



Advt. 03/2018

FOR WEBSITE

GOA SHIPYARD LIMITED
SHIPBUILDERS, SHIPREPAIRERS & ENGINEERS
(A Government of India Undertaking-Ministry of Defence)
(ISO 9001-2015 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 various posts as listed below. Applications are invited from **Indian Nationals only** for the following posts in the Industrial Dearness Allowance (IDA) Pay scale. Eligible & Interested candidates are required to apply online through our website www.goashipyard.in

Direct Recruitment

Sr. No	Name of the post	No. of Vacancies	Reservation	Upper age limit as on 31.07.2018 (in years) (Including Age Relaxation)	Pay scales (In ₹) & Grade (Revised)
1	Senior Manager (Company Secretary)	1	UR-01	UR – 39 years	70000-3%-200000 (E-4)
2	Assistant Manager (GES-Commercial)	2	SC-01 UR-01	SC - 35 years UR - 30 years	40000-3%-140000 (E-1)
3	Assistant Manager (Finance) (On Fixed Term Employment for 03 years)	1	UR-01	UR - 30 years	40000-3%-140000 (E-1)
4	Sanitary Inspector	1	UR-01	UR - 33 years	15600-3%-57500 (W-6)
5	Office Assistant (On Fixed Term Employment for 03 years)	2	UR-02	UR - 33 years	15600-3%-57500 (W-6)
6	Jr. Hindi Translator	1	UR-01	UR - 33 years	15600-3%-57500 (W-6)
7	Cook	2 (01- for Delhi Office)	ST-01, UR-01	ST - 38 years UR - 33 years	14600-3%-48500 (W-4)
8	Guest House Attendant (On Fixed Term Employment for 03 years)	2	UR-02	UR - 33 years	10100-3%- 35000 (W-1)
9	Diploma Trainee (Electronics Engineering) (On Fixed Term Employment)	2	UR-02	UR - 33 years	Stipend of ₹ 8000/- per month during the year

Time Frame:

Date of commencement of Online Applications	01.08.2018
Last date for Submitting Online Applications	28.08.2018 (till 17:00 hrs)
Last date for Submission of Hard Copies along with required documents	06.09.2018

DETAILS OF POSTS AND TERMS AND CONDITIONS

1. Senior Manager (Company Secretary) – 01 vacancy

Essential Educational Qualification: Graduate and Associate/Fellow Member of The Institute of Company Secretaries of India (ICSI).

Desirable Qualification: Bachelor Degree in Law from a recognised University.

Essential Work Experience: The candidate should have 10 years of post qualification experience in a reputed large Public Sector/Private Organisation. The candidate should possess good knowledge of Corporate Laws and excellent drafting and communication skills.

[The above experience shall be counted from the date of passing the Final Examination of the Institute of Company Secretaries of India.]

Desirable Experience: Work experience in a medium/large non-banking Central PSU is desirable.

2. Assistant Manager (GES – Commercial) – 02 vacancies

Essential Educational Qualification: Full time B.E/B.Tech from a recognized University /AICTE approved institution with specialization in Mechanical/ Electrical/ Electronics/ Naval Architecture.

Desirable Qualification: 2 years post graduate Diploma in Management / Certificate course from a recognized University /AICTE approved institution with specialization in materials management / supply chain management/ logistics management / Operations Management / Public Procurement/Stores Management/ International Purchasing & Supply Chain Management / Certified Professional in Supply Management.

Essential Work Experience: 01 year post qualification relevant experience in a reputed organization. If experience is in private organization / company then that organization / company should have minimum 100 Cr turnover.

Desirable Experience: Relevant managerial work experience in tendering, evaluation, contract management, business development, B2B interactions, Supply Chain operations.

3. Assistant Manager (Finance) - (On Fixed Term Basis For 3 Years) – 01 vacancy

Essential Educational Qualification: Graduate AND qualified Chartered Accountant from Institute of Chartered Accountants of India / Cost Accountant qualified from Institute of Cost Accountant of India.

Desirable Qualification: M.B.A in finance from universities/ AICTE approved institution.

Essential Work Experience: 01 year post qualification relevant experience.

Desirable Experience: Finalizing the annual accounts in compliance with all statutory requirements, Treasury management that includes investment of surplus funds, price negotiations accounts, liaison with financial institutions for fund based/non-fund based facilities, pay roll, Forex management, co- ordination of internal audit, Dealing with various auditors, MIS (EDP & ERP) etc.. Corporate taxation, Indirect taxes, Costing, Budgeting, computer applications, GFR rules, various laws pertaining to finance etc.

4. **Sanitary Inspector- 01 vacancy**

Essential Qualification: The applicant should possess Degree in any discipline AND One year diploma in Health/Sanitary Inspector.

Work Experience: Minimum 01 year experience in line.

5. **Office Assistant (On Fixed Term Employment for 03 years) – 02 vacancies**

Essential Qualification & Experience: The applicant should possess Degree in any discipline with typing speed of 30 w.p.m. (i.e. Lower Typing) 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. **Junior Hindi Translator – 01 vacancy**

Essential Qualification: The candidate should possess a degree (wherein Hindi and English are the subjects taken)

AND

A diploma in Hindi translation from recognized institute/ university OR A Master's degree in Hindi from a recognized institute / university.

Desirable: 01 year experience of translation of procedural and Non- procedural literatures from Hindi to English and vice versa in Central / State Govt. offices including Govt. of India undertaking. Further the Candidate should have knowledge of Konkani and Marathi languages.

7. **Cook – 02 Vacancies (01 - For Delhi Office)**

Essential Qualification & Experience: SSC with minimum 02 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.

NOTE: Candidates with lower qualifications (not below 8th class pass) will also be considered for this post provided they have put in additional service equivalent to the shortfall of SSLC qualifications i.e. for example an 8th class pass candidate should have experience of 2 years over and above the prescribed experience mentioned in the advertisement.

8. Guest House Attendant (On Fixed Term Employment for 03 years) – 02 vacancies

Essential Qualification & Experience : The applicant should possess SSC with 01 year experience in the line.

Desirable : ITI candidates will be given preference.

NOTE: Candidates with lower qualifications (not below 8th class pass) will also be considered for this post provided they have put in additional service equivalent to the shortfall of SSLC qualifications i.e. for example an 8th class pass candidate should have experience of 2 years over and above the prescribed experience mentioned in the advertisement.

9. Diploma Trainee (Electronics Engineering) (On Fixed Term Employment) – 02 vacancies

Essential Qualification: The applicant should possess 03 years full time Diploma in Electronics / Electronics & Communication / Electrical & Electronics Engineering from a reputed and recognized Institute. The selected candidate will be inducted as Trainee for a period of one year extendable by another one year. During the training period, he/she will be paid a stipend of ₹ 8000/- per month during the first year and ₹ 8500/- per month during the second year if training is extended for 2nd year. After successful completion of the training period based on his/her performance and considering the training period as experience, the candidate may be absorbed in W – 8 Grade i.e. ₹ 16600-3%-63500 as Technical Assistant Gr. II (Electronics / Electronics & Communication / Electrical & Electronics) on fixed term basis for 03 years subject to availability of the vacancies.

Desirable: Ability to work on Auto CAD and 02 years experience in the line.

GENERAL CONDITIONS:

- 1) The candidates may note that the applications are to be made only through online application 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 any application which is not received through online system. After completion of online registration and entering all the details, the candidates are required to take print out of online application form, attach all the relevant documents and post the same to Goa Shipyard Limited.
- 2) Non-receipt of hardcopy of application, incomplete application, applications not supported by attested copies (self-attested) of relevant documents, not fulfilling the eligibility criteria or those applications received after the last date for receipt of application shall not be considered and shall be treated as “**REJECTED**” and no communication will be made for the same.
- 3) Management reserves the right to fill or not to fill the posts and also to fill up future vacancies, if any from the valid panel of selected candidates as per the rules of the company. At the sole discretion of GSL Management the number of vacancies notified may be increased or reduced.

- 4) Mere fulfillment of qualifications and other requirements as laid down does not entitle a candidate to be called for selection process as applicable for the respective posts in accordance to the GSL rules.
- 5) Candidates seeking reservation as SC/ST/OBC (NCL), will have to submit caste certificate, **ONLY** in the Prescribed Performa meant for “**Appointment to posts under the Government Of India**” from the designated authority indicating clearly the candidate’s caste, the Act/Order under which the caste is recognized as SC/ST/OBC (NCL) and the Village/Town the candidate is ordinarily a resident of. The OBC (NCL) certificate should not be more than 06 months old at the time of joining. Similarly, candidates seeking reservation under PwD category will have to submit disability certificate from the designated authority indicating clearly the percentage of Disability.
- 6) If the SC/ST/OBC/PwD certificate has been issued in a language other than English/Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.
- 7) Benefits for posts such as DA, HRA and other allowances will be applicable to the grade as per rules.
- 8) Candidates working in Government / Quasi Government / Public Sector Undertaking / Autonomous Bodies must apply through proper channel or produce “**No Objection Certificate**” at the time of practical/interview without which the candidates will not be allowed for practical /interview and also a document indicating the current pay scale and the date since working in the said pay scale is to be produced.
- 9) **Out of the total overall experience mentioned, the candidates employed in Government / PSU applying for the posts at Sr. No. 01 to Sr. No. 03 must possess experience in the immediate lower payscale as below:-**

Sl.No	Post	Immediate Lower payscale (IDA)	Years of service in the Immediate Lower payscale
1	Senior Manager (E-4)	60000-3%-180000 (E-3)	2
2	Assistant Manager (E-1)	30000-3%-120000 (E-0)	1

Note: For candidates in CDA payscale the immediate lower payscale as per GSL policy will be followed.

(Or)

Out of total years, minimum of last 2 yrs (for Sr. No. 01) and last 01 year (for Sr. No. 02 and Sr. No. 03) should be in a private organization / company having 100 crores turnover and the incumbent should have discharged duties in a similar role.

- 10) Management reserves the right to appoint / rotate any employee in any position as per requirement of Company, irrespective of position he has been originally selected for.
- 11) All Outstation candidates qualified for interview for the posts at Sr. No. 01, Sr. No. 02 and Sr. No. 03 will be paid to and fro 2nd A/C rail fare and for post advertised at Sr. No. 04 to Sr. No. 9, candidates who clear the written test and qualify for practical will be paid to and fro 2nd sleeper class rail fare by shortest route from their nearest railway station (as registered by them in the Online Application System) to Goa Shipyard Limited only on production of proof of journey (Hard copy of Tickets) as per rules of the Company. However, all SC / ST candidates on being eligible for the Written Test and on appearing for the same will be reimbursed to and fro rail / bus

fare by shortest route from their usual place of residence to GSL only on production of proof of journey (Hard copy of Tickets) as per rules of the Company.

- 12) Payment of TA shall be made through ECS mode after completion of the selection process only and candidates are expected to bring necessary details for making the payment through ECS mode. Normally TA claims will be paid within one month from the date of selection process. Application format along with ECS form is available on our website under the heading "Advertisements".
- 13) Candidates having "Wait Listed" tickets for Rail journey are NOT entitled for TA Reimbursement.
- 14) For post at Sr. No. 01 to Sr. No. 03, an application fee in the form of Demand Draft of ₹ 500/- (Non-Refundable) and for the post at Sr. No. 04 to Sr. No. 09, an application fee in the form of Demand Draft of ₹ 200/- (Non-Refundable) in favor of "Goa Shipyard Limited" payable at Vasco-da-Gama, Goa is to be submitted per application. Application without prescribed fees shall be liable for rejection. No fee is to be paid by SC/ST/PWD/Ex-Servicemen candidates as per Government of India rules. No fee is required to be paid by internal candidates.
- 15) The candidates applying for more than one post must send separate online applications along with prescribed processing fee for each post. Applications received contrary to instructions given shall be rejected.
- 16) The candidates are advised to write their Application / Job Registration number, Name, Mobile Number and Name of post applied for on the reverse side of Demand Draft.
- 17) For any dispute, the Jurisdiction shall be Goa only.
- 18) The Government directives on reservation for SC/ST/OBC/PWD/Ex-servicemen will be strictly followed.
- 19) Interim enquiries will not be entertained.
- 20) Canvassing in any form may lead to disqualification of candidature.
- 21) Relaxation in age limit for external candidates for SC/ST/OBC/PWD/Ex Servicemen will be as per Government of India guidelines in force.
- 22) Internal candidates may get additional relaxation for age as per GSL Rules.
- 23) **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 Rights of Persons with Disabilities Act, 2016". The categories are

- a) Blindness and Low Vision;
- b) Deaf and Hard of Hearing;
- c) Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- d) Autism, Intellectual Disability, specific learning disability and mental illness;
- e) Multiple Disabilities from amongst person under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities.

VH	Visually Handicap	Blindness and Low Vision
HH	Hearing Handicap	Deaf and Hard of Hearing
OH	Orthopedically Handicap	Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victim and muscular dystrophy
MH	Multiple Disability	Multiple Disability from amongst person under the point (a) to (d) above including deaf- blindness in the posts identified for each disability

- 24) **Ex-Servicemen:**
Age relaxation will be granted to ex-servicemen who have served in the Armed Forces to the extent of their service in the Armed Forces and the resultant age should not exceed the maximum age limit prescribed for the post by more than 03 years.
- 25) Management reserves the right to raise the eligibility criteria for short listing the applications. 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.
- 26) 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.
- 27) Applications received without following the online process will not be entertained.
- 28) Corrigendum, if any, will be uploaded on our website only. Candidates are requested to check our website regularly under the heading "Advertisement".
- 29) Call letters for selection process will be sent only through E-mail to shortlisted candidates' registered Email ID. The candidates are requested to login to their E-mail Id and check regularly.
- 30) Information regarding names of eligible candidates, date of written test, names of selected candidates etc. will be hosted on the website under the heading "Advertisement" for which the candidates are requested to visit our website regularly.
- 31) Management will not be responsible for non receipt of email and loss of their E-mail ID and password.
- 32) Upper age limit and experience will be considered as on 31.07.2018.
- 33) For Non-Executive posts (i.e. posts at Sl. No. 04 to Sl. No. 09), the management reserves the right to reject the candidature if the candidates possess higher qualifications than prescribed in the advertisement i.e. overqualified candidates may not be considered. (E.g. BE qualified candidates may not be considered for Diploma Level post; Diploma holders may not be considered for ITI posts; graduates/diploma holders may not be considered for posts where the educational qualification is SSC/VIIIth Std.).
- 34) In the event of finding difficulty to apply online you may contact us through Email: **recruitment@goashipyard.com**

INSTRUCTIONS FOR APPLYING ONLINE

Please keep scanned copy (preferably JPG/PDF format) of the following documents 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

Other Information for candidates with regard to online application:

1. DD is valid for 3 months from the date of issue of Demand Draft. So, the candidates are advised to submit the application at an earliest after making the DD.
2. At the end of the Online Application System, once the candidate checks the Terms & Conditions checkbox and clicks on submit button, candidate won't be allowed to edit his application details.
3. Candidates are advised to take two printouts of their system generated online application forms after registering and send one copy of the same to Goa Shipyard Limited along with all the relevant documents in support of their age, qualification, experience and caste (if applicable) and preserve the second copy for future references.

Candidates are required to print a copy of the application form and attach the original Demand Draft, self attested Xerox copies of all relevant mark sheets / certificates as applicable and post the online application form, Demand Draft and attached documents to: **GM (HR&A), HR Department, Dr. B.R. Ambedkar Bhavan, Goa Shipyard Limited, Vasco-Da-Gama, Goa – 403802** in support of the details entered in the Online Application System.

Online Application opens from 00.00 hrs on 01.08.2018 and closes at 17.00 hrs on 28.08.2018

**LAST DATE FOR RECEIPT OF THE PRINT OUT OF ONLINE APPLICATION FORM
ALONG WITH SUPPORTING DOCUMENTS AT GOA SHIPYARD LIMITED IS 06.09.2018**