Date: 21.07.2025

GOA SHIPYARD LIMITED

CANDIDATES CALLED FOR THE SELECTION PROCESS FOR THE POST OF SENIOR MANAGER (ADMINISTRATION) – (ON FIXED TERM EMPLOYMENT FOR 3 YEARS)
(ADVT. NO. 01/2025)

VENUE : GOA SHIPYARD LIMITED, VASCO-GOA

DATE FOR DOCUMENT VERIFICATION FOLLOWED BY INTERVIEW FOR PROVISIONALLY ELIGIBLE CANDIDATES: 07.08.2025.

REPORTING TIME: 09:00 A.M.

Sr. No.	GSL Reg. No.	Full Name	Roll No.
1	250325027000001	Mr. CDR HARPREET SINGH BHALLA	000001
2	250325005000002	Mr. SAMEER DUNGDUNG	000002
3	170325012000003	Mr. SHARADAPRASAD TOLURAM AGRAHARIGUPTA	000003
4	160325011000004	Mr. RAMBALAJI S	000004
5	030325014000005	Mr. PAWAN RAKESH PANDEY	000005
6	030325013000006	Miss. URVASHI SHARMA	000006
7	020325006000007	Mr. BHUPENDER SINGH	000007
8	020325005000008	Mr. DIPTEJ RAMESH AMERKAR	000008

NOTE: General instructions to the candidates appearing for the document verification & Personal Interview.

1) Please note that this call letter is being sent to you with an understanding that you meet the eligibility criteria as per the advertisement No. 01/2025.

   Your admission for the personal interview is provisional subject to meeting the entire requirement as laid down in the advertisement and bringing documentary proof for the same. You are therefore requested to go through the advertisement No. 01/2025.

(If you do not possess any one of the Qualifications / Experience / documentary proof or Certificates in support of your claim your candidature will be rejected and you will not be permitted to appear in the Personal Interview and no travelling expenses will be reimbursed).

2) In case you are presently employed in any Central Government/State Government/Quasi Government / Statutory Body/Public Sector Undertaking and, if your application has not been forwarded through your employer, you are required to produce a "No Objection Certificate" from your employer at the time of the personal interview, without which you will neither be considered for the personal interview nor any payment towards your traveling expenses will be made.

3) Verification of certificates and relevant documents will be conducted prior to personal interview. You are requested to produce all your Certificates and testimonials, in original along with Self attested copies of following documents:-

   a) Certificates in support of your Essential Qualifications.
   b) Certificates in support of your age and date of birth. (SSC Certificate, Birth Certificate)
   c) Certificates in support of your Experience (In case of previous employment, experience certificate must clearly mention the date of joining and date of relieving and in case of current employment, documents such as appointment letter, latest payslip, Form No.16 and any other documents clearly specifying the period of working and the nature of duties discharged). Experience to be provided as per the enclosed proforma I. Experience certificate not in prescribed proforma would be considered on merits by the Committee.
   d) Certificates in support of Scheduled Caste/Tribe/OBC (Non-Creamy Layer Certificate) / PWD / Ex-Serviceman (Copy of Discharge Book). (if applicable)
   e) Salary Certificate
   f) In case of Govt./PSU minimum 02 years of service in immediate lower pay Scale of Rs. 60000-3%-180000 (E-3) (IDA) (Revised 01.01.2017 Scale). Relevant proof establishing your working in the payscales / equivalent payscales need to be submitted. For candidates in CDA payscale, the immediate lower payscale as per GSL policy will be followed. (The candidate must submit appropriate documents which clearly specifies pay level / pay band & designation. Candidate has to submit the document indicating the current payscale and the date since working in the said payscale. Further candidates working in Defense Forces must submit documents clearly specifying their promotions to the next higher grade.
   g) Candidates working in PSUs on consolidated pay / fixed term tenure will be considered in line with Private Sector Organisations.

4) Please note that in case you do NOT produce original certificates regarding your qualifications, caste/category certificate and the requisite total length of experience as well as post qualification experience and other relevant documents required for the post as indicated in the Advertisement/ your online application, at the time of document verification, you will NOT be allowed to attend the personal interview, thereby no travelling expenses will be reimbursed.

5) All Outstation candidates qualified for personal interview will be paid to and fro AC II tier Fare by shortest route from their place of residence (as registered by them in the Online Application System) to Goa Shipyard Limited, only on production of proof of journey (Hard copy of Tickets) as per rules of the Company.

6) Payment of Travelling Allowance shall be made by RTGS (ECS) after completion of personal Interview. Candidates are requested to bring a copy of Bank Passbook (First page of your Account details).

7) If any candidate is found guilty of any act of misconduct during the personal interview, he/she will be disqualified and no Travelling Expenses will be paid.

8) Request for change of date, time and place for Personal Interview shall not be entertained.

9) The Document Verification & Personal Interview will be held on **07.08.2025 (THURSDAY)** and may extend till the next day i.e. on **08.08.2025 (FRIDAY)**. Thus, if required; candidates have to make their own arrangement for boarding, lodging etc. for a day or more at your own expense.

10) You are advised to bring print out copy of online application, a copy of this call letter along with ID proof i.e. Voter ID/Driving License / Passport / Aadhaar Card, 03 coloured photograph copies and a set of photocopy of all document in support of age, caste, qualification, experience, etc failing which you will not be allowed to appear for personal interview.

11) Canvassing in any form will lead to disqualification.

12) Kindly confirm by email to recruitment@goashipyard.com whether you would be attending the personal interview or not latest by **02.08.2025 (SATURDAY)**.

Further Please note:

1) Your candidature shall be fully governed as per the terms and conditions mentioned in our Advertisement No. 01/2025.

2) You are being called for the aforesaid **Personal Interview on provisional basis** based on the information furnished by you in your online application as mentioned in the advertisement. However, if it is found that you have furnished false, fabricated or have concealed any information at the time of verification of certificates/documents or subsequently, at any point of time or at any stage if it is found that you are not meeting eligibility criteria your candidature will be rejected and terminated accordingly at any stage.

3) Reimbursement of Travelling expenses will be given as per the government directives in vogue and also strictly depend on fulfilling all the relevant conditions as mentioned above and in the advertisement.

4) Personal Data form, Travelling Allowance form (if applicable) and Proforma-I have been sent on the register Email ID of the eligible candidates. Request you to kindly fill up the same and submit to GSL authorities at the time of personal interview.

NOTE: * For more details & Call letter please refer to your registered e-mail id.
For any query contact us at: recruitment@goashipyard.com