly drgs.) carry out calculations for finding out dimensions from the drgs. as required. 2. Develop/expand drawing on scrive board and mark, layout. 3. Fabricate, erect, align, dismantle, install as per drawing or reference. 4. Undertake tacking, gas cutting, heating, fairing, bending, welding, minor hot work as necessary without the aid of welder and gas cutter. 5. Undertake tube/pipe work on pressure vessels, Heat Exchanger, Boilers, etc. (i.e. fitting, removing, expanding, dressing, cutting, etc. related to Tube/Pipe). 6. Make and use templates/ jigs and fixtures for marking, fabrication and fitting. Use measuring instruments/gauges, etc. related to the structural fabrication work. 7. Use of lifting appliances, hand and portable power (electrical as well as pneumatic) tools like grinding, drilling, etc. 8. Removal of metal by cutting, Chipping, Dressing, Gouging, Filing, Chiseling, Grinding etc. using hand/power tools (both portable and stationary). Carry out dry survey, line out marking. 9. Replace/refit after necessary repair/rectification/modification of all structural works as described under Sl. No. 1 to 8. 10. Arrange and attend testing/trial of structure/fabrication, assist Inspector/

Trades	Duties and Responsibilities (Summary)*
	Surveyor, during inspection/testing and rectify/modify as per Surveyor's/Inspector's recommendations. 11. Carry out all operations relating to riveting, caulking, penning etc. This includes Incidental work like, scraping, painting, heating, hammering, drilling, reaming etc. with portable tools. 12. Edge preparation (bevelling/ chamfering) of joints to be welded. 13. Maintain the respective tools/equipment/materials properly and recondition the hand tool as and when required. 14. Other duties and responsibilities as may be assigned from time to time.
(n) Welder	1. Read drawings/sketches (Components as well as assembly) as required to work out welding process & welding to undertake. Perform simple calculation related to welding requirement. 2. Identify requirement of consumables as required in welding process. 3. Carry out all types of edge preparation, metal joining, metal cutting, metal deposition (i.e. metal spraying, hard facing, cladding, reinforcement, brazing / soldering etc.).Metal heating/ blanketing and metal removal by gas, plasma and electric process. This includes all manual and semi-automatic process (i.e. operating single nozzle profile cutting machine, PUG, PEP M/c. etc) carry out gas gouging as and when required. Carry out welding by TIG/MIG/MAG/FCAW/SAW/SMAW processes by using manual, semi-automatic, automatic welding equipment. Carry out gas cutting by various processes like Oxy-acetylene, Plasma, Aqua gas, BMCG etc. 4. Set welding and gas cutting, machines/equipment, select template and fit on machine, stretch/roll back welding cable and hose. Collect/return electrodes/consumables, tools, kits and equipment. 5. Deburr/De-slag by chipping/brushing/grinding the slags /burrs / spatters, either manually or by using portable power, tools. Prepare and carry out DP test after welding. 6. Use measuring instruments/gauges/jigs/fixtures/templates and carry out incidental marking related to the operation mentioned in Item 1 to 5. 7. Manoeuver, jobs manually (wherever possible) or by using lifting appliances/manipulators. Operate floor-operated cranes. 8. Prepare test pieces for certification by the authorised inspection surveying agencies employed by the management/client as required from time to time. Assist during survey/Inspection and rectify as per recommendations. 9. Replace/refit after necessary repair/rectification/modification work related to the operations mentioned under Item 2 to 8 10. Daily clean and oil the machine/equipment, lubricate daily lubrication points/parts, carry out minor maintenance work as necessary and report to Supervisor about any machine defect. 11. Other duties and responsibilities as may be assigned from time to time.

**** The Job Description is only an indicative summary and not exhaustive.***

3. <u>Age:</u>

(a) **Maximum age limit is 26 years as on 01.10.2026**

(b) Age relaxation of 3 years for OBC, 5 years for SC/ST, where posts are reserved in respective categories.

(c) Age relaxations for Persons with Benchmark Disabilities (PwBD)-

PwBD (UR)	: 10 years
PwBD & OBC-NCL	: 13 years
PwBD & SC	: 15 years
PwBD & ST	: 15 years

(d) Ex-servicemen (ESM) who have put in not less than 06 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.

(e) Age relaxation of 03 years is applicable in the case of ex-Agniveers will be granted. Further relaxation in upper age limit by 02 more years i.e. total 05 years beyond prescribed upper age limit may be given to the candidates of the first batch of GoI Agnipath Scheme

(f) Age relaxation of 03 years is applicable for those Ex-Trade Apprentices who had completed Apprenticeship Training in GRSE.

(g) Maximum age as on cut-off date after all relaxations for all categories (SC/ST/OBC/PwBD/ESM & Ex-Agniveer) and internal candidates shall not exceed 56 years.

4. Stipend and other benefits during Journeymanship period:

(a) The Journeymen in the aforesaid trades will be on 02 years training on fixed stipendiary basis

- **1st year : Rs.24,000/- per month**
- **2nd year : Rs.26,000/- per month**

(b) Recovery of PF on the consolidated amount and a matching contribution of the same amount by the company will be applicable as per prevailing rules. ESI contribution at the statutory rate, if applicable, will be recovered.

(c) First Aid facility at yard dispensary and hospitalization for self will be admissible. Hospitalization benefit will be extended as per extant rules of the company.

(d) Subsidized canteen facility will be provided.

5. Training and Multiskilling during Journeymanship Period

(a) In-order to be multi-skilled / multi-tasked, Journeyman, during the two years training period, will be undergoing training in multiple trades / areas in addition to the parent trade which will form part of their Journeymanship training. The performance of the Journeymen will be reviewed periodically during Journeymanship training period.

(b) In case the performance of the individual during the Journeymanship period found to be unsatisfactory / absence from duty etc., the engagement can be extended. If the performance remains unsatisfactory even after extension as per rules of the company, the Journeyman will be discharged from service in accordance with the terms of the appointment.

6. Absorption

(a) On successful completion of training, they may be absorbed in the permanent roll in Semi-skilled (SSK) grade (Rs.19900-3%-69650/- or as revised), in respective trades based on the proven track record of their performance, subject to organizational requirement, availability of vacancies, medical fitness and disciplinary / vigilance clearance etc.

(b) On absorption into SSK grade, in addition to Basic Pay, Industrial DA, HRA, Allowances, CPF, Gratuity etc. are admissible as per the Company's Rules. On absorption in permanent roll, they have to perform multiple trade jobs as per the requirement.

(c) The Journeyman on absorption into SSK grade shall remain on probation for a period of 01 (One) year from the date of appointment. In case of unsatisfactory performance, the probation may be extended. A probationer who is not making satisfactory progress during the period of probation/ extended probation period, shall be liable to be discharged from service.

(d) On completion of the probation / extended probation period, they may be confirmed in the SSK grade subject to satisfactory performance.

7. <u>Reservation:</u>

(a) Reservation as applicable has been indicated against each post. However, candidates from reserved category fulfilling eligibility criteria (without availing relaxation) may also apply for the posts earmarked for UR as per Government Rules. No relaxation in any criteria will be applicable for such candidates. However, they may indicate their actual category in Online Application so as to avail of application fees concession as applicable.

(b) Category (SC/ST/OBC-NCL/EWS/PwBD) 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.

(c) SC/ST/OBC-NCL/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.

(d) Persons with Benchmark Disabilities (PwBD) 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. PwBD Candidates need to indicate at the time of Application the requirement of Scribe/Reader/Lab Assistant in terms with OM – F. No. 34-02/2015-DD-III dated 29 August 2018 and F. No. 29-6/2019-DD-III dated 10 August 2022 of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Govt. of India. The provisions of the said Office Memorandums will be followed.

(e) SC, ST, EWS, OBC-NCL candidates are required to produce a caste / category certificate only in the prescribed format issued by Competent Authority.

(f) 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 i.e. **2026-27**.

(g) EWS candidates will have to submit Income and Asset Certificate issued by a Competent Authority in the prescribed format. The Income and Asset Certificate for **2026-27** issued by a Competent Authority in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS.

(h) Reservation for Ex-servicemen (ESM) and Ex-Agniveers on Horizontal/ interlocking basis will be given as per Govt. guidelines in vogue.

8. Selection Process:

(a) In case large number of applications are received, the company may resort to shortlisting of candidates based on the percentage of marks scored in the qualifying examination.

(i) For candidates having NAC only, marks scored in "AITT under ATS examination leading to NAC" will be considered.
(ii) For candidates having NTC only or having both NAC & NTC, marks scored in 'AITT under CTS examination leading to NAC" will be considered.

(b) The method of selection will be based on the **Written Test followed by Practical (Trade) Test.**

(c) **Physical Efficiency Test (PET)** of candidates shortlisted for Driver (Material Handling), Rigger and Crane Operator, posts will be carried out in addition to Written Test and Practical Test before final selection. The PET will be of qualifying in nature. The standards of PET will be uploaded in GRSE website. PET will not be applicable for shortlisted ex-Agniveer candidates.

8A. Written test

(a) **Pen & Paper based Test with OMR answer sheets will be held in Kolkata & Ranchi.** Based on the number of responses the test centre may be changed as per the discretion of the Management. No request for change of Written Test Centre after final submission of application form will be entertained.

(b) No TA will be paid to candidates for appearing in the Written Test.

(c) Candidates eligible for more than one post may apply for each post accordingly. GRSE at its sole discretion may conduct the Written test for all the advertised post simultaneously in a single session. In-that event no correspondence in this regard will be entertained.

(d) Pattern of Written Test -

Part	Type of questions	Marks	Remarks
Part-I	Subject (trade) related questions as per relevant trade syllabus uploaded in GRSE website	80 marks	• Duration of Written Test – 02 Hours. • Question paper type: 100 Nos. Objective type with Multiple Choice Questions. • Qualifying marks: Overall 50% marks in written test (out of 100 marks) (45% for SC/ST/OBC & 40% for PwBD)
Part-II	General Knowledge, General Aptitude, Reasoning, Mental Ability, Numerical Ability	20 marks	
	Total	100 marks	

(e) Written Test Question paper will be bi-lingual (English and Hindi), In case any ambiguity / dispute arises in Question Paper on account of interpretation in versions other than English, the English version will prevail.

(f) Syllabus for each position will be uploaded in career section of GRSE website.

8B. Practical (Trade) test

(a) Practical (Trade) test will be of qualifying nature.

(b) Based on the performance in the written test and merit, the candidates will provisionally be shortlisted for Practical (Trade) Test in the ratio of 1:5 (for one vacancy, maximum of five candidates will be called in order of merit). In case of tie in the marks of the last candidate shortlisted for Practical Test, all the candidates having the same marks will be called.

(c) Practical (Trade) test will be based on the Qualitative requirement for the notified posts which will be uploaded in the website.

(d) Document verification of the shortlisted candidates will be carried out before the practical test to check whether they are meeting the eligibility criteria for the applied post as per the advertisement. Only those candidates who will clear the document verification stage will be allowed to appear in the practical test.

(e) Total marks for practical test will be 50 marks and Qualifying marks will be 50% (45% for SC/ST/OBC and 40% for PwBD). The candidates qualified in Practical test will only be considered in the final merit list to be drawn on the basis of marks in written test.

9. Application Procedure:

(a) Candidates may apply for the positions as per their eligibility though the online portal only. No offline/ physical/ manual/ paper application will be entertained.

(b) At the time of application, candidates should keep in mind that the date of written test/ practical (trade) test for more than one post/ trade may coincide.

(c) All candidates have to submit application ONLINE through 'Career section' of GRSE website www.grse.in or on https://jobapply.in/grse2026

(d) All candidates while applying ONLINE are required to upload scanned copies of Educational qualification, Caste, Date of Birth, Experience (if any) etc. and submit Application Fees (if applicable).

(e) Candidates are advised to possess a currently 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.

(f) Candidates serving in Government / Quasi Government offices, Public Sector Undertakings, Autonomous Organizations are instructed to submit their application through proper channel. In case, he/she sends an advance copy of the application, he/ she will have to submit a "No Objection Certificate" / Release Certificate from the employer.

(g) Please note that candidature of the candidate is liable to be cancelled if he / she submits more than one application for the same post/ trade.

(h) GRSE will not be responsible for any postal delay.

(i) Incomplete application is liable to be rejected.

(j) The detailed procedure of application and other guidelines are available on 'How to apply' in the website. For details log on to www.grse.in

(k) All correspondence with candidates shall be done through e-mail only. All information regarding Schedule / Written Test Admit Cards / Document Verification etc. shall be provided through e-mail / uploading on GRSE website. Responsibility of receiving, downloading and printing of written test admit card / 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 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.

10. Application Fee:

(a) **Application fee is Rs. 472/- which can be remitted through online mode (Payment Gateway).** Applicants belonging to SC/ ST/ PwBD/ Internal Candidates are exempted from payment of Application Fee.

(b) The application fee is non-refundable and hence candidates are advised to ensure their eligibility for the post before applying.

(c) Please refer **"Guidelines to Apply Online"** in the portal https://jobapply.in/grse2026 for details regarding remittance of Application Fee through Payment Gateway.

(d) No other mode of payment will be accepted.

11. General Information:

(a) 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.

(b) GRSE reserves the right to fill up all the posts or alter the number of posts/ vacancies of the 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.

(c) Any changes/updates through issuance of Corrigendum/ Addendum shall be available only in the GRSE website and no other intimation shall be given in any newspaper/ any other media.

(d) Candidates short listed based on the performance in Written Test will be called for document verification/ Practical test (as applicable). Candidates are required to produce all original certificates pertaining to Age, Caste / Class including current OBC-NCL, EWS Certificate, as applicable, PwBD certificate, Educational Qualification, Experience Certificate (if any) for document verification in support of eligibility etc. along with one set of self-attested photo copies certificates/ testimonials. In the absence of original certificate / testimonials, the candidate will not be entertained and no reimbursement of Travelling Allowance will be made.

(e) Candidate will be allowed for appearing in the Written Test presuming that he / she is fulfilling the eligibility criteria and other requirements as advertised in the Employment Notification under reference. 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 incurred for attending the document verification and expenses for Medical

Tests will be made. Hence, candidate must ensure that he/she is absolutely meeting the eligibility criteria and other conditions advertised without any deviation.

(f) 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.

(g) Selection process will be done as per the prevalent rules/ policies of the Company. The decision of GRSE in all matters regarding eligibility, conduct of Written Test, and Selection will be final and binding on the candidates and no correspondence will be entertained.

(h) Management reserves the right to call for any additional documentary evidence in support of education and experience of the applicants.

(i) If selected, candidates can be posted to any Unit/ Project/ Location of the Company including new Units/ locations like Raichak, Timber Pond etc.

(j) Provisionally Shortlisted candidates will be required to undergo Pre-employment Medical Examination and Medical/Investigation reports in original are to be brought along in the prescribed proforma duly filled in. Final selection of candidate is subject to medical fitness by Company's Medical Officer as per company's Recruitment Rules.

(k) The selected candidates will be allowed to join only after receipt of Police Clearance Certificate (PCC). Verification of character and antecedents, credentials, testimonials through concerned Civil/ Police authorities will be carried out for the selected candidates. Candidature is liable to be cancelled in case of non-submission of clear / No adverse PCC.

(l) Outstation candidates called for Document verification/ Practical test will be paid travelling allowance. The candidates will be reimbursed railway fare for to & fro journey by Second class/ Sleeper class or at actual (whichever is less) by the shortest route (from railway station nearest to the place of residence/ place of work to Kolkata) on production of tickets / receipts. For road journeys between stations not connected by rail, they may be allowed actual non-air-conditioned bus fare at the lowest rate. On submission of all required travel tickets/ vouchers and bank details at the time of Document verification, the fare amount as per entitlement will be reimbursed through online bank transfer to the bank account of the candidate subsequently.

(m) 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.

(n) Option of Hindi medium shall be given in all selection tests.

(o) Any form of canvassing will disqualify the candidature.

(p) In case of any clarification/ query, candidates may send their e-mail to recruitment@grse.co.in / grse18@jobapply.in

(q) ***GRSE strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.***

(r) In case any ambiguity / dispute arises on account of interpretation in versions other than English in the Employment notification/ Corrigendum/ Addendum/ Call letters etc. the English version will prevail.

(s) For any dispute, the Jurisdiction shall be Kolkata.

12. <u>Important Dates</u>:

Sl.	Details	Dates
(a)	Start Date for Online Registration	30 Oct 2026 (14:00 hrs.)
(b)	Closing Date for Online Registration *(In case the payment is made within 28 Nov 2026 and amount is deducted from account, but the registration process is not completed, such cases will be verified and updated within two working days after the closing date of online registration, i.e., on or before 30 Nov 2026)*	28 Nov 2026 (23:59 hrs.)
(c)	Uploading of Admit Cards for Written Test	Will be announced later
(d)	Written Test at Kolkata & Ranchi	Schedule will be uploaded in GRSE website. Schedule and Venue details will be mentioned in Admit Card
(e)	Document verification and Practical (Trade) Test	Schedule will be uploaded in GRSE website. Schedule and Venue details will be mentioned in Call Letter

SECTION-C

1. Notes

(i) 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.

(ii) Candidates possessing higher professional qualifications such as Graduate or Post Graduate Degree in Engineering/ Technology/ Pharmacy/ Masters in Business Administration (MBA)/ Chartered Accountant (CA)/ Cost Management Accountant (CMA)/ Company Secretary (CS)/ Bachelor of Law (LL.B)/ Master of Computer Applications (MCA)/ Doctor of Philosophy (Ph.D) or any such equivalent higher professional qualification will not be eligible for any of the advertised posts. Non-declaration of any qualification possessed by the candidate will render his/ her selection null and void as and when it comes to the notice of the Company.

(iii) The numbers of vacancies may be increased / decreased, if required depending on the requirement and reservation guidelines will be followed.

2. Duties & Responsibilities:

During the employment in GRSE, the persons engaged as DRIVER (VEHICLE) should behave in a manner befitting as a member of Defence PSU. An indicative list of Duties and Responsibilities (Summary) as applicable from time to time is given below:-

1. Read and write including reading of simple sketches etc. instructions, digits and perform, simple calculations related to trade.
2. Drive the vehicles safely as per the Motor Vehicles Act/Traffic Regulations. Follow the official /shortest route, diversions of routes if necessary, stoppages of vehicles, duration of waiting etc. as directed by the monitor / passenger to whom the vehicle is allotted.
3. Check oils (fuel/lubricants), water/coolant in Radiator, Horns, Tyres, Light, Brakes etc. and note the amount of fuel drawn, Kilometer reading etc. before starting the vehicle. Refill fuel, water and lubricating oil etc. as and when required.
4. Place the vehicles in proper place for carrying passengers as well as materials whichever is applicable.
5. Carry GRSE sticker containing the name of person, while receiving VIP's and stand in front of the exit gate of Airport / Rly station.
6. Maintain the log book of respective vehicles and filling up the respective information like Kilometer reading, time, type of breakdown /defect, reason for loss of fuel during running etc.
7. Report to respective senior operative about the nature of defect, if any, of vehicles and informing /helping mechanic during repairing in case of running maintenances /servicing.
8. Detect and carryout repair of monitor defects (electrical & mechanical) of vehicles inside/outside of factory/ garage using small tools /equipment /screw or hydraulic jacks.
9. Attend/accompany the vehicles all the time outside the yard even in breakdown.
10. Handle manually material of 20 kg without outside assistance i.e. lift unload, put aside, keep in position the equipment or any other material as required to perform his job/tasks but not involving carrying of the item to a considerable distance.
11. Observe safety precautions.
12. Carry updated Driving License while driving the vehicles.
13. Carry message/letter given by the competent authority and hand over the same to appropriate person / place as and when required.
14. Check the door glasses / window glasses in closed condition while locking/garaging the vehicle. Collect the driving key from the authorized person and deposit the same along with the

vehicle after performing the duty. Clean the vehicles superficially by feather duster/cloth after completion of each trip.
15. Use and maintain the respective tools /equipment /materials properly and recondition the hand tools as and when required.
16. To attend provisional training for self-development.
17. Beside the above any other suitable job allied to the trade and assigned by the competent authority.

**** The Job Description is only an indicative summary and not exhaustive.***

3. Age:

(a) **Maximum age limit is 32 years as on 01.10.2026**

(b) Age relaxation of 3 years for OBC will be applicable.

(c) Age relaxations for Persons with Benchmark Disabilities (PwBD)-
PwBD (UR) : 10 years
PwBD & OBC-NCL : 13 years

(d) Ex-servicemen (ESM) who have put in not less than 06 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.

(e) Age relaxation of 03 years is applicable in the case of ex-Agniveers will be granted. Further relaxation in upper age limit by 02 more years i.e. total 05 years beyond prescribed upper age limit may be given to the candidates of the first batch of GoI Agnipath Scheme

(f) Maximum age as on cut-off date after all relaxations for all categories (SC/ST/OBC/PwBD/ESM/ Ex-Agniveers) and internal candidates shall not exceed 56 years.

4. Experience:

(a) Post-qualification experience will be reckoned from the date of passing of the qualification (10th Std) and date of issue of Commercial LMV Driving License (whichever is later) till 01 Oct 2026. Candidates should have minimum 06 years post-qualification experience of Driving Light and Heavy Motor Vehicle in an organization/ firm/ rental agency on direct employment basis.

(b) Applicants should submit copy of experience certificate indicating the date of joining as well as date of relieving by uploading the soft copy while applying online. Applicants who are presently working in any company (Private / Public sector/ Govt), in the absence of experience certificate, should submit copy of Appointment / Offer letter issued by the company, latest Pay Slip / copy of last Pay drawn as proof of experience. During the certificate verification process, the candidates should produce all certificates in original to establish the experience claimed in their online application, failing which they shall not be considered for further selection.

(c) Applicants who submit an employment/experience certificate issued by contractors/ firm/ agency as proof of experience as Staff Car Driver shall produce an endorsement from the concerned PSU/ Government Department/ Organization in which the driver is deployed.

5. Pay Scale and other benefits:

(a) Pay Scale in Skilled (SK) grade is Rs.20,110-3%-70,390/- (or as revised).

(b) In addition to Basic Pay, Industrial DA, HRA, Allowances, CPF, Gratuity etc. are admissible as per the Company's Rules. Other benefits like Medical, Canteen etc. as applicable for Operative category of employees will be admissible.

(c) Recovery of PF on the Basic Pay + DA amount and a matching contribution of the same amount by the company will be applicable as per prevailing rules. ESI contribution at the statutory rate, if applicable, will be recovered.

(d) The candidates on selection into Skilled (SK) grade shall remain on probation for a period of 01 (One) year from the date of appointment. In case of unsatisfactory performance, the probation may be extended. A probationer who is not making satisfactory progress during the period of probation/ extended probation period, shall be liable to be discharged from service.

(e) On completion of the probation / extended probation period, they may be confirmed in the SSK grade subject to satisfactory performance.

6. <u>Reservation:</u>

(a) Reservation as applicable has been indicated against each post. However, candidates from reserved category fulfilling eligibility criteria (without availing relaxation) may also apply for the posts earmarked for UR as per Government Rules. No relaxation in any criteria will be applicable for such candidates. However, they may indicate their actual category in Online Application so as to avail of application fees concession as applicable.

(b) Category (SC/ST/OBC-NCL/EWS/PwBD) 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.

(c) SC/ST/OBC-NCL/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.

(d) Persons with Benchmark Disabilities (PwBD) 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. PwBD Candidates need to indicate at the time of Application the requirement of Scribe/Reader/Lab Assistant in terms with OM – F. No. 34-02/2015-DD-III dated 29 August 2018 and F. No. 29-6/2019-DD-III dated 10 August 2022 of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Govt. of India. The provisions of the said Office Memorandums will be followed.

(e) SC, ST, EWS, OBC-NCL candidates are required to produce a caste / category certificate only in the prescribed format issued by Competent Authority.

(f) 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 i.e. **2026-27**.

(g) EWS candidates will have to submit Income and Asset Certificate issued by a Competent Authority in the prescribed format. The Income and Asset Certificate for **2026-27** issued by a Competent Authority in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS.

(h) Reservation for Ex-servicemen (ESM) and Ex-Agniveers on Horizontal/ interlocking basis will be given as per Govt. guidelines in vogue.

7. Selection Process:

(a) Applications will be screened/ shortlisted and only those candidates who fulfil the requisite criteria of requirements as notified in the advertisement will be called for written test. Shortlisting for written test will be based on nature and no. of years of relevant experience (essential as well as desirable) at the discretion of GRSE Management.

(b) The method of selection will be based on the **Written Test followed by Practical (Trade) Test.**

7A. Written test

(a) **Pen & Paper based Test with OMR answer sheets will be held in Kolkata & Ranchi.** Based on the number of responses the test centre may be changed as per the discretion of the Management. No request for change of Written Test Centre after final submission of application form will be entertained.

(b) No TA will be paid to candidates for appearing in the Written Test.

(c) GRSE at its sole discretion may conduct the Written Test along with the advertised post of another Employment Notification simultaneously in a single session. In-that event no correspondence in this regard will be entertained.

(d) Pattern of Written Test -

Part	Type of questions	Marks	Remarks
Part-I	Subject (trade) related questions as per relevant trade syllabus uploaded in GRSE website	80 marks	• Duration of Written Test – 02 Hours. • Question paper type: 100 Nos. Objective type with Multiple Choice Questions. • Qualifying marks: Overall 40% marks in written test (out of 100 marks) (35% for OBC & 30% for PwBD)
Part-II	General Knowledge, General Aptitude, Reasoning, Mental Ability, Numerical Ability	20 marks	
	Total	**100 marks**	

(e) Written Test Question paper will be bi-lingual (English and Hindi), In case any ambiguity / dispute arises in Question Paper on account of interpretation in versions other than English, the English version will prevail.

(f) Syllabus will be uploaded in career section of GRSE website.

7B. Practical (Trade) test

(a) Practical (Trade) test will be of qualifying nature.

(b) Based on the performance in the written test and merit, the candidates will provisionally be shortlisted for Practical (Trade) Test in the ratio of 1:5 (for one vacancy, maximum of five

candidates will be called in order of merit). In case of tie in the marks of the last candidate shortlisted for Practical Test, all the candidates having the same marks will be called.

(c) Practical (Trade) test will be based on the Qualitative requirement for the notified posts which will be uploaded in the website.

(d) Document verification of the shortlisted candidates will be carried out before the practical test to check whether they are meeting the eligibility criteria for the applied post as per the advertisement. Only those candidates who will clear the document verification stage will be allowed to appear in the practical test.

(e) Total marks for practical test will be 50 marks and Qualifying marks will be 50% (45% for SC/ST/OBC and 40% for PwBD). The candidates qualified in Practical test will only be considered in the final merit list to be drawn on the basis of marks in written test.

8. Application Procedure:

(a) Candidates may apply for the position as per their eligibility though the online portal only. No offline/ physical/ manual/ paper application will be entertained.

(b) At the time of application, candidates should keep in mind that the date of written test/ practical (trade) test may coincide with written test/ practical test conducted for other posts.

(c) All candidates have to submit application ONLINE through 'Career section' of GRSE website www.grse.in or on https://jobapply.in/grse2026

(d) All candidates while applying ONLINE are required to upload scanned copies of Educational qualification, Caste, Date of Birth, Experience etc. and submit Application Fees (if applicable).

(e) Candidates are advised to possess a currently 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.

(f) Candidates serving in Government / Quasi Government offices, Public Sector Undertakings, Autonomous Organizations are instructed to submit their application through proper channel. In case, he/she sends an advance copy of the application, he/ she will have to submit a No Objection Certificate/ Release Letter from the employer failing which the candidate will not be allowed to join.

(g) Please note that candidature of the candidate is liable to be cancelled if he / she submits more than one application for the same post/ trade.

(h) GRSE will not be responsible for any postal delay.

(i) Incomplete application is liable to be rejected.

(j) The detailed procedure of application and other guidelines are available on 'How to apply' in the website. For details log on to www.grse.in

(k) All correspondence with candidates shall be done through e-mail only. All information regarding Schedule / Written Test Admit Cards / Document Verification etc. shall be provided

through e-mail / uploading on GRSE website. Responsibility of receiving, downloading and printing of written test admit card / 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 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.

9. Application Fee:

(a) **Application fee is Rs. 472/- which can be remitted through online mode (Payment Gateway).** Applicants belonging to SC/ ST/ PwBD/ Internal Candidates are exempted from payment of Application Fee.

(b) The application fee is non-refundable and hence candidates are advised to ensure their eligibility for the post before applying.

(c) Please refer **"Guidelines to Apply Online"** in the portal https://jobapply.in/grse2026 for details regarding remittance of Application Fee through Payment Gateway.

(d) No other mode of payment will be accepted.

10. General Information:

(a) 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.

(b) GRSE reserves the right to fill up all the posts or alter the number of posts/ vacancies of the 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.

(c) Any changes/updates through issuance of Corrigendum/ Addendum shall be available only in the GRSE website and no other intimation shall be given in any newspaper/ any other media.

(d) Candidates short listed based on the performance in Written Test will be called for document verification/ Practical test (as applicable). Candidates are required to produce all original certificates pertaining to Age, Caste / Class including current OBC-NCL, EWS Certificate, as applicable, PwBD certificate, Educational Qualification, Experience Certificate (if any) for document verification in support of eligibility etc. along with one set of self-attested photo copies certificates/ testimonials. In the absence of original certificate / testimonials, the candidate will not be entertained and no reimbursement of Travelling Allowance will be made.

(e) Candidate will be allowed for appearing in the Written Test presuming that he / she is fulfilling the eligibility criteria and other requirements as advertised in the Employment Notification under reference. 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 incurred for attending the document verification and expenses for Medical Tests will be made. Hence, candidate must ensure that he/she is absolutely meeting the eligibility criteria and other conditions advertised without any deviation.

(f) 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.

(g) Selection process will be done as per the prevalent rules/ policies of the Company. The decision of GRSE in all matters regarding eligibility, conduct of Written Test, and Selection will be final and binding on the candidates and no correspondence will be entertained.

(h) Management reserves the right to call for any additional documentary evidence in support of education and experience of the applicants.

(i) If selected, candidates can be posted to any Unit / Project / Location of the Company including new Units/ locations like Raichak, Timber Pond etc.

(j) Provisionally Shortlisted candidates will be required to undergo Pre-employment Medical Examination and Medical/Investigation reports in original are to be brought along in the prescribed proforma duly filled in. Final selection of candidate is subject to medical fitness by Company's Medical Officer as per company's Recruitment Rules.

(k) The selected candidates will be allowed to join only after receipt of Police Clearance Certificate (PCC). Verification of character and antecedents, credentials, testimonials through concerned Civil/ Police authorities will be carried out for the selected candidates. Candidature is liable to be cancelled in case of non-submission of clear / No adverse PCC.

(l) Outstation candidates called for Document verification/ Practical test will be paid travelling allowance. The candidates will be reimbursed railway fare for to & fro journey by Second class/ Sleeper class or at actual (whichever is less) by the shortest route (from railway station nearest to the place of residence/ place of work to Kolkata) on production of tickets / receipts. For road journeys between stations not connected by rail, they may be allowed actual non-air-conditioned bus fare at the lowest rate. On submission of all required travel tickets/ vouchers and bank details at the time of Document verification, the fare amount as per entitlement will be reimbursed through online bank transfer to the bank account of the candidate subsequently.

(m) 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.

(n) Option of Hindi medium shall be given in all selection tests.

(o) Any form of canvassing will disqualify the candidature.

(p) In case of any clarification/ query, candidates may send their e-mail to recruitment@grse.co.in / grse18@jobapply.in

(q) ***GRSE strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.***

(r) In case any ambiguity / dispute arises on account of interpretation in versions other than English in the Employment notification/ Corrigendum/ Addendum/ Call letters etc. the English version will prevail.

(s) For any dispute, the Jurisdiction shall be Kolkata.

11. Important Dates:

Sl.	Details	Dates
(a)	Start Date for Online Registration	30 Oct 2026 (14:00 hrs.)
(b)	Closing Date for Online Registration *(In case the payment is made within 28 Nov 2026 and amount is deducted from account, but the registration process is not completed, such cases will be verified and updated within two working days after the closing date of online registration, i.e., on or before 30 Nov 2026)*	28 Nov 2026 (23:59 hrs.)
(c)	Uploading of Admit Cards for Written Test	Will be announced later
(d)	Written Test at Kolkata & Ranchi	Schedule will be uploaded in GRSE website. Schedule and Venue details will be mentioned in Admit Card
(e)	Document verification and Practical (Trade) Test	Schedule will be uploaded in GRSE website. Schedule and Venue details will be mentioned in Call Letter