

गार्डेन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड

GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED

(A Govt. of India, Ministry of Defence, Undertaking)
CIN No.: L35111WB1934GOI007891

Regd.& Corporate Office: GRSE Bhavan, 61, Garden Reach Road,

Kolkata – 700024; Website: www.grse.in

(EMPLOYMENT NOTIFICATION NO. 2025/06 (SRD-J)

SPECIAL RECRUITMENT DRIVE (SRD) FOR PWBD CANDIDATES

Opening Date for Online registration: 05 Jul 2025 (10:00 hrs) Closing Date for Online registration: 04 Aug 2025 (23:59 hrs)

GRSE Ltd. is one of the premier Defence Shipbuilders enjoying the Schedule-A Mini Ratna, Category-I status and contributing efficiently to the defence preparedness of the country by building state-of-the-art warships. The Company invites applications from talented and energetic Indian Nationals as **JOURNEYMAN** in various trades.

1. Vacancy details:

SI.	Trades	Nos. of Posts	Reservation	Essential Qualification (As on 01.07.2025)
(a)	Journeyman (Pipe Fitter)	01	The vacancy is reserved for PwBD (VH/LV) category. However, candidates belonging to PwBD (HH/PD) and PwBD (OH) can also apply for this post. If suitable candidates belonging to PwBD (VH/LV) category are not available, only then the candidates belonging to PwBD (HH/PD) and PwBD (OH) will be considered and if found suitable, will be selected.	Matriculation (10 std. pass) with NAC / NTC in Pipe Fitter / Plumbing trades
(b)	Journeyman (Painter)	02	The vacancy is reserved for PwBD (HH/PD) category. However, candidates belonging to PwBD (VH/LV) and PwBD (OH) can also apply for this post. If suitable candidates belonging to PwBD (HH/PD) category are not available, only then the candidates belonging to PwBD (VH/LV) and PwBD (OH) will be considered and if found suitable, will be selected.	Matriculation (10 std. pass) with NAC / NTC in Painter (General) / Painter (Marine) / Industrial Painter trade

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SI.	Trades	Nos. of Posts	Reservation	Essential Qualification (As on 01.07.2025)
(c)	Journeyman (Computer Operator)	01	The vacancy is reserved for PwBD (HH/PD) category. However, candidates belonging to PwBD (VH/LV) and PwBD (OH) can also apply for this post. If suitable candidates belonging to PwBD (HH/PD) category are not available, only then the candidates belonging to PwBD (VH/LV) and PwBD (OH) will be considered and if found suitable, will be selected.	Matriculation (10 std. pass) with NAC / NTC in COPA / PASAA / Information Technology/ Data Base System Assistant/ Desktop Publishing Operator trades

SC=Scheduled Caste; ST=Scheduled Tribe; OBC=Other Backward Classes-Non creamy Layer; EWS=Economically Weaker Section, ESM=Ex-servicemen; NTC=National Trade Certificate (ITI pass); NAC=National Apprenticeship Certificate; PwBD=Persons with Benchmark Disabilities

PwBD category	Type of disability	
OH	Locomotors disability including cerebral palsy, leprosy cured, dwarfism, acid att	
	victims and muscular dystrophy	
HH/PD	Hard of Hearing – Partially Deaf	
VH/LV	/H/LV Visually Handicapped – Low Vision	

2. Notes

- (i) The date of declaration of result / issuance of mark sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account.
- (ii) Candidates possessing higher professional qualifications such as Graduate or Post Graduate Degree in Engineering/ Technology/ Pharmacy/ Masters in Business Administration (MBA)/ Chartered Accountant (CA)/ Cost Management Accountant (CMA)/ Company Secretary (CS)/ Bachelor of Law (LL.B)/ Master of Computer Applications (MCA)/ Doctor of Philosophy (Ph.D) or any such equivalent higher professional qualification will not be eligible for any of the advertised posts. Non-declaration of any qualification possessed by the candidate will render his/ her selection null and void as and when it comes to the notice of the Company.
- (iii) The numbers of vacancies may be increased / decreased, if required depending on the requirement and reservation guidelines will be followed.

3. Duties & Responsibilities:

Journeymen will be imparted on job training in different allied trades in addition to their parent trades enabling them to perform different kind of jobs at a time for gainful utilization of their service. During their training/ employment in GRSE, they should behave in a manner befitting as a member of Defence PSU. An indicative list of duties and responsibilities during Journeyman period and later on absorption in permanent post as applicable from time to time in respect of each trade is given below:-

Trades	Duties and Responsibilities (Summary)*
(a) Pipe	1. Read drawing /sketches, mark, line out, layout, carry out simple calculations
Fitter	for finding out dimensions as may be required. Remarking re-layout if required, due
	to obstruction / fouling/change of dimension of compartment / change of drawing.
	2.a) Carry out all piping and associated fitting work including Sand packing,
	template making, making & fitting of clamp and pipe fitting, bending (cold & hot),
	fabrication (including edge preparation), Tacking, Gas cutting, pipe joint welding,
	hacksawing, making pipes as per Jig/Fixtures, Threading, tapping, Drilling,
	Chipping, Filing, Grinding, Dressing, Pipe expanding, Fairing, bundling etc.
	b) Punching of Fittings/Item No./Pipe No: on respective fittings /pipes
	3. Carry out Tacking and gas cutting, heating. This includes heating by gas.
	Manufacturing of Jigs/Fixtures if required.
	4. Use measuring Instruments, gauges, Jigs/fixtures etc. related to the
	operation.
	5. Use hand and power tools (both portable and stationary), relating to the
	piping and associated work.
	6. Operate machineries connected with plumbing work e.g. Vibrators, CNC
	Pipe bending machines of different capacities, Pipe Flanging Machine (cold/hot),
	Pipe Branching Machine, Power Saw, Threading machine, Other machines like
	Flange facing, Horizontal Boring Machine, Gasket cutting machine, Flushing
	machine, Pneumatic operated high press testing machine available/installed in Pipe
	Shop.
	7.a) Carry out Pressure testing, trial, modification / rectification and assist the
	Inspector/Surveyor as and when necessary.
	b) Arrange for flushing of pipes in shop and Flushing of System Pipe lines at
	required pressure.
	c) Making of blank and Blanking of Tanks/pipes for Tank testing/Citadel
	testing.
	8.a) Carry out acid pickling /scrapping/painting, etc. incidental to the preparation
	of piping /plumbing work on regular emergency basis.
	b) Preparation of blanking for External Galvanisation only
	c) Dressing/Tapping after Galvanisation
	9. Renew /refit after necessary repair/rectification/modification in respect of the
	operation mentioned under item Sl. No.1 to 8.
	10. Other duties and responsibilities as may be assigned from time to time.
(b) Painter	Read simple drawings/sketches and perform simple calculations.
	2. All types of (Manually/mechanical/chemical) cleaning and preparation of
	surfaces prior to painting on ferrous, non-ferrous, wood and synthetic materials.
	3. Mix paint and other chemicals in proportion for use in paintings, enameling
	etc. and other chemical applications.
	4. Apply paint/chemicals on ferrous, non-ferrous, wood and synthetic materials
	by brushing/spraying /dipping/roller painting etc. (hot and cold application).
	5. Operate (including charging/discharging of material) baking furnaces/drying
	ovens and bake /dry enameled/painted job for enameling and painting. Carry out
	minor maintenance work on furnace /backing ovens.
	6. Maneuver jobs manually using lifting appliances, carry paint/brush etc. to
	work spot and back.
	7. Touch up/repair /rectify the work related to the operation mentioned under
	item 2 to 6.
	8. Use and maintain hand/power tools like brushed, spray gun etc.
	9. Use simple measuring aids/gauges etc.
	10. Observe safety precautions.

Trades	Duties and Responsibilities (Summary)*
	11. Handle manually material of 20 kg without outside assistance i.e. lift unload,
	put aside, keep in position the equipment or any other material as required to
	perform his job/tasks but not involving carrying of the item to a considerable
	distance. 12. Beside above any other suitable iobs allied to the trade as assigned by the
	12. Beside above any other suitable jobs allied to the trade as assigned by the competent authority.
	13. Other duties and responsibilities as may be assigned from time to time.
	The state date and responsibilities as may be assigned from time to time.
(c) Computer	1. Read and copy letters, notes, enquiries, tenders, memos, gate passes,
Operator	documents, correspondences, reports, tables etc. in prescribed format or as
	necessary.
	2. Perform mathematical calculation and related work including operation of
	calculating machine.
	3. Collect information / documents, record the same and prepare reports /
	documents in prescribed formats or as indicated by the competent authority and send the same to the appropriate person / outside offices after necessary
	formalities.
	4. Data Entry & Data Verification / Data Validation / Reconciliation.
	5. Data entry by inputting text based and numerical information from source
	documents in MS Word / MS Excel / MS Power Point etc.
	6. Work related to data entry and data output in respect of various modules of
	SAP systems.
	7. Compile, verify accuracy and sort information according to priorities to
	prepare source data for computer entry 8. Review / cross check data for deficiencies or errors, correct
	incompatibilities, if any, and check output to ensure accuracy.
	9. Apply data program techniques and procedures / initiate time saving
	methods.
	10. File maintenance / record maintenance activities.
	11. Maintain reports in proper MIS format as per direction. Generate MIS
	reports from SAP system / from MS Word, MS Excel etc. and file / store completed
	work / documents (soft and hard copies) in designated locations with proper
	backups. 12. Scanning / digitisation of documents, create photocopy of documents, print
	files etc. as and when required.
	13. Receive, record all the incoming / outgoing paper / notes / reports /
	tabulation etc. and handover/send the same to the concerned person / dept. / office.
	14. Comply with data integrity and security policies of the Company and adhere
	to data confidentiality policies.
	15. Ensure proper use of office equipment. Inform the concerned person well in
	advance regarding any difficulties arising out during preparation of any reports /
	documents of routine nature.
	16. General correspondence and typing office memos, letters etc. in English as well as Hindi and Bengali. Creation / Sending of E-mail, intra mail.
	17. Any other work besides above and which is allied to the category as
	assigned by the superior.
	18. Other duties and responsibilities as may be assigned from time to time.
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^{*} The Job Description is only an indicative summary and not exhaustive.

4. <u>Age:</u>

- (a) Maximum age limit is 26 years as on 01.07.2025;
- (b) Age relaxations for Persons with Benchmark Disabilities (PwBD)-

PwBD (UR) : 10 years
PwBD & OBC-NCL : 13 years
PwBD & SC : 15 years
PwBD & ST : 15 years

- (c) Ex-servicemen who have put in not less than 6 months continuous service in Armed Forces of the union will be given relaxation in the age limit to the extent of period of service plus 03 years.
- (d) Age relaxation of 3 years is applicable for those Ex-Trade Apprentices who had completed Apprenticeship Training in GRSE.
- (e) Maximum age as on cut-off date after all relaxations for all categories (SC/ST/OBC/PwBD/ESM) and internal candidates shall not exceed 56 years.

5. <u>Stipend and other benefits during Journeymanship period:</u>

(a) The Journeymen in the aforesaid trades will be on 02 years training on fixed stipendiary basis

1st year : Rs.24,000/- per month
 2nd year : Rs.26,000/- per month

- (b) Recovery of PF on the consolidated amount and a matching contribution of the same amount by the company will be applicable as per prevailing rules. ESI contribution at the statutory rate, if applicable, will be recovered.
- (c) First Aid facility at yard dispensary and hospitalization for self will be admissible. Hospitalization benefit will be extended as per extant rules of the company.
- (d) Subsidized canteen facility will be provided.

6. Training and Multiskilling during Journeymanship Period

- (a) In-order to be multi-skilled / multi-tasked, Journeyman, during the two years training period, will be undergoing training in multiple trades / areas in addition to the parent trade which will form part of their Journeymanship training. The performance of the Journeyman will be reviewed periodically during Journeymanship training period.
- (b) In case the performance of the individual during the Journeymanship period found to be unsatisfactory / absence from duty etc., the engagement can be extended. If the performance remains unsatisfactory even after extension as per rules of the company, the Journeyman will be discharged from service in accordance with the terms of the appointment.

7. Absorption

(a) On successful completion of training, they may be absorbed in the permanent roll in Semi-skilled (SSK) grade (Rs.19900-3%-69650/- or as revised), in respective trades based on the proven track record of their performance, subject to organizational requirement, availability of vacancies, medical fitness and disciplinary / vigilance clearance etc.

- (b) On absorption into SSK grade, in addition to Basic Pay, Industrial DA, HRA, Allowances, CPF, Gratuity etc. are admissible as per the Company's Rules. On absorption in permanent roll, they have to perform multiple trade jobs as per the requirement.
- (c) The Journeyman on absorption into SSK grade shall remain on probation for a period of 01 (One) year from the date of appointment. In case of unsatisfactory performance, the probation may be extended. A probationer who is not making satisfactory progress during the period of probation/ extended probation period, shall be liable to be discharged from service.
- (d) On completion of the probation / extended probation period, they may be confirmed in the SSK grade subject to satisfactory performance.
- (e) As per company's policy, Computer Operator, if absorbed in SSK grade and on becoming eligible for Skilled (SK) grade, will be converted to Office Assistant cadre (Grade-III) or as applicable at that relevant point of time.

8. Reservation:

- (a) Reservation as applicable has been indicated against each post. However, candidates from reserved category are also required to indicate their category (SC/ST/OBC-NCL/EWS) in Online Application.
- (b) Category (SC/ST/OBC-NCL/EWS/PwBD) 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.
- (c) Persons with Benchmark Disabilities (PwBD) candidates are required to produce Medical Certificate in prescribed format issued by the Competent Authority as stipulated in Rights of Persons with Disabilities Act, 2016 having minimum 40% or more disabilities in the category as the case may be. PwBD Candidates need to indicate at the time of Application the requirement of Scribe/Reader/Lab Assistant in terms with OM F. No. 34-02/2015-DD-III dated 29 August 2018 and F. No. 29-6/2019-DD-III dated 10 August 2022 of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Govt. of India. The provisions of the said Office Memorandums will be followed.
- (d) SC, ST, EWS, OBC-NCL candidates are required to produce a caste / category certificate only in the prescribed format issued by Competent Authority.
- (e) OBC candidates at the time of document verification, if shortlisted, have to submit declaration to the effect that the incumbent does not fall in Creamy Layer section and also to produce non-creamy layer certificate in the prescribed format as applicable for appointment for the posts under Govt. of India and Central Govt. Public Sector Undertaking. OBC (non-creamy layer) certificate by the Competent Authority should be issued in the current year i.e. 2025-26.
- (f) EWS candidates will have to submit Income and Asset Certificate issued by a Competent Authority in the prescribed format. The Income and Asset Certificate for 2025-26 issued by a Competent Authority in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS.

9. Selection Process:

(a) In case large number of applications are received, the company may resort to shortlisting of candidates based on the percentage of marks scored in the qualifying examination.

- (i) For candidates having NAC only, marks scored in "AITT under ATS examination leading to NAC" will be considered.
- (ii) For candidates having NTC only or having both NAC & NTC, marks scored in 'AITT under CTS examination leading to NAC" will be considered.
- (b) The method of selection will be based on the **Written Test followed by Practical (Trade) Test.**

9A. Written test

- (a) Pen & Paper based Test with OMR answer sheets will be held in Kolkata & Ranchi. Based on the number of responses the test centre may be changed as per the discretion of the Management. No request for change of Written Test Centre after final submission of application form will be entertained.
- (b) No TA will be paid to candidates for appearing in the Written Test.
- (c) Candidates eligible for more than one post may apply for each post accordingly. GRSE at its sole discretion may conduct the Written test for all the advertised post simultaneously in a single session. In-that event no correspondence in this regard will be entertained.

(d) Pattern of Written Test -

<u>Part</u>	Type of questions	<u>Marks</u>	Remarks
Part-I	Subject (trade) related questions as per relevant trade syllabus uploaded in GRSE website	80 marks	 Duration of Written Test – 02 Hours. Question paper type: Objective type with Multiple Choice
Part-II	General Knowledge, General Aptitude, Reasoning, Mental Ability, Numerical Ability	20 marks	Questions. • Qualifying marks:
	Total	100 marks	Overall 40% marks in written test (out of 100 marks)

- (e) Written Test Question paper will be bi-lingual (English and Hindi), In case any ambiguity / dispute arises in Question Paper on account of interpretation in versions other than English, the English version will prevail.
- (f) Syllabus for each position will be uploaded in career section of GRSE website.

9B. Practical (Trade) test

- (a) Practical (Trade) test will be of qualifying nature.
- (b) Based on the performance in the written test and merit, the candidates will provisionally be shortlisted for Practical (Trade) Test in the ratio of 1:5 (for one vacancy, maximum of five candidates will be called in order of merit). In case of tie in the marks of the last candidate shortlisted for Practical Test, all the candidates having the same marks will be called.
- (c) Practical (Trade) test will be based on the Qualitative requirement for the notified posts which will be uploaded in the website.

- (d) Document verification of the shortlisted candidates will be carried out before the practical test to check whether they are meeting the eligibility criteria for the applied post as per the advertisement. Only those candidates who will clear the document verification stage will be allowed to appear in the practical test.
- (e) Total marks for practical test will be 50 marks and Qualifying marks will be 40%. The candidates qualified in Practical test will only be considered in the final merit list to be drawn on the basis of marks in written test.

10. Application Procedure:

- (a) Candidates may apply for the positions as per their eligibility though the online portal only. No offline/ physical/ manual/ paper application will be entertained.
- (b) At the time of application, candidates should keep in mind that the date of written test/practical (trade) test for more than one post/trade may coincide.
- (c) All candidates have to submit application ONLINE through 'Career section' of GRSE website www.grse.in or on https://jobapply.in/grse2025
- (d) All candidates are required to apply ONLINE where scanned copies of Disability certificate, Educational qualification, Caste, Date of Birth etc. need to be uploaded. Candidates are required to take print out of auto generated filled in Application Format, put their signature at designated places and send it along with relevant testimonials (self-attested) in support of Caste, PwBD category, Date of Birth, Educational Qualification to Post Box No. 3076, Lodhi Road, New Delhi-110003 through **ORDINARY POST** only within the due date of 11 Aug 2025. The envelope containing the application should be super-scribed with "GRSE EN No. 2025/06 (SRD-J)" and "Post (Trade) applied".
- (e) Candidates are advised to possess a currently valid e-mail ID which is to be entered in the on-line application form. They are also advised to retain this e-mail ID active at least for one year as any important information to them may be provided by GRSE through e-mail and also published in the web site.
- (f) Candidates serving in Government / Quasi Government offices, Public Sector Undertakings, Autonomous Organizations are instructed to submit their application through proper channel. In case, he/she sends an advance copy of the application, he will have to submit a "No Objection Certificate" from his employer at the time of verification of documents, failing which the candidature may not be considered.
- (g) Please note that candidature of the candidate is liable to be cancelled if he / she submits more than one application for the same post/ trade.
- (h) GRSE will not be responsible for any postal delay.
- (i) Incomplete application is liable to be rejected.
- (j) The detailed procedure of application and other guidelines are available on 'How to apply' in the website. For details log on to www.grse.in
- (k) All correspondence with candidates shall be done through e-mail only. All information regarding Schedule / Written Test Admit Cards / Document Verification etc. shall be provided through e-mail / uploading on GRSE website. Responsibility of receiving, downloading and printing of written test admit card / 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.

11. Application Fee: Candidates are exempted from payment of Application Fee

12. General Information:

- (a) While applying for the post, the applicants must ensure that the particulars furnished by him / her are correct in all respect. In case it is detected at any stage of recruitment or even after appointment that he or she has furnished incorrect / false information or has suppressed any material fact, his / her candidature will stand cancelled and appointment liable to be terminated forthwith.
- (b) GRSE reserves the right to fill up all the posts or alter the number of posts/ vacancies of the posts to be filled up or cancel any post or even to cancel the whole process of recruitment at any stage without assigning any reason.
- (c) Any changes/updates through issuance of Corrigendum/ Addendum shall be available only in the GRSE website and no other intimation shall be given in any newspaper/ any other media.
- (d) Candidates short listed based on the performance in Written Test will be called for document verification/ Practical test (as applicable). Candidates are required to produce all original certificates pertaining to Age, Caste / Class including current OBC-NCL, EWS Certificate, as applicable, PwBD certificate, Educational Qualification, Experience Certificate (if any) for document verification in support of eligibility etc. along with one set of self-attested photo copies certificates/ testimonials. In the absence of original certificate / testimonials, the candidate will not be entertained and no reimbursement of Travelling Allowance will be made.
- (e) Candidate will be allowed for appearing in the 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 document verification and expenses for Medical Tests will be made. Hence, candidate must ensure that he/she is absolutely meeting the eligibility criteria and other conditions advertised without any deviation.
- (f) The mere fact that a candidate has submitted application against the advertisement and apparently fulfilling the eligibility criteria as prescribed in the advertisement would not bestow on him / her the right to be definitely considered for selection process.
- (g) The decision of GRSE in all matters regarding eligibility, conduct of Written Test, and Selection will be final and binding on the candidates and no correspondence will be entertained.
- (h) Management reserves the right to call for any additional documentary evidence in support of education and experience of the applicants.
- (i) If selected, candidates can be posted to any Unit / Project / Location of the Company.
- (j) Provisionally Shortlisted candidates will be required to undergo Pre-employment Medical Examination and Medical/Investigation reports in original are to be brought along in the prescribed proforma duly filled in. Final selection of candidate is subject to medical fitness by Company's Medical Officer as per company's Recruitment Rules.

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- (k) The selected candidates will be allowed to join only after receipt of Police Clearance Certificate (PCC). Verification of character and antecedents, credentials, testimonials through concerned Civil/ Police authorities will be carried out for the selected candidates
- (I) Outstation candidates called for Document verification/ Practical test will be paid travelling allowance. The candidates will be reimbursed railway fare for to & fro journey by Second class/ Sleeper class or at actual (whichever is less) by the shortest route (from railway station nearest to the place of residence/ place of work to Kolkata) on production of tickets / receipts. For road journeys between stations not connected by rail, they may be allowed actual non-air-conditioned bus fare at the lowest rate. On submission of all required travel tickets/ vouchers and bank details at the time of Document verification, the fare amount as per entitlement will be reimbursed through online bank transfer to the bank account of the candidate subsequently.
- (m) 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.
- (n) Option of Hindi medium shall be given in all selection tests.
- (o) Any form of canvassing will disqualify the candidature.
- (p) In case of any clarification/ query, candidates may send their e-mail to recruitment@grse.co.in / grse18@jobapply.in
- (q) GRSE strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- (r) In case any ambiguity / dispute arises on account of interpretation in versions other than English in the Employment notification/ Corrigendum/ Addendum/ Call letters etc. the English version will prevail.
- (s) For any dispute, the Jurisdiction shall be Kolkata.

13. <u>Important Dates</u>:

SI.	Details	Dates
(a)	Start Date for Online Registration	05 July 2025 (10:00 hrs.)
(b)	Closing Date for Online Registration	04 August 2025 (23:59 hrs.)
(c)	Receipt of hardcopy of application signed by	11 August 2025
	candidate along with Certificates / testimonials in	
	support of eligibility through Ordinary post only.	
(d)	Uploading of Admit Cards for Written Test	Will be announced later
(e)	Written Test at Kolkata & Ranchi	Schedule will be uploaded in GRSE
		website.
		Schedule and Venue details will be
		mentioned in Admit Card
(f)	Document verification and	Schedule will be uploaded in GRSE
	Practical (Trade) Test	website.
		Schedule and Venue details will be
		mentioned in Call Letter