गार्डेन रीच शिपबिल्डर्स एण्ड इंजिनियर्स लिमिटेड
Garden Reach Shipbuilders & Engineers Limited
(A Govt. of India Undertaking)
Ministry of Defence
www.grse.in
CIN NO. : L35111WB1934GOI007891
Regd.& Corporate Office: GRSE Bhavan, 61, Garden Reach Road, Kolkata - 700024

EMPLOYMENT NOTIFICATION NO. 2024/08(P)

DETAILED ADVERTISEMENT FOR ENGAGEMENT OF SENIOR PROJECT EXECUTIVES & PROJECT COORDINATORS

Opening Date for Online registration : 14 Aug 2024 (14:00 hrs onwards)
Closing Date for Online registration : 03 Sep 2024 (upto 23:59 hrs)

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

Sl. No.	Name of Post	Consolidated Remuneration per month	Max. Age as on 01 Aug 2024	Discipline/ Posts/ Reservation	Minimum Qualification (Essential)	Minimum Years of post-qualification experience as on 01 Aug 2024
(A)	**Senior Project Executive (SPE)** ***(On contractual basis upto the completion of the project or for a period of 3 years, whichever is earlier)****	**1st year Rs.67,000/-** **2nd year Rs.70,000/-** **3rd year Rs.73,000/-**	**42 years**	**Hull & Hull Outfitting-04 (UR-2, OBC-1, EWS-1)**	Engineering Graduate (BE/B.Tech) in Mechanical/ Civil Engineering/ Naval Architecture **OR** Diploma in Engineering in Mechanical/ Civil Engineering/ Naval Architecture/ Shipbuilding/ Shipwright (For detailed qualification grouping, please refer Terms & Conditions Sl.2(i))	08 years of post-qualification experience either singularly or collectively in Shipbuilding/ Ship Design/ Ship Repair activity/ Dockyards/ Repair Yards/ Overseeing the construction / repair of Naval Ships or Submarines
				Engineering (Plumbing & Machinery)- 04 (UR-3, OBC-1)	Engineering Graduate (BE/B.Tech) in Mechanical Engineering/ Marine Engineering **OR** Diploma in Engineering in Mechanical Engineering/ Marine Engineering	08 years of post-qualification experience either singularly or collectively in Shipbuilding/ Ship Design/ Ship Repair activity/ Dockyards/ Repair Yards/ Overseeing the construction / repair of Naval Ships or Submarines

Sl. No.	Name of Post	Consolidated Remuneration per month	Max. Age as on 01 Aug 2024	Discipline/ Posts/ Reservation	Minimum Qualification (Essential)	Minimum Years of post-qualification experience as on 01 Aug 2024
					(For detailed qualification grouping, please refer Terms & Conditions Sl.2(i))	
				Electrical & Weapons- 01 (SC-1)	Engineering Graduate (BE/B.Tech) in Electrical Engineering/ Electronics Engineering **OR** Diploma in Engineering in Electrical Engineering/ Electronics Engineering (For detailed qualification grouping, please refer Terms & Conditions Sl.2(i))	08 years of post-qualification experience either singularly or collectively in Shipbuilding/ Ship Design/ Ship Repair activity/ Dockyards/ Repair Yards/ Overseeing the construction / repair of Naval Ships or Submarines
	Out of the 09 posts of SPE, 01 post will be reserved for PwBD (VH/LV) and 02 posts will be reserved for Ex-Servicemen					

Sl. No.	Name of Post	Consolidated Remuneration per month	Max. Age as on 01 Aug 2024	Discipline/ Posts/ Reservation	Minimum Qualification (Essential)	Minimum Years of post-qualification experience as on 01 Aug 2024	Qualitative Requirements
(B)	**Project Coordinator (PC)** ***(On contractual basis upto the completion of the project or for a period of 3 years, whichever is earlier)****	**1st year Rs.50,000/-** **2nd year Rs.52,000/-** **3rd year Rs.54,000/-**	**35 years**	**Design (Hull) - 04 posts (UR-2, OBC-1, SC-1)**	Engineering Graduate (BE/B.Tech) in Mechanical/ Civil Engineering/ Naval Architecture/ Shipbuilding **OR** Diploma in Engineering in Mechanical/ Civil Engineering/ Naval Architecture/ Shipbuilding **OR** B Sc (Shipbuilding & Repair) (For detailed qualification grouping,	04 years of post-qualification experience either singularly or collectively in the following fields of shipbuilding/ ship design related activities. The Candidates must have exposure in 2D/3D drafting in AutoCAD/ equivalent. Aptitude to do nesting, curved hull modelling, scantling calculations & structural analysis.	Mandatory -The Candidates should have working knowledge/ skills of 2D/3D drafting in AutoCAD/ equivalent, use of MS Office. 2D drafting in AutoCAD & production design of structural drawings.

Sl. No.	Name of Post	Consolidated Remuneration per month	Max. Age as on 01 Aug 2024	Discipline/ Posts/ Reservation	Minimum Qualification (Essential)	Minimum Years of post-qualification experience as on 01 Aug 2024	Qualitative Requirements
					please refer Terms & Conditions Sl.2(i))	Desirable - Proficiency in AVEVA Marine software, Familiar with 3D-hull modelling softwares such as 3D CADMATIC, AVEVA, FORAN, Ship Constructor, MAXSURF	
				Design (Hull Outfitting) - 03 posts (UR-1, OBC-1, SC-1)	Engineering Graduate (BE/B.Tech) in Mechanical/ Civil Engineering/ Naval Architecture **OR** Diploma in Engineering in Mechanical/ Civil Engineering/ Naval Architecture **OR** B Sc (Shipbuilding & Repair) (For detailed qualification grouping, please refer Terms & Conditions Sl.2(i))	04 years of post-qualification experience either singularly or collectively in shipbuilding/ ship design. Must be well-versed with designing using AutoCAD software Desirable- Working knowledge (3D modelling & drawing generation) in Tribon/ Aveva Marine	Mandatory -The Candidates should have working knowledge/ skills of 2D/3D drafting in AutoCAD/equivalent, use of MS Office
				Design (Engineering) - 07 posts (UR-3, OBC-1, SC-1, ST-1, EWS-1)	Engineering Graduate (BE/B.Tech) in Mechanical Engg. **OR** Diploma in Engineering in Mechanical Engg. **OR** B Sc (Shipbuilding & Repair) (For detailed qualification grouping, please refer Terms & Conditions Sl.2(i))	04 years of post-qualification experience either singularly or collectively in using Auto CAD/ 3D Software in Engineering/ Project/ Shipbuilding industry <u>Desirable</u>- Exposure of working with AVEVA Marine in Ship building industry.	Mandatory -The Candidates should have working knowledge/ skills of 2D/3D drafting in AutoCAD/equivalent, use of MS Office
				Design (L&W) – 04 posts	Engineering Graduate (BE/B.Tech) in Electrical/ Electronics/ Applied	04 years of post-qualification experience either singularly or collectively in	Mandatory -The Candidates should have working knowledge/ skills of 2D/3D drafting in

Sl. No.	Name of Post	Consolidated Remuneration per month	Max. Age as on 01 Aug 2024	Discipline/ Posts/ Reservation	Minimum Qualification (Essential)	Minimum Years of post-qualification experience as on 01 Aug 2024	Qualitative Requirements
				(UR-1, OBC-1, SC-1, EWS-1)	Electronics/ Instrumentation **OR** Diploma in Engineering in Electrical/ Electronics/ Applied Electronics/ Instrumentation Engg. (For detailed qualification grouping, please refer Terms & Conditions Sl.2(i))	<u>Design of power generation & distribution</u> • Design load calculation, Switch/Breaker capacity, Power Distribution • Understanding of Electrical schematic drgs • Competency in AutoCAD/ Equivalent-2D/3D • Design Data base management in excel <u>Design of Signal Communication</u> • Communication Radios, Radar, Antenna, Sensors optimum design for system configuration. • Signal Data structure, Communication protocol, Modern communication technology • Competency in AutoCAD/Equivalent-2D/3D • Design Data base management in excel	AutoCAD/equivalent, use of MS Office
				Hull & Hull Outfitting-03 (UR-2, OBC-1)	Engineering Graduate (BE/B.Tech) in Mechanical/ Civil Engineering/ Naval Architecture **OR** Diploma in Engineering in Mechanical/ Civil Engineering/ Naval	04 years of post-qualification experience either singularly or collectively in Shipbuilding/ Ship Design/ Ship Repair activity/ Dockyards/ Repair Yards/ Overseeing the construction / repair of	The Candidates should have working knowledge/ skills in shipbuilding processes and related inspection / trial activities

Sl. No.	Name of Post	Consolidated Remuneration per month	Max. Age as on 01 Aug 2024	Discipline/ Posts/ Reservation	Minimum Qualification (Essential)	Minimum Years of post-qualification experience as on 01 Aug 2024	Qualitative Requirements
					Architecture/ Shipbuilding/Shipwright (For detailed qualification grouping, please refer Terms & Conditions Sl.2(i))	Naval Ships or Submarines	
				Engineering (Plumbing & Machinery)- 02 (SC-1, EWS-1)	Engineering Graduate (BE/B.Tech) in Mechanical Engineering/ Marine Engineering **OR** Diploma in Engineering in Mechanical Engineering/ Marine Engineering (For detailed qualification grouping, please refer Terms & Conditions Sl.2(i))	04 years of post-qualification experience either singularly or collectively in Shipbuilding/ Ship Design/ Ship Repair activity/ Dockyards/ Repair Yards/ Overseeing the construction / repair of Naval Ships or Submarines	The Candidates should have working knowledge/ skills in shipbuilding processes and related inspection / trial activities
				Electrical & Weapons- 02 (OBC-1, SC-1)	Engineering Graduate (BE/B.Tech) in Electrical Engineering/ Electronics Engineering **OR** Diploma in Engineering in Electrical Engineering/ Electronics Engineering (For detailed qualification grouping, please refer Terms & Conditions Sl.2(i))	04 years of post-qualification experience either singularly or collectively in Shipbuilding/ Ship Design/ Ship Repair activity/ Dockyards/ Repair Yards/ Overseeing the construction / repair of Naval Ships or Submarines	The Candidates should have working knowledge/ skills in shipbuilding processes and related inspection / trial activities
	Out of the 25 posts of PC, 01 post will be reserved for PwBD (VH/LV) and 01 post will be reserved for PwBD (HH/PD)						

UR=Unreserved; SC=Scheduled Caste; ST=Scheduled Tribe; OBC=Other Backward Class; EWS=Economically Weaker Section; PWBD= Persons with Benchmark Disabilities; VH=Visually Handicapped; LV=Low Vision; HH=Hearing Handicapped; PD=Partially Deaf

NOTE- * Based on individual's performance and company's operational requirement, the company, at its sole discretion, may extend the engagement period further for maximum period of 2 years depending on the requirement and progress of the project. The maximum tenure of the contractual engagement will be 05 years.

TERMS & CONDITIONS

1. AGE RELAXATION

i) Age relaxation for SC / ST / OBC / PwBD / Ex-servicemen as per Govt. rules**.**
ii) Ex-servicemen (ESM) who have put in not less than six months of continuous service in the Armed Forces shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed maximum age by more than three years, he shall be deemed to satisfy the condition regarding age limit.
iii) For the applicants of Senior Project Executive (SPE) only, relaxation in the upper age limit mentioned against each post may be granted to any candidate to extent of excess years of relevant post qualification experience possessed by the candidate vis-à-vis the notified years of post-qualification experience for each post.
iv) The relaxation in age limit for PwBD / Ex-servicemen candidates shall be applicable irrespective of the fact whether the post is reserved or not.
v) Maximum age limit after all relaxations for all categories (SC/ST/OBC/PwBD/ESM/Internal) shall not exceed 56 years.

2. EDUCATIONAL QUALIFICATION

i) Lateral entry to 3rd semester of 8 semester course / 2nd year of 4 years courses of Engineering (BE/B Tech) will also be considered as equivalent qualification.

ii) **Grouping of Disciplines in Engineering Graduation / Engineering Diploma**

(a)	Mechanical	Mechanical/ Mechanical & Industrial Engineering/ Mechanical & Production / Production / Marine Engineering
(b)	Electrical	Electrical/ Electrical & Electronics/ Electrical & Instrumentation Engineering
(c)	Electronics	Electronics/ Electronics & Communication/ Applied Electronics & Instrumentation/ Electronics & Telecommunication/ Electronics & Instrumentation, Instrumentation & Control Engineering
(d)	Civil	Civil/ Civil & Structural/ Structural Engineering
(e)	Naval Architecture	Naval Architecture/ Shipbuilding/ Naval Architecture & Shipbuilding/ Naval Architecture & Ocean Engineering/ Naval Architecture & Marine Engineering/ Ocean Engineering & Naval Architecture/ Naval Architecture & Offshore Engineering
(f)	Marine	Marine 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.

iv) Post Graduate Integrated Degree Courses will also be allowed for relevant Engineering disciplines.

iii) Certificates issued by following authorities will only be considered:
a) Matriculation / 10th / Madhyamik qualification to be awarded by Government recognized Board / Council.
b) Diploma in Engineering disciplines to be awarded by Government recognized Technical Board / Council/UGC/AICTE/State Govt./GOI or similar bodies.

iv) 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.

v) For the applicants of Senior Project Executive (SPE) only, Full time Degree or Full time Diploma will only be considered. **Distance learning/part-time courses can be considered for internal candidates only.**

vi) For Defence Service Personnel, the following will be considered:
- Diploma acquired before joining Defence force should be from Government recognized Board of technical education/council
- Joined Defence forces without technical/professional qualification but underwent prescribed training and awarded Diploma issued from Training Institute/School of Armed Forces recognized by Government of India as Diploma in Engineering by issuance of OM/Order will be considered.
- Certificate issued stating that possessing qualification equivalent to Degree or Diploma on completion of specified years of service will not be considered at par with Graduate or Diploma awarded by University/Institution recognized by Government of India/State Government.

vii) Minimum post qualification experience means relevant experience acquired after obtaining the essential qualifications mentioned against the posts.

3. TENURE OF CONTRACTUAL ENGAGEMENT

i) The tenure of the contract will be upto the completion of the project or for a period of 3 years, whichever is earlier. However, based on individual's performance and company's operational requirement, the company may extend the engagement period further for maximum period of 2 years depending on the requirement and progress of the project. The maximum tenure of the contractual engagement will be 05 years.

ii) The Consolidated Pay for SPE during 4th & 5th year of engagement will be Rs.76,000/- pm and Rs.79,000/- respectively. The Consolidated Pay for PC during 4th & 5th year of engagement will be Rs.56,000/- pm and Rs.58,000/- respectively.

iii) The rate of Consolidated Pay may be revised from time to time at the sole discretion of GRSE management

iv) The contract shall stand terminated automatically on the expiry of the contractual period. However, contract will be terminated if an individual attains the age of 60 years during the tenure of engagement.

v) The assessment of performance will be carried out by the reporting officer every year and continuation of the contract to be recommended by the concerned Head of the Department (HoD)

4. PLACE OF POSTING:

Depending on Company's requirement candidates may be posted in any of the units/ offices/ location etc. of the Company.

5. SELECTION PROCESS

(A) SENIOR PROJECT EXECUTIVE – INTERVIEW:

i) Screening based on years of post-qualification relevant experience, % of marks in qualifying examination etc. at the discretion of GRSE management may be carried out for shortlisting candidates.

ii) The selection for the posts of Sr. Project Executives will be through interview only.

(B) PROJECT COORDINATOR – WRITTEN TEST/ PRACTICAL (SKILL) TEST:

i) Screening based on years of post-qualification relevant experience, % of marks in qualifying examination etc. at the discretion of GRSE management may be carried out for shortlisting candidates for written test.

ii) The method of selection will be based on Written Test and Practical (Skill) Test.

(aa) Written test

i) **Written test for Project Coordinator will be held in Kolkata.** Based on the number of responses the test center may be changed as per the discretion of the Management.

ii) No TA will be paid to candidates for appearing in the Written Test for Project Coordinator posts.

iii) Pattern of Written Test -

Subject	Areas/ No. of Questions	Maximum Marks	Remarks
Part-A (Objective Type)	General Knowledge, Aptitude, Mental ability, Data analysis, English, Numerical ability & Reasoning (20 Questions)	20	• Duration of Written Test – 02 Hours. • Question paper language – Bi-lingual (English & Hindi). • Question paper type – Objective type with Multiple Choice Questions. • Qualifying marks: Overall 50% marks in written test (out of 100) for UR/EWS category and 45% marks for SC/ST/OBC/PwBD categories
Part-B (Objective Type)	Discipline related *(As per list given at para 5(B)(aa)(iv))* (80 Questions)	80	
TOTAL	(100 Questions)	100	

iv) Subjects of Written test: Selection will be based on merit in the Written Test. Written test will be conducted for following subjects:

Sl.	Name of post	Discipline/ Dept.	Discipline of Part-B questions
(a)	Project Coordinator	Hull & Hull Outfit (H&HO)	Mechanical Engg. OR Civil Engg. OR Naval Architecture
(b)	Project Coordinator	Engineering- Plumbing & Machinery (E-P&M)	Mechanical Engg OR Marine Engg
(c)	Project Coordinator	Electrical & Weapons (L&W)	Electrical Engg. OR Electronics Engg.
(d)	Project Coordinator	Design –Hull (D-H)	Mechanical Engg OR Civil Engg OR Naval Architecture OR Shipbuilding & Repair
(e)	Project Coordinator	Design - Hull Outfitting (D-HO)	Mechanical Engg OR Civil Engg OR Naval Architecture OR Shipbuilding & Repair
(f)	Project Coordinator	Design -Engineering (D-ENGG)	Mechanical Engg OR Shipbuilding & Repair
(g)	Project Coordinator	Design -L&W (D-L&W)	Electrical Engg. OR Electronics Engg.

v) For the posts **Project Coordinators- H&HO, E-P&M, L&W, D-H, D-HO, D-ENGG, D-L&W,** more than one disciplines are mentioned in the essential qualification and hence separate question papers will be set for each discipline. For such cases, where question paper is set discipline-wise, the merit list for the post will be drawn based on percentile score of the candidates appeared for different disciplines together. Calculation of Percentile score will be

(Marks obtained by a candidate ÷ Max. marks scored by any candidate in that discipline) x 100

vi) Similarly, merit list for the post reserved for PwBD, Ex-Servicemen will be drawn based on the percentile score of the candidates appeared for different disciplines together. In case there is a tie in the percentile score, then order of merit will be decided based on the marks scored in the written test, thereafter by age.

vii) Post-wise merit list will be prepared based on performance in the written test.

(bb) Practical Test for Project Coordinator posts

i) Based on the performance in the Written Test, shortlisted candidates will be called for Practical (Skill) Test. **Practical (Skill) test will be of qualifying nature.**

ii) Practical test will be conducted on the following areas:

Sl.	Name of post	Discipline/ Dept.	Practical (Skill) test
(a)	Project Coordinator	Hull & Hull Outfit (H&HO)	Shipbuilding processes and related inspection / trial activities
(b)	Project Coordinator	Engineering- Plumbing & Machinery (E-P&M)	Shipbuilding processes and related inspection / trial activities
(c)	Project Coordinator	Electrical & Weapons (L&W)	Shipbuilding processes and related inspection / trial activities
(d)	Project Coordinator	Design (Hull)	Working knowledge/ skills of 2D/3D drafting in AutoCAD/ equivalent, use of MS Office. 2D drafting in AutoCAD & production design of structural drawings.
(e)	Project Coordinator	Design (Hull Outfitting)	Working knowledge/ skills of 2D/3D drafting in AutoCAD/equivalent, use of MS Office
(f)	Project Coordinator	Design (Engineering)	Working knowledge/ skills of 2D/3D drafting in AutoCAD/equivalent, use of MS Office
(g)	Project Coordinator	Design (L&W)	working knowledge/ skills of 2D/3D drafting in AutoCAD/equivalent, use of MS Office

iii) Qualifying marks in the Practical (Skill) test (Skill test is of qualifying nature only) is 50% for UR/EWS and for SC/ST/OBC/PwBD is 45% as per reservation of post.

6. RESERVATION

i) Reservation as applicable has been indicated against each post. However, candidates from reserved category (SC/ ST /OBC) 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.

ii) Persons with 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. 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.

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

v) Candidates will get the benefit of reservation under EWS only on production of currently valid Income and Asset Certificate issued by a Competent Authority in the prescribed format. The Income and Asset Certificate issued by a Competent Authority in the prescribed format shall only be accepted as proof of candidate's claim as 'belonging to EWS.

vi) **Reservation for Ex-servicemen category:** Age relaxation as per rules is provided to ex-servicemen who are applying for any of the advertised post whether reserved for them or not. For any serviceman of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of reservation/age-relaxation, he must have already acquired, at the relevant time of submitting his application for the post, the status of Ex-Servicemen or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date for receipt of applications. Such candidates must also acquire the status of an Ex-Serviceman within the stipulated period of one year from the closing date of receipt of application.

7. APPLICATION PROCEDURE:

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

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

iii) All candidates have to submit application ONLINE through 'Career section' of GRSE website www.grse.in or on https://jobapply.in/grse2024

iv) All candidates are required to apply ONLINE where scanned copies of documents in support of Educational qualification, Caste, Date of Birth etc. need to be uploaded. Candidates are required to take print out of auto generated filled in Application Format, put their signature at designated places and send it along with relevant testimonials (self-attested) in support of Caste, PwBD (if any), Date of Birth, Educational Qualification to **Post Box No. 3076, Lodhi Road, New Delhi-110003** through **ORDINARY POST** only within the due date of 10 Sep 2024. The envelope containing the application should be super-scribed with "GRSE EN No. 2024/08(P)" and "Post (Discipline) applied for".

v) 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.

vi) 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 will have to submit a “No Objection Certificate” from his employer at the time of verification of documents, failing which the candidature will not be considered.

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

viii) GRSE will not be responsible for any postal delay.

ix) Incomplete application is liable to be rejected.

x) 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

xi) All correspondence with candidates shall be done through e-mail only. All information regarding Schedule / Written Test Admit Cards / Document Verification/ Interview Call Letters etc. shall be provided through e-mail / uploading on GRSE website. Responsibility of receiving, downloading and printing of written test admit card / interview call letter / any other information shall be of the candidate only. GRSE will not be responsible for any loss of e-mail sent, due to invalid / wrong e-mail ID provided by the candidate or 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.

8. **APPLICATION FEE**

i) **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.
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/grse2024** for details regarding remittance of Application Fee through Payment Gateway.
iv) No other mode of payment will be accepted.

9. **GENERAL INFORMATION:**

(A) For Senior Project Executives Posts

i) Out of the consolidated pay amount stated above, Rs. 30,000/- has been considered as Basic Pay and balance will be paid as Other Allowance.
ii) PF and other Statutory benefits will be calculated on the Basic pay components as per the provisions of the concerned Acts/rules.
iii) Employee's contribution towards PF @12% of Basic Pay will be deducted from the consolidated pay amount.
iv) In addition to above, a consolidated amount of Rs.12,000/- per year will be paid towards expenses for Medical Insurance premium and Life Insurance premium for self. The engaged personnel have to obtain insurance with medical cover of minimum Rs. 2 lakhs and life coverage of minimum Rs. 5 lakhs.
v) The engaged personnel will not be entitled to any other allowances.
vi) 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.
vii) 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/ Document Verification will be made. Hence, candidate must ensure that he/she is absolutely meeting the eligibility criteria and other conditions advertised without any deviation.
viii) 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.
ix) Option of Hindi medium shall be given in interview.
x) Interview will be conducted through online / VC mode. However, if Outstation candidates called for interview/ Document verification, reimbursement of both ways AC Three Tier Railway fare or at actual (whichever is less) by the shortest route (from place of residence/place of work to Kolkata) on production of tickets / receipts for incoming journey will be paid by GRSE.
xi) The decision of GRSE in all matters regarding eligibility, conduct of interview and selection will be final and binding on the candidates and no correspondence will be entertained.

(B) For Project Coordinator Posts

i) Out of the consolidated pay amount stated above, Rs. 25,700/- has been considered as Basic Pay and balance will be paid as Other Allowance.
ii) PF and other Statutory benefits will be calculated on the Basic pay components as per the provisions of the concerned Acts/rules.
iii) Employee's contribution towards PF @12% of Basic Pay will be deducted from the consolidated pay amount.
iv) In addition to above, a consolidated amount of Rs.12,000/- per year will be paid towards expenses for Medical Insurance premium and Life Insurance premium for self. The engaged personnel have to obtain insurance with medical cover of minimum Rs. 2 lakhs and life coverage of minimum Rs. 5 lakhs.
v) The engaged personnel will not be entitled to any other allowances.
vi) **Written Test will tentatively be held in the month of September/October 2024.**

vii) 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.

viii) GRSE reserves the right to fill up all the posts or alter the no. of posts to be filled up or cancel any post or even to cancel the whole process of recruitment at any stage without assigning any reason.

ix) ***Candidates short listed based on the performance in Written Test will be called for document verification and Practical (Skill) test (as the case may be). The document verification will be done before the Practical (Skill) Test. Candidates are required to produce all original certificates pertaining to Age, Caste / Class, PWBD certificate, Educational Qualification, Experience Certificate if any (detailed certificate from the employer clearly mentioning the joining date, designation, assigned jobs / tasks being undertaken, relieving date etc.) 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 and the candidate will not be allowed for Practical Test.***

x) Outstation candidates called for Practical test / Document verification will be paid travelling allowance both ways single II class (sleeper) Railway fare at actual (by shortest route from place of residence / place of work to Kolkata) whichever is less on production of tickets / receipts for incoming journey.

xi) 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/Practical Test 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.**

xii) **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.**

xiii) The decision of GRSE in all matters regarding eligibility, conduct of Written Test, Practical Test and Selection will be final and binding on the candidates and no correspondence will be entertained.

(C) <u>For both Sr. Project Executives and Project Coordinator Posts</u>

i) The experience mentioned against the posts excludes any kind of traineeship including Management Trainee / Graduate Engineer Trainee etc.

ii) Any corrigendum/changes/updates shall be available only in the GRSE website and no other intimation shall be given either in press or any other mode.

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

iv) **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 Document Verification/ Practical test/ Interview will be made. Hence, candidate must ensure that he/she is absolutely meeting the eligibility criteria and other conditions advertised without any deviation.**

v) **If selected, candidates can be posted to any Unit / Project / Location of the Company.**

vi) 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.

vii) Final selection of candidate is subject to medical fitness by Company's Medical Officer as per company's Recruitment Rules.

viii) 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

ix) 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.

x) Any form of canvassing will disqualify the candidature.

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

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

xiii) In case any ambiguity / dispute arises on account of interpretation in versions other than English, the English version will prevail.
xiv) For any dispute, the Jurisdiction shall be Kolkata.

10. **IMPORTANT DATES:**

Sl.	Details	Dates
(a)	Start Date for Online Registration	**14 Aug 2024** (14:00 hrs.)
(b)	Closing Date for Online Registration	**03 Sep 2024** (23:59 hrs.)
(c)	Receipt of hardcopy of application signed by candidate along with Certificates / testimonials in support of eligibility through Ordinary post only.	**10 Sep 2024**
(d)	Uploading of Admit Cards for Written Test for Project Coordinators (Tentative)	**1 week before Written Test**
(e)	Schedule for Written Test for Project Coordinators at Kolkata	**Tentatively in September / October 2024** Schedule will be uploaded in GRSE website. Schedule and Venue details will be mentioned in Admit Card
(f)	Document verification and Practical (Skill) Test for Project Coordinators at Kolkata	Schedule will be uploaded in GRSE website. Schedule and Venue details will be mentioned in Call Letter
(g)	Date of Interview for Sr. Project Executives	To be announced Later

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