

From,



To

THE PUBLIC INFORMATION OFFICER,
COCHIN SHIPYARD LIMITED,
P.O. BAL NO: 1653 PERUMANUR PO
KOCHI - 682 015

Subject :- വിവരാവകാശ നിയമലംഘന വിവരങ്ങൾ
ലഭ്യമാക്കുന്നത് സംബന്ധിച്ച്.

Sir,

മുൻപെ വിവരാവകാശ നിയമലംഘന ന്യായനാശം പ്രാപ്തമാക്കി ഉത്തര നൽകിയതിന് അഭ്യർത്ഥിക്കുന്നു.

1. Cochin Shipyard 2016-ൽ നടന്നിരുന്ന റിക്രൂട്ട്മെന്റ് (January 2016) ന് Workmen Post-ൽ

(a) ഏതെങ്കിലും Post-ലേക്കാണ് (Name of the post) അപേക്ഷ ക്കിയിച്ചത്?

(b) ~~അതേ പോലെയുള്ള~~ ഉദാഹരണ പ്രാപ്തിയുള്ള നൽകിയ റിക്രൂട്ട്മെന്റ് (Number of Vacancies) നിലവിൽ-

ചെയ്യുന്നത് ?

(c) തിരഞ്ഞെടുക്കപ്പെടേണ്ടവർക്കുള്ള അടിസ്ഥാന വിദ്യാഭ്യാസ-
യോഗ്യതകൾ (Educational Qualifications) എന്തായിരിക്കും?

(d) ഹിജ്ജാ പ്രവർത്തകർക്കുള്ള ശമ്പള (w, w₂, ...) നിശ്ചയിക്കുകയോ?

(e) workmen post-കൾക്കുള്ള അടിസ്ഥാന ശമ്പളം
(Scale of Pay) എത്രയെന്ന് നിശ്ചയിക്കുകയോ?

2. cochin shipyard Recruitment 2016, workmen -
Post-ലെ അനുജ്ഞിത Post ക്കായ് Skilled,
Semi skilled, unskilled വിഭാഗങ്ങളിൽ ഉൾപ്പെടുത്തു-
ന്നു ?

3. cochin shipyard Recruitment 2016 - notification
പ്രകാരം report ചെയ്ത ഹിജ്ജാ പ്രവർത്തകരിലേക്ക്
അഭ്യർത്ഥന ആവശ്യപ്പെട്ടതും നിഷക്കര നൽകിയിട്ടുണ്ടോ?

4. cochin shipyard-ൽ നിലവിൽ എത്ര പേരെ staff-
ആയി ജോലി ചെയ്യുന്നു ?

5. cochin shipyard Canteen-ൽ നിലവിൽ എത്ര
പേരെ staff-ആയി ഉണ്ട് ?

6. cochin shipyard Canteen-ൽ അനുജ്ഞിത
Post ആയി ആണ് ഉള്ളത് പോലെയുള്ള അനുജ്ഞിത ഉൾ
നിശ്ചയിക്കുകയോ?

7. cochin shipyard Canteen-ൽ Cook, Assistant-
cook, Tea maker, chappathi maker, ... etc
അടങ്ങിയ പ്രവർത്തകർ നിലവിലുണ്ടോ? ഉണ്ടെങ്കിൽ
ഈ പ്രവർത്തകരിൽ ജോലി ചെയ്യുന്നവരുടെ
നിയമന എത്രയെന്ന് നിശ്ചയിക്കുകയോ?

- Date :- 29/11/2021

Date :- 29/11/2021



Sub: Information Under Right to Information Act

Dear Sir,

1. Please refer your RTI request dated November 29, 2021 and the application fee of Rs.10/- remitted through the Indian Postal Order (No. 54F 832682), received by us on January 07, 2022. The information sought under the said request is given below ad seriatim:

(i) Please refer the Vacancy Notification placed at **Annexure I**.

(ii) **A. Skilled Staff**

- a) Technical Assistant
- b) Junior Technical Assistant
- c) Senior Ship Draftsman
- d) Instrument Mechanic
- e) Welder Cum Fitter
- f) Fitter (Electrical)
- g) Fitter (Electronics)
- h) Painter
- i) Shipwright Wood
- j) Machinist
- k) Crane Operator (Electrical)
- l) Crane Operator (Diesel)

B. Semi-Skilled Staff

- a) Serang
- b) Fireman
- c) Semi Skilled Rigger
- d) Staff Car Driver
- e) Lascar (Floating Craft)

C. Unskilled Staff

There are no posts categorized as Unskilled Staff.

(iii) Out of 276 vacancies notified, 261 vacancies were filled up with suitable candidates.

(iv) As on January 2022, CSL has 1,760 permanent employees.



पंजीकृत कार्यालय : प्रशासनिक भवन, पी.ओ.बैग सं 1653, पेरुमानूर पी. ओ., कोच्ची - 682 015
Registered Office : Administrative Building, P.O. Bag No. 1653, Perumanoor P.O., Kochi - 682 015
फोन / Phone : +91(484) 2361181 / 2501200 फाक्स / Fax : +91 (484) 2370897 / 2383902
वेबसाइट / Website : www.cochinshipyard.com, सीआईएन / CIN: L63032KL1972GOI002414



- (v) As on January 2022, 51 permanent employees are working in the Canteen section of CSL.
- (vi) At present, the posts in Canteen section of CSL are as follows:
- a) Assistant Admin Officer (Canteen) SG
 - b) Assistant Catering Officer – SG
 - c) Assistant Canteen Officer – Contract
 - d) Canteen Worker
 - e) Deputy Manager (Admn – Canteen)
 - f) General Worker (Canteen) – Contract
 - g) Head Service Assistant Canteen
 - h) Service Assistant Canteen
- (vii) The posts presently operational in the Canteen section of CSL are given at (vi) above.
- (viii) The information sought is in the nature of a query and hence is outside the purview of the Right to Information Act, 2005.
- (ix) Grades for workmen posts in CSL is prepared based on the Career Development Plan and Long Term Settlement applicable for Workmen in CSL.
- (x) Approval of the Board of Directors is required for modifications in the Career Development Plan.
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 Bejoy Bhasker, Director (Technical) & Appellate Authority, Cochin Shipyard Limited, Administrative Building, Cochin Shipyard Premises, Perumanoor, Kochi – 682 015.

Thanking You,



Yours faithfully,


Company Secretary & CPIO

COCHIN SHIPYARD LIMITED

KOCHI 682015
(P&A Department)

No.PERL/2(235)/15

25 Jan 2016

Cochin Shipyard Limited, a premier Mini Ratna Company of Government of India, invites **Online Applications** from candidates fulfilling the eligibility requirements, for filling up of the following posts:

I. Name of Posts, Educational Qualification & Experience

Sl No	Name of Post & No. of Vacancies	Educational Qualification & Experience
A. SUPERVISORY POSTS		
A.1	Assistant Engineer (Machinist) PS-I Grade (2 Posts - UR)	Three year Diploma in Mechanical Engineering from a State Board of Technical Education or equivalent qualifications in the case of Ex-servicemen. Seven years experience in turning, milling/grinding and boring, preferably in a Shipyard/ Dockyard or Heavy Engineering Company or Government Establishment, out of which two years should be in a supervisory grade.
A.2	Assistant Engineer (Shipwright Wood) PS-I Grade (2 Posts - UR)	Three year Diploma in Mechanical Engineering from a State Board of Technical Education or equivalent qualifications in the case of Ex-servicemen. Seven years experience in carpentry works preferably in a Shipyard/ Dockyard or Heavy Engineering Company or Government Establishment, out of which two years should be in a supervisory grade.
A.3	Assistant Engineer (Painting) PS-I Grade (2 Posts- OBC-1, UR-1)	Degree in Chemistry or Three year Diploma in any branch of Engineering from a State Board of Technical Education and possessing NACE or FROSIO level-I Inspector qualification. Seven years experience in painting preferably in a Shipyard/ Dockyard or Heavy Engineering Company or Government Establishment.
A.4	Assistant Catering Officer PS-I Grade (1 Post - UR)	Three years Diploma Course in Hotel Management, Catering Technology & Applied Nutrition (or equivalent qualification including recognized Certificate/ Diploma issued by the Armed Forces) with seven years experience as Supervisor in a Factory Canteen that caters to a minimum of 250 workers /3 Star Hotel and above/ Mess catering for Armed Forces/Para Military Forces/Police Forces. or Degree with one year Certificate in Industrial/ Institutional Food Service Management (or equivalent qualification including recognized Certificate/ Diploma issued by the Armed Forces) with seven years experience as Supervisor in a Factory Canteen that caters to a minimum of 250 workers /3 Star Hotel and above/ Mess catering for Armed Forces/Para Military Forces/Police Forces. Knowledge of Malayalam desirable.



Sl No	Name of Post & No. of Vacancies	Educational Qualification & Experience
A.5	Accountant PS-I Grade (4 Posts - OBC-1, UR-2, PWD (OH)-1)	Graduate with M.Com and Seven years experience in Finance/Accounting in a Government Establishment / Public or Private Sector Undertaking OR Graduate with a Pass in CA/ICWA intermediate examination with Five years experience in Finance/Accounting in a Government Establishment/ Public or Private Sector Undertaking. Out of the above experience, two years experience should be in a Supervisory Grade. Experience of working in a computerised environment would be an added advantage.
B. WORKMEN POSTS		
B.1	Technical Assistant Pay Scale-W10 (6 Posts - ST-1, SC-1, UR-4) [Mechanical-5 posts (ST-1, SC-1, UR-3), Electrical-1 post (UR)]	Pass in Three year Diploma in Mechanical/ Electrical Engineering from a State Board of Technical Education securing minimum of 60% of marks or equivalent qualifications in the case of Ex-servicemen. Seven Years experience in planning and production control activities in Shipyard/Dockyard or Heavy Engineering Company and must be Computer savvy.
B.2	Junior Technical Assistant Pay Scale-W7 (Total 37 Posts - ST-2, SC-4, OBC-9, UR-20, 2 PWD (VH-1, OH -1) Mechanical-22 posts [ST-1, SC-2, OBC-6, UR-11, 2 PWD (VH-1, OH -1)], Electrical-9 posts [ST-1, SC-1, OBC-2, UR-5], Electronics-2 posts [UR], Civil-4 posts [SC-1, OBC-1, UR-2]	Pass in three year Diploma in Mechanical/Electrical/ Electronics/ Civil Engineering from a State Board of Technical Education securing minimum of 60% of marks or equivalent qualifications in the case of Ex-servicemen. Four years experience relating to works in Hull, Engineering, Electrical, Civil and Electronics. Preparation of Reports, Stores and Material Accounting, Updating ERP System, Man hour Booking, Record and Report Generation, Invoice preparation in a Shipyard/Heavy Engineering Company and must be Computer savvy.
B.3	Senior Ship Draftsman Pay Scale-W7 (9 Posts - ST-1, SC-1, OBC-2, UR-4, PWD (HH)-1) [Mechanical-6 posts (ST-1, OBC-2 , UR-2, PWD (HH)-1), Electrical-3 posts (SC-1, UR-2)]	Pass in SSLC and Three year Diploma in Mechanical/ Electrical Engineering from a State Board of Technical Education securing minimum of 60% of marks or equivalent qualifications in the case of Ex-Servicemen. Two years experience/training as Draftsman in a Shipyard or Heavy Engineering Company or Government Establishment and must be Computer savvy.
B.4	Junior Commercial Assistant Pay Scale-W7 (15 Posts- SC-1, OBC-3, UR-9, PWD (VH)-2)	Pass in three year Diploma in Commercial Practice/Computer Science/ Information Technology securing minimum of 60% of marks from a State Board of Technical Education or equivalent qualifications in the case of Ex-servicemen. Four years experience in matters relating to Office work, Updating ERP System, Man hour Booking, Data entry, Record and Report Generation, maintenance of files, registers and records in a Shipyard/Heavy Engineering Company and must be Computer savvy.



Sl No	Name of Post & No. of Vacancies	Educational Qualification & Experience
B.5	Stenographer Pay Scale-W7 (3 Posts- UR)	Pass in three year Degree in Arts (other than Fine Arts/ Performing Arts) or Science or Commerce or Computer Applications or Business Administration (B.A/B.Sc/ B.Com/BCA/BBA) from a recognised University or Three year Diploma in Commercial Practice from a State Board of Technical Education or equivalent qualifications in the case of Ex-servicemen, with a speed of 80 words per minute in Shorthand and 25 words per minute in computer transcription in English. Working knowledge of Computers including use of MS Office or similar applications. Four years experience as a Stenographer in a Government Establishment or Public/Private Sector Undertaking/ Companies/ Reputed Commercial Establishments including law firms.
B.6	Store Keeper Pay Scale-W7 (3 Posts- UR)	Graduate with Post Graduate Diploma in Materials Management or Diploma in Engineering (Mechanical/Electrical) or equivalent qualifications in the case of Ex-servicemen. Four years experience in storekeeping in a Shipyard/Heavy Engineering Company/Government. Preference will be given to those having exposure in materials management/ ERP packages.
B.7	Instrument Mechanic Pay Scale-W6 (3 Posts- OBC-1, UR-1, PWD (VH-1))	Pass in SSLC, ITI (National Trade Certificate) and All India National Trade Test (National Apprenticeship Certificate) in the trade of Instrument Mechanic or equivalent qualifications in the case of Ex-Servicemen. Five years experience in the repair and maintenance of Instrument Gauges, Pneumatic, Electric and Hydraulic controlling systems of various equipment, gas cutting machines, pressure regulators, heating equipment etc. in a Shipyard or Heavy Engineering Company.
B.8	Welder Cum Fitter Pay Scale-W6 (Total: 124 posts- ST-5, SC-12, OBC-31, UR-72, 4 PWD (VH-2, HH-1, OH-1)) Welder - 46 posts (ST-1, SC-5, OBC-11, UR-28, PWD (VH-1)) Fitter Structural- 37 posts (ST-1, SC-4, OBC-10, UR-21, PWD (VH-1)) Fitter Pipe-17 posts (ST-1, SC-1, OBC-4, UR-10, PWD (HH-1)) Fitter Engineering – 15 posts (ST-1, SC-1, OBC-4, UR-8, PWD (OH-1)) Fitter Maintenance -9 posts (ST-1, SC-1, OBC-2, UR-5)	Pass in SSLC, ITI (National Trade Certificate) and All India National Trade Test (National Apprenticeship Certificate) in any one of the following trades or equivalent qualifications in the case of Ex-Servicemen. a) Fitter (Structural/Pipe (Plumber)/ Sheet Metal Worker/ Welder (Gas & Electrical) or b) Fitter or Mechanic (Motor Vehicle/Diesel /Tractor/ Earth Moving Machinery) Five years experience in the following areas in a Shipbuilding/ Ship repair yard or Heavy Engineering Company. i) Gas cutting and welding (gas and electric, manual, automatic, MIG/ semi-automatic special welding), gouging, gas and electric brazing, flame heating, chipping and grinding, staging and handling, etc. or



Sl No	Name of Post & No. of Vacancies	Educational Qualification & Experience
		<p>ii) Structural work using machines like bending machine, shearing machine, hydraulic presses etc and or in repair and maintenance of heavy duty cranes, hydraulic presses, compressors, pneumatic tools etc. or</p> <p>iii) Erection, repair and maintenance of pumps, generators, compressors, marine engines, thermal power station auxiliaries etc. or</p> <p>iv) Experience as Pipe Fitter including pipe shop experience such as cutting, bending, fabrication, welding, pressure testing, surface treatment etc.</p>
B.9	Fitter (Electrical) Pay Scale-W6 (18 Posts- ST-1, SC-2, OBC-5, UR-10)	Pass in SSLC, ITI (National Trade Certificate) and All India National Trade Test (National Apprenticeship Certificate) in the trade of Electrician or equivalent qualification in the case of Ex-Servicemen. Five years experience as Mechanic or Electrician looking after the operation of Sub station, installation of HT/LT switchgears, transformers, maintenance of electrical equipments in a Shipbuilding/ Ship repair yard or Heavy Engineering Company.
B.10	Fitter (Electronics) Pay Scale-W6 (3 Posts- UR)	Pass in SSLC, ITI (National Trade Certificate) and All India National Trade Test (National Apprenticeship Certificate) in the trade of Electronic Mechanic or equivalent qualifications in the case of Ex-Servicemen. Five years experience in the repair and maintenance of electronic control circuits of industrial equipments/onboard Ships/ Shipyard or Heavy Engineering Company.
B.11	Painter Pay Scale-W6 (3 Posts- ST-1, UR-2)	Pass in SSLC, ITI (National Trade Certificate) with All India National Trade Test (National Apprenticeship Certificate) in the trade of Painter (Marine/General)/Fitter/Sheet Metal Worker or equivalent qualification in the case of Ex-Servicemen. Five years experience as Painter (Marine) in Shipbuilding/ Ship repair yard or Heavy Engineering Company.
B.12	Shipwright Wood Pay Scale-W6 (6 Posts- ST-1, SC-1, OBC-1, UR-3)	Pass in SSLC, ITI (National Trade Certificate) and All India National Trade Test (National Apprenticeship Certificate) in the trade of Shipwright Wood (Carpenter) or equivalent qualifications in the case of Ex-Servicemen. Five years experience as Carpenter in Shipbuilding/ Ship repair yard or Heavy Engineering Company.



Sl No	Name of Post & No. of Vacancies	Educational Qualification & Experience
B.13	Machinist Pay Scale-W6 (3 Posts- UR)	Pass in SSLC, ITI (National Trade Certificate) and All India National Trade Test (National Apprenticeship Certificate) in the trade of Machinist or equivalent qualifications in the case of Ex-Servicemen. Five years experience as a Machinist in operating Machine Tools like Lathes, Milling Machine, Turning Machine etc. in a Shipyard or Heavy Engineering Company.
B.14	Crane Operator (Electrical) Pay Scale-W6 (6 Posts- SC- 1, OBC-2, UR- 3)	Pass in SSLC, ITI (National Trade Certificate) and All India National Trade Test (National Apprenticeship Certificate) in the trade of Electrician/ Electronic Mechanic or equivalent qualification in the case of Ex-Servicemen. Five years experience in operating EOT cranes in a Shipbuilding/ Ship repair yard or Heavy Engineering Company.
B.15	Crane Operator (Diesel) Pay Scale-W6 (2 Posts- OBC/ESM-1, UR/ESM-1)	Ex-Servicemen who have passed SSLC, ITI (National Trade Certificate) certificate in the trade of Fitter or Mechanic (Diesel) or equivalent qualifications. Five years experience in the operation and maintenance of Mobile Cranes in a Shipyard or Heavy Engineering Company.
B.16	Serang Pay Scale-W6 (1 Post -UR)	Pass in VII Std. Must possess the Serang Certificate issued by the Mercantile Marine Department. Experience not less than two years as Serang of a Motor Boat to carry 20 or more passengers.
B.17	Fireman Pay Scale-W5 (4 Posts- OBC-1, UR- 3)	Pass in SSLC. Training in Fire Fighting from a State Fire Force or Public Sector Undertaking or recognised Fire Fighting course in the Armed Forces or Training in Fire Watch/Patrol from State Fire Fighting Force. Valid First Aid Certificate from St. John's Ambulance Association/ Recognised Institutions. Knowledge in Malayalam is desirable. One year experience for those with training in Fire Fighting or 5 years experience for those with training in Fire Watch/Patrol as a Fire Watchman in State Fire Force or in a large Industrial Undertaking or in the Armed Forces.
B.18	Semi Skilled Rigger Pay Scale-W5 (7 Posts- SC-1, OBC-1, UR-5)	Pass in IV Std. Five years experience in Rigging of heavy-duty machine parts, assisting in the erection of machinery/ equipment etc, in a Shipbuilding/ Ship repair yard or Heavy Engineering Company. Good knowledge of splicing works of wire ropes.
B.19	Staff Car Driver Pay Scale-W5 (2 Posts- OBC/ESM-1, UR/ESM-1)	Ex-Servicemen who have passed SSLC and possessing valid Driving License for driving Light Vehicles issued by the Union of India and three years experience as Staff Car Driver in Public or Private Sector Undertakings.
B.20	Lascar (Floating Craft) Pay Scale-W4 (1 Post- UR)	Pass in VII Std. and must possess valid Certificate of Competency (Lascar) issued by the Competent Authority under the relevant statutes, with experience in swimming and climbing on mast etc.



Sl No	Name of Post & No. of Vacancies	Educational Qualification & Experience
B.21	Service Assistant (Office) Pay Scale-W4 (3 Posts- PWD (VH-1, HH-1, OH -1)	Pass in VII Std and below SSLC. One year experience as attender / sub staff/ multi-tasking staff in an office of Government Establishment /Public Sector Undertaking/ Private Sector Companies/ Reputed Commercial Establishments including law firms. Knowledge of Malayalam desirable.
B.22	General Worker (Canteen) Pay Scale-W1 (6 Posts- OBC-1, UR-5)	Pass in VII Std. Candidates with One year Certificate Course in Food Production/ Food and Beverages Service from a Government Food Craft Institute/ Two year Vocational Certificate in Catering and Restaurant Management from an institution recognised by Central/State Government will be preferred. Five years experience in preparation or serving of meals in a Factory Canteen that caters to a minimum of 250 workers / in a 3 Star Hotel / in a reputed and licensed Food Catering Service Agency. Knowledge of Malayalam desirable.

II. Scale of Pay

All the posts are in Industrial Dearness Allowance (IDA) pattern and consist of Basic Pay, IDA, HRA and Allowances as admissible.

Pay Scale	Scale of Pay
PS-I	₹ 11200-29500
W10	₹ 10200-27400
W7	₹ 9300-22200
W6	₹ 8900-18500
W5	₹ 8400-16200
W4	₹ 7700-15400
W1	₹ 6600- 13200

III. Age

Post	Age Limit
Sl No. A.1 to A.5, B.1, B.17, B.18	<p>a) For posts at Sl No. A.1 to A.5 and B.1, age as on 29 Feb 2016 shall not exceed 40 years.</p> <p>b) For posts at Sl No. B.17 and B.18, age as on 29 Feb 2016 shall not exceed 40 years and for those candidates who have work experience in Shipyards, age is relaxable by 5 years.</p> <p>c) Further, age relaxation of 3 years for OBC, 5 years for SC/ST, 10 years for Persons with Disabilities (PWD) and for Ex-servicemen, 45 years or the period of military service plus three years.</p> <p>d) Age relaxation of five years applicable for candidates who have been domicile of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989.</p>



Post	Age Limit
For all other posts	Age as on 29 Feb 2016 shall not exceed 35 years, relaxable by 3 years for OBC and 5 years for SC/ST, 10 years for Persons with Disabilities (PWD) and for Ex-servicemen, 45 years or the period of military service plus three years. Age relaxation of five years applicable for candidates who have been domicile of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989.

Maximum age limit after applying relaxation in age will be 50 years.

IV. Method of Selection

For all posts, depending upon the number of candidates eligible/ short-listed, the selection process will be held at Cochin Shipyard Limited, Kochi or at any other place in Kochi/ Kerala. Request for change in venue/dates of tests will not be entertained. The method of selection will include Written/ Practical / Skill / Proficiency/ Physical tests tentatively scheduled to be held in April/May 2016 or on any other dates notified by Shipyard.

Post	Method of Selection & Marks	Syllabus
SI No. A.1 to A.5 and B.1, B.2, B.4, B.6	Written Test-100 marks	The written test both objective and descriptive type will include questions on General Knowledge, English, Reasoning, Quantitative Aptitude and discipline related.
SI No. B.3	Written Test/ Practical Test - Total 100 marks	The written test both objective and descriptive type will include questions on General Knowledge, English, Reasoning, Quantitative Aptitude and discipline related. Practical test will also be conducted.
SI No. B.5	Written Test /Skill Test / Proficiency Test - Total 100 marks	The written test both objective and descriptive type will include questions on General Knowledge, English, Reasoning, Quantitative Aptitude and discipline related. Shorthand test for 5 minutes (80 words per minute) and Transcription on computers for 20 minutes (25 words per minute) will also be conducted.
SI No. B.7 to B.22	Objective type Written Test / Practical Test/ Physical Test - Total 100 Marks	Practical Test in the relevant trade/job. For posts at SI No. B.16 to B.22, practical test will include Physical test/ Objective type written test.

Based on the marks secured by the candidates in the written test, Shipyard reserves the right to short-list candidates for the practical/skill/proficiency/physical tests as applicable. Further, Shipyard reserves the right to fix minimum marks / standard for pass in the practical/skill/proficiency/physical tests.



V. Conditions

a) Reservation

- (i) Government of India Directives on reservation applicable for Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Other Backward Class (OBC)/ OBC (Minority)/ Persons with Disabilities (PWD) / Ex-Servicemen (ESM) candidates will apply and be strictly followed.
- (ii) Candidates belonging to SC or ST or OBC (Non Creamy Layer), should produce a valid recent community certificate issued by the Revenue Authority not below the rank of the Tahsildar, failing which their candidature will not be considered against the reserved posts.
- (iii) In the case of Persons with Disabilities, the degree of disability should be minimum of 40%. The candidate should possess valid Certificate of disability to this effect in the prescribed format obtained from a notified authority by Government of India / State Government.

b) Physical Requirements

- (i) The physical requirement for the posts reserved for Persons with Disabilities include ST, S, W, BN, L, SE, KC, MF, H, RW and PP (ST-Standing, S-Sitting, W-Walking, BN-Bending, L-Lifting, SE-Seeing, KC-Kneeling & Crouching, MF-Manipulating with Fingers, H-Hearing, RW-Reading & Writing, PP-Pulling and Pushing).
- (ii) Physical requirement for the post of Fireman (Sl No. B.17): Measurements (Height, weight, expanded and unexpanded chest) will be prescribed by Shipyard for short-listing of candidates for Physical efficiency tests. These tests will include running, lifting weights, climbing extension ladder, driving heavy vehicles etc and other related tests for fire fighting, which will be decided by Shipyard.

c) Qualification

- (i) Those candidates having qualifications equivalent to any of the prescribed qualifications should enclose Equivalency Certificate issued by the competent authority along with print out of their online application and **without such certificate, their candidature will not be considered.**
- (ii) For posts at Sl No. B1 to B4, relaxed standards in qualification requirement (55% of marks and above in qualifying examination) will be followed in the case of SC/ST/PWD candidates, provided they satisfy all other requirements.
- (iii) **Candidates should possess the qualification as on 29 February 2016.** The qualification must be regular/full time courses from a University/Institution. The courses should be recognized by the appropriate statutory authority/ State/ Central Government.
- (iv) Certain Universities/Institutes/Board of Technical Education do not award Class or Percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI etc). In



case, the University/Institute/Board defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks in the candidates' mark lists, the same will be accepted. However, where the University/ Institute/ Board does not define criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the Aggregate Grade Points may be multiplied by 10 to get the required percentage of marks.

- (v) For the post of Crane Operator (Electrical) at Sl No. B.14, the requirement of National Apprenticeship Certificate will be relaxed in the case of candidates having more than five years experience in operating EOT cranes in a Shipyard/Ports/Government Establishments/Heavy Engineering Company.
- (vi) For the post of Crane Operator (Diesel) at Sl No. B.15, in the absence of sufficient number of candidates with National Trade Certificate in Fitter or Mechanic (Diesel), Ex-servicemen possessing National Trade Certificate with five years experience in operating Diesel Cranes in a Shipyard/Ports/Government Establishments/Heavy Engineering Company will also be considered.

d) Experience

- (i) **For all posts, post qualification experience only will be considered.** Period of experience will be reckoned as on **29 February 2016**. The period of Apprenticeship Training in the relevant trade under the Apprentices Act 1961, will be treated as experience. Period of Advanced/ADS training in Cochin Shipyard will be treated as experience for determining eligibility. **Experience Certificates obtained from Shipyards/ Ports/ Dockyards/ Government Establishments/ Heavy Engineering Companies/ Private sector companies registered under the Companies Act or Foreign Shipyards/Companies of equivalent status will only be considered for short- listing and for consideration for selection.**
- (ii) Experience requirement will be relaxed at the discretion of the Shipyard in the case of SC/ST/PWD candidates, if sufficient number of candidates in these categories are not available to fill up the vacancies reserved for them.
- (iii) Candidates who are presently working in any company (Private/ Public Sector/ Govt) should enclose either the **copy of experience certificate** or the **copy of appointment / offer of appointment issued by the company along with the copy of last drawn Pay Slip** as proof of experience, with the application print out sent by post. For past employment, **experience certificate indicating the date of joining as well as date of relieving** should be produced. If selected, the candidates should produce all certificates in original to establish the experience claimed in their online application, failing which the offer letter issued to them will be treated as cancelled.
- (iv) Work experience obtained from contractors (Proprietary Firms and Partnership Firms) engaged by Shipyards/Ports/Government Establishments/Heavy Engineering Companies may be considered based on the endorsement of the Principal Employer or Labour Enforcement Authorities, on the certificates issued by the contractor. Such candidates are required to produce further proof such as ESI/EPF statements to substantiate their claims. Certificates of training issued by contractors (Proprietary Firms and Partnership Firms) will not be considered.



- (v) Candidates who are working in Government Departments or Public Sector Organisations should either submit their application through proper channel or submit "No Objection Certificate" from the employer along with the application, or should produce "No Objection Certificate" from their employer at the time of certificate verification, failing which their candidature will be cancelled/ rejected.
- (vi) Ex-servicemen having certificates equivalent to NTC and NAC should have work experience in the relevant trade in the Armed Forces. **They should produce Experience Certificate from the authorities concerned, failing which their candidature will not be considered.**

e) General

- (i) Depending upon number of online applications received for all the posts, Shipyard reserves the right to stipulate a higher cut off mark than the minimum eligibility marks stipulated in the qualifying examinations and accordingly short-list candidates for consideration for selection.
- (ii) **Candidates are advised to make sure that they are meeting the eligibility requirements as per the notification for the posts, before submitting their applications online.**
- (iii) **After submitting their applications through online, candidates should send the print out of the Confirmation page with Registration number by post, along with self-attested copies of certificates and the Demand Draft as applicable.**
- (iv) **Candidates short-listed for the tests should bring a photo identity proof (in original) like PAN Card, Aadhar, Driving Licence, Election ID card etc, original certificates towards proof of age, qualification, experience, caste, disability etc and self-attested copies of certificates and mark sheets, for verification, and their candidature will be considered on the strength of those certificates. *In case of failure to produce the original certificates and marksheets, the candidature will be rejected.***
- (v) If at any stage, it is found that any information furnished is false / incorrect or the candidate does not satisfy the eligibility requirements, the candidature is liable to be cancelled / rejected, without notice.
- (vi) SC/ST/PWD candidates appearing for the tests shall be reimbursed single to & fro sleeper class rail /bus fare by the shortest route from the mailing address mentioned in their online application to Cochin Shipyard Ltd, Kochi subject to production of train/bus ticket and as per rules. Candidates claiming travel re-imbursement are required to submit the copy of front page of their bank passbook with account number and IFSC code, at the time of the tests and the eligible reimbursement will be credited to their account through NEFT. Reimbursement of travel expenses will be considered to those candidates only on production of the above details.
- (vii) No correspondence regarding the rejection of application in case of ineligibility will be entertained.



- (viii) Shipyard reserves the right to conduct additional examination/skill test or call for any additional documentary evidence in support of educational qualification and experience of the candidates indicated in their online application.
- (ix) Shipyard reserves the right to fix minimum pass mark for Written/Skill/Practical/ Proficiency/ Physical tests at its sole discretion.
- (x) Candidates are required to download the call letter for the tests from Shipyard website from the dates, which will be notified later by email/SMS/through the website only. **The call letters will not be sent to the eligible candidates by post.** The registration numbers of only short-listed candidates will be published on Shipyard website www.cochinshipyard.com.
- (xi) Submission of application through online and Issue of admit card for the tests shall not confer any right to the candidate of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion.
- (xii) Appointment of selected candidates will be subject to verification of character and antecedents and verification of caste certificates if applicable.
- (xiii) Candidates should be of sound health and satisfy the medical fitness standards as fixed by Shipyard. The selected candidates should undergo a medical examination in the hospitals prescribed by Shipyard and medical fitness of all candidates is further subject to certification by the Company Medical Officer.
- (xiv) Any legal proceedings in respect of any claim or dispute arising out of this advertisement and/or an application in response thereto and selection process thereafter can be instituted only in the Courts/Tribunals/Forums at Kochi and such Courts/ Authorities shall have sole and exclusive jurisdiction.
- (xv) Cochin Shipyard reserves the right to change the number of vacancies, and the vacancies notified may not be filled up. Further, Cochin Shipyard Ltd. reserves the right to restrict/ alter/cancel/modify the recruitment process, if need so arises without notice or assigning any reason thereof.
- (xvi) Any amendment, modification or addition to this advertisement shall be given in the Shipyard website only.

f) How to Apply

- (i) Candidates meeting the requirements notified shall **submit application through online** from **01 February 2016** and the facility can be accessed through our website www.cochinshipyard.com. **Application submitted by candidates in any other mode will not be accepted.**
- (ii) Application once submitted shall be final. **Candidates should have a unique mobile number for applying to the posts.** Candidates should read the **General Instructions** given at the top of the page before filling the online application. **Candidates should submit only one application against one post.** The website will remain functional for the purpose from **01 February 2016 to 29 February 2016. The Last date for submission of applications through online is 29 February 2016.**



- (iii) Candidates should ensure that all the entries have been correctly filled in and application submitted successfully. **Filling of garbage/junk details in any of the fields can lead to rejection of your application.**
- (iv) Application Form must be complete in all respects as per the Vacancy Notification. **Please note that incomplete applications will not be considered.**
- (v) After applying through online, candidate is required to take a print out of the **Confirmation Page** with unique Registration Number generated by the system, affix a **recent passport size photograph, sign the application** and send the same by post along with the **Demand Draft (in original)** and **self attested copies of all certificates** for proof of age, qualifications, mark sheets, experience, caste, disability etc, to **The Chief General Manager (HR & Training), Cochin Shipyard Ltd, Kochi-682015.** The envelope containing the print out of the online application and certificates should be superscribed on top as **"Application for the post of(Post name) & Registration No."**.
- (vi) **It is important to note that, the candidature will be considered only on receipt of the online application print out (Confirmation page) with Registration number along with copies of relevant certificates and Demand Draft as applicable. Last Date of receipt of Online Application Print Out, self-attested copies of certificates/mark sheets and DD by post is 05 March 2016.**
- (vii) Cochin Shipyard will not be responsible for any postal delay/loss in transit in submission of application within the specified time. **Applications received after the stipulated date will not be considered.**

g) Application Fee

- (i) Application fee of ₹ 200/-(Non-refundable) is applicable for all posts. Fee in the form of a crossed Demand Draft (DD) drawn in favor of COCHIN SHIPYARD LIMITED on any Nationalised bank payable at Kochi should be sent in original along with the online application print out. No other mode of payment will be accepted. DD should be taken after the date of publication of this advertisement.
- (ii) **Candidates belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST) / Person with Disability (PWD) need not pay application fee. They are exempted from payment of application fee.**

VI. Important Dates

Commencement of Online Application	: 01 February 2016
Last Date of Online Application	: 29 February 2016
Last Date of receipt of Online Application Print out (Confirmation Page), self-attested copies of certificates and DD by post	: 05 March 2016

**"CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION"
"ONLY INDIAN NATIONALS NEED APPLY"**

Sd/-
CHIEF GENERAL MANAGER (HR & TRAINING)

