



Advt. 02/2016

**EXECUTIVES  
FOR WEBSITE**

**GOA SHIPYARD LIMITED**

SHIPBUILDERS, SHIPREPAIRERS & ENGINEERS  
(A Government 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:

**Composites, Civil, Naval Architecture, Paint, Russian Interpreter/Translator and Safety.**

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 through our website [www.goashipyard.com](http://www.goashipyard.com)

**Direct Recruitment:**

Sr. No.	Name of the post	Grade	No. of Vacancies	Reservation	Upper age limit as on 30.06.2016 (Including Age Relaxation)
1	Manager (Safety)	E-3	1	UR	36 years
2	Manager (Russian Interpreter/Translator)	E-3	1	UR	36 years
3	Deputy Manager (Civil)	E-2	1	UR	33 years
4	Assistant Manager (Civil) - (On fixed term basis for 3 years)	E-1	1	SC	35 years
5	Assistant Manager (Paint)	E-1	1	UR	30 years
6	Management Trainee (Composites)	E-1	2	1-SC 1-ST	33 years for SC/ST 31 years for OBC
7	Management Trainee (Naval Architecture)	E-1	3	SC -2, OBC-1	

**NOTE: Above vacancies include backlog reserved vacancies also.**

**Grade and Pay Scales:**

Sr. No.	Grade	Pay Scale (₹.)
1	Manager (E-3)	24,900-3%-50,500
2	Deputy Manager (E-2)	20,600-3%-46,500
3	Assistant Manager / Management Trainee (E-1)	16,400- 3%-40,500

**Time Frame:**

<b><i>Date of commencement of Online Applications</i></b>	28.06.2016
<b><i>Last date for Submitting Online Applications</i></b>	25.07.2016 <b>(till 17:00 hrs)</b>
<b><i>Last date for Submission of Hard Copies along with required documents</i></b>	05.08.2016

**Total Monthly Emoluments / Benefits:-** Basic Pay (at minimum of pay scale) + DA (IDA pattern presently 112.4% of Basic Pay) + HRA (20% of Basic Pay at Goa) + Perks / Allowances (As per Company policy). An Officer is also eligible for Medical benefits, PRP (paid annually based on performance), Housing in company officers colony (in lieu of HRA subject to availability of residential quarters). In case of Management Trainees the emoluments / benefits are mentioned in the details of posts advertised and terms and conditions.

**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.

## **DETAILS OF POSTS AND TERMS AND CONDITIONS**

### **1. Manager (Safety) – 01 (E-3) (UR-01)**

**Essential Educational Qualification:** Degree in any branch of Engineering or Technology from a recognized University / AICTE approved institution and 01 year Diploma in Industrial Safety from Central Labour Institute (CLI) OR Regional Labour Institute (RLI) OR any other institute recognized by the State.

**Desirable Qualification:** Any Higher Degree/Diploma/Certificate Course from a recognized University / AICTE approved institution in Safety Engineering/ Industrial Safety. Working knowledge of languages including Hindi, Marathi/Konkani.

**Essential Work Experience:** The candidate should have 07 years relevant experience after graduation out of which atleast 02 years performing duties in the field of Safety as an Officer. In case of PSU/Government minimum of 02 years experience (out of 7 years) in the pay scale of ₹. 20600-3%-46500/- (IDA) is required.

**Desirable Experience:** Managerial work experience in the areas of Production/Industrial Engineering, 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.

### **2. Manager (Russian Interpreter/Translator) – 01 (E-3) (UR-01)**

**Essential Educational Qualification:** Graduate in Russian Language or Graduate with diploma in Russian Language or Engineering degree with diploma in Russian Language.

**Desirable Qualification:** Post graduation in Russian Language.

**Essential Work Experience:** The candidate should have 07 years relevant experience out of which minimum 4 years in translating Russian Technical Drawings/Documents. In case of PSU/Government minimum of 02 years experience (out of 7 years) in the pay scale of ₹. 20600-3%-46500/- (IDA) is required.

**Desirable Experience:** Above experience in shipbuilding or large manufacturing industry may be an added advantage.

### **3. Deputy Manager (Civil) – 01 (E-2) (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 4 years post qualification 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 Government / PSU minimum 02 years (out of 04 years) in the pay scale of ₹. 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, Warf, 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 is desired. Hands on experience on AUTOCAD software would be an added advantage, acquaintance with computer-aided project planning and monitoring systems (primavera and MS projects).

### **4. Assistant Manager (Civil) – 01 (E-1) (SC-01) (On Fixed Term Employment for 3 years)**

**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 1 year post qualification 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 01 year in the pay scale of ₹. 12600-3%-32500/- (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, Warf, 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 is desired. Hands on experience on AUTOCAD software would be an added advantage, acquaintance with computer-aided project planning and monitoring systems (primavera and MS projects).

#### **5. Assistant Manager (Paint) – 01 (E-1) (UR-01)**

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

**Desirable Qualification:** Diploma in Paint Technology.

**Essential Work Experience:** Candidate should have 1 year relevant post qualification work experience in painting function. In case of Govt./PSU minimum 01 year in the pay scale of ₹. 12600-3%-32500/- (IDA).

**Desirable Experience:** Relevant managerial work experience in Painting function with exposure paint specifications, QA of paint and test / trial methods, procedures.

#### **6. Management Trainee (Composites) – 02 (E-1) ( SC-01, ST-01)**

**Essential Educational Qualification:** The candidate should possess a minimum Degree in Chemical Technology / Polymer technology (B.E. / B.Tech.) with minimum First class or 60% marks or equivalent CGPA OR Candidates with a degree in Mechanical Engineering / Naval Architecture with minimum First class or 60% marks or equivalent CGPA with Post graduation qualification in Chemical Technology / Polymer technology may also be considered.

Candidates studying in the Final Year/Semester/Term may also be considered for training, provided they score an aggregate of at least 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 1<sup>st</sup> class or 60% marks or equivalent CGPA. 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. On satisfactory completion of training, subject to availability of vacancies and based on the performance during the training period, they may be considered for placement as Assistant Manager in the E-1 grade carrying pay scale of ₹. 16400-3%-40500 or its equivalent as revised from time to time. 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. All Management Trainees considered for placement as Assistant Manager will be on probation for a period of one year from the date of placement as Assistant Manager. The period of 01 year as Management Trainee will not be counted as regular service and other consequential service benefits.

## **7. Management Trainee (Naval Architecture) – 03 (E-1) (SC-02, OBC-01)**

**Essential Qualification:** Candidates should have Bachelor of Engineering (B.E.) / Bachelor of Technology (B. Tech.) Naval Architecture from a recognized University /AICTE approved institution with minimum First class or 60% marks or equivalent CGPA.

Candidates studying in the Final Year/Semester/Term may also be considered for training, provided they score an aggregate of at least 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 1<sup>st</sup> class or 60% marks or equivalent CGPA. 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. On satisfactory completion of training, subject to availability of vacancies and based on the performance during the training period, they may be considered for placement as Assistant Manager in the E-1 grade carrying pay scale of ₹. 16400-3%-40500 or its equivalent as revised from time to time. 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. All Management Trainees considered for placement as Assistant Manager will be on probation for a period of one year from the date of placement as Assistant Manager. The period of 01 year as Management Trainee will not be counted as regular service and other consequential service benefits.

### **Security deposit:**

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.

### **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 Government / 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) **Candidates employed in Government / 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 Manager should have 02 years experience in the pay scale of ₹ 20600-3%-46500 (E-2) 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.**

- 9) Last drawn salary shall be protected for PSU / Government employees and Commander / Captain of Indian Navy or Coast Guard equivalent if applicable as per Government of India / GSL guidelines.
- 10) In case of candidates applying for the post of Assistant Manager, the candidates should have 01 year experience in Government / PSU in the immediate lower grade of Junior Manager or equivalent in the pay scale of ₹.12600-3%- 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.
- 11) Management reserves the right to raise the eligibility criteria for short listing the applications.

- 12) All Outstation candidates called for interview for the above posts (except Management Trainee) will be paid to and fro 2<sup>nd</sup> A/C rail fare and candidates called for interview for the post of Management trainee will be paid to and fro sleeper class rail 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, all 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.
- 13) 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”.
- 14) Candidates having “Wait Listed” tickets for Rail journey are NOT entitled for TA Reimbursement.
- 15) For any dispute, the Jurisdiction shall be Goa only.
- 16) The Government directives on reservation for SC/ST/OBC/PWD/Ex-servicemen will be strictly followed.
- 17) Interim enquiries will not be entertained.
- 18) Canvassing in any form may lead to disqualification of candidature.
- 19) At the sole discretion of GSL Management the number of vacancies notification may be increased or reduced.
- 20) Relaxation in age limit for external candidates for SC/ST/OBC/PWD/Ex Servicemen will be as per Government of India guidelines in force.
- 21) Internal candidates may get additional relaxation for age as per GSL Rules.
- 22) 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.
- 23) An application fee in the form of Demand Draft of ₹.500/- (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 Government of India rules. No fee is required to be paid by internal candidates. Application without prescribed fees shall be liable for rejection.
- 24) The candidates applying for more than one post must send separate online applications along with prescribed processing fee for each post. Applications received contrary to instructions given shall be rejected.
- 25) 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.



- 26) 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.
- 27) 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.
- 28) Corrigendum, if any, will be uploaded on our website only. Candidates are requested to check our website regularly under the heading “Advertisement”.
- 29) 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.
- 30) 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.
- 31) Management will not be responsible for non receipt of email and loss of their E-mail ID and password.
- 32) In the event of finding difficulty to apply online you may contact us through Email: **recruitment@goashipyard.com**

#### **INSTRUCTIONS FOR APPLYING ONLINE:**

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.

#### **Other Information for candidates with regard to online application:**

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 attach the original Demand Draft, self attested Xerox copies of all relevant mark sheets / certificates as applicable and post the online application form, Demand Draft and attached documents to: **The Chief General Manager (HR&A), Dr. B.R Ambedkar Bhavan, Goa Shipyard Limited, Vasco-Da-Gama, Goa – 403802**, in support of the details entered in the Online Application System.

**Online Application opens from 00.00 hrs on 28.06.2016 and closes at 17.00 hrs on 25.07.2016.**

**LAST DATE FOR RECEIPT OF THE PRINT OUT OF ONLINE APPLICATION FORM ALONG WITH SUPPORTING DOCUMENTS AT GOA SHIPYARD LIMITED IS 05.08.2016**

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