



GOA SHIPYARD LIMITED

**CANDIDATES CALLED FOR THE SELECTION PROCESS FOR THE POST OF
ASSISTANT MANAGER (HR)- (ON FIXED TERM BASIS)
(ADVT. NO. 01/2023)**

VENUE : GOA SHIPYARD LIMITED, VASCO-GOA

DATE OF INTERVIEW : 22.09.2023 (FRIDAY)

REPORTING TIME: 09:30 A.M.

Sr. No.	GSL Reg. No.	Full Name	Roll No.
1	250523012000001	Miss. DIKSHA RAJENDRA NAIK	000001
2	230523101000002	Miss. SWETA KUMARI	000002
3	190523032000003	Mr. SUKTHAE CHANAKYA RAM PRASAD	000003
4	120523050000004	Mr. GIRIDHAR P	000004
5	110523032000005	Mr. EAGALA SRINU	000005

General Instructions to the candidates appearing for the Interview:

- 1) Please note that this call letter is being sent to you with an understanding that you meet the eligibility criteria as per the advertisement No. 01/2023 and subsequent corrigendum thereon.

Your admission for the interview is provisional subject to meeting the entire requirement as laid down in the advertisement and bringing documentary proof for the same. You are therefore requested to go through the advertisement No. 01/2023.

(If you do not possess any one of the Qualifications / Experience / documentary proof or Certificates in support of your claim your candidature will be rejected and you will not be permitted to appear in the personal Interview and no travelling expenses will be reimbursed).

- 2) In case you are presently employed in any Central Government/State Government/Statutory Body/Public Sector Undertaking and, if your application has not been forwarded through your employer, you are required to produce a "No Objection Certificate" from your employer at the time of the interview, without which you will neither be considered for the interview nor any payment towards your traveling expenses will be made.

- 3) Verification of certificates and relevant documents will be conducted prior to interview. You are requested to produce all your Certificates and testimonials, in original along with Self attested copies of following documents:-
- a) Certificates in support of your Essential Qualifications.
 - b) Certificates in support of your age and date of birth. (SSC Certificate, Birth Certificate)
 - c) Certificates in support of your Experience (In case of previous employment, experience certificate must clearly mention the date of joining and date of relieving and in case of current employment, documents such as appointment letter, payslip, Form No.16 and any other documents clearly specifying the period of working and the nature of duties discharged). Experience to be provided as per the enclosed proforma I. Experience certificate not in prescribed proforma would be considered on merits by the Committee.
 - d) Certificates in support of Scheduled Caste/Tribe/OBC (Non-Creamy Layer Certificate)/PWD/Ex-Serviceman (Copy of Discharge Book). (if applicable)
 - e) Salary Certificate
 - f) In case of Govt./PSU minimum 01 year in the pay Scale of Rs. 30000-3%-120000 (E-0) (IDA) (Revised 01.01.2017 Scale). Relevant proof establishing your working in the payscales/ equivalent payscales need to be submitted. For candidates in CDA payscale, the immediate lower payscale as per GSL policy will be followed. The candidate must submit appropriate documents which clearly specifies pay level/ pay band. Candidate has to submit the document indicating the current payscale and the date since working in the said payscale. Further candidates working in Defense Forces must submit documents clearly specifying their promotions to the next higher grade.
 - g) In case of candidates working in private sectors, last 1 year out of total years of experience should be in an organization/Company having annual turnover of Rs. 100 crores or more and the incumbent should have discharged duties in a similar role. **Documentary proof of 100 crores annual turnover need to be submitted.** (Turnover of the private company can be ascertained from documents such as copy of audited 'statement of Profit & Loss'. The turnover of the company will be verified for those financial years in which the candidate was employed with the company. Candidate must produce the documents which clearly specifies the turnover of the private organization of the last one year wherever he has worked.)
- 4) Please note that in case you do NOT produce original certificates regarding your qualifications, caste/category certificate and the requisite total length of experience as well as post qualification experience and other relevant documents required for the post as indicated in the Advertisement/ your online application, at the time of document verification, you will NOT be allowed to attend the interview, thereby no travelling expenses will be reimbursed.
- 5) Outstation candidates called for interview will be paid to and fro A/C II tier rail fare by the shortest route from the place of residence to Vasco-Da-Gama, Goa and back on production of proof of journey (Hard copy of Tickets is must) as per rules of the Company.

- 6) Payment of Travelling Allowance shall be made by RTGS (ECS) after completion of Interview. Candidates are requested to bring a copy of Bank Passbook (First page of your Account details).
- 7) If any candidate is found guilty of any act of misconduct during the interview, he/she will be disqualified and no Travelling Expenses will be paid.
- 8) Request for change of date, time and place for Interview shall not be entertained.
- 9) The Personal Interview will be held on **22.09.2023 (FRIDAY)**. You have to make your own arrangement for boarding, lodging etc. at your own expense.
- 10) You are advised to bring print out copy of online application, a copy of this call letter along with ID proof i.e. Voter ID/Driving License / Passport / Aadhaar Card, 03 coloured photograph copies, failing which you will not be allowed to appear for interview.
- 11) Canvassing in any form will lead to disqualification.
- 12) Kindly confirm by email to recruitment@goashipyard.com whether you would be attending the interview or not latest by **18.09.2023**.

Further Please note:

- 1) Your candidature shall be fully governed as per the terms and conditions mentioned in our Advertisement No. 01/2023.
- 2) You are being called for the aforesaid **Interview on provisional basis** based on the information furnished by you in your online application as mentioned in the advertisement. However, if it is found that you have furnished false or fabricated information at the time of verification of certificates/documents or subsequently, at any point of time your candidature will be rejected and terminated accordingly at any stage.
- 3) Reimbursement of Travelling expenses will be given as per the government directives in vogue and also strictly depend on fulfilling all the relevant conditions as mentioned above and in the advertisement.
- 4) Please find attached Personal Data form, Travelling Allowance form (if applicable) and Proforma I. Request you to kindly fill up the same and submit to GSL authorities at the time of interview.

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