



Advt. No. 06/2015

Non-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

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.

Sr. No.	Name of the post	No. of Vacancies	Reservation	Upper age limit as on 31.03.2015 (Including Age Relaxation)
1	Office Assistant (on fixed term basis for 03 years)	14 (Goa - 11 Delhi - 02, Mumbai - 01)	SC-01 ST-03 OBC-03 UR-07	28 years for UR 31 years for OBC 33 years for SC/ST

Note: The process of selection for the Advt 02/2015 has been cancelled due to administrative reasons and selection process would now take place afresh. Candidates who have applied for the post of Office Assistant (FTE) vide advertisement No 2/2015 need not apply again and are not required to submit DD again. However, they have to communicate GSL about their options etc. as per letter being sent to them. The option which would be exercised by the candidates who had applied earlier shall be irrevocable, firm and final. In case they had not submitted the hard copy along with the certificates earlier, they are required to do so, failing which the decision of the management about their candidature shall be final. Written test will be held on 18.12.2015 at Goa, Delhi and Mumbai at 10.00 a.m. The venue of the written test shall be intimated to the shortlisted candidates in the call letter calling the candidate for the written test. No request for change in centre of the written examination shall be entertained. Written test includes practical test also. Interview will be held at Goa. The date of interview shall be informed to the shortlisted candidates.

DETAILED ADVERTISEMENT

Start of Online Applications: 04.11.2015

Last date for receiving Online Applications: 17.11.2015

Last date for receiving Hard copy with Certificates: 25.11.2015

Upper age limit and Experience as on : 31.03.2015

**Date of written test at all 03 centers
viz. Goa, Mumbai and Delhi :** 18.12.2015

1. POST : Office Assistant - 14
(On fixed term basis for 3 years)

RESERVATION : SC-01;
ST-03;
OBC-03;
UR-07

UPPER AGE LIMIT : SC/ST - 33- years
OBC - 31 years
UR - 28 years

PAY SCALE : Rs. 6200-3%-20270

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.

Essential Qualification & Experience: The applicant should possess Degree in any discipline with typing speed of 30 w.p.m. (i.e. Lower Typing) on computer 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.

Persons with Disabilities (PWD) :

Only such persons, 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)

The upper age limit for PwD candidates will be relaxed upto 10 years (15 years for SC/ST and 13 years for OBC).

Goa Shipyard limited encourage the participation of PwD candidates, We provide all user friendly facilities like Open and adjusted sitting facility , Minimize the use of stairs and lifts, Priority to provide ground floor for exam and Extra time for paper answering (specially for VH candidates). GSL is committed to protect the legitimate rights of PwD candidate.

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.

Note:

1. Candidates who had applied earlier for this post vide Advt. No. 02/2015 need not submit fresh Demand Draft. However, they have to give reference of earlier Job Registration No./ Demand Draft No.
2. **Those who had not applied earlier for this post against Advt. 02/2015 may send their applications exercising their option (for the centre of the test and place of posting) along with Demand Draft of Rs. 100/- as applicable.**
3. All candidates (SC, ST, OBC, PWD, EX-serviceman and UR) applying now against the present advertisement for the posts of Office Assistant (FTE) have invariably to submit hardcopy of the application generated by the online system along with all supporting documents as stated, failing which their candidature would not be entertained.
4. Management reserves the right to increase or decrease the number of posts based on the requirement of the company.
5. If any candidate fails to submit the hardcopy of the application along with supporting documents the candidature shall be rejected and no request to consider the same will be entertained.

GENERAL CONDITIONS

1. 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.
2. 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.
3. 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.
4. Management reserves the right to raise the eligibility criteria for short listing the applications.
5. Outstation candidates qualifying the written test and called for the interview will be paid to and fro IInd sleeper class rail fare by shortest route for attending 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 Hard copy of the journey tickets as per rules of the Company. 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. Application format along with ECS form is available on our website under the heading “Advertisements”.
6. 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 thereof.
7. The Govt. directives on reservation for SC/ST/OBC (NCL)/ PWD/Ex-servicemen will be strictly followed.
8. 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.
9. Upper age limit and experience will be reckoned as on 31.03.2015.
10. Age relaxation will be given to internal candidates as per the GSL rules.
11. The management reserves the right to reject the candidature if the candidates possess higher qualifications than prescribed in the advertisement.
12. Interim enquiries will not be entertained. Canvassing in any form shall be liable for disqualification of candidate.
13. At the sole discretion of GSL Management the number of vacancies notified shall be increased or reduced.

14. In the event of any dispute or interpretation the job specification with regard to the post notified shall be referred to GSL management and the decision of the management shall be final and binding. However, for further clarification / interpretation the provisions as contained in the Recruitment Career Development Plan for workmen shall be final and binding.
15. Management further reserves the right to decide the criteria for screening of applications and internal rules and regulations and / or the procedures as laid down.
16. 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 candidates. Application without prescribed fee shall be liable for rejection.
17. Applications received contrary to the instructions given shall be rejected.
18. 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.
19. 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.
20. Corrigendum, if any, will be uploaded on our website only. Candidates are requested to visit our website regularly.
21. 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.
22. Management will not be responsible for non receipt of email and loss of their E-mail ID password.
23. As per practice in vogue, provisions of Compulsory Notification of Vacancies Act shall be adhered to.
24. In the event of any matter not covered in this advertisement and is being referred by the candidate for clarification, the decision of the management in that regard shall be final and binding on the candidate.
25. In the event of finding difficulty to apply online you may contact us through email recruitment@goashipyard.com

GUIDELINES TO CANDIDATES FOR MAKING ONLINE APPLICATION

- 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 essential 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 **25.11.2015**

ONLINE APPLICATION SHALL BE OPENED ON 04.11.2015 AT 00.00 HRS. AND CLOSE ON 17.11.2015 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 IS TO BE SENT COMPULSORILY BY ALL THE CANDIDATES BY 25.11.2015 IRRESPECTIVE OF THE FACT WHETHER APPLICATION FEE THROUGH DEMAND DRAFT IS TO BE SENT OR NOT. HARD COPY OF APPLICATION MUST BE RECEIVED BY GSL IN RESPECT OF ALL THE CANDIDATES EVEN IF BANK DEMAND DRAFT IS NOT REQUIRED TO BE SENT IN CASE OF SC/ST/PWD /EX-SERVICEMEN,ETC. AS PER GOVT DIRECTIVES. HARD COPY OF APPLICATIONS AS PER PRINT TAKEN FROM ONLINE APPLICATION IS REQUIRED TO BE SENT BY ALL THE CANDIDATES AND IF THE HARD COPY IS NOT RECEIVED BY 25.11.2015 THE CANDIDATE CONCERNED WILL BE INDIVIDUALLY RESPONSIBLE AND HIS APPLICATION VEN THOUGH RECEIVED ONLINE, WILL NOT BE ENTERTAINED.

APPLICATIONS OF THE CANDIDATES NOT MEETING THE ELIGIBILITY CRITERIA AS LAID DOWN IN THE ADVERTISEMENT ARE LIABLE FOR REJECTION. FURTHER, APPLICATIONS WITH INCOMPLETE INFORMATION AND NOT CONFORMING TO THE DIRECTIONS AND GENERAL CONDITIONS GIVEN ON THE WEBSITE ARE LIABLE TO BE REJECTED