

## **GENERAL PROCEDURE FOR SELECTION/RECRUITMENT BEING FOLLOWED IN GOA SHIPYARD LIMITED**

It is to be submitted for the kind information that Goa Shipyard Limited is following the recruitment process which envisages the following steps:

1. Anyone desirous of making application for any post advertised by GSL is required to apply online. The online process has the requisite eligibility criteria and for all fairness, all those candidates who prima facie meet the job specifications/eligibility norms as prescribed in the advertisement can only apply. The application once filled online is forwarded to GSL and for the application a registration number is created which is being used by the candidate for all purposes.
2. The provisions of Compulsory Notification of Vacancies whereby the notification of the post is invariably sent to the local Employment Exchange to forward the names of candidates who are registered in the local Employment offices and thereby for each post under C and D category, the names of candidates are being obtained from Employment Exchange, Panaji and Margao. This is being done with an objective to have representation of local candidates as per Govt. directives.
3. Before notifying the vacancies the provisions of reservation roster are being followed as per Govt. directives and 50% reservation for SC/ST/OBC is being provided based on the percentage prescribed by the Govt. of India and post based reservation roster is being maintained in GSL. These rosters are being inspected by the Hon'ble Parliament Committees visiting Goa from time to time. Reports and Returns for the reserved posts filled, vacancies remaining for the current and backlog positions are being sent to Govt. of India, which is being scrutinised at Ministry level and clarifications sought are being provided to Ministry officials.
4. The applications received are further being scrutinised by the committee duly constituted with the approval of the competent authority to re-ensure that the requirements of age, caste, qualification and experience are being fulfilled by the candidates. Once the eligibility of the candidate is established, the HR department is proposing a selection committee which comprises the following:
  - a) Chairman of the committee  
(normally the Chairman of the committee is the Head of the Dept. concerned for which the recruitment is being made). Besides, he is the subject expert also.
  - b) A representative of SC/ST/OBC
  - c) A subject expert
  - d) A member Secretary normally from HR department
  - e) A member from the Minority Community.  
(The composition of the selection committee is in line with the Govt. of India directives issued from time to time).

5. The shortlisted candidates are being issued call letters. Their names are declared and hosted on the GSL website in Career page so that all the candidates called for the selection can see their names as the website is in public domain.
6. As per recruitment rules, a written test, practical test and interview are being held with the following weightage.  
Written test 60 marks;  
practical test 25 marks and  
interview 15 marks  
TOTAL: 100 marks  
(As per recent Govt. guidelines the provision of interview is now being discontinued for Group B, C and D posts).
7. Before conducting the written test the question paper is being prepared by the Chairman of selection committee and is kept confidential in his custody till the same is opened in the presence of selection committee and the papers are distributed to the candidates appearing for the written test.
8. Normally, two sets of question papers are prepared viz. Set A and Set B. Both these sets are having the same questions but their seriatim of placing questions is different. This is being done with an intention to ensure that the candidates sitting close to each other should not take advantage of seeing the answers of other candidates.
9. The evaluation of question paper is through Optical Mark Recognition system which is invariably being done through computer and no evaluation is being done by any individual. The process of OMR evaluation has been adopted to ensure transparency and to eliminate bias or favouritism. The process of OMR evaluation also gives the merit list and the selection committee having been fully satisfied with the accuracy of evaluation, declares the results of the written test. The result of the written test is normally signed by the Chairman of the selection committee. It is a normal practice to preferably maintain the ratio of 1:5 for the candidates being called for interview.
10. As per Govt. of India rules, the relaxation for SC/ST/OBC candidates to ensure that their required representation exists in the zone of consideration. This is being done in accordance with Govt. of India directives on the subject.
11. The candidates thereafter are subjected to the practical test wherever applicable. Normally, the practical tests are conducted for workmen falling under Group C and D categories.
12. The candidates who secure at least 50% marks both in the written test and practical test are declared eligible for the interview by the selection committee. The duly constituted selection committee interviews the candidates for Group A posts (for Group B, C and D

interviews are being eliminated and the marks of the interview are now being added to the practical test as per Govt. directives).

13. While evaluating the candidates for 15% weightage of interview, the individual personality, suitability of the candidate for the post, mannerisms, subject knowledge are being tested. The weightage of 15% marks in interview is in accordance with Govt. of India directives. After consolidating the marks in the written test, practical test and interview, a merit list is prepared and selection is being recommended by the selection committee as a unanimous decision keeping in mind the posts reserved for SC/ST/OBC in order of their merit. Normally, it has been an endeavour of the selection committee to keep a few candidates in the waiting list for a period of one year so that if the selected candidates do not join, the candidate in panel may be considered for selection.
14. The recommendations of the selection committee duly signed by all the members are being submitted to HR department and thereafter, HR department after reviewing the process adopted by the selection committee, puts up the proposal for approval by the appointing authority. The appointing authority, after considering the recommendations, approves the selection proceedings.
15. The selection proceedings once approved are sent back to HR dept. and the names of the selected candidates are again hosted on the GSL website under Recruitment portal and is available in public domain for the general information. Presently, the recruitment career is being used for Group A posts and HR would soon be doing the process for making the results available for public domain for Group B, C and D categories also.
16. The process thus being followed in GSL as elaborated here above is totally transparent and is in accordance with Govt. of India directives. For all practical purposes, it may be inferred that no individual, irrespective of his position, may interfere in the process of recruitment.
17. Normally, any citizen of India is free to make a RTI application to seek information with regard to the selection process and it has been our experience that for each case of recruitment we are getting RTI applications and as per Govt. of India directives, such applications are required to be disposed off within 30 days. The trend of receiving RTI applications has not only increased, but in some applications the information sought is for more than 40 points. This results in increase in workload on the department to reply to these RTI applications.
18. Queries and complaints made to Vigilance, Govt., CVC etc. are also being dealt as per rules and replies are being sent to the authorities. In some cases, recruitment conducted has been cancelled where iota of doubt is found prima facie.
19. All out efforts are being made to ensure equity, transparency and justice in all the cases of recruitment and any complaint received is being dealt with utmost seriousness and anybody found indulged in malafide practices will be dealt in accordance with Conduct, Discipline and Appeal Rules and as laid down by Govt. of India.

The aforesaid procedure being adopted for recruitment and selection in Goa Shipyard Limited being a Central Public Sector Undertaking, under Ministry of Defence, Govt. of India and "State" under Article 12 of Constitution of India.