



गार्डन रीच शिपबिल्डर्स एंड इंजीनियर्स लिमिटेड Garden Reach Shipbuilders & Engineers Ltd.

(भारत सरकार का उपक्रम, रक्षा मंत्रालय)
(A Government of India Undertaking, Ministry of Defence)
CIN NO.: L35111WB1934GOI007891

पंजीकृत और कॉर्पोरेट कार्यालय: "जीआरएसई भवन", 61, गार्डन रीच रोड, कोलकाता-700 024, फोन: +91 24698105, फैक्स: +91-33-24698150, वेबसाइट: www.grse.in
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Notification No. APP:01/25 Engagement of HR Trainees

Opening Date for Online registration : 20.12.2025 (1400 hrs.)
Closing Date for Online registration : 10.01.2026 (2359 hrs.)

GARDEN REACH SHIPBUILDERS & ENGINEERS LTD. invites application through ONLINE mode for engagement of **HR TRAINEES** for the year 2025-26

1. No. of vacancies: 06 (six)
2. Duration of Training : 12 months
3. Stipend : Rs.15,000/- per month (Consolidated)
4. Essential Educational Qualification
Full Time Graduate and 02 years full time First Class or 60 % Marks (55% for SC/ST/OBC/PH candidates) in MBA / PG Degree/ PG Diploma or equivalent in Human Resource Management / Human Resource Development / Personnel Management / Industrial Relations / Social Work / Labour Welfare.
5. Training will be conducted in Kolkata based Units of GRSE.
6. Age limit: Maximum – 26 years of age as on 01.12.2025
(Candidates born on or after 01.12.1999)
(Age relaxation applicable for SC/ST/OBC/PH candidates)
7. Age Relaxation
Maximum age limit relaxation, subject to submission of relevant Certificate issued by Competent Authority as follows:

<u>Sl.</u>	<u>Category</u>	<u>Maximum age limit relaxation</u>
a)	for Schedule Caste (SC) / Schedule Tribes (ST) candidates :	by 5 years
b)	for Other Backward Class - Non-Creamy Layer (OBC-NCL) candidates :	by 3 years
c)	for Physically Handicapped (PH) / Differentially Abled candidates :	by 10 years

8. Reservation

- i) Out of 05 vacancies, 01 vacancy is reserved for OBC-NCL candidates
- ii) Applicants belonging to SC / ST category should produce their caste certificate in prescribed format issued by competent Authority.
- iii) 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 within one year of date of verification.
- iv) Applicants belonging to Physically Handicapped (PH) category having disability of 40% or more are required to produce valid disability certificate issued by competent authority.

9. Application Procedure

- i) The detailed advertisement and procedure of application are available in "**Career Section**" of GRSE Website: www.grse.in and in <https://jobapply.in/grse2025app>
- ii) **Online Application Process:** All candidates have to submit ONLINE application through 'Career section' of GRSE website www.grse.in or on <https://jobapply.in/grse2025app>. 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) Candidates are required to ensure eligibility as per the Detailed Advertisement before applying.
- v) Applicants are advised to keep ready valid e-mail ID, mobile number and scan copy of his / her Passport size colour photograph (max. 100 KB size) before start filling the online application. The email ID and Mobile number provided in online application should remain valid for at least one year.
- vi) Last date for online application is **10.01.2026**.
- vii) Candidates are advised to apply well in time to avoid any last minute technical problems.
- viii) While applying, 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 selection process or even after engagement that he or she has furnished incorrect / false information or has suppressed any material fact or has submitted forged certificates / documents, his / her candidature will stand cancelled and apprenticeship liable to be terminated forthwith. Candidate may also render himself liable to criminal prosecution.
- ix) After filing the Online Application, take print out of auto generated filled in Application Format and put signature of Candidate at designated places.
- x) **Candidates should keep a copy of the Application printout. Hard copy of application is not required to be send to GRSE by post.** However, the same will have to be produced by the candidates at the time of document verification in GRSE.

10. Selection Process

- i) **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.**
- ii) Shortlisting of candidates will based on overall marks scored in Essential Educational Qualification examination mentioned above.
- iii) Shortlisted candidates after document verification will appear for interview. Final selection will be based on performance (marks obtained) in the interview only.

- iv) In case final aggregate grades / marks is not mentioned in Certificate or in Final marksheet, average marks of all the semesters / years will be considered as the marks scored in the Essential Educational Qualification Examination.
- v) Wherever CGPA or other grades are awarded, equivalent % of marks should be indicated in the application as per norms adopted by concerned University / Institute. **The candidate shall be required to submit a certificate to this effect from the University / Institute at the time of document verification.** Where there is no laid down norms for conversion to equivalent % of marks, in such cases equivalency will be drawn by dividing the candidate's CGPA by the maximum possible CGPA and multiplying the result with 100.
- vi) The date of declaration of final semester / year result / issuance of mark sheet shall be deemed to be the date of acquiring Essential Educational Qualification and there shall be no relaxation on this account.
- vii) In case the date of declaration of result is not mentioned in the Mark Sheet, the candidate shall be required to submit a certificate mentioning the date of publication of result from the Principal of the Institute / College from where the candidate pursued his course, along with his/her application form.
- viii) **Candidates appearing in the MBA or equivalent examination will not be eligible.**
- ix) In the event of tie in total marks obtained by the candidates, age seniority will be considered i.e. candidate who is older will get preference.
- x) Candidates will be called for document verification in the order of merit. They are required to submit ORIGINAL documents along with one set of self-attested photocopies of documents in regards to educational qualification, age and caste/PH (if applicable) and other documents as specified in the advertisement. Candidature will be rejected in case candidates failed to produce the original document or he/she is found not satisfying the eligibility criteria.
- xi) Selected candidates shall undergo Medical Examination and will have to be declared "Medically Fit" by GRSE Medical Officer before engagement as HR Trainee in GRSE. Final selection of candidate is subject to medical fitness by Company's Medical Officer as per company's Rules.
- xii) 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 HR Trainee.
- xiii) If selected, candidates can be posted to any Unit / Department of the Company.

11) General Instructions

- i) GRSE reserves the right to increase / decrease the number of seats. Filling up of seats is solely at the discretion of the management based on suitability of candidates and no claim will arise for engagement, if some of these seats are not filled due to any reason.
- ii) **Essential Educational Qualification (as mentioned above) acquired through Part-time / Distance learning mode will not be considered.**
- iii) Only Indian Nationals can apply.
- iv) The HR Trainees shall **not** be entitled to any other benefit / facilities / allowances apart from the consolidated stipend.
- v) The monthly amount of stipend payable will be directly credited in his/her Saving Bank account, where ECS facility is available. Selected candidates should therefore have a saving Bank Account in his/her name where the amount of stipend can be credited directly by ECS every month. No cheque will be issued / cash payment will be made by the company. It may please be noted that, as per the directives from Income Tax Department, every individual receiving payment from the company must have a PAN (Permanent Account Number). It is thus mandatory for the selected candidates to have their PAN card. **The candidates are therefore advised to open Saving Bank account in a Public Sector / Private Sector Schedule Banks and obtain PAN Card from the concern authority at the earliest.**

- vi) No TA/DA will be paid to the applicants called for any stage of the selection process.
- vii) In case of any ambiguity / dispute arises on account of interpretation in versions other than English, the English version will prevail.
- viii) **Information related to engagement process like document verification & interview schedule, medical examination schedule, selection etc. will be hosted in GRSE website www.grse.in**
- ix) **It shall not be obligatory on the part of GRSE to offer any employment to the HR Trainees on completion of one year of training in GRSE.**
- x) Candidates are advised to apply well in time to avoid any last minute technical problems.
- xi) Suppression of information / facts will lead to disqualification at any stage of selection process.
- xii) The candidature is liable to be cancelled if any candidate submits more than one application for same post.
- xiii) Candidates may be asked for submission of any additional documentary evidence in support of eligibility of the applicants.
- xiv) The selected candidates shall abide to all Rules/guidelines, as may be prescribed by the Govt./framed by GRSE from time to time.
- xv) For any dispute, the Jurisdiction shall be Kolkata.
- xvi) All correspondence with candidates shall be done through e-mail only. 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.
- xvii) **Corrigendum/Addendum/Updates would be uploaded only on GRSE website www.grse.in**
- xviii) Decision of GRSE Management in all matters related to the engagement process of HR Trainees like eligibility, acceptance/rejection of any application etc. will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.
- xix) Any form of canvassing will disqualify the candidature.

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