

**FOR WEBSITE
NON-EXECUTIVE CADRE**

GOA SHIPYARD LIMITED (GSL)
(A Govt. of India Undertaking-Ministry of Defence)
(ISO 9001-2008 Certified Company)
VADDEM, VASCO-DA-GAMA, GOA - 403 802

Unmatchable Track Record of Execution & Delivery

GSL is a Schedule 'B' Mini Ratna Category I Company and is engaged in designing and building Ships for Indian Navy and Indian Coast Guard. GSL invites online applications for the following vacancies.

TABLE-A

Sr. No.	Name of the post	No. of Vacancies	Reservation	Upper age limit as on 31.03.2015 (Including Age Relaxation)
1	Assistant Superintendent (HR)	03	02-UR , 01-OBC	28 years for UR 31 years for OBC
2	Junior Supervisor (Safety) (On Fixed Term Basis for 3 Years)	01	01-UR	28 years for UR
3	Junior Supervisor (Shipwright)	01	01 - UR	28 years for UR
4	Office Assistant (on fixed term basis for 03 years)	13	07-UR, 01-SC, 02-ST, 03-OBC	33 years for SC/ST; 31 years for OBC; 28 years for UR
5	Store Assistant	04	1- ST, 3- UR	33- years for ST; 28 years for UR
6	Store Assistant (On Fixed Term Basis for 3 Years)	05	2 OBC, 3 UR	31 years for OBC; 28 years for UR

SPECIAL RECRUITMENT DRIVE FOR PWD CANDIDATES**TABLE-B**

Sr. No.	Name of the post	No. of Vacancies	Reservation	Upper age limit as on 31.03.2015 (Including Age Relaxation)
1	Cook (on fixed term basis for 03 years)	01	01-OH	44 years
2	Office Assistant (Hindi)	01	01-VH	38 years
3	Yard Assistant	01	01 - HH	38 years

APPLICATIONS WITH INCOMPLETE INFORMATION AND NOT CONFORMING TO THE DIRECTIONS AND GENERAL CONDITIONS GIVEN ON THE WEBSITE ARE LIABLE TO BE REJECTED.
Last date for receiving Online Application 11.05.2015

DETAILED ADVERTISEMENT

1. Upper age limit as on 31.03.2015
2. Last date of receiving Online Application: 11.05.2015

1. POST : Assistant Superintendent (HR)-03
RESERVATION : OBC- 01; UR-02
UPPER AGE LIMIT AS ON 31.03.2015 : OBC : 31 yrs ; UR-28 yrs
PAY SCALE : Rs. 9000-3%-23300/- (S-1)
Essential Educational Qualification : Bachelors of Business Administration(BBA) OR Graduate in any discipline with Diploma in Personnel Management / Industrial Relations /Labour Law and Labour Welfare / BSW /B.A (Social Work) /B.A (Sociology)' from recognized University /Institute.

Desirable: 2/3 years Post Graduate Degree / Diploma in HR / MIRPM / MBA / MSW / MHRM /LLB/B.L. Certificate course on Supervisory development offered by National Productivity Council or other Institutions recognized by Government of India.

Work Experience: The candidate should possess minimum 2 Years Post qualification relevant work experience in HR function.

2. POST : Junior Supervisor (Safety) -01
(On fixed term basis for 3 years)
RESERVATION : UR-01
UPPER AGE LIMIT AS ON 31.03.2015 : UR-28 yrs
PAY SCALE : 1st Year Basic Pay Rs. 9000/- P.M., 2nd Year Basic Pay
Rs. 9270/- P.M. and 3rd Year Basic Pay Rs. 9550/-
P.M. in the pay scale of Rs. 9000-3%-23300 (S-1)

Essential Qualification:

The applicant should possess recognised Diploma in Mechanical / Electrical Engineering / Technology with minimum 2 Years work experience in the supervisory capacity in a factory.

Full time Advance Diploma in Industrial Safety awarded by Board of Technical Education of any state govt. /Union territory OR CLI, RLI (Ministry of Labour).

Preference will be given to candidates having adequate knowledge of KONKANI, MARATHI language.

3. POST : Junior Supervisor (Shipwright) -01
RESERVATION : UR-01
UPPER AGE LIMIT AS ON 31.03.2015 : UR-28 yrs
PAY SCALE : Rs. 9000-3%-23300 (S-1)

Educational Qualification : SSC+ worked in navy or other armed forces, for a period of ten years with the last rank not less than the rank of leading sea man / leading mechanical engg or equivalent.

Work Experience: In the relevant areas as leading sea man / leading mechanical engg or equivalent post qualification

4. POST : Office Assistant - 13
(On fixed term basis for 3 years)
RESERVATION : 07-UR, 01-SC, 02-ST, 03-OBC
UPPER AGE LIMIT AS ON 31.03.2015 : 33- years for SC/ST; 31 years for OBC; 28 years for UR
PAY SCALE : 1st Year Basic Pay Rs. 6200/- P.M., 2nd Year Basic Pay Rs. 6390/- P.M. and 3rd Year Basic Pay Rs. 6580/- P.M. in the pay scale of Rs. 6200-3%-20270 (M-3)

Essential Qualification & Experience: The applicant should possess Degree in any discipline with typing speed of 30 w.p.m. (i.e. Lower Typing) either on computer or Typewriter with 01 year certificate course in computer applications and 01 year on the job training in GSL or minimum one year experience in the line. In case of BCA / B.Sc in computer, separate certificate in computer applications is not required.

NOTE: The above posts include requirement at GSL Mumbai Office and Delhi Office.

5. Post : Store Assistant - 04
RESERVATION : ST - 01; UR - 03
UPPER AGE LIMIT AS ON 31.03.2015 : ST- 33 yrs; UR - 28 yrs

(Including age relaxation for reserved category)

PAY SCALE

: Rs. 6000-3%-16950 (W-3)

Essential Qualification & Experience: The applicant should have Degree in any discipline with typing speed of 30 w.p.m. (i.e. Lower Typing) either on computer or Typewriter with 01 year certificate course in computer applications and 01 year on the job training in GSL or minimum one year experience in the line. In case of BCA / B.Sc in computer, separate certificate in computer applications is not required.

6. Post

: Store Assistant – 05

(On fixed term basis for 3 years)

RESERVATION

: OBC – 02; UR - 03;

UPPER AGE LIMIT AS ON 31.03.2015

: UR – 28 yrs; OBC – 31 years

PAY SCALE

: 1st Year Basic Pay Rs. 6000/- P.M., 2nd Year Basic Pay Rs. 6180/- P.M. and 3rd Year Basic Pay Rs. 6370/- P.M. in the pay scale of Rs. 6000-3%-16950 (W-3)

Essential Qualification & Experience: The applicant should have Degree in any discipline with typing speed of 30 w.p.m. (i.e. Lower Typing) either on computer or Typewriter with 01 year certificate course in computer applications and 01 year on the job training in GSL or minimum one year experience in the line. In case of BCA / B.Sc in computer, separate certificate in computer applications is not required.

SPECIAL RECRUITMENT DRIVE FOR PWD CANDIDATES

Persons with Disabilities (PWD) :

Only such person, who suffers from not less than 40% of relevant Disability are eligible to be considered under PWD as per "the Persons With Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act-1995". The categories are ":

1. Visually Handicapped (VH)
2. Hearing Handicapped (HH)
3. Orthopedically Handicapped (OH)

1. **POST** : Cook (On fixed term basis for 3 years) - 01
RESERVATION : OH-01
- UPPER AGE LIMIT AS ON 31.03.2015** : 44 years
- PAY SCALE** : 1st Year Basic Pay Rs. 6000/- P.M., 2nd Year Basic Pay Rs. 6180/- P.M. and 3rd Year Basic Pay Rs. 6370/- P.M. in the pay scale of Rs. 6000-3%-16950 (W-3)

Essential Qualification & Experience: SSC with minimum 08 years cooking experience in any industry / Public sector Undertaking/ small or medium industry / Hotel etc.

Desirable : Candidates holding qualifications from Armed Force, Cookery/ Stewards training school and holding the rank of Leading Seamen / Equivalent can apply provided they fulfill the essential qualification & Experience. The candidates should be able to cook different varieties of Indian /Continental / Chinese food, Lay the table during Officers' Lunches / Dinners, make an estimate for requirement of food, keep proper records of accounts of daily commodities required for the Industrial canteen / Lunch Room and small parties on special occasions, Keep record of inventory of Lunch Rooms / Guest House, make entry of Guest in register and prepare bill of In-house guest etc.

2. **POST** : Office Assistant (Hindi) - 0 1
RESERVATION : VH-01

UPPER AGE LIMIT AS ON 31.03.2015 : 38 yrs

PAY SCALE : Rs. 6200-3%-20270 (M-3)

Essential Qualification & Experience: The applicant should possess Degree in any discipline with Hindi typing speed of 30 w.p.m. (i.e. Lower Typing) either on computer or Typewriter with 01 year certificate course in computer applications and 01 year on the job training in GSL or minimum one year experience in the line. In case of BCA / B.Sc in computer, separate certificate in computer applications is not required.

Desirable qualifications: English typing speed of 30 w.p.m. (i.e. Lower Typing) either on computer or Typewriter.

3. POST	:Yard Assistant - 01
RESERVATION	: HH -01
UPPER AGE LIMIT AS ON 31.03.2015	: 38 yrs.
PAY SCALE	: Rs. 6000-3%-16950 (W-3)

Essential Qualification & Experience: The applicant should have Degree in any discipline with typing speed of 30 w.p.m. (i.e. Lower Typing) either on computer or Typewriter with 01 year certificate course in computer applications and 01 year on the job training in GSL or minimum one year experience in the line. In case of BCA/BSc in computer, separate certificate in computer applications is not required.

GENERAL CONDITIONS

- The candidate may note that the applications are to be made only through online system as per the instructions given. Applications made in any other manner shall not be considered and shall be summarily rejected. Management will not be responsible for non receipt of any application which is not received through online system.
- Benefits such as DA, HRA and other allowances shall be applicable to the grade as per rules. In respect of Fixed Term Employees Basic, DA will be at par to regular employees. They will also be covered under the Certified Standing Orders of Company and other benefits will be extended as per the company rules.
- Candidates working in Govt. /Quasi Government/Public Sector Undertaking/ Autonomous Bodies must apply through proper channel or produce “**No Objection Certificate**” at the time of interview without which the candidates will not be interviewed.
- Management reserves the right to raise the eligibility criteria for short listing the applications.
- Outstation candidates qualifying the written test and called for the interview will be paid to and fro II-nd sleeper class rail fare by shortest route for interview only on production of proof of journey as per rules of the Company. However SC/ST candidates on being eligible for the written test and on appearing for written test and interview will be reimbursed to and fro II-nd sleeper class rail fare by shortest route from their usual place of residence to GSL only on production of proof of journey as per rules of the Company. The TA claim is subject to production of Hard Copy of the journey tickets as per rules of the Company.
- Payment of TA shall be made by cheque after completion of the selection process.
- Candidates getting appointed as trainees will be initially appointed for a period of one year extendable by another one year in the respective category with a consolidated monthly stipend during the first year of training and further extended period of training, if any. On successful completion of the training period, they may be regularized as probationers in the respective induction scale based on their performance during their training period and the requirement of the company. A trainee will NOT be deemed to have been regularized until and unless he/she has been intimated the same in writing by the management.

- Fixed term appointment does not confer any right for regular employment and on completion of prescribed tenure / completion of project, the services will be co-terminus without assigning any notice therefore.
- The Govt. directives on reservation for SC/ST/OBC (NCL)/ PWD/Ex-servicemen will be strictly followed.
- **Persons with Disabilities (PWD) :**

Only such person, who suffers from not less than 40% of relevant Disability are eligible to be considered under PWD as per “the Persons With Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act-1995”. The categories are :

- Visually Handicapped (VH)
 - Hearing Handicapped (HH)
 - Orthopedically Handicapped (OH)
- Relaxation in age limit for external candidates for SC/ST/OBC (NCL)/PWD/Ex-Serviceman will be as per Government of India guidelines in force.
 - Upper age limit and experience will be considered as on 31.03.2015
 - Age relaxation will be given to permanent internal candidates as per the GSL rules.
 - The management reserves the right to reject the candidature if the candidates possess higher qualifications than prescribed in the advertisement.
 - Interim enquiries will not be entertained.
 - Canvassing in any form may lead to disqualification.
 - At the sole discretion of GSL Management the number of vacancies notified shall be increased or reduced.
 - In the event of any dispute or interpretation the job specification with regard to the post notified shall be referred. However, for further clarification / interpretation the provisions as contained in the Recruitment Career Development Plan for workmen shall be final and binding.
 - Management further reserves the right to decide the criteria for screening of applications and internal rules and regulations and / or the procedures as per the past practice will be followed.
 - The candidates are advised to send Demand Draft of Rs.100/- (**Non-refundable**) drawn in favour of **Goa Shipyard Limited**, payable at Vasco-da-Gama, Goa as processing fee. No fee is to be paid by SC/ST/PWD/Ex-Servicemen candidates as per Govt. of India rules. No fee is required to be paid by departmental regular candidates. Application without prescribed fee shall be liable for rejection.
 - Candidates applying for more than one post must send separate application along with prescribed processing fee for respective posts. Application received contrary to the instructions given shall be rejected.
 - Application received contrary to the instructions given shall be rejected.
 - The candidates are advised to write their Application registration Number, Name, Mobile Number and Name of post applied for on the reverse side of Demand Draft.
 - Management reserves the right to reject the candidature if it is found that false or fabricated information is furnished in the application. The candidate is also liable to be terminated on the basis of false information even after his/her selection.

- Further if any corrigendum, will be updated in our website only. Candidates are requested to visit our website regularly.
- Written Test/Interview call letter will be sent only through E-mail to shortlisted candidates' registered Email ID. The candidates are requested to login their E-mail Id and check regularly.
- Management will not be responsible for non receipt of email and loss of their E-mail ID password.
- In the event of finding difficulty to apply online you may contact us through email recruitment@goashipyard.com
- **Interested candidates may follow the following process for sending their application online:**
 - Please keep scanned copy (preferably JPG/PDF format) of the following documents ready before proceeding to fill up the Online Application:
 - Passport size color Photograph with light background (preferably white) without any obstacle covering/obstructing the face and eyes. Size of the file should be below 450 kb.
 - Candidate's signature should be on a plain white paper with black ink. The signature should not be digitalized. It should be scanned copy of your own signature on paper with pen. Size of the file should be below 450 kb.
 - A copy of candidate's Caste certificate, in case applying against a reserved post.
 - A copy of candidate's birth certificate.
 - A copy of candidate's highest education qualification proof.
 - A copy of candidate's testimonial in support of candidate's experience in case the candidate is applying against a post requiring experience.
- Candidates are required to print a copy of the application form and post it to: **Chief General Manager (HR&A), Dr. B.R Ambedkar Bhavan, Goa Shipyard Limited, Vasco-Da-Gama, Goa:403802**, along with the Demand Draft and self attested photocopy of the documents in support of the details entered in the Online Application System to reach us on or before **25.05.2015**

ONLINE APPLICATION SHALL BE OPENED ON 15.04.2015 AT 00.00 HRS. AND CLOSED ON 11.05.2015 AT 17.00 HRS IST.

LAST DATE FOR RECEIPT OF THE PRINTED COPY OF THE COMPUTER GENERATED APPLICATION ALONG WITH DEMAND DRAFT AND OTHER DOCUMENTS AS SPECIFIED: 25.05.2015

APPLICATIONS OF THE CANDIDATES NOT MEETING THE ELIGIBILITY CRITERIA AS LAID DOWN IN THE ADVERTISEMENT ARE LIABLE FOR REJECTION.