

From,

To The Public Information officer
Cochin Shipyard
Cochin

Sir,

2005 ന്റെ Right To Information
Act പ്രകാരം ചരിക്ക് താഴെ ചുരുക്ക
കാര്യങ്ങളുടെ മേലായി അഭ്യർത്ഥന
അയക്കുന്നു.

- i. Cochin Shipyard Ltd Company workers
ന്റെ grade & salary നീക്കം ചെയ്യൽ
ന് ചുരുക്കം അറിയാൻ അഭ്യർത്ഥന
പാടിയിട്ടുണ്ട്.
- ii Cochin Shipyard Ltd ന്റെ workers
ന്റെ grade ന്റെ അറിയാൻ
അഭ്യർത്ഥന

Cochin Shipyard Ltd ന്റെ
Grade ന്റെ അറിയാൻ unskilled

Semi skilled, skilled ഇതിൽ ഏതെങ്കിലും
work നോട്ട്.

iv Cochin shipyard Ltd W3 category
workers some grade of ജോലി ചെയ്യുന്ന
വരുടെ nature of work എന്തെങ്കിലും?

a Cochin shipyard Ltd W3 some
grade of ജോലി ചെയ്യുന്നവർ skilled,
semi skilled & skilled ഇതിൽ ഏതെങ്കിലും
തരം workers നോട്ട്.

v Cochin shipyard Ltd W4 some grade
of ജോലി ചെയ്യുന്നവരുടെ Name of
the Post / Designation ഏതെങ്കിലും നോട്ട്.

a W4 some grade of ജോലി ചെയ്യുന്ന
വരുടെ ഓരോ Designation ന്റെയും
Educational Qualification & Experience
എന്നിവ നോട്ട്.

* W4 some grade of ജോലി ചെയ്യുന്ന
വരുടെ ഓരോ Designation ന്റെയും
Nature of work നോട്ട്.

* W4 some grade of ജോലി
ചെയ്യുന്നവർ unskilled, semi skilled,
skilled ഇതിൽ ഏതെങ്കിലും workers
നോട്ട്.

vi Cochin shipyard Ltd Employees category
W5 some grade of ജോലി ചെയ്യുന്ന
വരുടെ Name of the Post / Designation.

a) Cochin shipyard Ltd was earlier
workmen grade at ജോലി ചെയ്യുന്നവർ
as Designation post ~~കാല~~
Educational qualification & Experience
അനുസരിച്ച്.

b) Cochin shipyard Ltd Employees
earlier was grade in workmen grade
at ജോലി ചെയ്യുന്നവർ nature of work.

vii Cochin shipyard Ltd Employees
earlier at was same grade at
ജോലി ചെയ്യുന്നവർ name of
Post / Designation ?

a) Cochin shipyard Ltd Employees
earlier at was same grade at
ജോലി ചെയ്യുന്നവർ nature of
work ?

viii Cochin shipyard Ltd Employees
earlier at was same grade at
ജോലി ചെയ്യുന്നവർ nature name
of Post / Designation.

1. Tea / Coffee maker same Designation
Post Cochin shipyard Ltd
Employees earlier at ~~അ~~.

മേൽ ചുവന്ന തസ്തികയിൽ ആ
Number of people ആ തസ്തിക
യിൽ ഉണ്ട്?

Cochin Shipyard Ltd ടി സീക്കിൻ
workers ആ തസ്തികയിൽ നിൽക്കി
നാളെ വരുടെ after of appointment of
ചുമത്തിയവരുടെ Duties & Responsibilities
in Preparation & supply of
Food ആ ഉണ്ടാക്കുന്നു. ആ
ജോലി skilled, semi skilled,
unskilled തസ്തികയിൽ ഉൾപ്പെടും.

മിസ്സ് Cochin Shipyard Ltd employees
ടാക്കി നാളെ ഗ്രേഡ് ടി ആ
നിർദ്ദേശങ്ങൾ workers തിട സീക്കിൻ
& ഗ്രേഡ് promotion? ഉൾപ്പെടും
ഉൾപ്പെടും ഗ്രേഡ് ന്നുള്ള ജോലിയാൽ
നിർദ്ദേശങ്ങൾ ഉൾപ്പെടും. ഉൾപ്പെടും
തസ്തികയാൽ ഉൾപ്പെടും പരിഗണി
ചെയ്യും.

* Cochin Shipyard Ltd Company മിസ്സ്
workers ന്നുള്ള ഗ്രേഡ് ന്നുള്ള
ടാക്കി സീക്കിൻ unskilled തസ്തികയിൽ
ഉൾപ്പെടും.

xvi Cochin shipyard Ltd company ലിന
workmen and grade നീന്ദാരിന്ദ
ഒരുവെട unskilled അന്നരിതരി
defenition അന്നാന്ന?

xvii Cochin shipyard Ltd Company ലി
ന workmen and grade നീന്ദ
ദാരിന്ദഒരുവെട semi skilled
അന്നരിതരി defenition അന്നാന്ന
അന്ന ന്വദിന്ദദാരി.

xviii Cochin shipyard Ltd Company
ലിന workmen and grade നീന്ദ
ദാരിന്ദഒരുവെട skilled അന്ന
രിതരി defenition അന്നാന്ന?

xix Cochin shipyard Ltd Employees
Canleen നരി നരിവരിന്ദ നാദാരി
ഒരുവെട work and unskilled,
skilled, semi skilled ഇരിന്ദ അന്ന
work grade നരി നാദാരി അന്ന ന്വദിന്ദ
ദാരി.

a, Cook/ Halwai

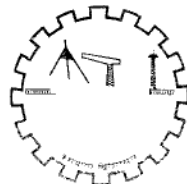
b) Asst Cook/ Asst. Halwai

c Tea/coffee maker

- d chappathi maker
- e Vegetable cutting (machine)
- f Grading & Grinding (machine)
- g Food & Beverage Service
- h cleaning of Tables & utensils
- i Store keeper
- j egg preparation

Yours Faithfully

Cochran . 11
12/2/2021.



SEC/50/2021-I

March 11, 2021

Sub: Information Under Right to Information Act

Dear Sir,

1. Please refer your RTI request dated February 12, 2021 and received by us on February 15, 2021. The information sought under the said request is given below ad seriatim.

- (i) As per the criteria mentioned in Career Development Plan 2008.
- (ii) Perform all related duties such as preparation and supply of food items in the canteen situated in CSL premises, cleaning of utensils, furniture, building etc. and such other similar works in METI Mess and CSL Guest House, on board vessels during sea trials as and when required and any other duties assigned by the reporting Officer/Supervisors/Officials concerned.
- (iii) The workers in W2 grade (canteen worker) is not categorized in any of the mentioned category.
- (iv) Perform all related duties such as preparation and supply of food items in the canteen situated in CSL premises, cleaning of utensils, furniture, building etc. and such other similar works in METI Mess and CSL Guest House, on board vessels during sea trials as and when required and any other duties assigned by the reporting Officer/Supervisors/Officials concerned.
- (a) The workers in W3 grade (canteen worker) is not categorized in any of the mentioned category.
- (v) Service Assistant Canteen Grade IV, Nursing Assistant Grade IV, Service Assistant (Office) Grade IV, Service Assistant (House Keeping) Grade IV, Lascar Grade IV.

(a)

Designation	Qualification	Experience
Service Assistant Canteen Grade IV	Below SSLC	Completing 4 years in Grade 3
Nursing Assistant Grade IV	Below SSLC	2 years training in CSL proposed under Career Development Plan / VII Std + First Aid Certificate and 2 years experience
Service Assistant (Office) Grade IV	Pass in VII Std and below SSLC.	One year experience as attender / sub staff/ multi-tasking staff in an office of Government Establishment /Public

Designation	Qualification	Experience
		Sector Undertaking/Private Sector Companies/ Reputed Commercial Establishments including law firms. Knowledge of Malayalam desirable.
Service Assistant (House Keeping) Grade IV	Below SSLC	2 years training in CSL proposed under Career Development Plan / VII Std + 2 years experience
Lascar Grade IV	Below SSLC	2 years training in CSL proposed under Career Development Plan / VII Std + 2 years experience/ Lascar certificate

(b)

Designation	Nature of work
Service Assistant Canteen Grade IV	To perform all related duties such as preparation and supply of food items in the canteen, situated in CSL premises, cleaning of utensils, furniture, building etc. and such other similar works in METI Mess and CSL Guest House, on board vessels during sea trials as and when required and any other duties assigned by your reporting Officer/Supervisors/Officials concerned.
Nursing Assistant Grade IV	(a) First aid to injured persons in the Company. Creating awareness among employees regarding first aid. Providing nursing assistance to the injured persons as prescribed by the Medical Officer. Upkeep of medical centre. Providing services like medical dressing, initial injury case etc to injured persons in CSL.
Service Assistant (Office) Grade IV	(a) To collect and deliver office papers, files, letters, articles, forms and materials inside and outside the yard as directed. To carry the files/registers etc from table to table as per the instruction of the officials. (b) To take photocopies and stencil copies. (c) Preservation and maintenance of office records including binding and stitching. (d) Distribution of tea/water and snacks for meetings, to senior officers and to guests whenever required. (e) Collection and distribution of stationery/liveries etc to all officials. (f) Maintenance of inward/outward register in the section/Department attached. (g) Drawal/Deposit of Cash/Cheque etc., in the Banks as and when required. (h) To go to the Railway station/Agency for booking of tickets and also to deliver tickets to the concerned Officials. (i) To go to post office for collection/delivery of all postal and related articles. (j) Collection and deposit of keys of offices as directed. (k) Opening/closing of windows and doors of offices at the commencement / close of working time. (l) To ensure switching off of lights/Fans at the close of the working time and whenever not required. (m) Any other duties as and when required and as directed.

Designation	Nature of work
Service Assistant (House Keeping) Grade IV	(a) Sweeping and wet mopping of Office floors / cabins / cubicles / corridors / cafeterias / staircase / side space / railings for all floors / parking areas / tea booths / conference rooms / floors / doors / windows / roof / dressing rooms / toilets / bathrooms / urinals / sink / wash basins / portable urinal blocks at various locations of Company (b) Clearing and cleaning of waste paper baskets. (c) Dusting of partitions, doors and walls and venetian blinds. (d) Cleaning of window glasses from inside and outside. (e) Scrubbing and cleaning of all specified toilets flooring. (f) Mopping of the entire toilet floors, cleaning of Water Closets (WCs) & Urinals and cleaning of wash basins and mirrors at regular intervals throughout the day. (g) Cob web removal. (h) Any other duties as and when required and as directed.
Lascar Grade IV	To perform all related duties such as maintain the deck including chipping/painting of deck side of yard craft, handle the rope work, anchor work, throwing of lines, splices etc. of the craft during exploitation of craft for movement at sea, in harbor and in voyages, watch keeping of yard craft in all three shift duties on rotation basis. Checking the engine, gear box & propeller shaft parameters. Operational knowledge of bilge pump in case of emergency, basic knowledge about life buoys & life jackets and basic knowledge about rescue procedures. Any other duties assigned by your reporting Officer/Supervisors/Officials concerned.

(c) The workers in W4 grade is not categorized in any of the mentioned category.

(vi) Service Assistant Canteen Grade V

(a) Educational qualification: Below SSLC

Experience: Completed 5 years in Service Assistant Canteen Grade IV

(b) Perform all related duties such as preparation and supply of food items in the canteen situated in CSL premises, cleaning of utensils, furniture, building etc. and such other similar works in METI Mess and CSL Guest House, on board vessels during sea trials as and when required and any other duties assigned by the reporting Officer/Supervisors/Officials concerned.

(vii) Service Assistant Canteen Grade VI.

(a) Perform all related duties such as preparation and supply of food items in the canteen situated in CSL premises, cleaning of utensils, furniture, building etc. and such other similar works in METI Mess and CSL Guest House, on board vessels during sea trials as and when required and any other duties assigned by the reporting Officer/Supervisors/Officials concerned.

(viii) Head Service Assistant Canteen Grade VII.

- (ix) No.
- (x) Not categorized in any of the mentioned category.
- (xi) No.
- (xii) The information sought is in the nature of a query and hence cannot be provided under the RTI Act, 2005.
- (xiii) The information sought is in the nature of a query and hence cannot be provided under the RTI Act, 2005.
- (xiv) The information sought is in the nature of a query and hence cannot be provided under the RTI Act, 2005.
- (xv) The information sought is in the nature of a query and hence cannot be provided under the RTI Act, 2005.
- (xvi) Not categorized in any of the mentioned category.

2. If you are not satisfied with the above reply, you may prefer an appeal within 30 days from the date of receipt of this letter to Shri Suresh Babu N V, Director (Operations) & Appellate Authority, Cochin Shipyard Limited, Administrative Building, Cochin Shipyard Premises, Perumanoor, Kochi – 682 015.

Thanking You,



Yours faithfully,

K J Ramesh
CGM (HR&TRG) & CPIO