



**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**

**SPECIAL RECRUITMENT DRIVE FOR PWD**

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 Special Recruitment Drive for Persons with Disability. Online application started from 10.11.2015, PwD candidates are invited for the following posts.

<b><u>Executive Cadre</u></b>				
Sr. No.	Post (s)	No. of Posts	Scale & Grade of pay (Rs `)	Upper age limit as on 30.10.2015 (including age relaxation for PwD category)
1	Management Trainee (HR)	01 ( PwD HH-1)	16400-3%-40500 (E-1)	PwD(HH) – 33 yrs (SC/ST-38yrs; OBC-36yrs)
<b><u>Non-Executive Cadre</u></b>				
Sr. No.	Post (s)	No. of Posts	Scale & Grade of pay (Rs `)	Upper age limit as on 30.10.2015 (including age relaxation for PwD category)
2	Office Assistant	02 ( PwD VH-01; PwD HH-01)	6200-3%-20270 (M-3)	PwD(VH/HH)–38yrs; (SC/ST-43yrs; OBC-41yrs)
3	Office Assistant( On fixed term basis for 03 years)	PwD (HH) -01	6200-3%-20270 (M-3)	PwD(HH) – 38 yrs; (SC/ST-43yrs; OBC-41yrs)
4	Office Assistant (Hindi)	PwD (VH) -01	6200-3%-20270 (M-3)	PWD(VH)-38 yrs; (SC/ST-43yrs; OBC-41yrs)
5	Yard Assistant	PwD (HH)-01	6000- 3% - 16950 (W-3)	PWD(HH)-38 yrs; (SC/ST-43yrs; OBC-41yrs)
6	Yard Assistant (On fixed term basis for 03 years)	PwD (VH)–01	6000- 3% - 16950 (W-3)	PWD(VH)-38 yrs; (SC/ST-43yrs; OBC-41yrs)
7	Telephone Operator	PwD (OH)–01	6000-3%-16950 (W-3)	PWD(OH)-38 yrs; (SC/ST-43yrs; OBC-41yrs)

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

Date of commencement on <b>ONLINE</b> Applications	10.11.2015
Last date for submission of <b>ONLINE</b> Applications (Once submission editing is not allowed)	10.12.2015 upto 17:00 Hrs
Last date for submission of copy of the printed Online Application, DD along with mandatory enclosures	18.12.2015

### **DETAILED ADVERTISEMENT**

**1. Upper age limit and Experience as on 30.10.2015**

**1. POST** : Management Trainee (HR)

**RESERVATION** : PwD (HH) -01

**UPPER AGE LIMIT** : PwD (HH)- 33 yrs  
(Including age relaxation for PwD category)  
( SC/ST - 38 yrs; OBC - 36 yrs)

**PAY SCALE** : Rs. 16400-3%-40500 (E-1)

**Educational Qualification** :Candidates should have minimum first class degree in any discipline with, 2 years full time regular MBA/MSW/PG Degree/Diploma from a recognized University/AICTE approved institution with specialization in HRM/IR/Personnel Management/Labour and Social Welfare/Labour Studies/Social Work. 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/diploma 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. 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.

- 2 POST : Office Assistant - 02  
RESERVATION : PwD (VH)- 01; (HH - 01)  
UPPER AGE LIMIT : PwD(VH & HH)- 38 yrs;  
(Including age relaxation for PwD category)  
( SC/ST - 43 yrs; OBC - 41 yrs)  
PAY SCALE : Rs. 6200-3%-20270 (M-3)

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

- 3 POST : Office Assistant - 01 (On fixed term basis for 03 years)  
RESERVATION : PwD (HH) - 01  
UPPER AGE LIMIT : PwD (HH)- 38 yrs;  
(Including age relaxation for PwD category)  
( SC/ST - 43 yrs; OBC - 41 yrs)  
PAY SCALE : 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.  
in the pay scale of Rs. 6200-3%-20270 (M-3)

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

- 4 POST : Office Assistant (Hindi) – 01  
RESERVATION : PwD (VH)- 01;  
UPPER AGE LIMIT : PwD(VH)- 38 yrs;  
(Including age relaxation for PwD category)  
( SC/ST – 43 yrs; OBC – 41 yrs)  
PAY SCALE : Rs. 6200-3%-20270 (M-3)

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

**Desirable:** English typing speed of 30 w.p.m (i.e. Lower Typing) either on computer or Typewriter.

- 5 POST : Yard Assistant – 01  
RESERVATION : PwD (HH)-01;  
UPPER AGE LIMIT : PwD(HH)-38 yrs;  
(Including age relaxation for PwD category)  
( SC/ST – 43 yrs; OBC – 41 yrs)  
PAY SCALE :Rs. 6000-3%-16950 (W-3)

**Essential Qualification & Experience:** The applicant should have Degree in any discipline with typing speed of 30 w.p.m. (i.e. Lower Typing) either on computer or Typewriter 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/BSc in computer, separate certificate in computer applications is not required.

6	POST	: Yard Assistant - 01 (On fixed term basis for 03 years)
	RESERVATION	: PwD (OH) - 01
	UPPER AGE LIMIT	: PwD(OH)-38 yrs; (Including age relaxation for PwD category) ( SC/ST - 43 yrs; OBC - 41 yrs)
	PAY SCALE	: 1st Year Basic Pay Rs. 6000/- P.M., 2nd Year Basic Pay Rs. 6180/- P.M. and 3rd Year Basic Pay Rs. 6370/- P.M. in the pay scale of Rs. 6000-3%-16950 (W-3)

**Essential Qualification & Experience:** The applicant should have Degree in any discipline with typing speed of 30 w.p.m. (i.e. Lower Typing) either on computer or Typewriter 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/BSc in computer, separate certificate in computer applications is not required.

7	POST	: Telephone Operator - 01
	RESERVATION	: PwD (OH)-01;
	UPPER AGE LIMIT	: PwD (OH) - 38 yrs; (Including age relaxation for PwD category) ( SC/ST - 43 yrs; OBC - 41 yrs)
	PAY SCALE	: Rs. 6000-3%-16950 (W-3)

**Essential Qualification & Experience:** The applicant should possess Degree in any discipline and working experience in EPABX or any Telephonic operation Machine. Candidates should have minimum 1 years relevant experience in the line.

### **B) Security deposit for MT (HR):**

The selected candidates for Management Trainee will be required to pay to the Company a Security Deposit of 20% of 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.

**C) 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 categories are :

1. Visually Handicapped (VH)
2. Hearing Handicapped (HH)
3. Orthopedically Handicapped (OH)

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.

### **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. Non-receipt of Hardcopy application / incomplete application, not supported by attested copies (self-attested) of relevant documents, not fulfilling the eligibility criteria or those received after the last date of receipt of application shall not be considered and shall be treated as “**REJECTED**” and no communication made for the same.
3. Management reserve the right to fill or not to fill the posts and mere fulfillment for qualifications and other requirement laid down dose not entitled a candidate to be called for interview.
4. 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 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.
5. If the SC/ST/OBC(NCL)/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.
6. 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.

7. 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.
8. Management reserves the right to raise the eligibility criteria for short listing the applications.
9. Outstation candidates qualifying the written test and called for the interview will be paid to and fro II-nd sleeper class rail fare by shortest route for interview only on production of proof of journey(Hard copy of Tickets) 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 proof of journey(Hard copy of Tickets) as per rules of the Company.
10. Payment of TA shall be 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. TA Application format along with ECS form is available on our website under the heading of “Advertisement”
11. “Wait Listed” ticket for Rail journey are NOT entitled for TA Reimbursement.
12. For any dispute, the Jurisdiction shall be Goa only.
13. 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.
14. The Govt. directives on reservation for SC/ST/OBC (NCL)/ PWD/Ex-servicemen will be strictly followed.
15. Persons with Disabilities (PWD) :
  - a. 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 categories are :
    1. Visually Handicapped (VH)
    2. Hearing Handicapped (HH)
    3. Orthopedically Handicapped (OH)
16. 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.
17. Upper age limit and experience will be considered as on **30.10.2015**.
18. Age relaxation will be given to internal candidates as per the GSL rules.
19. The management reserves the right to reject the candidature if the candidates possess higher qualifications than prescribed in the advertisement.
20. Interim enquiries will not be entertained.
21. Canvassing in any form may lead to disqualification.
22. At the sole discretion of GSL Management the number of vacancies notified shall be increased or reduced.

23. In the event of any dispute or interpretation the job specification with regard to the post notified shall be referred. However, for further clarification / interpretation the provisions as contained in the Recruitment Career Development Plan for workmen shall be final and binding.
24. 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.
25. Candidates applying for more than one post must send separate application.
26. PwD Candidates are not required to pay any fee.
27. Application received contrary to the instructions given shall be rejected.
28. 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.
29. Further, corrigendum if any, will be uploaded in our website only. Candidates are requested to visit our website regularly. In addition the list of eligible candidates will be display on the website under the heading "Advertisement".
30. 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.
31. Management will not be responsible for non receipt of email and loss of their E-mail ID password.
32. In the event of finding difficulty to apply online you may contact us through email [recruitment@goashipyard.com](mailto:recruitment@goashipyard.com)

**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:
  - 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.
- 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 **18.12.2015**

**ONLINE APPLICATION SHALL BE OPENED ON 10.11.2015 AT 00.00 HRS.**

**AND CLOSED ON 10.12.2015 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: 18.12.2015**

**APPLICATIONS OF THE CANDIDATES NOT MEETING THE ELIGIBILITY CRITERIA AS LAID DOWN IN  
THE ADVERTISEMENT ARE LIABLE FOR REJECTION.**

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