



गार्डेन रीच शिपबिल्डर्स एण्ड इंजिनियर्स 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. 2023/01 (OS)

DETAILED ADVERTISEMENT - SUPERVISOR, ENGINE TECHNICIAN, SUPERVISOR (FT) & DESIGN ASSISTANT (FT) POSTS

GRSE Ltd. is one of the premier Defence Shipyards and Mini Ratna, Category -I Company. It is effectively contributing to the defence preparedness of the country by building different sophisticated and state-of-the-art warships. The Company invites applications from qualified, talented and energetic Indian Nationals for the following posts in various disciplines:

Opening date for Online registration: 16 JAN 2023 (from 14:00 Hrs.)

Closing date for Online registration: 06 FEB 2023 (upto 23:59 Hrs.)

<u>Sl. No.</u>	<u>Name of Post/ (Grade)</u>	<u>Scale of pay (IDA)</u>	<u>Max. Age as on 01 Jan 2023</u>	<u>Discipline/ Posts/ Reservation</u>	<u>Minimum Qualification</u>	<u>Min. years of post-qualification experience as on 01 Jan 2023</u>	<u>Qualitative Requirement</u>
<u>I</u>	<u>PERMANENT EMPLOYMENT</u>						
A)	Supervisor (S-1 Grade)	23800-3%-83300	28 years	Information Technology (IT)-01 (UR)	(i) Graduate with Diploma/ PG Diploma having minimum 1-year duration or equivalent in Computer/ IT/ Networking etc. or Bachelor in Computer Application/Bachelor in Computer Science (ii) 60% marks or equivalent CGPA in both Graduation and Diploma/PG Diploma Eqv./BCA/BCS (as applicable) (For detailed qualification grouping please refer Note 2)	Nil	The Candidates should have working knowledge/ skills in Computer/ Hardware Networking
B)	Engine Technician (S-1 Grade) (Refer Job Description at Annexure-1) To be Posted at GRSE Ranchi Unit	23800-3%-83300	28 years	Electrical-01 (EWS & PWBD (HH/PD))	Diploma in Electrical Engineering/ Electronics and Telecommunication Engineering or equivalent with 55% marks or equivalent CGPA (For detailed qualification grouping please refer Note 2)	Nil	The Candidates should have working knowledge/ skills in Engineering/ workshop practices

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II FIXED TERM EMPLOYMENT							
A)	Supervisor (S-1 Grade) (On Fixed Term Contractual Basis for 03 years extendable maximum of another 02 years)	23800-3%-83300	28 years	Finance-01 (UR)	(i) Graduate in any Discipline with (a) Diploma/PG Diploma (having minimum 01 year duration) in Finance or equivalent OR (b) CMA(Inter)/CA(Inter) OR (c) M.Com. (ii) 60% marks or equivalent CGPA in both Graduation and Diploma/ PG Diploma/M.Com.	Nil	
				Paint Technology-01 (UR)	(i) Diploma in Chemical Engg./ Paint Technology or equivalent (ii) 60% marks or equivalent CGPA	Nil	The Candidates should have working knowledge/ skills in Painting Operation
				Information Technology (IT)-01 (UR)	(i) Graduate with Diploma/ PG Diploma having minimum 1-year duration or equivalent in Computer/ IT/ Networking etc. or Bachelor in Computer Application/Bachelor in Computer Science (ii) 60% marks or equivalent CGPA in both Graduation and Diploma/PG Diploma Eqv./ BCA/ BCS (as applicable) (For detailed qualification grouping please refer Note 2)	Nil	The Candidates should have working knowledge/ skills in Computer/ Hardware Networking
				Material Management-01 (UR)	(i) Diploma in Engineering with Diploma/ Graduate Diploma/ PG Diploma in Material Management/ Supply Chain Management/ Logistic Management (having minimum 01 year duration) or equivalent OR Graduate in any Discipline with Diploma/ Graduate Diploma/ PG Diploma in Material Management/ Supply Chain Management/ Logistic Management (having minimum 01 year duration) or equivalent (ii) 60% marks or equivalent CGPA in both Graduation/ Diploma in Engg (as applicable) and Diploma/Graduate Diploma/ PG Diploma in Material Management/ Supply Chain Management/ Logistic Management	Nil	--

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	Supervisor (S-1 Grade) (On Fixed Term Contractual Basis for 03 years extendable maximum of another 02 years)	23800-3%-83300	28 years	Mechanical-01 PwBD (VH/LV)	Diploma in Mechanical Engineering or equivalent with 55% marks or equivalent CGPA (For detailed qualification grouping please refer Note 2)	Nil	The Candidates should have working knowledge/ skills in Engineering/ workshop practices
				Electrical-01 PwBD (HH/PD)	Diploma in Electrical Engineering or equivalent with 55% marks or equivalent CGPA (For detailed qualification grouping please refer Note 2)	Nil	The Candidates should have working knowledge/ skills in Engineering/ workshop practices
				Naval Architecture-01 (SC)	(i) Diploma in Naval Architecture/ Shipbuilding/ Naval Architecture & Ocean Engineering/ Naval Architecture & Marine Engineering or equivalent/ B.Sc. (Shipbuilding & Repair) (ii) 55% marks or equivalent CGPA in Diploma/ B.Sc. (For detailed qualification grouping please refer Note 2)	Nil	The Candidates should have working knowledge/ skill in Engineering/ workshop practices/ AutoCad
				Admin & HR-02 (SC-01 PwBD (VH/LV)-01)	(i) Graduate in any Discipline with Diploma/PG Diploma (having minimum 01 year duration) or equivalent in relevant discipline like HRM/ HRD/ IR/ Labour Welfare/ Labour Laws/ Training & Development etc. OR Bachelor of Business Administration / Bachelor of Business Management (ii) 55% marks or equivalent CGPA in both Graduation and Diploma/ PG Diploma, BBA, BBM (as applicable)	Nil	--
				Pharmacy-01 PWBD (OH)	Diploma in Pharmacy or equivalent with 55% marks or equivalent CGPA	Nil	The Candidates should have working knowledge/ skills in Basic Nursing Care

<u>Sl. No.</u>	<u>Name of Post/ (Grade)</u>	<u>Scale of pay (IDA)</u>	<u>Max. Age as on 01 Jan 2023</u>	<u>Discipline/ Posts/ Reservation</u>	<u>Minimum Qualification</u>	<u>Min. years of post-qualification experience as on 01 Jan 2023</u>	<u>Qualitative Requirement</u>
B)	Design Assistant (S-1 Grade) (On Fixed Term Contractual Basis for 03 years extendable maximum of another 02 years) (Refer Job Description at Annexure-2)	23800-3%-83300	28 years	Mechanical-01 (EWS & PWBD (HH/PD))	i) Diploma in Mechanical Engineering or equivalent with 55% marks or equivalent CGPA ii) Knowledge of AutoCAD is must for Design Assistants (For detailed qualification grouping please refer Note 2)	Nil	The Candidates should have working Knowledge in preparing drawing through Auto CAD. Candidates should also be conversant in MS Office. The candidates should be able to read the drawing and identify the components with specification from the drawing/ material list. Candidates should have basic idea on scheduling, quantity survey and measures.

UR=Unreserved; SC=Scheduled Caste; ST=Scheduled Tribe; OBC=Other Backward Class; EWS=Economically Weaker Section; PWBD= Persons with Benchmark Disabilities; OH=Orthopedically Handicapped; VH=Visually Handicapped; HH=Hearing Handicapped; LV=Low Vision; PD=Partially Deaf

1. AGE RELAXATION

- i) Age relaxation for SC / ST / OBC / PwBD / Ex-servicemen as per Govt. rules.
- ii) Age will not be a bar for internal candidates subject to maximum age of 56 years.
- iii) Ex-servicemen who have put in not less than six months of continuous service in the Armed Forces shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed maximum age by more than three years, he shall be deemed to satisfy the condition regarding age limit.
- iv) The relaxation in age limit for PwBD / Ex-servicemen candidates shall be applicable irrespective of the fact whether the post is reserved or not.

- v) Maximum age as on cut-off date after all relaxations for all categories (SC/ST/OBC/PwBD/Ex-Servicemen) and internal candidates shall not exceed 56 years.

2. EDUCATIONAL QUALIFICATION

NOTE:

Candidates possessing higher qualifications than the required essential qualification indicated in the Advertisement/Notification need not apply. Candidature of such applicants who possess higher qualifications like BE/B.Tech. than the required essential qualification at the time of application (as on 01 Jan 2023) will be rejected.

i) Grouping of Disciplines in Diploma

a)	Mechanical	Mechanical, Mechanical & Industrial Engineering, Mechanical & Production Engineering, Production Engineering, Production.
b)	Electrical	Electrical, Electrical & Electronics, Electrical & Instrumentation.
c)	Electronics & Telecommunication	Electronics/Electronics & Communication/ Applied Electronics & Instrumentation/Electronics & Telecommunication/ Electronics & Instrumentation.
d)	Civil	Civil/ Civil & Structural/ Structural
e)	Naval Architecture	Naval Architecture / Shipbuilding/ Naval Architecture & Ocean Engineering/ Naval Architecture & Marine Engineering
f)	Computer/IT	Computer, Information Technology, Computer Technology, Computer Application

- i) Only the above mentioned disciplines will be considered for the recruitment process. Courses / Disciplines with equivalence to the above will not be considered.
- ii) BE/B.Tech or eqv. in Computer Science/IT is a higher qualification for Supervisor (S-1) (IT) and Supervisor (S-1) (FT) (IT) posts and will not be considered.
- iii) Certificates issued by following authorities will only be considered:
- Matriculation / 10th / Madhyamik qualification to be awarded by Government recognized Board / Council.
 - Diploma in Engineering disciplines and other relevant disciplines to be awarded by Government recognized Technical Board / Council/UGC/AICTE/State Govt./GOI or similar bodies.
- iv) 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.
- v) For Supervisor (FT)(S-1) post, students appearing in final year exams, candidates appearing in CA (Inter) / CMA (Inter) exam may also apply. However, such candidates have to produce the final marksheet at the time of document verification (tentatively in Feb 2023), if shortlisted.
- vi) For Defence Service Personnel, the following will be considered:
- Diploma acquired before joining Defence force should be from Government recognized Board of technical education/council
 - Joined Defence forces without technical/professional qualification but underwent prescribed training and awarded Diploma issued from Training Institute/School of Armed Forces will be considered as equivalent qualification.
 - Certificate issued stating that possessing qualification equivalent to Degree or Diploma on completion of specified years of service will not be considered at par with Graduate or Diploma awarded by University/Institution recognized by Government of India/State Government.
- vii) One year Diploma means those Diploma courses for which minimum academic qualification required is Graduation.

3. TENURE OF CONTRACTUAL ENGAGEMENT

The tenure of the engagement will be for a period of 03 years. However, depending upon the requirement, it can be extended further for another 02 years. In the later part after recruitment if it is seen that requirement will be for a longer period, they may be absorbed in the permanent roll in the equivalent grade subject to Organizational requirement and availability of vacancies. Absorption will not be matter of right.

4. PLACE OF POSTING:

Depending on Company's requirement candidates may be posted in any of the units/offices etc. of the Company.

5. SELECTION PROCESS – WRITTEN TEST/ PRACTICAL (TRADE) TEST:

- i) Screening based on years of relevant experience, % of marks in qualifying examination etc. at the discretion of GRSE management may be carried out for shortlisting candidates for written test.
- ii) The method of selection will be based on Written Test and Practical Test.

(A) Written test

- i) **Written test will be held in Kolkata & Ranchi.** Based on the number of responses the test center may be changed as per the discretion of the Management.
- ii) No TA will be paid to candidates for appearing in the Written Test.
- iii) Pattern of Written Test -

Subject	No. of Questions	Maximum Marks	Remarks
Part-A (Objective Type) (10 th Standard)	General Knowledge, Aptitude, Mental ability, Data analysis, English, Numerical ability & Reasoning (20 Questions)	20	<ul style="list-style-type: none">• Duration of Written Test – 02 Hours.• Question paper language – Bi-lingual (English & Hindi).• Question paper type – Objective type with Multiple Choice Questions.• Qualifying marks: Overall 50% marks in written test (out of 100) (45% of SC/ST/OBC/PwBD)
Part-B (Objective Type)	(80 Questions) on each discipline (IT, Electrical, Finance Paint Technology, Material Management, Mechanical, Naval Architecture, Admin & HR, Pharmacy, as the case may be)	80	
	(100 Questions)	100	

- iv) Selection for Supervisor (FT) in Finance, Material Management and Admin & HR disciplines will be based on merit in the Written Test. Selection for other posts/ disciplines will be based on merit in the Written Test followed by Practical (Trade) Test of shortlisted candidates.
- v) **Written test for all the advertised post will be conducted simultaneously in a single session.** Written test will be conducted for following subjects:
- vi)

Sl.	Subject	Post/ Disciplines
(i)	Computer Sc./ IT	Supervisor (S-1)/IT, Supervisor (S-1)(FT)/IT
(ii)	Electrical Engg.	Engine Technician (S-1)/Electrical, Supervisor (S-1)(FT)/Electrical
(iii)	Paint Technology	Supervisor (S-1)(FT)/Paint Technology

Sl.	Subject	Post/ Disciplines
(iv)	Material Management	Supervisor (S-1)(FT)/Material Management
(v)	Mechanical	Supervisor (S-1)(FT)/Mechanical, Design Assistant (S-1)(FT)/Mechanical
(vi)	Naval Architecture	Supervisor (S-1)(FT)/Naval Architecture
(vii)	Human Resource Management	Supervisor (S-1)(FT)/Admin & HR
(viii)	Finance & Accounts	Supervisor (S-1)(FT)/Finance
(ix)	Pharmacy	Supervisor (S-1)(FT)/Pharmacy

- vii) **Management reserves the right to shortlist candidates for written test based on percentage of marks scored in qualifying examination etc.**
- viii) Based on the performance in the Written Test, candidates may be called for Trade Test in the ratio of 1:5 (for one vacancy, maximum of five candidates will be called). In case of tie in marks of the candidates in written test, all such candidates will be called for Trade test irrespective of the ratio. **Trade test will be of qualifying nature.**
- ix) Qualifying marks in the selection test including Trade test (Trade test is of qualifying nature only) is 50% for UR/EWS and 45% for SC/ST/OBC/PwBD as per reservation of the post.
- x) In case any ambiguity / dispute arises on account of interpretation in versions other than English, the English version will prevail.

6. **RESERVATION**

- i) Reservation as applicable has been indicated against each post. However, candidates from reserved categories fulfilling eligibility criteria may also apply for the posts earmarked for UR as per Government Rules.
- ii) Persons with Disability category 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.
- iii) SC, ST, EWS, OBC (NCL) candidates are required to produce a caste / category certificate only in the prescribed format issued by Competent Authority.
- iv) Category (UR /SC/ ST / OBC / PwBD/ EWS) 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.
- v) SC / ST / OBC/ EWS candidates applying for a post where there are no vacancies in their respective reserved categories, will be treated as General candidates and no relaxation in any criteria will be applicable to these candidates. However, they may indicate their actual category in Online Application so as to avail of application fees concession as applicable.
- vi) **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.

7. **APPLICATION PROCEDURE:**

- i) **Candidates may apply for more than one post/ discipline as per their eligibility. However, written test for all the advertised post will be conducted simultaneously in a single session. Post-wise merit list will be prepared based on performance in the written test.**
- ii) **Online Application Process:** All candidates have to submit application ONLINE through 'Career section' of GRSE website www.grse.in or on <https://jobapply.in/grse2023>

- iii) All candidates are required to apply ONLINE where scanned copies of 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 (if any), Date of Birth, Educational Qualification, Work Experience, if any (e.g. Offer of Appointment, Relieving Letter, Experience Certificate) etc. to Post Box No. 3076, Lodhi Road, New Delhi – 110003 through ORDINARY POST only within the due date of 13 February 2023. The envelope containing the application should be super-scribed with "GRSE EN No. 2013/01 (OS)" and "Post (Discipline) applied for _____".
- iv) Candidates are advised to possess a **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.
- v) Candidates serving in Government / Quasi Government offices, Public Sector Undertakings, Autonomous Organizations are instructed to submit their application through proper channel. In case, he 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 will not be considered.
- vi) Please note that candidature of the candidate is liable to be cancelled if he / she submits more than one application for the same post.
- vii) GRSE will not be responsible for any postal delay.
- viii) **Incomplete application is liable to be rejected.**
- ix) **The detailed procedure of application and other details are available on ‘How to apply’ in the website. For details log on to www.grse.in**
- x) 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.

8. APPLICATION FEE

- i. **Application fee is Rs. 400/- which can be remitted through online mode (Payment Gateway).** Applicants belonging to SC /ST/ PwBD / Internal Candidates are exempted from payment of Application Fee.
- ii. The application fee is non-refundable and hence candidates are advised to ensure their eligibility for the post before applying.
- iii. Please refer “**Guidelines to Apply Online**” in the portal <https://jobapply.in/grse2023> for details regarding remittance of Application Fee through Payment Gateway.
- iv. No other mode of payment will be accepted.

9. GENERAL INFORMATION:

- i) In addition to Basic pay, Industrial DA, HRA, other perks (35% of basic pay), CPF, Gratuity etc. are admissible as per the Rules. **The present CTC per annum for the advertised posts is given below:**

Grade	CTC
Supervisor (S-1) – Permanent Engine Technician (S-1) – Permanent	Rs. 7.07 Lakhs
Supervisor (S-1) grade – Fixed Term Design Assistant (S-1) grade – Fixed Term	Rs. 6.67 Lakhs

In addition, Performance Related Pay and Hospitalization benefit will be applicable.

- ii) 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.
- iii) GRSE reserves the right to fill up all the posts or alter the no. of 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.
- iv) Any corrigendum/changes/updates shall be available only in the GRSE website and no other intimation shall be given in any newspaper/any other media.
- v) **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, PWBD certificate, Educational Qualification, Experience Certificate if any (detailed certificate from the employer clearly mentioning the joining date, designation, assigned jobs / tasks being undertaken, relieving date etc.) 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.**
- vi) 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.**
- vii) **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.**
- viii) **If selected, candidates can be posted to any Unit / Project / Location of the Company.**
- ix) 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.
- x) Final selection of candidate is subject to medical fitness by Company's Medical Officer as per company's Recruitment Rules.
- xi) Outstation candidates called for Document verification/ Practical test will be paid travelling allowance both ways single II class (sleeper) Railway fare at actual (by shortest route from place of residence / place of work to Kolkata) whichever is less on production of tickets / receipts for incoming journey.
- xii) 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.
- xiii) Management reserves the right to call for any additional documentary evidence in support of education and experience of the applicants.
- xiv)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.
- xv) In case any ambiguity / dispute arises on account of interpretation in versions other than English, the English version will prevail.
- xvi)For any dispute, the Jurisdiction shall be Kolkata.

10. **IMPORTANT DATES:**

<u>Sl.</u>	<u>Details</u>	<u>Dates</u>
(a)	Start Date for Online Registration	16 January 2023
(b)	Closing Date for Online Registration	06 February 2023
(c)	Remittance of Application fees	16 January 2023 to 06 February 2023
(d)	Receipt of hardcopy of application signed by candidate along with Certificates / testimonials in support of eligibility through Ordinary post only.	13 February 2023

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Job Description for Engine Technician (S-1 Grade)**1. Engine Technician (Mechanical)****At DEP**

- a) Complete Dismantling of Engines
- b) Cleaning of all dismantled components of engine at DEP Ranchi
- c) Dismantling and Cleaning of all auxiliary components of Engine.
- d) Assembly of all Engine auxiliary components.
- e) Main assembly of Engine components after cleaning
- f) Installation of Engine in DEP test bed.
- g) Dismounting/removal of Engine from DEP test bed after completion of trial.
- h) **Engine test bed**
 - i. Maintain Test bed system pipe lines
 - ii. Maintain Test bed mechanical components.
 - iii. Undertake connection and disconnection of Test bed pipe lines connection with the engines for test bed trial of engines
 - iv. Identification and rectification of defect during test bed trial of engine at TEST BED
 - v. Handling/operate test bed during testing of engines into test bed.
- i) **DA**
 - i. Read the GA/System/schematic drawings.
 - ii. Undertake alignment & counter checking of alignment of ENGINE with ALTERNATOR.
 - iii. Prepare the list of items required for integration DA and Draw items required for integration of DA from stores
 - iv. Mount DA on the test bed and give proper torque for tightening the mounting bolts.
 - v. Monitor the parameters during test bed trial and checks leakages if any and tighten them

OUTSIDE DEP

- a) Undertake W5 routines work on board ship as per laid down procedure.
- b) Undertake Engine /DAs STW/commissioning on board ship including lowering of engine.
- c) Undertake alignment of engine with Gear box.
- d) Attend sea trial and defect rectification during sea trial of engine/DA.
- e) Attend pre-refit trial and finalization of list of defects during pre-refit trial.
- f) Attend and rectify guarantee defect liquidation at ship.
- g) To attend pre-refit trial of different project and record all the parameter reading.
- h) Commissioning of DAs.
- i) Prepare report of Service/ Commissioning/ Trial/ Pre-fit trial.

OTHER ACTIVITIES

- a) Able to read all mechanical drawings.

- b) Able to set the torque value in torque wrench and apply the torque as per specified value.
- c) Able to read dial gauge.
- d) Able to differentiate fine pitch thread (MS) & BSP thread by measuring pitch with Vernier caliper.
- e) Able to read Reference and other documents including workshop manual of OEMs/ Principals.
- f) Able to read technical & maintenance manual of equipment related to DA
- g) Any other task assigned by GRSE Management, direct dealing/ superior officer/ senior supervisor

2. Engine Technician (Electrical)

At DEP

- a) All electrical cables & electrical items to be secured prior dismantling of engine & preserved all electrical items in safe place with proper marking.
- b) Check all cable harness & sensors are in good & working condition. If found defective then it should be projected as anticipatory item list
- c) Wiring to be done after assembly of engines prior shifting to test bed for final trial.
- d) Test Bed:**
 - i. Test bed control system to be maintained.
 - ii. Test bed defect to be identify & rectify the defect on fast track.
 - iii. Handling/operate test bed during testing of engines into test bed.
- e) DA:**
 - i. Draw items from Stores required for integration of DA.
 - ii. Undertake wiring inside the acoustic enclosure as per drawings.
 - iii. Panels to be placed in its actual place in test bed & cable connecterization to be done for readiness for DA internal trial & FAT
 - iv. Safety checks of DA to be performed/check as per approved IFAT Procedure.
 - v. DA to be monitored preciously during DA trial to avoid any misshaping.
 - vi. To understand DA drawing & its control system.
- f) Operation of Load Bank**
 - i. Operate the Load bank during internal trial as well as during IFAT
 - ii. Defect rectification if any occurred during trial
 - iii. Maintain the load bank and carry out Preventive/routine checks of load bank

OUTSIDE DEP

- a) Connecterization of cables related to MEs control system/ DA Systems
- b) Connecterization of cables for ship area system (i.e. DG, waterjets, DS & Autopilot).
- c) System to be cross checked after connectorization to avoid any damages of company property.
- d) Earth fault to be checked before power on the control system.
- e) Defect identification & rectification to be done after power on the system
- f) Cables to be dressed properly.
- g) Safety checks of MEs & auxiliary system.
- h) To attend sea trial & monitors and record parameters thoroughly
- i) Post-delivery of ship Guarantee defect to be attended and report preparation.
- j) To attend pre-refit trial and project the defect.

k) Prepare report of Service/ Commissioning/Trial/Pre Refit trial.

OTHER ACTIVITIES

- a) Able to read all electrical drawings.
- b) Able to read Control drawings of OEMs/ Principals.
- c) Trouble shooting with the help of electrical drawings.
- d) Able to understand/read/use of electrical instrument (i.e. Megger, Multimeter, load bank etc.).
- e) Knowledge for fitment of Lugs, ferrule & glands.
- f) Any other task assigned by GRSE Management , direct dealing/ superior officer/ senior supervisor

Job Description for Design Assistant (S-1 Grade) (On Fixed Term Contract)

Job Objective

- To directly carry out all assigned design tasks in the sub-department aligned to a single project, or multiple similar projects for GRSE
- To provide clarifications on detailed designs to Planning and Production teams, and to fabricators and vendors

Responsibilities

- Assist in development of technical bid specifications and commercial bid preparation for the design sub-department, as per specifications communicated by Project Head and Project Lead, within the specified timelines
- Take responsibility for design of all assigned projects, within specified timelines, ensuring that all design activities are carried out as per plans. Preparation of design documents. Assist in preparation of the Statement of Technical Requirements (SOTR) for all subcontracted items
- Follow up for outsourced designs to ensure they are completed as per requirements and within prescribed timelines for the project
- Track and report on the progress of design in detailed design phase for assigned project, to ensure adherence to the timelines specified in the RFQ
- Provide clarifications on reading of design drawings to Production and Production Planning teams and to fabrications and vendors
- Prepare and provide updates on progress vis-a-vis project plans to the project Leads for assigned projects.
- Maintenance of records of drawings, documents, files of different projects.
- Follow all standard Operating Procedures in the Sub-department
- Follow all directions given under the process improvement initiatives within the sub-department
- Participate in people development initiatives and build up individual capabilities in the sub-department
- Actively participate in HR initiatives to drive own engagement and motivation
- Instruct the workmen and others under his control. Maintain discipline in respect of his group and take / initiate appropriate initial action against any untoward situation and inform his superior and assist him in taking further action, as deemed necessary.
- Write and maintain memos, letters, documents, SIRs, reports / returns including booking / Bill of Entry, Bill of materials, inspection notes, Pass Challans, fill up formats necessary for various purposes.
- Liaison with other departments engaged in similar activities in order to have optimum utilization of manpower and resources through redeployment and reuse, as necessary, to meet the time schedule of the concerned work and ensuring best utilization of resources.
- Observe health safety precautions and house keeping including arrange / closing and opening of rooms / stores / offices etc.
- Look after maintenance of office equipment, tools, gadgets, calculating machines, P.C., instruments etc, used by him or by the employees working under him.
- Forward filled in leave application forms of the personnel working under him to competent authority for sanction.
- Issue Gate Pass for personnel working under him.
- Take independent charge of the personnel working under him during normal time / overtime hours / exigency work and in absence of superior.
- Any other work besides above and which is allied to the category as assigned by the superior.