Advt.No.03/2014

For Website
Executive Cadre

GOA SHIPYARD LIMITED
SHIPBUILDERS, SHIPREPAIRERS & ENGINEERS
(*A Govt. of India Undertaking, Ministry of Defence)*
ISO 9001-2008 Certified Company)
VADDEM, VASCO-DA-GAMA, GOA – 403 802

DETAILED ADVERTISEMENT FOR THE WEBSITE

Goa Shipyard Limited is a schedule 'B' Mini Ratna Category I Company under Ministry of Defence. The Company is ISO 9001-2008 certified, engaged in designing and building special purpose modern and technically advanced ships for the Indian Navy and Indian Coast Guard etc., invites applications from candidates for the following disciplines:

Administration, Safety, Commercial, Medical, Instrumentation, Finance and Electrical

I) Applications are invited from **Indian Nationals** for the following posts in the Industrial Dearness Allowance (IDA) Pay scale: Eligible & Interested candidates are required to apply online.

Note : Candidates who have applied earlier and who have obtained Registration Number against Advertisement No. 03/2014 need not apply again.

Direct Recruitment:

Sl. No.	Name of the post	Grade	Total Vacancies	Disciplines	Reservation	Upper age limit Including age relaxation (SC/ST/OBC) as on 31.08.2014
1.	Senior Manager	E-4	01	Safety	01 -UR	UR – 39 Yrs;
2.	Senior Manager	E-4	01	Administration	01 –UR	UR – 39 Yrs;
3.	Manager	E-3	01	Commercial	01 –UR	UR-36 Yrs;
4.	Deputy Manager	E-2	02	Commercial	02 – (OBC-01; UR-01)	OBC- 36 Yrs; UR-33 Yrs;
5.	Deputy Manager	E-2	01	Medical	01 – UR	UR-33 Yrs;
6.	Assistant Manager	E-1	03	Commercial	03 – (SC-01; OBC-02)	SC-35 Yrs; OBC- 33Yrs;
7.	Assistant Manager	E-1	01	Electronics & Instrumentation	ST-01	ST-35Yrs;
8.	Management Trainee	E-1	03	Finance	03 – (OBC-01; UR-02)	OBC- 31Yrs; UR- 28 Yrs;
9.	Management Trainee	E-1	01	Electrical	SC-01	SC- 33Yrs;

II) Grade, Pay Scales and Reservations

Sl.No	Grade	Pay Scale (Rs.)	CTC Per annum in Lakh (Approx)
1.	E-4	Rs. 29100 - 54500	13.57
2.	E-3	Rs. 24900-50500	11.58
3.	E-2	Rs. 20600– 46500	9.52
4.	E-1	Rs. 16400- 40500	7.68

III) 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"

IV) Qualification Requirements:

1. **Post: Senior Manager (Safety)- For General**

Essential Educational Qualification and Work Experience: Degree in Engineering(BE/BTech) from a recognized University /AICTE approved institution with specialization in Electrical/ Mechanical/Electronics with 10 years post qualification relevant experience

AND

Degree or Diploma in Industrial Safety from Central Labour Institute (CLI) OR Regional Labour Institute (RLI) OR any other institute / university recognized by the State Govt. or Union territory.

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

Desirable Qualification: Any Higher Degree/Diploma/Certificate Course from a recognized University / from central or regional labour institute in Safety Engineering/ Industrial Safety.

Desirable areas of Work Experience: Relevant managerial work experience in the areas of Occupational Health, Safety & Environment, analysis & evaluation etc., and in systems such as ISO-EMS, OHSAS etc. Above experience in ship building industry may be an added advantage.

Deserving candidates may be considered for the grade of E-5 i.e. Deputy General Manager in the pay scale of Rs. 32900-3%-58000. Accordingly, the maximum age for Deputy General Manager is 42 years requiring 13 years of post qualification experience.

2. **Post : Senior Manager (Administration) – For General**

Essential Educational Qualification: Graduate in any discipline with 02 years full time Regular MBA/ PG Degree / Diploma from a recognized University / AICTE approved institution with specialization in HRM/ IR / Personnel Management or 03 years in part time M.B.A. /PG Degree / Diploma from a recognized University / AICTE approved institution with specialization in HRM/IR/Personnel Management.

Desirable Qualification: Certification course in fire fighting / safety & Security / disaster / crisis management / event management / contract management / logistics management / Diploma in Fire Fighting from Fire Institute of Engineering.

Working knowledge of any one or more of the following languages: Hindi, Regional languages. Conversant with utility of ERP – HR Modules and exposure of working in IT enabled environment

Essential Work Experience: The candidate should have 10 years Post qualification relevant experience.

Desirable Work Experience:
Ex serviceman Experience in Security, Housekeeping, Administration, Fire, implementation of Rajbhasha, Transport administration, event management /logistics / contract management

Thorough knowledge of HR domain functions specifically, administration, security matters, logistics / transportation, fire fighting, safety & security, risk and disaster management.

3. **Post : Manager (Commercial) – For General**
Essential Educational Qualification: Full time B.E/B.Tech in Mechanical/ Production/ Electronics / Electrical from a recognized University /AICTE approved Institution.

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

Essential Work Experience: The candidate should have 07 years Post qualification relevant experience in Management level dealing with purchase / commercial function in a large process industry with hands on experience in processing of LT,PT and formulation of tender documents for different procurement (both form indigenous and global sources) Contracts, Inventory Management, Development of New vendors, Sub Contract, Work Contract, Global Tenders etc.

Desirable Work Experience:
The incumbent conversant with ERP (Baan) based procurement tools will be an added advantage.
Should possess knowledge in Sales Tax, VAT, Service Tax, Excise Duty, Import/Export Procedure INCO terms and relevant compliances. Knowledge and exposure to modern concepts of Purchase, Supply Chain Management, Stores, Inventory Control, Foreign Exchange Regulations, Customs Clearance etc. Knowledge and exposure in formulating Policies and Procedures in commercial Functions.

4. **Post : Deputy Manager (Commercial) – Reserved for 01-OBC & 01- UR**

Essential Educational Qualification: Full time B.E/B.Tech in Mechanical/ Production/ Electronics / Electrical from a recognized University /AICTE approved Institution.

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

Essential Work Experience: The candidate should have 04 years Post qualification relevant experience in Management level dealing with purchase / commercial function in a large process industry with hands on experience in processing of LT,PT and formulation of tender documents

for different procurement (both form indigenous and global sources) Contracts, Inventory Management, Development of New vendors, Sub Contract, Work Contract, Global Tenders etc.

Desirable Work Experience:
The incumbent conversant with ERP (Baan) based procurement tools will be an added advantage.
Should possess knowledge in Sales Tax, VAT, Service Tax, Excise Duty, Import/Export Procedure INCO terms and relevant compliances. Knowledge and exposure to modern concepts of Purchase, Supply Chain Management, Stores, Inventory Control, Foreign Exchange Regulations, Customs Clearance etc. Knowledge and exposure in formulating Policies and Procedures in commercial Functions.

5. **Post : Deputy Manager (Medical) – Reserved for UR-01**

Essential Educational Qualification: MBBS recognized by Medical Council of India

Desirable Qualification: Qualification in Occupational Health – Diploma or DGFASLI approved short course. MD/MS/Any higher Degree/Diploma/Certificate Course from a recognised University/Medical Council of India. Working knowledge of any one or more of the following languages – Hindi, regional language.

Essential Work Experience : The candidate should have 04 years experience as practicing medical professional.

Desirable Work Experience :
Relevant managerial work experience in the areas of Occupational Health in a hospital / medical centre attached to Industrial house. Knowledge in the relevant field.

6. **Post : Assistant Manager (Commercial) – Reserved for 01-SC & 02- OBC**
Essential Educational Qualification: Full time B.E/B.Tech in Mechanical/ Production/ Electronics / Electrical from a recognized University /AICTE approved Institution.

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

Essential Work Experience: The candidate should have 01 year Post qualification relevant experience in Management level dealing with purchase / commercial function in a large process industry with hands on experience in processing of LT,PT and formulation of tender documents for different procurement (both form indigenous and global sources) Contracts, Inventory Management, Development of New vendors, Sub Contract, Work Contract, Global Tenders etc.

Desirable Work Experience :
The incumbent conversant with ERP (Baan) based procurement tools will be an added advantage.
Should possess knowledge in Sales Tax, VAT, Service Tax, Excise Duty, Import/Export Procedure INCO terms and relevant compliances. Knowledge and exposure to modern concepts of

Purchase, Supply Chain Management, Stores, Inventory Control, Foreign Exchange Regulations, Customs Clearance etc. Knowledge and exposure in formulating Policies and Procedures in commercial Functions.

7. **Post : Assistant Manager (Electronics & Instrumentation) – Reserved for 01-ST**

Essential Educational Qualification: B.E/B.Tech from a recognized University /AICTE approved institution with specialization in Electronics & Instrumentation.

Desirable Qualification: Any advanced/additional diploma/certificate course from a recognized University/AICTE approved institution in Electronics/Instrumentation/Hardware.

Essential Work Experience: The candidate should have 01 year Post qualification relevant experience.

Desirable area of work experience: Relevant work experience in fitment of electronic and instrumentation systems in ship building industry.

8. **Post : Management Trainee (Finance) – Reserved for 01-OBC & 02-UR**

Essential Qualification: Candidate should be a Graduate with Membership of the Institute of Chartered Accountants of India or Institute of Cost and Works Accountant of India.
The selected candidate will undergo "On the Job training" for a period of one year which may be extended if necessary. They will be placed in a scale of Rs. 16400-3%-40500 or its equivalent as revised from time to time for one year. On satisfactory completion of the training and on absorption in the Assistant Manager grade (subject to availability of vacancies) they will be given one increment in the scale.

9. **Post : Management Trainee (Electrical) – Reserved for 01-SC**

Essential Qualification: Candidates should have Bachelor of Engineering (B.E) /Bachelor of Technology (B. Tech.) from a recognized University /AICTE approved institution with specialization in Electrical / Electrical & Electronics /Electrical & Instrumentation with minimum First class or 60% marks or equivalent CGPA.

Candidates studying the Final Year/Semester/Term may also be considered for training, provided they score an aggregate of atleast 60% or more marks till the Last semester. In such cases candidates are required to work out the average of all the previous semesters/terms till date and convert the same to percentage. Candidates will be eligible to apply only in case the worked out percentage is greater than or equal to 60%. However before joining the Company they should complete their degree in their respective discipline in 1st class. All candidates are required to convert their CGPA/GPA/Grade scores etc. to percentage and enter the same in the online application system.

Candidates will be shortlisted for calling for written test based on their performance/result/grading/ percentage as declared by the respective University. The selected candidate will undergo "On the Job training" for a period of one year which may be extended if necessary. They will be placed in a scale of Rs. 16400-3%-40500 or its equivalent as revised from time to time for one year. On satisfactory completion of the training and on absorption in the Assistant Manager grade (subject to availability of vacancies) they will be given one increment in the scale.

Security deposit:

The selected candidates for Management Trainee will be required to pay to the Company a Security Deposit of 20% their Basic pay and DA (as applicable at the time of joining) for two years which will be deducted from the monthly pay and will be refunded on completion of 03 years of service (including the training period) with normal bank interest. This deposit will be forfeited if the trainee leaves the company before completion of three years. Forfeiture can be waived at the discretion of Chairman & Managing Director.

GENERAL CONDITIONS

- The candidate 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.
- Benefits for posts such as DA, HRA and other allowances will be applicable to the grade as per rules.
- Upper age limit and post qualification experience will be considered as on 31.08.2014.
- 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.
- **Candidates applying for the posts must possess minimum 02 years experience in the immediate lower grade i.e. the applicant applying for the post of Senior Manager should have 02 years experience in the pay scale of Rs 24900-3%-50500 (E-3) or equivalent and candidate applying for the post of Manager should have 02 years experience in the pay scale of Rs 20600-3%-46500 (E-2) or equivalent and candidate applying for the post of Deputy Manager should have 02 years experience in the pay scale of Rs 16400-3%-40500 (E-1) or equivalent**

  (Or)

  Out of total years minimum of last 2 yrs should be in a private organization / company having 100 crores turnover and the incumbent should have discharged duties in a similar role.
- **In case of Asst Manager, work experience of One year completed in the private organization / company having 100 crores turnover and the incumbent should have discharged duties in a similar role.**
- Management reserves the right to raise the eligibility criteria for short listing the applications.
- Outstation candidates at Sl. No. 01 to 07 called for interview will be paid to and fro IInd A/C and outstation candidates at Sl. No. 08 & 09 qualifying the written test and called for the interview will be reimbursed Sleeper Class rail/bus 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 as per rules of the Company. However SC/ST candidates on being eligible for the written test/Interview and on appearing 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 as per rules of the Company.
- Payment of TA shall be made through cheque after completion of the selection process only.
- The Govt. directives on reservation for SC/ST/OBC (NCL)/ PWD/Ex-servicemen will be strictly followed.
- Interim enquiries will not be entertained.
- At the sole discretion of GSL Management the number of vacancies notification shall be increased or decreased.
- Relaxation in age limit for external candidates for SC/ST/OBC (NCL)/PWD/Ex Service-man will be as per Government of India guidelines in force.

- Permanent Internal candidates / Fixed Term Employees may get additional relaxation for age to the extent of their service in GSL or to a maximum of 5 years whichever is less as per GSL Rules.
- 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.
- An application fee in the form of Demand Draft of **Rs.200**/- (Non-Refundable) in favour of "**Goa Shipyard Limited"** payable at Vasco da Gama, Goa as processing fee per application. No fee is to be paid by SC/ST/PWD/Ex-Serviceman candidates as per Govt. of India rules. No fee is required to be paid by internal candidates. Application without prescribed fees shall be liable for rejection.
- The candidates applying more than one post must send separate online application along with prescribed processing fee for respective posts. Application received contrary to instruction given shall be rejected.
- The candidates are advised to write their Application 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, any corrigendum, if any will be updated on our website only. Candidates are requested to update 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**
- **Applications received without following the online process will not be entertained. 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 system:
    - Passport sized color Photograph with light background (preferably white) without any obstacle covering/obstructing the face and eyes. Size of the file should not exceed 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 not exceed 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 candidate is applying against a post requiring experience.

Instructions for candidates:

1. In case candidates are not fulfilling the eligibility criteria as required for a particular post then the system will not allow the candidates to submit application for the said post or to proceed ahead from that particular page.
   For example: If a candidate doesn't fulfill the age / Work experience criteria as required for a particular job post, then system won't allow the candidate to proceed ahead.
2. Demand Draft is valid for 3 months from the date of issue of the Demand Draft. So, the candidates are advised to submit the application at the earliest after making the DD.

3. 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.
4. 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) along with Non-fundable DD and preserve the second copy for future references.
5. If the data provided by candidate is not valid or as per the prescribed format, an error message will be displayed.

Candidates are required to print a copy of the application form and post it to: **The Chief General Manager (HR&A), Dr. B.R Ambedkar Bhavan, Goa Shipyard Limited, Vasco-Da-Gama, Goa**-403802, along with the Demand Draft (Non-refundable) and self attested photocopy of the documents in support of the details entered in the Online Application System to reach us on or before **20.11.2014**.

Candidates who have applied earlier and who have obtained Registration Number need not apply again

Online Application opens on 25.10.2014 at 00.00 hrs and closes at 17.00hrs on 10.11.2014

LAST DATE AND TIME FOR RECEIPT OF THE PRINT OUT OF ONLINE APPLICATION FORM AT GOA SHIPYARD LIMITED: at 17:00 hrs on 20.11.2014

APPLICATIONS WITH INCOMPLETE INFORMATION AND NOT CONFORMING TO THE DIRECTIONS AND GENERAL CONDITIONS GIVEN ON THE WEBSITE ARE LIABLE TO BE REJECTED.

APPLICATIONS OF THE CANDIDATES NOT MEETING THE ELIGIBILITY CRITERIA AS LAID DOWN IN THE ADVERTISEMENT WILL BE AUTOMATICALLY REJECTED AND PRINTED COPY OF THE APPLICATIONS RECEIVED BY US AFTER THE DUE DATE WILL NOT BE CONSIDERED.