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

43/46 गार्डनरीचरोड, कोलकाता – 700024 43/46 Garden Reach Road, Kolkata – 700024

CIN NO. : U35111WB1934GOI007891

**Engagement of Trade Apprentices (Notification No. APP:01/16)**

**Opening Date for Online registration : 04.10.2016**  
**Closing Date for Online registration : 20.10.2016**

“GARDEN REACH SHIPBUILDERS & ENGINEERS LTD. invites application through ONLINE mode from Indian Nationals for engagement of TRADE APPRENTICES for the year 2016 under the Apprentices Act, 1961 in the following categories:

**A) Trade Apprentice (Ex-ITI)**

- i) No. of vacancies: Total 131 (approx.)  
ii) Trades:

<u>Sl.</u>	<u>Designated Trade</u>	<u>Duration of Training Period</u>	<u>Feeder ITI (NTC) Trade</u>	<u>Placement</u>
a)	Fitter	1 year	Fitter	Kolkata and Ranchi
b)	Welder (Gas & Electric)	1 year	Welder (Gas & Electric)	Kolkata and Ranchi
c)	Electrician	1 year	Electrician	Kolkata and Ranchi
d)	Machinist	1 year	Machinist	Kolkata and Ranchi
e)	Programming and Systems Administration Assistant(PASAA)	1 year	Computer Operator and Programming Assistant(COPA)	Kolkata and Ranchi
f)	Pipe Fitter	2 years	Plumber	Kolkata only
g)	Carpenter	2 years	Carpenter	Kolkata only
h)	Draughtsman (Mechanical)	1 year	Draughtsman (Mechanical)	Kolkata only
i)	Forger & Heat Treater	2 years	Forger & Heat Treater	Kolkata only
j)	Electronics Mechanic	1 year	Electronics Mechanic	Kolkata only
k)	Painter(General)	1 year	Painter(General)	Kolkata only
l)	Mechanic(Diesel)	2 years	Mechanic(Diesel)	Ranchi only

- iii) Essential Qualification: Applicant should have passed All India Trade Test (AITT) for Craftsmen Training Scheme and possess a National Trade Certificate (NTC) issued by National Council for Vocational Training (NCVT), Govt. of India in the respective feeder trade mentioned above. Part time ITI course will not be considered
- iv) Age limit: Minimum – 14 years of age as on 01.10.2016  
(Candidates born on or before 01.10.2002)  
Maximum – 25 years of age as on 01.10.2016  
(Candidates born on or after 01.10.1991)

Maximum age limit relaxation will be given by 5 years for SC/ST, 3 years for OBC(NCL) and 10 years for PH as per Govt. Rules, subject to submission of relevant Certificate issued by Competent Authority.

(SC= Schedule Caste Candidate, ST = Schedule Tribes Candidate,  
OBC= Other Backward Class Candidate, NCL = Non creamy Layer,  
PH = Physically Handicapped)

### **B) Trade Apprentice (Fresher)**

- i) No. of vacancies: Total 50 (approx.)
- ii) Trades: Fitter, Welder(Gas & Electric), Electrician, Pipe Fitter, Machinist
- iii) Training will be conducted in Kolkata based Units only.
- iv) Essential Qualification: Applicant should have passed Class 10<sup>th</sup> standard / Madhyamik or equivalent examination from recognized Central / State Board.
- v) Age limit: Minimum – 14 years of age as on 01.10.2016  
(Candidates born on or before 01.10.2002)  
Maximum – 20 years of age as on 01.10.2016  
(Candidates born on or after 01.10.1996)

Maximum age limit relaxation will be given by 5 years for SC/ST, 3 years for OBC(NCL) and 10 years for PH as per Govt. Rules, subject to submission of relevant Certificate issued by Competent Authority.

### **C) General Instruction**

- i) Reservation:
  - a) Reservation will be applied as per the provisions of the Apprentices Act 1961 and Apprenticeship Rules 1992 as amended from time to time.
  - b) Applicants belonging to SC / ST category should produce their caste certificate in prescribed format issued by competent Authority.
  - c) Applicants belonging to OBC(NCL) category should produce their caste certificate in prescribed format issued within one year by competent authority.
  - d) Applicants belonging to Physically Handicapped (PH) category having disability of 40% or more are required to produce valid disability certificate issued by competent authority.
- ii) Candidates who have undergone Apprenticeship Training or undergoing Apprenticeship Training or registered for Apprenticeship Training under the Apprenticeship Act elsewhere are **not eligible**.
- iii) Selection Process:
  - a) Merit List based on marks scored in ITI examination (AITT under CTS) will be prepared for selection of Trade Apprentices (Ex-ITI) in each trade.
  - b) Placement at GRSE Kolkata / Ranchi Unit will be decided in order of merit, if opted for the same by the candidate.
  - c) Common Merit List based on marks scored in class 10<sup>th</sup> standard / Madhyamik or equivalent examination will be prepared for selection of Trade Apprentices (Fresher). Allotment of trade will be made after joining in order of merit and availability of seats.
  - d) Candidates will be called for document verification in the order of merit. They are required to submit ORIGINAL documents in regards to educational qualification, age and caste/PH (if applicable). Candidature will be rejected in case candidates failed to produce the original document or he/she is found not satisfying the eligibility criteria for selection of Trade Apprentice.
  - e) Shortlisted candidates shall undergo Medical Examination and will have to be declared "Medically Fit" by GRSE Medical Officer before engagement as Trade Apprentice in GRSE.
  - f) GRSE being a Government of India Undertaking under the Ministry of Defence, it is mandatory to submit Police Verification Report for residential address area from competent authority at the time of joining for training.

Failure to submit the above report may lead to the cancellation of engagement as Trade Apprentice.

- iv) No TA/DA will be paid to the applicants called for any stage of the selection process.
- v) Information related to engagement process of Trade apprentices like document verification schedule, medical examination schedule, selection etc. will be hosted in GRSE website [www.grse.nic.in](http://www.grse.nic.in) GRSE will not be responsible for any postal delay/wrong delivery or loss in postal transit.
- vi) The selected candidates must execute a **Contract** for the period of training as per the Apprenticeship Act.
- vii) Apprentices engaged will be paid stipend as per the Apprentices Act.
- viii) After completion of training, the Apprenticeship contract will be terminated and there will be **No obligation on the part of GRSE to offer any employment.**
- ix) Suppression of facts will lead to disqualification at any stage of selection process.
- x) GRSE reserves the right to increase / decrease the number of seats.
- xi) Decision of GRSE Management in all matters related to the engagement process of Trade Apprentices like eligibility, acceptance/rejection of any application etc. will be final and binding on the candidates and no inquiry / correspondence will be entertained in this regard.
- xii) Any form of canvassing will disqualify the candidature.

#### **D) Application Procedure**

- i) The detailed advertisement and procedure of application are available in “**Career Section**” of GRSE Website: [www.grse.nic.in](http://www.grse.nic.in) and also in <https://jobapply.in/grse2016>
- ii) **Online Application Process:** All candidates have to submit ONLINE application through 'Career section' of GRSE website [www.grse.nic.in](http://www.grse.nic.in) or on <https://jobapply.in/grse2016>. Please refer “**Guidelines to Apply Online**” in the portal for further information.
- iii) All candidates are required to apply through ONLINE mode ONLY. No other means/mode of submission of applications will be accepted.
- iv) Applicants are advised to keep ready the following documents before starting to fill up the online application:
  - a) Valid Email ID & mobile number
  - b) Class 10<sup>th</sup> standard / ITI pass certificate / marksheet
- v) After filing the Online Application, take print out of auto generated filled in Application Format, paste Candidate's PP size photograph and put signature of Candidate and Parent/Guardian at designated places.
- vi) Last date for online application is **20.10.2016**.
- vii) The signed print out of the Online Application along with the enclosures to be sent to **In-charge (TTC), Technical Training Centre, GRSE Ltd. 5 Dr. R. N. Tagore Road (Near Dunlop Bridge), Kolkata- 700056** within the due date of **28.10.2016**. The envelope containing the application should be super-scribed

with "APP:01/16" and "Application No.". Consideration of receipt of hardcopy of application with enclosures after the due date will be on the sole discretion of GRSE management.

- viii) List of enclosures to be sent along with signed print out of Online Application:
- Self-attested copy of Class 10<sup>th</sup> / Madhyamik Admit Card / Marksheet / Certificate as Proof of Date of Birth.
  - Self-attested copy of Class 10<sup>th</sup> / Madhyamik Marksheet (for FRESHER applicants) OR  
Self-attested copy of ITI pass certificate (National Trade Certificate issued by NCVT / provisional National Trade Certificate) (for EX-ITI applicants).
  - Self-attested copy of SC/ST/OBC(Non-creamy layer)/Physically Handicapped (40% or more disability certificate) Certificate issued from Competent Authority as Proof of reservation category, if applicable.
- ix) Incomplete application or application without necessary enclosures is liable to be rejected.
- x) Please note that candidature of the candidate is liable to be cancelled if he/she submits more than one application for same post.
- xi) All correspondence with candidates shall be done through e-mail and post. All information regarding schedule of Document Verification, Medical test, Joining etc. shall be provided through e-mail / uploading on GRSE website. Responsibility of receiving, downloading and printing of 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. GRSE will not be responsible for any postal delay also.
- xii) **Corrigendum/Addendum/Updates would be uploaded only on GRSE website [www.grse.nic.in](http://www.grse.nic.in)**

#### **F) Important Dates**

<b>Sl.</b>	<b>Details</b>	<b>Dates</b>
(a)	Start Date for Online Registration	04.10.2016 (1400 hrs.)
(b)	Closing Date for Online Registration	20.10.2016 (2359 hrs.)
(c)	Last date for taking Print-out of Application from Online Portal	24.10.2016
(d)	Last date for receipt of hardcopy of application signed by candidate along with enclosures (as applicable)	28.10.2016

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