



GOA SHIPYARD LIMITED

**CANDIDATES CALLED FOR THE WRITTEN TEST FOR THE POST OF
COMMERCIAL ASSISTANT (MUMBAI OFFICE)
(ADVT. NO. 03/2021)**

VENUE : GOA SHIPYARD LIMITED, VASCO-GOA
DATE OF WRITTEN TEST : 11.05.2022 (WEDNESDAY)

REPORTING TIME: 08:30 A.M.

Sr. No.	GSL Reg. No.	Full Name	Category you belong	Application under Category	Roll No.
1	60521100000001	Miss. MENKA GANGARAM SONAVNE	Unreserved	PWD	000001
2	80521598000002	Mr. SACHIN KUMAR	Unreserved	PWD	000002
3	180521107000003	Mr. RAVENDRA PAL	SC	PWD	000003
4	250521717000004	Mr. DNYANESHWAR SHRIDHAR CHAVAN	Unreserved	PWD	000004
5	260521547000005	Mr. ARUN KUMAR R	OBC	PWD	000005
6	20621171000006	Mr. HANUMANT GOVIND VADAR	OBC	PWD	000006
7	306211000000007	Mr. SHARUKH LATIF KHAN	Unreserved	PWD	000007

**NOTE: * For more details & Call letter please refer to your registered e-mail id.
For any query contact us at: recruitment@goashipyard.com**

General Instructions to the candidates appearing for the Written test:

1. Verification of certificates and relevant documents will be conducted if you qualify in the written test. **You are therefore required to bring all your original certificates along with Self attested copies of the certificates** in support of your Educational & Technical Qualification, Age, Experience, Caste/Tribe/Community Certificate, Economically Weaker Section (EWS) Certificate, Disability Certificate, Ex-Servicemen (Copy of Discharge Book) etc. failing which, you will not be permitted to appear for the Practical/Trade Test and your candidature will stand rejected, thereby no traveling expenses will be reimbursed.

2. If you are employed, service certificate / last pay drawn certificate / pay slip to be produced at the time of Practical/Trade Test and in case you are presently employed in any Central/State Govt. Department /Public Sector undertaking /Autonomous body, you have to produce the **“No Objection Certificate”** failing which you will not be allowed to appear for the Test.
3. Outstation candidates on being eligible for practical/trade Test will be reimbursed To & Fro traveling expenses by second class sleeper by the shortest railway route from Goa Shipyard Limited to their usual place of residence on production of hardcopy of relevant tickets as per the rules of the company. Whereas, SC/ST candidates on attending the written test will be reimbursed To & Fro travelling expenses by second class sleeper by the shortest railway route from Goa Shipyard Limited to their usual place of residence on production of hardcopy of relevant tickets as per the rules of the company.
4. Payment of Travelling Allowance shall be made by RTGS (ECS) after completion of selection process. Candidate is requested to bring a **copy of Bank pass book** (First page of your Account details) and **hardcopy of the ticket**.
5. TA claim form is available on our website under the heading of “Advertisement”. Candidate is requested to download and submit filled TA claim form along with original tickets, Bank pass book copy and proof of Tribe/Caste/Disability/EWS certificate with self attested copy.
6. You are advised to bring print out copy of online application along with ID proof i.e Voter ID/Driving License/ Passport/Aadhar card/Student Identity Card/ 03 colored photographs copies etc., failing which you will not be allowed to appear for written test.
7. You may answer the test in Hindi or English. Candidates who want to answer the test in Hindi are requested to inform in writing to the company 03 days before the written test.
8. Any kind of Communication/Computation devices i.e. Mobile phone, Pager, Tablet and head set, calculator, etc. will not be allowed in GSL premises.
9. If any candidate is found guilty of any act of misconduct during the examination, he/she will be disqualified from the selection process and no Travelling Expenses will be paid.
10. List of Candidates qualifying in the written test will be displayed on the notice Board at GSL reception on the same day i.e. on **11.05.2022**. Short-listed Candidates shall be required to undergo the process of verification of documents and if everything is found in order, he/she shall appear for the trade/practical test on **11.05.2022**.

11. The trade/practical test will be held on **11.05.2022** and may extend till **12.05.2022**. Thus, if required; you have to make your own arrangement for boarding, lodging etc. for a day or more at your own expense.
12. Canvassing in any form will lead to disqualification.
13. Request for change in date, time and place for the written test shall not be entertained.
14. Your candidature shall be fully governed as per the terms and conditions mentioned in our advertisement No. 03/2021.
15. You are being called for the aforesaid Written Test purely on provisional basis based on the information furnished by you in your online application. However, if it is found that you furnished false or fabricated information at the time of online application/ verification of certificates/ Documents or subsequently, at any point of time your candidature will be rejected and terminated accordingly at any stage. Merely appearing for the Written Test does not confer any right that you fulfill the eligibility criteria mentioned in the advertisement.
16. Reimbursement of travelling expenses will be given as per the government directives in vogue and will also strictly depend on fulfilling all the relevant conditions as mentioned above and in the advertisement.
17. Kindly confirm whether you would be attending the written test or not by email to recruitment@goashipyard.com
18. Scribe Facility for PwDs-

The facility of scribe shall be provided as per the provisions under RPwD Act, 2016. The candidates who are desirous of using the facility of scribe may send the duly filled forms available at www.goashipyard.in under the link of “Careers” – “Advertisement” with the heading-

- i) “Certificate regarding physical limitation in an examinee to write” – Appendix I and
- ii) “Letter of undertaking for using own scribe” – Appendix II.

Candidates are requested to send their request through e-mail at recruitment@goashipyard.com latest by 30.04.2022.

MEASURES/ PRECAUTIONS TO BE TAKEN AMID COVID 19

In the present COVID-19 pandemic situation, all the candidates are also informed to strictly abide by all safety and security instructions during the entire selection process/ written test/ certificate verification/ trade test etc. and while inside the GSL premises. They are advised to follow the instructions as listed under:-

- a. All candidates are advised to report at the venue on time as they will have to undergo proper screening and checking as per SOPs & procedures for prevention of COVID-19. All candidates travelling inter-state/inter-district should strictly follow the extant Government guidelines prior to attending the selection / tests at GSL.
- b. It is advised to avoid crowded public transport to the extent possible. Maintain social distance while using such transport and wear personal protectives like mask, goggles, gloves etc. and avoid touching the surfaces directly with hands.
- c. Any candidate found to have fever and cough with breathing problems are liable to be stopped / denied entry / permission to attend the selection / tests. Persons with these symptoms shall not come to GSL for the selection and require to consult doctors nearest to their place of residence or quarantine facility or Govt. hospital immediately. They shall not be permitted for further selection process.
- d. All candidates attending the selection process / seeking entry into GSL shall wear appropriate face masks properly covering their nose, mouth, chin etc. The candidates shall remove the mask at gates for identification. **THOSE CANDIDATES WITHOUT FACE MASKS SHALL NOT BE PERMITTED TO ATTEND SELECTION.**
- e. All candidates seeking entry into the yard have to stand in the spaces marked at the Gates, entrances etc. so that social distancing of one meter can be ensured at these locations.
- f. **NO CROWDING AT THE VENUE OF EXAM / CERTIFICATE VERIFICATION / PRACTICAL TEST OR GATES FOR ENTRY/EXIT SHALL BE PERMITTED.**
- g. All candidates should remove their helmets/ jackets/ overcoats etc at the gates for security check.
- h. All the candidates entering through gates shall be compulsorily screened with thermal scanner.

- i. Wearing of masks, Social distancing and queue system shall be strictly adhered.
- j. All candidates shall avoid touching any pillars, bars, hand rails etc.
- k. All candidates shall bring their own water bottles / other refreshments and avoid sharing of personal items.
- l. All candidates shall bring their own stationery items and avoid sharing of such items.
- m. Movement to any other areas / buildings / work sites of GSL other than the venue of selection and tests shall be strictly prohibited.

The above guidelines are illustrative and not exhaustive. GSL reserves the right to follow the protocols as per Government Guidelines and notifications from time to time.