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गार्डेन रीच शिपबिल्डर्स एण्ड इंजिनियर्स लिमिटेड
Garden Reach Shipbuilders & Engineers Limited
(भारत सरकार का उपक्रम) (A Govt. of India Undertaking)
रक्षा मंत्रालय Ministry of Defence

CIN NO. :
U35111WB1934GOI007891 43/46 गार्डेन रीच रोड, कोलकाता-700024 43/46 Garden Reach Road, Kolkata - 700024

(EMPLOYMENT NOTIFICATION NO. OS:04/2017)
(DETAILED ADVERTISEMENT FOR ASSISTANT COMPANY SECRETARY)

GRSE Ltd. is one of the premier Defence Shipbuilders & Mini Ratna, Category-I company. It is effectively contributing to the defence preparedness of the country by building different sophisticated and state-of-the-art warships. The Company invites applications from qualified, talented and energetic Indian Nationals for the post of Assistant Company Secretary (Grade E-1):

Opening Date for Online Registration : 06 Dec 2017 (1400 hrs.)
Closing Date for Online Registration : 26 Dec 2017 (2359 hrs.)

Grade Scale of Pay	Discipline	No. of Posts & Reservation	Maximum Age as on 01 Nov 2017	Minimum Qualification as on 01 Nov 2017
Assistant Manager (E-1) ₹ 16400-3%-40500 (under upward revision w.e.f. 01.01.2017)	Assistant Company Secretary	01 Post (UR)	28 yrs.	Associate Member of the Institute of Company Secretaries of India.

NOTES:

(A) MAXIMUM AGE LIMIT

1. Maximum age limit is **28 years as on 01 Nov 2017**. However, relaxation of age for PWD / Ex-Servicemen will be as per Govt. rules. Maximum age for joining the company will be 56 years after all age relaxations.
2. The upper age limit shall be relaxed by five years for internal candidates.
3. The relaxation in age limit for PWD candidates shall be applicable irrespective of the fact whether the post is reserved or not.

(B) RESERVATION

4. Candidates from reserved category fulfilling eligibility criteria may also apply for the post earmarked for UR as per Government Rules.
5. Persons with minimum 40% disability having handicapped certificate issued from Competent Authority can apply in accordance with provision of Para 25 of DOP&T OM No. 36035/3/2004 - Estt (Res) dated 29 Dec 05 for the posts not reserved for PWD.
6. Category (SC/ST/OBC/PWD) once entered in the Online Application form will not be allowed to be changed and no benefit of other category will be admissible later on.
7. SC/ST/OBC candidates applying for this post will be treated as General candidates and no relaxation in any criteria will be applicable to these candidates. However, they may indicate their actual category in Online Application so as to avail of application fees concession as applicable.

(C) WRITTEN TEST

8. Written Test will be **tentatively** scheduled on **14 Jan 2018 (Sunday) at Kolkata.**
9. No TA will be paid to the candidates for appearing in the written test.
10. Pattern of Written Test

<u>Type of Question</u>	<u>No. of Questions</u>	<u>Marks</u>	<u>Remarks</u>
Part-I Discipline Knowledge Questions	60	60	<ul style="list-style-type: none">• Duration of Written test – 90 minutes• Question paper language - Bi-lingual (English and Hindi).• Question paper type - Objective type with Multiple Choices Questions.
Part-II General Management Aptitude Test (Mental Ability, Reasoning, English, Data Analysis, Numerical Ability etc.)	25	25	
TOTAL	85	85	

11. In case any ambiguity / dispute arises on account of interpretation in versions other than English, the English version will prevail.

(D) INTERVIEW & SELECTION PROCESS

12. Based on the performance in Written Test, candidates will be shortlisted / called to appear for Interview.
13. Outstation candidates called for attending the Interview will be paid both ways AC Three Tier Railway fare or actual whichever is less by the shortest route (from place of residence / place of work to Kolkata).
14. Final selection of candidates is subject to medical fitness by Company's Medical Officer as per company's Recruitment Rules.

(E) APPLICATION PROCEDURE

15. **Online Application Process:** All candidates have to submit application ONLINE through 'Career section' of GRSE website www.grse.nic.in or on <https://jobapply.in/grse2017>
16. All candidates are required to apply ONLINE, take print out of auto generated filled in Application Format, put their signature at designated places and send it along with *GRSE Copy of Application Fee Challan (applicable for General and OBC candidates) and documents / certificates in support of eligibility* to **Post Box No. 3076, Lodhi Road, New Delhi - 110003** through **ORDINARY POST** only within the due date of **05 Jan 2018**. The envelope containing the application should be super-scribed with "**GRSE Employment Notification No. OS:04/2017**" and "**Assistant Company Secretary**".
17. Serving candidates of Govt. / Semi-Govt. / PSUs / Autonomous Organization are further required to forward the auto-generated printout through proper channel before the due date of **05 Jan 2018** to the address mentioned at Para 16 or produce No Objection Certificate (NOC) at the time of interview.
18. Please note that candidature of the candidate is liable to be cancelled if he/she submits more than one application for same post.
19. GRSE will not be responsible for any postal delay.
20. Incomplete application is liable to be rejected.
21. The detailed procedure of application and other details are available in "Career Section" of GRSE Website: www.grse.nic.in and also in <https://jobapply.in/grse2017>

22. All correspondence with candidates shall be done through e-mail only. All information regarding schedule / 'Written Test Admit Cards'/ Interview Call Letters etc. shall be provided through e-mail / uploading on GRSE website. Responsibility of receiving, downloading and printing of written test admit card / interview call letter / any other information shall be of the candidate only. GRSE will not be responsible for any loss of e-mail sent, due to invalid / wrong e-mail ID provided by the candidate or delivery of e-mails to Spam/Bulk mail folder or for delay / non-receipt of information if a candidate fails to access his / her mail / website in time or DND activated mobile no. etc.

(F) APPLICATION FEES

23. **Application fees of ₹ 500/- and Bank charges of ₹ 50/- (Total fees ₹ 550/-)** to be deposited through Bank Challan mode at any branch of State Bank of India (SBI) by the applicants (General / OBC only). Applicants belonging to SC / ST / PWD / Internal Candidates are exempted from payment of Application Fee.
24. The application fee is non-refundable and hence candidates are advised to ensure their eligibility for the post before applying.
25. Please refer "Guidelines to Apply Online" in the portal <https://jobapply.in/grse2017> for details regarding remittance of Application Fee through Bank Challan in SBI Branches.
26. No other mode of payment will be accepted.

(G) SERVICE AGREEMENT BOND

Candidates joining GRSE in Assistant Manager (Grade-E1) have to execute a Service Agreement Bond to serve the company for 3 years. An amount towards security deposit of 5% of their Basic pay & DA (as applicable at the time of joining) for 3 years which will be deducted from the monthly pay and will be refunded on the completion of 3 years of service including probation period with normal saving bank interest (SBI rates). Bond value will be deductible amount for 3 years. This deposit will be forfeited if the joiner leaves the company before completion of 3 years and will be liable to pay the balance bond amount.

(H) GENERAL TERMS AND CONDITIONS

27. The mere fact that a candidate has submitted application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him / her the right to be definitely called for interview / considered further for selection process.
28. In addition to Basic Pay, Industrial DA (124.30% of BP), HRA (30% of BP) & Perquisites (50% of BP), CPF, Gratuity, Performance Related Pay etc. are admissible as per the Company's Rules. The present CTC per annum in AM (E-1) is ₹7.7 lakhs. In addition, Performance Related Pay will be applicable.
29. GRSE reserves the right to fill up all the posts based on suitability or increase/decrease the number of posts to be filled up or cancel any post or even cancel the whole process of recruitment without assigning any reason. In such cases the reservations will be as per the Govt. guidelines.
30. **Option of Hindi medium shall be given in all selection tests / interview.**
31. The decision of GRSE in all matters regarding eligibility, conduct of written test, interview and selection will be final and binding on the candidates and no correspondence will be entertained.
32. Management reserves the right to call for any additional documentary evidence in support of education, experience etc. of the applicants.
33. For any dispute, the Jurisdiction shall be Kolkata.

34. Candidate will be allowed for appearing in the written examination / for interview (if shortlisted after written test) presuming that he/she is fulfilling the eligibility criteria and other requirements as advertised in the Employment Notification under reference. **In case, at any time, it is found that the candidate is not meeting the eligibility criteria, the candidature will summarily be rejected forthwith. In that event, no reimbursement of travelling expenses incurred for attending the interview will be made. Hence, candidate must ensure that he/she is absolutely meeting the eligibility criteria and other conditions advertised without any deviation.**
35. If selected, the candidates can be posted to any Unit / Project / location of the company.
36. **Furnishing of false information or concealment / suppression of factual information will render the candidate unfit for employment and GRSE will not be responsible for any consequence of furnishing of such wrong / false information.**
37. Any form of canvassing will disqualify the candidature.

(I) IMPORTANT DATES

<u>Sl.</u>	<u>Details</u>	<u>Dates</u>
(a)	Start Date for Online Registration	06 Dec 2017 (1400 hrs.)
(b)	Closing Date for Online Registration	26 Dec 2017 (2359 hrs.)
(c)	Remittance of application fees in Bank (SBI) (during Banking hours on working days)	From 08 Dec 2017 to 28 Dec 2017
(e)	Receipt of hardcopy of application signed by candidate along with GRSE copy of Bank Challan (if applicable) and documents/certificates in support of eligibility	05 Jan 2018
(f)	Uploading of Admit Cards for Written Test (tentative date)	30 Dec 2017
(g)	Tentative date of Written Test at Kolkata .	14 Jan 2018 (Sunday) (Time and Venue details will be mentioned in Admit Card)

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