



Advt. 08/2015

EXECUTIVES
FOR WEBSITE

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 disciplines.

Naval Architecture, IT, Medical, Public Relations, Civil, Finance and HR

- 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.

Direct Recruitment:

| Sr. No. | Name of the post | Grade | No. of Vacancies | Reservation | Upper age limit as on 30.11.2015 (Including Age Relaxation) |
|---------|--|----------|------------------|---------------|---|
| 1 | Additional General Manager (Naval Architecture) | E-6 | 01 | 01-UR | 48 years for UR |
| 2 | Additional General Manager/Dy General Manager(IT) | E-6/ E-5 | 01 | 01-UR | 48/44 years for UR |
| 3 | Dy. General Manager/ Sr. Manager(Medical) | E-5/ E-4 | 01 | 01-UR | 44/39 years for UR |
| 4 | Sr. Manager (PR) | E-4 | 01 | 01-UR | 39 years for UR |
| 5 | Dy. Manager/Asst. Manager (Naval Architecture) | E-2/ E-1 | 02 | 01-UR; 01-SC | 33/30 years for UR 38/35 years for SC |
| 6 | Dy. Manager(Civil)-On fixed term basis for 3 years | E-2 | 02 | 01-OBC; 01-UR | 33 years for UR 36 years for OBC |
| 7 | Asst. Manager(Finance) | E-1 | 02 | 02-UR | 30 years for UR |
| 8 | Asst. Manager(HR) | E-1 | 03 | 01-OBC; 02-UR | 33 years for OBC 30 years for UR |

Note: Candidates who had applied earlier and who were called for interview in response to advertisement No-05/2015 for the post of Sr. Manager (Medical) and Asst Manager (HR) need not apply again and their application will be considered based on applications submitted before.

Grade and Pay Scales

| Sl.No | Grade | Pay Scale (Rs.) | CTC Per annum Rs. in Lakh (Approx) |
|-------|----------------------------------|-----------------|------------------------------------|
| 1 | Additional General Manager (E-6) | 36600-3%-62000 | 17.93 |
| 2 | Deputy General Manager (E-5) | 32900-3%-58000 | 15.67 |
| 3 | Sr. Manager (E-4) | 29100-3%-54500 | 13.94 |
| 4 | Manager (E-3) | 24900-3%-50500 | 11.70 |
| 5 | Dy. Manager (E-2) | 20600-3%-46500 | 9.52 |
| 6 | Asst. Manager (E-1) | 16400- 3%-40500 | 7.89 |

I) **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)

The upper age limit for PwD candidates will be relaxed upto 5 years (10 years for SC/ST and 8 years for OBC).

Goa Shipyard Limited encourages the participation of PwD candidates. We provide all user friendly facilities like open and adjusted seating facility , minimal use of stairs, provision of holding exam on ground floor and extra time for answering paper (specially for VH candidates). GSL is committed to protect the legitimate rights of PwD candidates.

II) **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.

III) **Note:**

Candidates who had applied earlier and who were called for interview response to advertisement No-05/2015 for the post of Sr. Manager (Medical) and Asst Manager (HR) need not apply again .

1. Additional General Manager(Naval Architecture)- 01 (E-6)- (UR-01)

Essential Educational Qualification: Full time regular Bachelor of Engineering (B.E)/Bachelor of Technology (B.Tech) in Naval Architecture from a recognized University /AICTE approved institution. Officers serving in Indian Navy may also apply. Naval Commander/Captains (Naval Architecture) can apply for the post. Indian Navy Commander with more than 17Yrs service shall be eligible for AGM grade.

Desirable Qualification: Post Graduate/Diploma/ Certificate Course in Project Management from any Government recognized university / AICTE approved institution. Working knowledge of computers preferably in SAP / ERP modules, MS-office & Internet.

Essential Work Experience: Candidate should have 16 years relevant post essential educational qualification experience (not below the rank of commander with 17 years service in case of Indian Navy). In case of PSU/Govt. minimum of 02 years experience (out of 16 years) in the pay scale of Rs. 32900-3%-58000/- (IDA) in any shipbuilding Industry in managing the functions in Technical Services / Designing Department in Ship building / repairs or large construction / manufacturing Industry.

Desirable Experience: He / She may possess the work experience preferably from ship building / ship acquisition Projects at IHQ / MoD, repairs or large construction / manufacturing Industry and Experience in Developing vision, mission, core values and other strategic initiatives like Talent Nurturing, Diversity management and initiating other innovative global practices related to the technical services and design.

Knowledge of designing and analyzing the drawings, Technical Specifications in CAD / CAM Systems / TRIBON and awareness about latest developments in engineering drawings, machinery, equipments, gadgets etc. in Ship Building technology, designs and product innovations. The incumbent must also possess awareness of legal aspects like copyright, patents, trademarks, etc.

2. Additional General Manager/Dy. General Manager(IT) : 01 (E-6/E-5)- (UR-01):

Essential Educational Qualification: Bachelor of Engineering (B.E) from a recognized University /AICTE approved institution with specialization in Computers / IT/ Naval architecture / Electrical Engg / Electronics / Mechanical / Instrumentation. Indian Navy Commanders with more than 17 years service shall be eligible for AGM grade and Commanders with 12 years service shall be eligible for DGM grade and Captains with suitable back ground and IT exposure may also apply.

Desirable Qualification: MCA or MBA / PGDM / Certification Courses in IT infrastructure, mailing, Documentation and IT Security standards.

Essential Work Experience: The candidate should have 16 yrs/ 13 yrs post qualification experience in Engineering/Project/Production/Planning in IT environment , Conversant with utility of Job related ERP Modules and Leveraging the IT technologies. In case of PSU/Govt. minimum of 02 years experience (out of 16/13 years) in the pay scale of Rs. 32900-3%-58000/- (IDA)/ Rs. 29100-3%-54500/- (IDA)

Desirable Experience: Relevant experience in Shipbuilding domain and IT system, Support & maintenance of hardware / software, Strategic IT planning & development, preparing IT Security policies and ERP implementation.

3. **Dy. General Manager/Senior Manager(Medical) : 01 (E-5/E-4)- (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 (Community/General Medicine)/ Any higher Degree/ Diploma/Certificate Course from a recognized University/Medical Council of India. Working knowledge of any one or more of the regional languages including Hindi, Marathi, Konkani.

Essential Work Experience :The candidate should have 13/10 years of clinical experience. In case of experience in PSU/Govt. a minimum of 02 years experience in the pay scale of 29100-3%-54500 /Rs. 24900-3%-50500 (IDA).

Desirable Work Experience : Relevant experience in Govt. setup / hospital / industrial medical setup will be an added advantage.

4. **Sr. Manager (Public Relations): 01 (E-4)-(UR-01)**

Essential Educational Qualification: Masters in Journalism and Mass Communication/Media Advertising/Publicity from a recognized university/Institute.

Desirable Qualification: Graduate in any discipline with 2 years full time 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.

Essential Work Experience: The candidate should have 10 years post qualification Experience with minimum 02 years in the lower grade of Manager. In case of experience in PSU/Govt. a minimum of 02 years experience in the pay scale of 24900-3%-50500 (IDA).

Desirable Experience: Experience in HR functions specifically in Public Relations, media interaction, organizing of press conferences, preparing press/media briefings, press note, etc. Knowledge and expertise in handling media representatives, information on latest trends in ICT and its usage as an effective PR tool will be an added advantage.

5. **Dy. Manager/Asst. Manager(Naval Architecture) : 02 (E-2/E-1)(UR-01; SC-01):**

Essential Educational Qualification: Full time regular Bachelor of Engineering (B.E)/Bachelor of Technology (B.Tech) in Naval Architecture from a recognized University /AICTE approved institution.

Desirable Qualification: Post Graduate/Diploma/ Certificate Course from any Government recognized university / AICTE approved institution. Research experience with reputed institute- class authorities. Working knowledge of computers preferably in SAP / ERP modules, MS- office & Internet.

Essential Work Experience: Candidate should have 04/3 years for Dy. Manager (B Tech- 4 yrs, MTech-3 yr) and 01year for Asst. Manager. Working experience in managing the functions in Classification Societies /Technical Services / Design Department in ship building/ repairs or large construction/ manufacturing Industry. In case of experience in PSU/Govt. a minimum of 02/01 years experience in the pay scale of Rs.16400- 3%-40500 /Rs. 12600-3%-32500/- (IDA).

Desirable Experience: He / She may possess the work experience preferably from ship building / repairs, classification society or large construction / manufacturing Industry and Experience in Technical Services / Designing Department and initiating other innovative global practices related to the technical services and design.

6. **Deputy Manager(Civil) on fixed term basis for 3 years - 02 (E-2)- (OBC-01;UR-01)**

Essential Educational Qualification: Full time B.E/B.Tech from a recognized University /AICTE approved institution with specialization in Civil/Civil & Structural /Structural Engineering.

Desirable Qualification: Post Graduation with specialization in Civil / structural engineering from a Government recognized university / AICTE approved institution.

Essential Work Experience: The incumbent should have 04 years relevant experience in a reputed organization as project / site manager on a high value infrastructure project. Should have experience of construction supervision and EPC contracts. In case of Govt./PSU minimum 02 years (out of 04 years) in the pay scale of Rs. 16400- 3%-40500/- (IDA) .

Desirable Experience: Preferably similar type of industry and Experience in sectors such as ports and marine works involving construction of berths, jetty, dry dock, Wharf, slipways, dredging, large bridges etc.

Knowledge of contract interpretation, preparation of variations, claims and dispute resolution procedures, FIDIC, Indian contract Act, Indian Arbitration Act, Central Vigilance Commission/Government of India guidelines, CAG audit requirements, quality management, control and assurance on such large projects. Hands on experience on AUTOCAD software would be an added advantage, acquaintance with computer-aided project planning and monitoring systems (primavera and MS projects).

7. Assistant Manager(Finance) – 02(E-1)-(UR-02)

Essential Educational Qualification: Graduate and qualified Chartered Accountant/qualified from Institute of Cost Accountants of India.

Desirable Qualification: M.B.A in finance from universities/ AICTE approved institution.

Essential Work Experience: The incumbent should have 01 year relevant experience. In case of Govt./PSU minimum 01 year in the pay scale of Rs. 12600-3%-32500/- (IDA).

Desirable Experience: Finalizing the annual accounts in compliance with all statutory requirements, Treasury management that includes investment of surplus funds, price negotiations accounts, liaison with financial institutions for fund based/non-fund based facilities, pay roll, Forex management, co- ordination of internal audit, Dealing with various auditors, MIS (EDP & ERP) etc. Corporate taxation, Indirect taxes, Costing, Budgeting, computer applications, GFR rules, various laws pertaining to finance etc.

8. Assistant Manager (HR) –03(E-1) – (OBC-01; UR-02)

Essential Educational Qualification: Graduate 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.

Out of 03 posts of AM (HR) one will be filled by OBC and 02 by UR candidates. Any one post out of these 03 posts of AM(HR) will be utilized for CSR activities.

Desirable Qualification: Diploma / Degree course in Labour Laws or LL.B / B.L and Graduate in Engineering.

Essential Work Experience: The candidate should have 01 year Post qualification relevant experience in managing HR/CSR functions. In case of Govt./PSU minimum 01 year in the pay scale of Rs. 12600-3%-32500/- (IDA) .

Desirable Work Experience: Experience in HR functions specifically in Establishment matters, PMS, Leave and payroll systems, etc. Experience in conducting Base Line surveys, Project monitoring, imparting Training in CSR, Organizing Social Impact survey, Documentation, Reporting for the purpose of board and MOU targets. Experience of working in a responsible position with reputed NGOs / associated with SHGs etc would be an added advantage.

GENERAL CONDITIONS:

1. The candidates 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.
2. Non-receipt of hardcopy of application, incomplete application, not supported by attested copies (self-attested) of relevant documents, not fulfilling the eligibility criteria or those applications received after the last date for receipt of application shall not be considered and shall be treated as “**REJECTED**” and no communication will be made for the same.

3. Management reserves the right to fill or not to fill the posts and mere fulfillment of qualifications and other requirements as laid down does not entitle 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’s 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/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 for posts such as DA, HRA and other allowances will be applicable to the grade as per 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.

Candidates employed in Govt/PSU applying for the posts must possess minimum 02 years experience in the immediate lower grade. (e.g. the candidate applying for the post of Deputy General Manager should have 02 years experience in the pay scale of Rs 29100-3%-54500 (E-4) or equivalent and the applicant applying for the post of Add. General Manager should have 02 years experience in the pay scale of Rs 32900-3%-58000 (E-5) 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.

8. Last drawn salary shall be protected for PSU/ Govt employees and Commander/Captain of Indian Navy or Coast Guard equivalent as per GOI/ GSL guidelines.
9. In case of Asst. Manager, candidates should have 01 year experience in Govt./PSU in the immediate lower grade of Junior Manager or equivalent in the payscale of Rs.12000-3%-32500/-. In case of candidates working in private organizations such organization should be reputed, having annual turnover of 100 crores and the incumbent should have discharged duties in a similar role.
10. Management reserves the right to raise the eligibility criteria for short listing the applications.
11. Outstation candidates at Sl. No. 01 to 08 called for interview will be paid to and fro Innd A/C 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 (Hard copy of Tickets) as per rules of the Company. However, SC/ST candidates on being eligible for the written test/Interview and on appearing for 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 (Hard copy of Tickets) as per rules of the Company.

12. 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. Normally TA claims will be paid within one month from the date of interview. Application format along with ECS form is available on our website under the heading "Advertisements".
13. Candidates having "Wait Listed" tickets for Rail journey are NOT entitled for TA Reimbursement.
14. For any dispute, the Jurisdiction shall be Goa only.
15. The Govt. directives on reservation for SC/ST/OBC/ PWD/Ex-servicemen will be strictly followed.
16. Interim enquiries will not be entertained.
17. Canvassing in any form may lead to disqualification of candidature.
18. At the sole discretion of GSL Management the number of vacancies notification may be increased or reduced.
19. Relaxation in age limit for external candidates for SC/ST/OBC/PWD/Ex Servicemen will be as per Government of India guidelines in force.
20. Internal candidates may get additional relaxation for age as per GSL Rules.
21. 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.
22. An application fee in the form of Demand Draft of **Rs.200/-** (Non-Refundable) in favor of "**Goa Shipyard Limited**" payable at Vasco da Gama, Goa is to be submitted per application. 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 internal candidates. Application without prescribed fees shall be liable for rejection.
23. The candidates applying for more than one post must send separate online applications alongwith prescribed processing fee for each post. Applications received contrary to instructions given shall be rejected.
24. The candidates are advised to write their Application / Job Registration number, Name, Mobile Number and Name of post applied for on the reverse side of Demand Draft.
25. 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.

26. Applications received without following the online process will not be entertained. Interested candidates may follow the process as mentioned below for sending their applications online.
27. Corrigendum, if any, will be uploaded on our website only. Candidates are requested to check our website regularly under the heading "Advertisement".
28. Written Test/Interview call letters 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.
29. Information regarding names of eligible candidates, date of interview, names of selected candidates etc. will be hosted on the website under the heading "Advertisement" for which the candidates are requested to visit our website regularly.
30. Management will not be responsible for non receipt of email and loss of their E-mail ID password.
31. In the event of finding difficulty to apply online you may contact us through email recruitment@goashipyard.com

Interested candidates may follow the following process for submitting their application online:

- Please keep scanned copy ready(preferably JPG/PDF format) of the following documents 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) 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 and self attested photocopy of the documents in support of the details entered in the Online Application System.

Online Application opens from 00.00 hrs on 15.12.2015 and closes at 17.00hrs on 10.01.2016.

**LAST DATE FOR RECEIPT OF THE PRINT OUT OF ONLINE APPLICATION FORM
AT GOA SHIPYARD LIMITED: 20.01.2016**

**APPLICATIONS OF THE CANDIDATES NOT MEETING THE ELIGIBILITY CRITERIA AS LAID DOWN IN THE
ADVERTISEMENT WILL BE AUTOMATICALLY REJECTED.**