



Advt. 04/2018

**SRD  
FOR WEBSITE**

**GOA SHIPYARD LIMITED**  
SHIPBUILDERS, SHIPREPAIRERS & ENGINEERS  
(A Government of India Undertaking-Ministry of Defence)  
(ISO 9001-2015 Certified Company)  
**VADDEM, VASCO-DA-GAMA, GOA – 403 802**

**Unmatchable Track Record of Execution & Delivery**

**SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES (PWD)  
AND SCHEDULED TRIBES (ST)**

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 various posts as listed below. Applications are invited from **Indian Nationals only** 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.in](http://www.goashipyard.in)

**Special Recruitment Drive (PWD) (Executives)**

Sr. No	Name of the post	No. of Vacancies	Reservation	Upper age limit as on 30.09.2018 (in years) (Including Age Relaxation)	Pay scales (In ₹) & Grade
1	Management Trainee (HR)	1	VH – 01; HH – 01	For PWD - [SC/ ST– 38 years; OBC - 36 years; UR - 33 years]	40,000-3%- 1,40,000 (E-1)
2	Management Trainee (Commercial)	1			

**Special Recruitment Drive (PWD) (Non-Executives)**

Sr. No	Name of the post	No. of Vacancies	Reservation	Upper age limit as on 30.09.2018 (in years) (Including Age Relaxation)	Pay scales (In ₹) & Grade
1	Junior Instructor (Apprentice – Mechanical) (On Fixed Term Employment for 03 years)	1	VH – 04, OH – 04, HH – 04, MH – 02	For PWD- [SC/ ST– 48 years; OBC - 46 years; UR - 43 years]	16600-3%- 63500 (W-8)
2	Commercial Assistant (On Fixed Term Employment for 03 years)	1			15600-3%- 57500 (W-6)

3	Office Assistant	1			15600-3%-57500 (W-6)
4	Office Assistant (On Fixed Term Employment for 03 years)	3			15600-3%-57500 (W-6)
5	Office Assistant (Finance)	1			15600-3%-57500 (W-6)
6	Yard Assistant	3			15100-3%-53000 (W-5)
7	Yard Assistant (On Fixed Term Employment for 03 years)	1			15100-3%-53000 (W-5)
8	Telephone Operator	1			15100-3%-53000 (W-5)
9	Store Assistant (On Fixed Term Employment for 03 years)	1			15100-3%-53000 (W-5)
10	Unskilled	1			10100-3%-35000 (W-1)

**Special Recruitment Drive (Scheduled Tribes) (Non-Executives)**

Sr. No	Name of the post	No. of Vacancies	Reservation	Upper age limit as on 30.09.2018 (in years) (Including Age Relaxation)	Pay scales (In ₹) & Grade
1	Assistant Superintendent (Commercial)	1	ST-18	38 years	21000-3%-70000 (S-1)
2	Assistant Superintendent (HR)	1			21000-3%-70000 (S-1)
3	Assistant Superintendent (Finance) (On fixed term Employment for 03 years)	1			21000-3%-70000 (S-1)
4	Junior Supervisor (Information Technology)	1			21000-3%-70000 (S-1)
5	Nursing Assistant	1			16600-3%-63500 (W-8)
6	Office Assistant	2			15600-3%-57500 (W-6)
7	Office Assistant (Hindi)	1			15600-3%-57500 (W-6)
8	Commercial Assistant (On fixed term Employment for 03 years)	2			15600-3%-57500 (W-6)
9	Yard Assistant (On Fixed Term Employment for 03 years)	1			15100-3%-53000 (W-5)
10	Store Assistant (On Fixed Term Employment for 03 years)	1			15100-3%-53000 (W-5)

11	Carpenter	1		14600-3%-48500 (W-4)
12	Painter (On Fixed Term Employment for 03 years)	4		14600-3%-48500 (W-4)
13	Vehicle Driver (On Fixed Term Employment for 03 years)	1		14600-3%-48500 (W-4)

**Time Frame:**

Date of commencement of Online Applications	08.10.2018
Last date for Submitting Online Applications	08.11.2018 (till 17:00 hrs)
Last date for Submission of Hard Copies along with required documents	18.11.2018

**DETAILS OF POSTS AND TERMS AND CONDITIONS**

**1. Management Trainee (HR) (E-1) - 01 vacancy [PwD-01]**

**Essential 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.

**2. Management Trainee (Commercial) (E-1) - 01 vacancy [PwD-01]**

**Essential Educational Qualification:** First class in B.E. /B.Tech/ M.Tech/ M.E. in Mechanical/ Production/ Electronics/ Electrical / Naval Architecture/ Shipbuilding from a recognized University/AICTE approved institution.

**TERMS FOR MANAGEMENT TRAINEE POSTS**

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. 40,000-3%-1,40,000 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.

**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.

**3. Assistant Superintendent (Commercial) (S-1) - 01 vacancy [ST-01]**

**Essential Educational Qualification:** Bachelors of Business Administration (BBA) OR Graduate in any discipline with Diploma in Commercial / Supply Chain Management from a recognized University / Institute.

**Desirable Qualification:** 2 years Post Graduate Degree / Diploma in Commercial / Supply Chain Management from a recognized University /Institute.

**Work Experience:** The candidate should possess minimum 2 Years Post qualification relevant work experience.

**4. Assistant Superintendent (HR) (S-1) - 01 vacancy [ST-01]**

**Essential Educational Qualification:** Bachelors of Business Administration (BBA) OR Graduate in any discipline with Diploma in Personnel Management / Industrial Relations /Labour Law and Labour Welfare / BSW /B.A (Social Work) /B.A (Sociology) from a recognized University /Institute.

**Desirable Qualification:** 2/3 years Post Graduate Degree / Diploma in HR / MIRPM / MBA / MSW / MHRM /LLB/B.L. Certificate course on Supervisory development offered by National Productivity Council or other Institutions recognized by Government of India.

**Work Experience:** The candidate should possess minimum 2 Years Post qualification relevant work experience in HR function.

**5. Assistant Superintendent (Finance) (On Fixed Term Employment) (S-1) - 01 vacancy [ST-01]**

**Essential Educational Qualification:** Graduate having passed Intermediate examination / IPCC Examination from Institute of Chartered Accountants of India or Institute of Cost Accountants of India.

**Work Experience:** The candidate should possess minimum 2 Years Post qualification relevant work experience in Finance functions.

**6. Junior Supervisor (Information Technology) (S-1) - 01 vacancy [ST-01]**

**Essential Educational Qualification:** Full time BCA / BBA / B.Sc. (IT).

**Work Experience:** Minimum 02 years of DC (Data Centre) professional experience.

**Desirable Work Experience:** Experience as Systems Admin on Windows OS, N/W products, knowledge of programming in JSP/SQL, preliminary knowledge of any one database Oracle / SQL server.

7. **Junior Instructor (Apprentice) Mechanical (On Fixed Term Employment) (W-8) - 01 vacancy [PwD -01]**

**Essential Qualification & Experience:** The applicant should possess full time Diploma in Mechanical /Fabrication / Shipbuilding engineering with minimum 2 Years work experience in teaching line a factory / manufacturing sector / college / technical institute / ITI.

8. **Nursing Assistant (W-8) – 01 vacancy [ST-01]**

**Essential Qualification and Experience:** Three years full time Diploma Course in General Nursing & Midwifery from recognized Institute / Board / University and should have two years working experience in a hospital or Government / PSU medical centers.

**Desirable:** Candidates having knowledge of regional language i.e. Konkani / Marathi along with Hindi & English will be given preference.

9. **Office Assistant (W-6) – 03 vacancies [ST – 02, PwD-01]**

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

10. **Office Assistant (On Fixed Term Employment) (W-6) – 03 vacancies [PwD -03]**

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

11. **Office Assistant (Finance) (W-6) - 01 vacancy [PwD-01]**

**Essential Qualification & Experience:** The applicant should possess Degree in Commerce with typing speed of 30 w.p.m. (i.e. Lower Typing) 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.

**12. Office Assistant (Hindi) (W-6) - 01 vacancy [ST-01]**

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

**13. Commercial Assistant (On fixed term Employment) (W-6) - 03 vacancies [PwD – 01; ST– 02]**

**Essential Qualification & Experience:** Graduate in Science/ Commerce (BCom) with minimum 1 year experience in handling communication with commercial firms in medium / large size Shipbuilding / Heavy Industries / CHA. They should be conversant with typing on computer and handling computer applications like Word / Power Point with 01 year certificate course in computer applications.

**14. Yard Assistant (W-5) - 03 vacancies [PwD– 03]**

**Essential Qualification & Experience:** The applicant should have graduation Degree in any discipline with typing speed of 30 w.p.m. (i.e. Lower Typing) 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.

**15. Yard Assistant (On Fixed Term Employment) (W-5) - 02 vacancies [PwD– 01; ST-01]**

**Essential Qualification & Experience:** The applicant should have graduation Degree in any discipline with typing speed of 30 w.p.m. (i.e. Lower Typing) 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.

**16. Telephone Operator (W-5) – 01 vacancy [PwD - 01]**

**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 year relevant experience in the line.

**17. Store Assistant (On Fixed Term Employment) (W-5) – 02 vacancies [PwD-01; ST-01]**

**Essential Qualification & Experience:** The applicant should have graduation Degree in any discipline with typing speed of 30 w.p.m. (i.e. Lower Typing) 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.

**18. Carpenter (W-4) – 01 vacancy [ST-01]**

**Essential Qualification & Experience:** The applicant should possess SSC

AND

02 years training in the respective trade in GSL or 02 years experience in the line.

**NOTE:** Candidates with lower qualifications (not below 8th class pass) will also be considered for this post provided they have put in additional service equivalent to the shortfall of SSLC qualifications i.e. for example an 8th class pass candidate should have experience of 2 years over and above the prescribed experience mentioned in the advertisement.

**19. Painter (On Fixed Term Employment) (W-4) – 04 vacancies [ST-04]**

**Essential Qualification & Experience:** The applicant should possess SSC

AND

02 years training in the respective trade in GSL or minimum 02 years' experience in the line.

**Desirable:** Preference will be given to the candidate who is having above experience as painter in shipbuilding or Heavy Engineering Industry.

**NOTE:** Candidates with lower qualifications (not below 8th class pass) will also be considered for this post provided they have put in additional service equivalent to the shortfall of SSLC qualifications i.e. for example an 8th class pass candidate should have experience of 2 years over and above the prescribed experience mentioned in the advertisement.

**20. Vehicle Driver (On Fixed Term Employment) (W-4) – 01 vacancy [ST -01]**

**Essential Qualification & Experience:** The applicant should possess SSC and Heavy Vehicle driving license with badge and 02 years training in the respective trade in GSL or 02 years experience in the line.

**NOTE:** Candidates with lower qualifications (not below 8th class pass) will also be considered for this post provided they have put in additional service equivalent to the shortfall of SSLC qualifications i.e. for example an 8th class pass candidate should have experience of 2 years over and above the prescribed experience mentioned in the advertisement.

21. Unskilled (W-1) – 01 vacancy [PwD -01]

**Essential Qualification & Experience:** The applicant should possess SSC with 01 year experience in the line.

**Desirable:** ITI candidates will be given preference.

**NOTE: Candidates with lower qualifications (not below 8th class pass) will also be considered for this post provided they have put in additional service equivalent to the shortfall of SSLC qualifications i.e. for example an 8th class pass candidate should have experience of 2 years over and above the prescribed experience mentioned in the advertisement.**

**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. After completion of online registration and entering all the details, the candidates are required to take print out of online application form, attach all the relevant documents and post the same to Goa Shipyard Limited.
- 2) Non-receipt of hardcopy of application, incomplete application, applications 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 also to fill up future vacancies, if any from the valid panel of selected candidates as per the rules of the company. At the sole discretion of GSL Management the number of vacancies notified may be increased or reduced.
- 4) Mere fulfillment of qualifications and other requirements as laid down does not entitle a candidate to be called for selection process. Management reserves the right to raise the eligibility criteria for short listing the applications. 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.
- 5) Candidates seeking reservation as Scheduled Tribe (ST), 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 ST and the Village/Town the candidate is ordinarily a resident of.
- 6) If the ST /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.
- 7) Benefits for posts such as DA, HRA and other allowances will be applicable to the grade as per rules.



- 8) 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 practical/interview without which the candidates will not be allowed for practical /interview and also a document indicating the current pay scale and the date since working in the said pay scale is to be produced.
- 9) Management reserves the right to appoint / rotate any employee in any position as per requirement of Company, irrespective of position he has been originally selected for.
- 10) Selection process may consist of Written Test and / or Trade Test / Practical Test /Interview (Executive posts). Outstation candidates qualifying the written test and called for the Trade Test / Practical Test / Interview will be paid to and fro 2<sup>nd</sup> sleeper class rail fare by shortest route 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 will be reimbursed to and fro 2<sup>nd</sup> 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.
- 11) 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 selection process. Application format along with ECS form is available on our website under the heading “Advertisements”.
- 12) Candidates having “Wait Listed” tickets for Rail journey are NOT entitled for TA Reimbursement.
- 13) For any dispute, the Jurisdiction shall be Goa only.
- 14) Interim enquiries will not be entertained.
- 15) Canvassing in any form may lead to disqualification of candidature.
- 16) Relaxation in age limit for external candidates for SC/ST/OBC/PWD/Ex Servicemen will be as per Government of India guidelines in force. The Government directives on reservation for SC/ST/OBC/PWD/Ex-servicemen will be strictly followed.
- 17) Internal candidates may get additional relaxation for age as per GSL Rules.
- 18) **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 Rights of Persons with Disabilities Act, 2016”. The categories are

- a) Blindness and Low Vision;
- b) Deaf and Hard of Hearing;
- c) Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- d) Autism, Intellectual Disability, specific learning disability and mental illness;
- e) Multiple Disabilities from amongst person under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities.

VH	Visually Handicap	Blindness and Low Vision
HH	Hearing Handicap	Deaf and Hard of Hearing
OH	Orthopedically Handicap	Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victim and muscular dystrophy
MH	Multiple Disability	Multiple Disability from amongst person under the point (a) to (d) above including deaf- blindness in the posts identified for each disability

SC/ST/OBC candidates will get age relaxation as applicable over and above the age relaxation for PWD. SC/ST – 05 years and OBC - 03 years; over and above the age relaxation for PWD of UR category as mentioned above.

19) **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.

- 20) The candidates applying for more than one post must send separate online applications for each post. Applications received contrary to instructions given shall be rejected.
- 21) 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.
- 22) Management reserves the right to cancel the advertisement and/or the selection process there under without assigning any reason.
- 23) Applications received without following the online process will not be entertained.
- 24) Corrigendum, if any, will be uploaded on our website only. Candidates are requested to check our website regularly under the heading "Advertisement".
- 25) Call letters for Selection process will be sent only through E-mail to shortlisted candidates' registered Email ID. The candidates are requested to login to their E-mail Id and check regularly.
- 26) Information regarding names of eligible candidates, date of written test, 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.
- 27) Management will not be responsible for non receipt of email and loss of their E-mail ID and password.
- 28) Upper age limit and experience will be considered as on 30.09.2018.
- 29) For Non-Executive posts, the management reserves the right to reject the candidature if the candidates possess higher qualifications than prescribed in the advertisement i.e. overqualified candidates may not be considered. (E.g. BE qualified candidates may not be considered for Diploma Level post; Diploma holders may not be considered for ITI posts; graduates/diploma holders may not be considered for posts where the educational qualification is SSC/VIIIth std.).

- 30) In the event of finding difficulty to apply online you may contact us through Email: [recruitment@goashipyard.com](mailto:recruitment@goashipyard.com)

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

Please keep scanned copy (preferably JPG/PDF format) of the following documents 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

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

1. 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.
2. 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.

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: **GM (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 08.10.2018 and closes at 17.00 hrs on 08.11.2018.**

**LAST DATE FOR RECEIPT OF THE PRINT OUT OF ONLINE APPLICATION FORM ALONG WITH SUPPORTING DOCUMENTS AT GOA SHIPYARD LIMITED IS 18.11.2018**