GOA SHIPYARD LIMITED

Advt. Ref. No: 04/2025

Shortlisted candidates for Document Verification / Skill / Trade Test for the post of Office Assistant – Clerical Staff – (On Fixed Term Contract Basis)

Based on the performance in the Computer Based Test (CBT) held on 12.04.2026 for the post of **Office Assistant – Clerical Staff – (On Fixed Term Contract Basis)** following candidates have been provisionally shortlisted for the document verification followed by Skill/Trade Test. Provisionally shortlisted candidates are advised to report to Don Bosco College of Engineering, Murida Rd, Fatorda, Margao, Goa - 403 602 on **23.05.2026** at **07:30 Hrs** for document verification & Skill/Trade Test.

Sl. No.	Roll No.
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NOTE: General instructions to the candidates appearing for the document verification & Skill/Trade Test.

Documents required for Gate Attendance (on 23.05.2026) - All candidates must mandatorily carry the following documents for the verification at the gate:-

a) Printout of the call letter (hard copy of this e-mail). The soft copy of the call letter on mobile phone will not be considered.

b) Identity Card proof i.e. Voter ID/Driving License/ Passport/Aadhar card.

c) Admit Card of Skill/Trade Test (attached).

d) Kindly submit hardcopy of duly filled in Personal Data Form (enclosed) along with online application, CBT admit card, **one set of Self attested copies of all the certificates** in support of your Educational & Technical Qualification, Age, Experience, Caste / Tribe / Community Certificate, Economically Weaker Section (EWS) Certificate, Disability Certificate, Ex-Servicemen (Copy of Discharge Book) etc. (To be mandatorily submitted at the Gate before the candidate appears for Skill/Trade Test. Document verification will be done based on the documents submitted by you along with Personal Data Form. Non-submission of any of the documents w.r.t. eligibility will be responsibility of the candidate.

1. Candidates are advised to once again ensure that he/she fulfils the eligibility criteria as per Advt. No. 04/2025 and submit the documents to support the same before attending the Skill / Trade Test.

2. There will be no transfer of service benefits from previous employment to GSL or pay protection, in view of the same NOC will not be mandatory for the candidates who apply against FTE advt. However, incase of selection, proper relieving letter should be produced by the candidate before joining.

3. TA claim form is available on GSL website **(www.goashipyard.in)** under the heading of **"Notice Board – Careers - Advertisement"**. Candidate is requested to download and submit filled TA claim form along with original tickets, Bank pass book copy and proof of Tribe/Caste/Disability/EWS certificate with self attested copy. Further in

case of non-submission of any of the documents mentioned, incorrect details mentioned in TA claim form and Non fulfillment of eligibility criteria as mentioned in the advertisement, reimbursement will not be processed and the candidate will be responsible for the same.

4. You are advised to bring mandatory document as mentioned at Sr. No. d above along with Admit card for Skill / Trade Test (attached), a copy of this call letter, along with ID proof without which you will not be allowed to attend the Skill/Trade test.

   NOTE: GSL will not provide photocopies of any documents. Candidates have to make their own arrangement to get the same. Hence may kindly ensure you carry a set of photo copies of all the relevant documents.

5. Papers, Note Books, Calculators, Palmtops, Smart watch, Mobile Phone, Pager, Tablet, Head Set, Bluetooth device or any electronic device which has the potential of misuse in cheating or unauthorized communication during the examination are strictly banned, in case a candidate is found to have any of these materials or using it or copying it of found to have using such items unfairly, will be liable to be disqualified immediately.

6. If any candidate is found guilty of any act of misconduct during the examination, he/she will be disqualified from the selection process and no Travelling Expenses will be paid.

7. No candidate shall be permitted to enter the examination hall after Gate Closing Time so that he/she does not miss the login announcements. The decision of centre observer shall be final in this regards.

8. No candidate shall be permitted to leave the Examination Room/Hall before the end of the examination strictly.

9. Candidate should not adopt any unfair means or indulge in any wrong practices, as the examination centres are under surveillance of CCTV.

10. Parents / guardians of the candidates shall not be allowed in the venue premises.

11. The Skill/Trade Test will be held on **23.05.2026 (SATURDAY)**.

12. Canvassing in any form will lead to disqualification.

13. Request for change in date, time and place for Skill test/Trade test shall not be entertained.

14. Kindly confirm by email to recruitment@goashipyard.com whether you would be attending the Skill/Trade Test or not latest by **18.05.2026**.

15. Your candidature shall be fully governed as per the terms and conditions mentioned in our advertisement No. 04/2025.

16. You are being called for the aforesaid **Skill/Trade Test on provisional basis** based on the information furnished by you in your online application.

17. Document verification of the documents submitted will be done post Skill/Trade Test. 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.

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

19. Admit card of Skill/Trade Test, Personal Data form and Travelling Allowance form (if applicable) are sent on register Email ID. Request you to kindly fill up the same and submit to GSL authorities at the time of Document verification.

NOTE: **Candidates who have been called for Skill/Trade Test for more than 1 post on the same day they have to get the separate Personal Data Form filled and a set of self attested documents for each post separately**. Further please find attached sample Personal Data Form duly filled. All the candidates are requested to kindly fill your details in the form as per the sample format (attached) and get the same along with other documents & need to be submitted before Skill/Trade Test (Mandatorily). Please find enclosed admit card for Skill/Trade Test, kindly fill the details in attached admit card and paste the latest photograph and get the same at the time of Skill/Trade Test.

Date: 08.05.2026
Place: Vasco-da-Gama, Goa