

To.
The Chairman & Managing Director
(For Central Public Information Officer)
Cochin Shipyard Limited (CSL)
Administrative building, Perumanoor
Ernakulam, Cochin, Kerala -682015

Date: 29 Oct 20

Respected Sir,

OBTAINING OF INFORMATION UNDER RTI ACT 2005.

Kindly provide me the following information with certified Xerox copies of Acts/Rules and circulars of government/ Competent Authorities. Please

1. Copy of Officers and Non-unionised Supervisors latest Recruitment rules.
2. Copy of Officers and Supervisors promotion rules.
3. Copy of sea duty allowance for workmen, executives and Non-unionised supervisors circulars.
4. Copy of over stay allowance circulars of Executives and Non-Unionised Supervisors.
5. Copy Of medicals rules and facilities provided to workmen, Supervisors and executives.
6. Copy of Circulars regarding out station side duty allowance, foreign allowance provided to Workmen, Supervisors and Executives.

IPOs No. 23F 126220,213,214 and 215 (4x10) of RS. 40/attached herewith for documents and fee of RTI application

NOTE: Kindly RTI reply may be sent on my email as given above. If possible Pls



Sub: Information Under Right to Information Act

Dear Sir,

1. Please refer your RTI request dated October 29, 2020 and received by us on November 06, 2020 and your letter dated December 17, 2020 attaching the Indian Postal Order Nos. 73G 300208, 73G 300209, 16G 271620, 16G 271621, 16G 271622, 16G 271618, 67C 672998, 67C 672999 and 67C 673000 amounting to Rs. 195 towards additional fees for providing the documents sought which was received by us on December 21, 2020. The information sought under the said request is given below.

- (i) Copy of Officers and Non-unionised Supervisors Latest Recruitment rules.

Answer

A copy of the Recruitment Rules for Officers and Non-unionised Supervisors in Cochin Shipyard Limited is placed at **Annexure I** and **II** respectively.

- (ii) Copy of Officers and Supervisors promotion rules.

Answer

A copy of the Promotion Policy for Executives and Career Development Policy for Supervisors in Cochin Shipyard Limited is placed at **Annexure III** and **IV** respectively.

- (iii) Copy of sea duty allowance for Workmen, Executives and Non-unionised Supervisors circulars.

Answer

A copy of the Order to regulate grant of Sea Trial Daily Allowance to Executives and Supervisors in Cochin Shipyard Limited is placed at **Annexure V**. No sea duty allowance is applicable for Workmen.

- (iv) Copy of over stay allowance circulars of Executives and Non-unionised Supervisors.

Answer

A copy of the Scheme for Reimbursement of Out of Pocket Expenses (R-OPEX) for Executives and Non-unionised Supervisors in Cochin Shipyard Limited is placed at **Annexure VI**.



- (v) Copy of medicals rules and facilities provided to workmen, supervisors and executives.

Answer

A copy of the Insurance Linked Contributory Medical Assistance Scheme for Executives and Non-unionised Supervisors in Cochin Shipyard Limited is placed at **Annexure VII**. A copy of the Medical Assistance Scheme for Workmen in Cochin Shipyard Limited is placed at **Annexure VIII**.

- (vi) Copy of circulars regarding out station side duty allowance, foreign allowance provided to Workmen, Supervisors and Executives

Answer

Not available.

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

Central Public Information Officer

COCHIN SHIPYARD LIMITED
COCHIN-15
KERALA



RECRUITMENT RULES FOR EXECUTIVE POSTS
FOR DIRECT RECRUITMENT IN COCHIN SHIPYARD LIMITED

Issue: A03

CSL/QMS/P&A/PCMM/STAFFING 01

EFFECTIVE DATE: 31 MAY 2020

	Designation	Date	Signature
Prepared by	KEERTHI R, M (HR)	31 MAY 2020	
Checked by	MUKESH SHANKER M S, SM (PERL)	31. 5. 2020	
	A K SUBASH, DGM (P&A)	31. 05. 2020	
Approved by	K J RAMESH, CGM (HR & TRG)		
Issued by	NAGESH KRISHNA MOORTHY, DGM (SBOC) & MR (IMS)		

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RECRUITMENT RULES FOR EXECUTIVE POSTS FOR
DIRECT RECRUITMENT IN COCHIN SHIPYARD LTD
CSL/QMS/P&A/PCMM/STAFFING 01

Initial Issue: 11 OCT 2018

Revision History:

Sl. No.	Revision Number	Revision Date	Reviewed by	Approved by	Amendment details in brief
1	A01	01 JUL 2019	A K SUBASH, DGM (P&A) & CWO	K J RAMESH, CGM (HR & TRG)	Inserted new clauses 6 and 7 for Upper Age limits, minimum service period and recruitment rules for various executive posts. Deleted existing clause 6 of contractual posts to be included in another SOP.
2	A02	19 OCT 2019	MUKESH SHANKER M S, SM (PERL)	K J RAMESH, CGM (HR & TRG)	Added new post of Assistant Manager (Design-IT) at Clause 7.55
3	A03	31 MAY 2020	A K SUBASH, DGM (P&A)	K J RAMESH, CGM (HR & TRG)	a) Added DoPT Order 2018 for PwBD, and modified physical requirements/ categories of PwBD. b) Removed J&K age relaxation (Clause 6.5). c) Removed 55% marks relaxation for reserved categories for all posts (SC/ST/PwBD) as per directions. d) Removed "CTC clause for private companies" from different rules as per directions, and revised rules proposed. e) Added "Government / Semi-Government Company / Establishment" and removed "Heavy", "Ports" terms from different rules as per directions, and revised rules proposed. f) For grades E1 to E6, rules added under different heads instead of same clause 7 of previous version.





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1. Purpose:

- 1.1 To have established recruitment rules with clearly defined age limits, educational qualifications and work experience requirements for various executive posts in groups A and B upto E6 grade, below Board level to be filled through direct recruitment in CSL.

2. Scope:

- 2.1 This policy shall be applicable to all executive posts in groups A and B upto E6 grade to be filled through direct recruitment in CSL and states the recruitment rules for all such executive posts as well as Executive trainees in various disciplines.

3. Responsibility:

- 3.1 All posts upto E6 grade shall be created and operated with the approval of C&MD. HOD of P&A department shall be responsible for review, modification, maintenance and implementation of the recruitment rules for the posts.
- 3.2 The same rules shall be applied for recruitment in other units of CSL viz. CSL Mumbai Ship Repair Unit (CMSRU), Mumbai, CSL Kolkata Ship Repair Unit (CKSRU), Kolkata, CSL AN Ship Repair Unit (CANSRU), Port Blair, and such other units of CSL.

4. Definition of Recruitment Rules:

- 4.1 As per DoPT OM No. AB.14017/13/2013-Estt. (RR) (1349), "Recruitment Rules" are rules notified under proviso to Article 309 or any specific statutes for post(s) prescribing inter alia the method of recruitment and eligibility for such recruitment.
- 4.2 Nothing in those rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

5. Implementation of Recruitment Rules:

- 5.1 The existing recruitment rules shall be reviewed and modification if any, shall be incorporated and form part of this policy.



- 5.2 All proposals for direct recruitment shall invariably be supported by recruitment rules for the posts under consideration.
- 5.3 The age, educational qualification, professional qualification (if any) and experience requirements (if any) for executive posts in groups A and B as well as executive trainee posts presently operated in CSL are detailed in the following pages.

6. Age Relaxations and Upper Age Limits for Executives & Executive trainees:

- 6.1 The upper age limit for any post is calculated as on the closing date of submission of application.
- 6.2 Age relaxations are applicable for reserved categories of candidates in posts reserved for them, as per various government guidelines issued from time to time. No relaxations in age above the upper age limits are granted for unreserved applicants and applicants belonging to Economically Weaker Sections (EWS).
- 6.3 The upper age limit is relaxable by 3 years for OBC (Non-Creamy Layer) candidates and 5 years for Scheduled Caste/ Scheduled Tribe (SC/ST) candidates in posts reserved for them.
- 6.4 Age relaxation for Persons with Benchmark Disabilities (PwBD) and Ex-servicemen (ESM) will be as per Government of India guidelines.
- 6.5 Age relaxation of five years for candidates who have been domicile of J&K during the period 01.01.1980 to 31.12.1989, is no longer applicable since there are no guidelines from Government of India, for extension beyond December 2019.
- 6.6 The cut off age for various executive posts upto E6 grade to be filled by direct recruitment in CSL, after applying all age relaxations, shall be followed as per table below, unless otherwise specified in the recruitment rules for the posts as detailed in the following pages:-





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Grade	Upper Age Limit for UR/EWS**	Cut off Age after applying relaxations			
		OBC	SC/ST	PwBD	ESM
Executive Trainees	Not to exceed 27 years	30	32	Ten years from age as applicable to UR/EWS/ OBC/SC/ST.	NA
E1	Not to exceed 30 years	33	35		Five years from age as applicable to UR/EWS/ OBC/SC/ST/PwBD subject to maximum 40 years.
E2	Not to exceed 35 years	38	40	Five years from age as applicable to UR/EWS/ OBC/SC/ST.	Ten years from age as applicable to UR/EWS/ OBC/SC/ST/PwBD subject to maximum 45 years.
E3	Not to exceed 40 years	43	45		Ten years from age as applicable to UR/EWS/ OBC/SC/ST/PwBD subject to maximum 50 years.
E4	Not to exceed 40 years	43	45		
E5	Not to exceed 50 years	53	55	Maximum age as applicable to SC/ ST	Maximum age as applicable to SC/ ST
E6	Not to exceed 52 years	55	57		

**Unless otherwise specified in the recruitment rules given in this policy for any particular post given under.

- 6.7 After applying all age relaxations, the minimum period of service to be available in CSL for various grades, irrespective of reservation category, should be as under:

Grade	Minimum period of service to be available in CSL
E1	15 years
E2	15 years
E3	10 years
E4	10 years
E5	8 years
E6	5 years





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7. Recruitment Rules of Executives in E-6 Grade:

7.1 DEPUTY GENERAL MANAGER (MARKETING)

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Deputy General Manager (Marketing) E-6 Grade, ₹ 90,000 - 2,40,000	Degree in Mechanical/ Naval Architecture / Marine Engineering with minimum of 60% marks from a recognized University. Post Graduate Degree/ Diploma in Business Administration with Marketing Management as specialization would be an added advantage.	Minimum of 18 years post qualification managerial experience of which at least 5 years in a Shipyard/ Marine related offshore/ Engineering company/ Government / Semi- Government Company / Establishment of a similar stature. Should possess adequate knowledge and exposure in dealing with Market Research / Product Development/ Forecasting / Project Planning / Business Development / Contract Management particularly in the Marketing Department of a Ship Building/Ship Repair/ Marine related Engineering company / Government Department. Experience in a Public Sector Undertaking would be an added advantage. Out of the above period of experience stipulated, at least one year in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government / Autonomous bodies. Experience obtained from leading shipyards in India / Middle-east / Far-east countries with good track record shall be specially considered. Knowledge and exposure to modern concepts of Foreign Exchange Regulations, Customs, Budgeting & Cost Estimation etc. Experience of working in an ERP/ SAP computerised environment desirable. Job Requirements: Will be heading the Business Development and Marketing department at CSL. Shall be a visionary and responsible for both long term and short term planning for the project opportunities of Shipyard and a passion to drive and lead the Marketing team of Shipyard. Responsible for new Ship Building projects.	Not to exceed 52 years.

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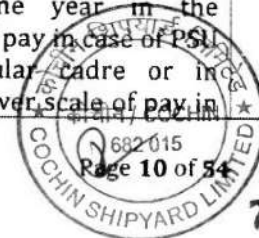


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		securing Ship Building Contracts, conducting techno-commercial discussions/ negotiations, networking and creating opportunities with Ship Broking firms, potential clients, classification societies etc. Responsible for estimation and bidding, providing techno-commercial offers for new Ship Building projects, formalising including legal aspects and concluding contracts. Responsible for Contract Management, interaction with clients, classification societies, other agencies etc, for effecting delivery of vessels and co-ordinating post delivery services etc.	
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7.2 **DEPUTY GENERAL MANAGER (SHIP REPAIR - ISRF)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Deputy General Manager (Ship repair - ISRF) E-6 Grade, ₹ 90,000 - 2,40,000	Degree in Mechanical / Naval Architecture / Marine Engineering with minimum of 60% marks from a recognized University.	Minimum of 18 years of post qualification managerial experience of which at least 5 years experience as in-charge of the Ship Repair Section / Department of a Shipyard/Marine related offshore company/___Government / Semi-Government Company / Establishment of a similar stature. Should possess adequate knowledge and exposure in handling a wide variety of ship repair operations, in dealing with marine related Engineering works, contract management, sub-contracting, ship repair project management techniques, project planning, resource planning etc. Experience gained particularly in Shipbuilding/ Ship repair/ Offshore Projects/ Marine related Engineering companies / Government Department preferably in a Public Sector Undertaking would be an added advantage. Out of the above period of experience stipulated, at least one year in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in	Not to exceed 52 years.





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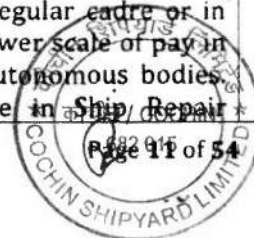
		<p>case of Government / Autonomous bodies. Experience obtained from leading shipyards in India / Middle-east / Far-east countries with good track record shall be specially considered. Experience of working in an ERP/ SAP computerised environment desirable.</p> <p>Job Requirements:</p> <p>Will be heading the Ship Repair department at International Ship Repair Facility (ISRF) of CSL at Willingdon Island. Responsible for execution of Ship Repair Projects, contract management, sub-contracting and interaction with clients, classification societies etc for execution of projects.</p>	
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7.3 **DEPUTY GENERAL MANAGER (SHIP REPAIR - COMMERCIAL)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Deputy General Manager (Ship repair - Commercial) E-6 Grade, ₹ 90,000 - 2,40,000	Degree in Mechanical / Naval Architecture / Marine Engineering with minimum of 60% marks from a recognized University.	Minimum of 18 years post qualification managerial experience of which at least 5 years in the Commercial department of a Shipyard of a similar stature in dealing with commercial functions, preparation of Quotations, Contracting of Ship Repair & Conversion Projects, Invoicing for Ship repair / other Engineering works, Tenders, vendor development aspects for major repair/ conversion projects, Project Management techniques etc. Experience particularly in Shipbuilding/ Ship repair/ Offshore Projects / Marine related Engineering companies/ Government / Semi- Government Company / Establishment preferably in a Public Sector Undertaking would be an added advantage. Out of the above period of experience stipulated, at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government /Autonomous bodies. Should have experience in Ship Repair	Not to exceed 52 years.

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		<p>Business development and sound knowledge in Commercial documentation, audit handling and such aspects. Knowledge and exposure to modern concepts of Foreign Exchange Regulations, Customs, Budgeting & Cost Estimation etc. Experience obtained from leading shipyards in India / Middle-east / Far-east countries with good track record shall be specially considered. Experience of working in an ERP/ SAP/ computerised environment desirable.</p> <p>Job Requirements:</p> <p>Will be heading the Ship Repair Commercial department at CSL. Responsible for all ship repair commercial functions including business development and marketing, estimation, providing techno-commercial offers, undertake discussions/ negotiations and concluding ship repair contracts, contract management during execution of projects. Responsible for interaction with clients, classification societies, other agencies etc and responsible for concluding work completion documents, invoices, fund collection and co-ordinating warranty.</p>	
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7.4 **DEPUTY GENERAL MANAGER (FINANCE)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Deputy General Manager (Finance) E-6 Grade, ₹ 90,000 - 2,40,000	Degree with minimum of 60% marks from a recognized University and pass in the final examination of the Institute of Chartered Accountants of India.	Minimum of 18 years post qualification managerial experience in the Finance department of Public Sector Undertakings / large Commercial organizations / Engineering Companies/ Government / Semi- Government Companies/ Establishments primarily in the areas of Accounting, Costing, Budgeting, Taxation, Audit, Financial Planning, Forecasting, Financial Analysis, Fund Management etc. Candidates with experience in Financial Planning, Business modelling, Financial restructuring, Business/ Financial analysis	Not to exceed 52 years.

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		with emphasis on Mergers, Acquisitions and Takeovers, Due Diligence, Investment Management & Valuation Analysis will be given preference. Out of the total experience of 18 years, at least 3 years experience should be in a senior position handling the enumerated Financial function. Applicants should have at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in an equivalent immediate lower scale of pay in case of Government / Autonomous bodies. Experience of working in a computerised environment/ ERP/ SAP is desirable.	
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7.5 DEPUTY GENERAL MANAGER (CIVIL)

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Deputy General Manager (Civil) E-6 Grade, ₹ 90,000 - 2,40,000	Degree in Civil Engineering with minimum of 60% marks from a recognized University.	Minimum of 18 years post qualification experience in the field of Civil Engineering in an Executive /Managerial cadre in a Shipyard/ / Engineering Company/ Government / Semi- Government Company / Establishment preferably in a Public Sector undertaking. The candidate should be conversant in design, preparation of estimates, tendering, execution of works in the field of civil construction/Marine Structures and all project management activities. Knowledge of computer software like AUTOCAD, M S Project etc preferable.	Not to exceed 50 years.





8. Recruitment Rules of Executives in E-5 Grade:

8.1 ASSISTANT GENERAL MANAGER (BASIC DESIGN)

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Assistant General Manager (Basic Design) E-5 Grade, ₹ 80000 - 220000	Degree in Naval Architecture with minimum of 60% marks from a recognized University.	Minimum of 15 years of post qualification managerial experience of which at least 6 years in a Shipyard / Ship Design Firm/Classification Society/ Government / Semi- Government Company / Establishment in the areas of creating/developing Basic Design of various ships. Adequate work experience/ exposure in Ship Construction (Hull or Outfit) by way of execution of Ship Building projects / classification society surveyors/ ship owners site representatives would have an added advantage. Should have preferably supervised a team involved in developing concept design, contract design and basic design, solid knowledge of practical ship design methodology. developing general arrangement and build specification, basic design and drawing calculations. Working knowledge in the area of hull form development, sound knowledge of basic naval architectural calculations such as hydrostatics, stability, strength and propulsion. Solid Knowledge and understanding of statutory rules and regulations of IMO, National Authorities, Navy and Classification Societies etc. Working knowledge in the following domains preferred such as Hull form design using basic design software such as NAPA, Tribon initial design etc, Stability Analysis using basic design software such as NAPA, Tribon initial Design etc, Finite element analysis using standard FEM software and Computational Fluid Dynamics using standard CFE software. Out of the above period of experience stipulated, at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in	Not to exceed 50 years.



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		<p>equivalent immediate lower scale of pay in case of Government / Autonomous bodies. Experience of working in an ERP/ SAP computerised environment desirable.</p> <p><u>Job Requirements:</u></p> <p>Will occupy a pivotal position as the core team leader of the Basic Design Section of Design department at CSL. Responsible for creating basic designs of various ships and interaction with Business Development, Design and Ship Building Departments. Will also be responsible for naval architectural and structural designs, interacting and working with National Authorities, Classification Societies etc.</p>	
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8.2 **ASSISTANT GENERAL MANAGER (SHIP REPAIR - ISRF)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Assistant General Manager (Ship repair - ISRF) E-5 Grade, ₹ 80000 - 220000	Degree in Mechanical/ Naval Architecture / Marine Engineering with minimum of 60% marks from a recognized University.	<p>Minimum of 15 years of post qualification managerial experience of which at least 3 years experience in heading the Ship Repair Department of a Shipyard/ Marine related offshore company / Government / Semi- Government Company / Establishment of a similar stature. Should possess adequate knowledge and exposure in handling a wide variety of ship repair operations, in dealing with marine related Engineering works, contract management, sub-contracting, ship repair project management techniques, project planning, resource planning etc. Experience gained particularly in Shipbuilding/ Ship repair/ Offshore Projects/ Marine related Engineering companies / Government Department preferably in a Public Sector Undertaking would be an added advantage. Out of the above period of experience stipulated, at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government / Autonomous bodies. Experience obtained from leading shipyards in India / Middle-east / Far-east countries with good track record shall be specially considered. Experience of working in an ERP/ SAP computerised environment desirable.</p> <p><u>Job Requirements:</u></p> <p>Posting will be at Ship Repair department in International Ship Repair Facility (ISRF) of CSL at Willingdon Island. Responsible for execution of Ship Repair Projects, contract management, sub-contracting and interaction with clients, classification societies etc for execution of projects.</p>	Not to exceed 50 years.





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8.3 **ASSISTANT GENERAL MANAGER (SHIP REPAIR)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Assistant General Manager (Ship repair) E-5 Grade, ₹ 80000 - 220000	Degree in Mechanical/ Naval Architecture / Marine Engineering with minimum of 60% marks from a recognized University.	<p>Minimum of 15 years post qualification managerial experience in Shipbuilding/ Ship repair/ Engineering company/ Offshore Fabrication / Other Marine Installations / Classification Societies / Marine related Engineering companies/ Government / Semi- Government Company / Establishment in the areas of Design/ Procurement/ Planning/ Production Engineering/ Fabrication / Outfitting/ Repairs/ Quality Assurance/ Project Execution, of which at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government /Autonomous bodies. Experience of working in an ERP/ SAP/ computerised environment desirable.</p> <p><u>Job Requirements:</u></p> <p>Will be responsible for all works and assignments connected with Ship Repairs. Responsible for execution of Ship Repair Projects, contract management, sub-contracting and interaction with clients, classification societies etc for execution of projects.</p>	Not to exceed 50 years.





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8.4 **ASSISTANT GENERAL MANAGER (MARINE)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Assistant General Manager (Marine) E-5 Grade, ₹ 80000 - 220000	Degree in Marine Engineering with minimum of 60% marks from a recognized University. OR Degree in Mechanical Engineering with minimum of 60% marks from a recognized University, along with pass in one year Graduate Marine Engineering course (pre-sea training) conducted by Directorate General of Shipping, Govt. of India.	Minimum of 15 years post qualification managerial experience in Shipbuilding/ Ship repair/ Engineering company/ Offshore Fabrication/ Other Marine Installations / Classification Societies / Marine related Engineering companies/ Government / Semi- Government Company / Establishment in the areas of Design/ Procurement/ Planning/ Production Engineering/ Fabrication / Outfitting/ Repairs/ Quality Assurance/ Installation and Commissioning of Power Generation and Distribution/Project Execution, of which at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government /Autonomous bodies. Experience of working in an ERP/ SAP/ computerised environment desirable.	Not to exceed 50 years.

8.5 **ASSISTANT GENERAL MANAGER (HR)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Assistant General Manager (HR) E-5 Grade, ₹ 80000 - 220000	Master Degree in Business Administration with specialisation in HR /Post Graduate Degree in Social Work with specialisation in Personnel Management & Industrial Relations or Post Graduate Degree in Personnel Management or equivalent, with minimum of 60% marks.	Minimum of 15 years post qualification managerial experience in Human Resource in a Public Sector Undertaking / Engineering Company/Government / Semi- Government Company / Establishment, of which at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government /Autonomous bodies, and should be well experienced and conversant with modern HR applications and practices. Experience of working in a computerised environment/ERP/SAP is desirable.	Not to exceed 50 years.

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8.6 **ASSISTANT GENERAL MANAGER (FINANCE)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Assistant General Manager (Finance) E-5 Grade, ₹ 80000 - 220000	Degree with minimum of 60% marks from a recognized University and pass in the final examination of the Institute of Chartered Accountants of India/Institute of Cost Accountants of India.	Minimum of 15 years post qualification managerial experience in the Finance department of a large Public Sector Undertaking / Engineering Company / Government / Semi- Government Company / Establishment of which at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government / Autonomous bodies. Should have working experience preferably in the areas of Contract Management, Financial forecasting and Appraisal, Treasury Management, Project Financing, dealing with Financial Institutions for Loan Syndication etc. Additionally experience/knowledge in Forex management and working in ERP/ SAP environment are desirable.	Not to exceed 50 years.

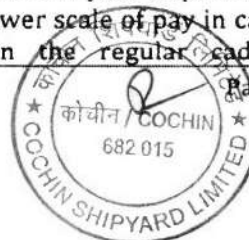
8.7 **ASSISTANT GENERAL MANAGER (MECHANICAL)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Assistant General Manager (Mechanical) E-5 Grade, ₹ 80000 - 220000	Degree in Mechanical Engineering with minimum of 60% marks from a recognized University.	Minimum of 15 years post qualification managerial experience in Shipbuilding/ Ship repair/ Engineering company/ Offshore Fabrication / Other Marine Installations / Classification Societies / Marine related Engineering companies/ Government / Semi- Government Company / Establishment in the areas of Design/ Procurement/ Planning/ Production Engineering/ Fabrication / Outfitting/ Repairs/ Quality Assurance/ Installation and Commissioning of Power Generation and Distribution/ Project Execution, of which at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in	Not to exceed 50 years.

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		<p>equivalent immediate lower scale of pay in case of Government /Autonomous bodies. Experience of working in an ERP/ SAP/ computerised environment desirable.</p> <p>Job Requirements: Will be responsible for all works and assignments connected with Ship Building, Ship Repairs, Design, Planning, Commercial, Contracts, Marketing, Materials, Maintenance, Projects etc, new Ship Building / repair projects etc.</p>	
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8.8 **ASSISTANT GENERAL MANAGER (ELECTRICAL)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Assistant General Manager (Electrical) E-5 Grade, ₹ 80000 - 220000	Degree in Electrical Engineering with minimum of 60% marks from a recognized University.	Minimum of 15 years post qualification managerial experience in Shipbuilding/ Ship repair/ Engineering company/ Offshore Fabrication / Other Marine Installations / Classification Societies / Marine related Engineering companies/ Government / Semi- Government Company / Establishment in the areas of Design/Procurement/Planning/ Production Engineering/ Fabrication /Outfitting/ Repairs/Quality Assurance/ Installation and Commissioning of Power Generation and Distribution/Project Execution, of which at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government /Autonomous bodies. Experience of working in an ERP/ SAP/ computerised environment desirable.	Not to exceed 50 years.





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8.9 **ASSISTANT GENERAL MANAGER (ELECTRONICS)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Assistant General Manager (Electronics) E-5 Grade, ₹ 80000 - 220000	Degree in Engineering in the respective discipline with minimum of 60% marks from a recognized University.	Minimum of 15 years post qualification managerial experience in Shipbuilding/ Ship repair / Engineering company/ Offshore Fabrication and Engineering company/ Government / Semi- Government Company / Establishment in the areas of Design/ Procurement/Planning/ Production/ Engineering/ Fabrication/ Outfitting/ Repairs/Quality Assurance/Project Execution. Experience of working in an ERP/computerised environment desirable.	Not to exceed 50 years.

8.10 **ASSISTANT GENERAL MANAGER (NAVAL ARCHITECT)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Assistant General Manager (Naval Architect) E-5 Grade, ₹ 80000 - 220000	Degree in Naval Architecture with minimum of 60% marks from a recognized University.	Minimum of 15 years post qualification managerial experience in Shipbuilding/ Ship repair/ Engineering company/ Offshore Fabrication / Other Marine Installations / Classification Societies / Marine related Engineering companies / Government / Semi- Government Company / Establishment in the areas of Design/Procurement/Planning/ Production Engineering/ Fabrication /Outfitting/ Repairs/Quality Assurance/ Installation and Commissioning of Power Generation and Distribution/Project Execution, of which at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government /Autonomous bodies. Experience of working in an ERP/ SAP/ computerised environment desirable.	Not to exceed 50 years.





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8.11 **ASSISTANT GENERAL MANAGER (OPERATIONS)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Assistant General Manager (Operations) E-5 Grade, ₹ 80000 - 220000	Degree in Mechanical / Naval Architecture Engineering with a minimum of 60% of marks from a recognized University.	Minimum of 15 years post qualification managerial experience in Shipbuilding / Ship repair / Engineering company/ Offshore Fabrication / Other Marine Installations and Marine related Engineering Companies / Government / Semi-Government Companies / Establishments in the areas of Procurement / Planning/ Production / Fabrication / Outfitting/ Repairs / Quality Assurance/ Installation / Project Management/ Commercial / Marketing, of which at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government / Autonomous bodies. Experience of working in an ERP/ SAP/ computerised environment desirable.	Not to exceed 50 years.

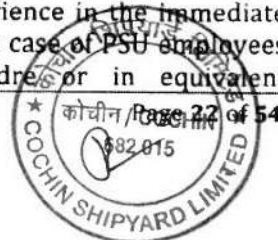
9. **Recruitment Rules of Executives in E-4 Grade:**

9.1 **SENIOR MANAGER (MECHANICAL)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Senior Manager (Mechanical), E4 Grade, ₹ 70000 - 200000	Degree in Mechanical Engineering with minimum of 60% marks from a recognized University.	Minimum of 10 years post qualification managerial experience in Shipbuilding / Ship repair/ Engineering company/ Offshore Fabrication/ Other Marine Installations/ Classification Societies / Marine related Engineering companies/ Government / Semi- Government Company / Establishment in the areas of Design / Procurement/ Planning/ Production Engineering/ Fabrication / Outfitting/ Repairs/ Quality Assurance/ Installation and Commissioning of Power Generation and Distribution / Project Execution, of which at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent	Not to exceed 40 years.

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		<p>immediate lower scale of pay in case of Government / Autonomous bodies. Experience of working in an ERP/ SAP/ computerised environment desirable.</p> <p>Job Requirements:</p> <p>Will be responsible for all works and assignments connected with Ship Building, Ship Repairs, Design, Planning, Commercial, Contracts, Marketing, Materials, Maintenance, Projects etc, new Ship Building / repair projects etc.</p>	
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9.2 **SENIOR MANAGER (MARINE)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Senior Manager (Marine), E4 Grade, ₹ 70000 - 200000	Degree in Engineering in the respective discipline with minimum of 60% marks from a recognized University.	Minimum of 10 years managerial experience in Shipbuilding/ Ship repair / Engineering company/ Offshore Fabrication and Engineering company/ Government / Semi- Government Company / Establishment in the areas of Design/ Procurement/Planning/Production/Engineering/ Fabrication/ Outfitting/ Repairs/ Quality Assurance/ Project Execution. Experience of working in an ERP/computerised environment desirable.	Not to exceed 40 years.

9.3 **SENIOR MANAGER (CIVIL)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Senior Manager (Civil), E4 Grade, ₹ 70000 - 200000	Degree in Engineering in the respective discipline with minimum of 60% marks from a recognized University.	Minimum of 10 years post qualification managerial experience in Shipbuilding / Ship repair/ Engineering company/ Offshore Fabrication/Other Marine Installations/ Classification Societies / Marine related Engineering companies/ Government / Semi- Government Company / Establishment in the areas of Design / Procurement/Planning/ Production Engineering/ Fabrication / Outfitting/ Repairs/ Quality Assurance/ Installation and Commissioning of Power Generation and Distribution / Project Execution, of which at	Not to exceed 40 years.

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		least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government / Autonomous bodies. Experience of working in an ERP/ SAP/ computerised environment desirable.	
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9.4 **SENIOR MANAGER (ELECTRICAL)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Senior Manager (Electrical), E4 Grade, ₹ 70000 - 200000	Degree in Engineering in the respective discipline with minimum of 60% marks from a recognized University.	Minimum of 10 years post qualification managerial experience in Shipbuilding / Ship repair/ Engineering company/ Offshore Fabrication/Other Marine Installations/ Classification Societies / Marine related Engineering companies / Government / Semi- Government Company / Establishment in the areas of Design / Procurement/Planning/ Production Engineering/ Fabrication / Outfitting/ Repairs/ Quality Assurance/ Installation and Commissioning of Power Generation and Distribution / Project Execution, of which at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government / Autonomous bodies. Experience of working in an ERP/ SAP/ computerised environment desirable.	Not to exceed 40 years.

9.5 **SENIOR MANAGER (ELECTRONICS)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Senior Manager (Electronics), E4 Grade, ₹ 70000 - 200000	Degree in Engineering in the respective discipline with minimum of 60% marks from a recognized University.	Minimum of 10 years post qualification managerial experience in Shipbuilding / Ship repair/ Engineering company/ Offshore Fabrication/Other Marine Installations/ Classification Societies / Marine related Engineering companies / Government / Semi- Government Company / Establishment in the areas of Design / Procurement/Planning/ Production	Not to exceed 40 years.

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		Engineering/ Fabrication / Outfitting/ Repairs/ Quality Assurance/ Installation and Commissioning of Power Generation and Distribution / Project Execution, of which at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government / Autonomous bodies. Experience of working in an ERP/ SAP/ computerised environment desirable.	
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9.6 **SENIOR MANAGER (BASIC DESIGN)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Senior Manager (Basic Design), E4 Grade, ₹ 70000 - 200000	Degree in Naval Architecture with minimum of 60% marks from a recognized University.	Minimum of 10 years post qualification managerial experience of which at least 4 years in a Shipyard/Ship Design Firm/Classification Society/ Government / Semi- Government Company / Establishment in the areas of creating/ developing Basic Design of various ships. Adequate work experience/ exposure in Ship Construction (Hull or Outfit) by way of execution of Ship Building projects / classification society surveyors/ ship owners' site representatives would have an added advantage. Solid knowledge of practical ship design methodology, developing general arrangement and build specification, basic design and drawing calculations. Working knowledge in the area of hull form development, sound knowledge of basic naval architectural calculations such as hydrostatics, stability, strength and propulsion. Solid Knowledge and understanding of statutory rules and regulations of IMO, National Authorities, Navy and Classification Societies etc. Working knowledge in the following domains preferred such as Hull form design using basic design software such as NAPA, Tribon initial design etc, Stability Analysis using basic design software such as NAPA, Tribon initial Design etc, Finite	Not to exceed 40 years.





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		<p>element analysis using standard FEM software and Computational Fluid Dynamics using standard CFE software. Out of the above period of experience stipulated, at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government / Autonomous bodies. Experience of working in an ERP/ SAP computerised environment desirable.</p> <p>Job Requirements: Will be a core team member of the Basic Design Section of Design department at CSL. Responsible for creating basic designs of various ships and interaction with Business Development, Design and Ship Building Departments. Will also be responsible for naval architectural and structural designs, interacting and working with National Authorities, Classification Societies etc.</p>	
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9.7 **SENIOR MANAGER (LEGAL)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Senior Manager (Legal), E4 Grade, ₹ 70000 - 200000	Degree from a recognized University and LLB Degree (3 years or 5 years) from a University or Institute recognized by Bar Council, OR BL / LLB (5 Years) from a University or Institute recognized by Bar Council. Post Graduate Degree in Social Sciences preferred. Adequate knowledge of Malayalam preferred.	Minimum 10 years post qualification managerial experience in handling legal matters in a Legal Cell/ Section/ Department of a PSU, State/ Central Government/ Semi- Government Company / Establishment, or in a leading Engineering Company/ Scheduled Bank/ Port Trust. He should also have adequate experience in handling Labour related legal aspects, Civil and Contractual matters before Judicial/ Quasijudicial forums. Arbitration proceedings, Conciliation meetings etc. Experience as a practising advocate in the relevant field will be an added advantage. Out of the 10 years post qualification experience, at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular	Not to exceed 40 years.

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		cadre or in equivalent immediate lower scale of pay in case of Government / Autonomous bodies. Experience of working in a computerized environment/ ERP/ SAP is desirable. Job Requirements: Will be responsible for handling all legal related issues confronting CSL.	
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9.8 **SENIOR MANAGER (AUDIT)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Senior Manager (Audit), E4 Grade, ₹ 70000 - 200000	Degree with minimum of 60% marks from a recognized university and pass in the final examination of the Institute of Chartered Accountants of India / Institute of Cost Accountants of India.	Minimum of 10 years post qualification experience in the executive grade in the Finance department of a large Public Sector Undertaking / Government / Semi-Government Company / Establishment / Autonomous bodies / Engineering Company. Out of the ten years of post qualification experience, at least 4 years must be in audit preferably internal audit. Should have in-depth knowledge of Generally Accepted Accounting principles (GAAP) guidelines, Auditing principles, Ind-AS, Tax, legal updates etc. Should possess strong background and experience in audit methodologies and techniques, Liaisoning with statutory and Government audit, Governance, Risk and Control (GRC) application etc. Out of the ten years, at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government / Autonomous bodies. Experience of working in a computerized environment / ERP/ SAP is desirable.	Not to exceed 40 years.





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9.9 **SENIOR MANAGER (MARKETING - MARINE)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Senior Manager (Marketing - Marine), E4 Grade, ₹ 70000 - 200000	<p>a) Degree in Marine Engineering with minimum of 60% marks from a recognized University.</p> <p>OR</p> <p>Degree in Mechanical Engineering with minimum of 60% marks from a recognized University, along with pass in one year Graduate Marine Engineering course (pre-sea training) conducted by Directorate General of Shipping, Govt. of India.</p> <p>b) Post Graduate Degree / Diploma in Business Administration with Marketing Management as specialization would be an added advantage.</p>	<p>Minimum of 10 years post qualification managerial experience of which at least 5 years in a Shipyard/Marine Engineering Company / Marine related offshore Company/ Classification Society/ Ship owners / Government / Semi- Government Company / Establishment. Should possess adequate knowledge and exposure in dealing with Market Research/ Planning/ Business Development/Contract Management/ Budgeting & Cost Estimation in Marine related industry such as a Ship Builder, Ship operator or Class Society representative. Experience obtained from leading companies having international exposure with good track record shall be specially considered. Out of the above total experience, should have at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government /Autonomous bodies. Experience of working in an ERP/ SAP/ computerised environment desirable.</p> <p><u>Job Requirements:</u></p> <p>Should be a good team player, willingness to travel at short notice, good communication skills in project sales catering to national & international clients, willing to take responsibility to work against the set targets within the time frame etc.</p>	Not to exceed 40 years.





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9.10 **SENIOR MANAGER (MARKETING - NAVAL ARCHITECT)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Senior Manager (Marketing - Naval Architect), E4 Grade, ₹ 70000 - 200000	Degree in Naval Architecture Engineering with minimum of 60% marks from a recognized University. Post Graduate Degree / Diploma in Business Administration with Marketing Management as specialization would be an added advantage.	Minimum of 10 years post qualification managerial experience of which at least 5 years in a Shipyard/Marine Engineering Company / Marine related offshore Company/ Classification Society/ Ship owners/ Government / Semi- Government Company / Establishment. Should possess adequate knowledge and exposure in dealing with Market Research/ Planning/Business Development/Contract Management/ Budgeting & Cost Estimation in Marine related industry such as a Ship Builder, Ship operator or Class Society representative. Experience obtained from leading companies having international exposure with good track record shall be specially considered. Out of the above total experience, should have at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government /Autonomous bodies. Experience of working in an ERP/ SAP/ computerised environment desirable. <u>Job Requirements:</u> Should be a good team player, willingness to travel at short notice, good communication skills in project sales catering to national & international clients, willing to take responsibility to work against the set targets within the time frame etc.	Not to exceed 40 years.





10. Recruitment Rules of Executives in E-3 Grade:

10.1 MANAGER (MARINE)

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Manager (Marine), E-3 Grade, ₹ 60000 - 180000	Degree in Marine Engineering with minimum of 60% marks from a recognized University. OR Degree in Mechanical Engineering with minimum of 60% marks from a recognized University, along with pass in one year Graduate Marine Engineering course (pre-sea training) conducted by Directorate General of Shipping, Govt. of India.	Atleast II class MOT Certificate of Competency (Motor) issued under Merchant Shipping Act 1958 and minimum of 9 years post qualification experience on board ships with atleast 3 years experience as Independent Watch Keeping Engineer on board ships. Out of the above, at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government/ Autonomous bodies. Experience of 9 years will be relaxable at the discretion of Shipyard by a maximum of two years in case sufficient candidates with notified eligibility requirements are not available.	Not to exceed 40 years.

10.2 MANAGER (SECURITY)

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Manager (Security) E3 grade ₹ 60000 - 180000	Graduation in any discipline from a university recognized by the Government of India or any equivalent qualification recognized by Central Government. Proficiency in using Computer enabled services particularly MS Excel, MS Office etc. Good command over Hindi, English and Malayalam language would be preferred.	Minimum of 9 years post qualification experience a) as an officer in the rank of Deputy Superintendent of Police and above or its equivalent rank in similar services, handling the security surveillance in security related services like Police/CBI/IB/RAW/NIA etc, OR b) in the Armed forces as a Commissioned Officer not below the rank of Captain in the Indian Army or equivalent rank in the Indian Navy/Indian Air Force, OR	Not to exceed 40 years.



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		<p>c) as an officer not below the rank of Asst. Commandant in Para Military Forces.</p> <p>Serving officers or retired officers from Armed/ Para Military Forces are eligible to apply. Out of the 9 years experience, should have atleast one year experience in a similar post in any Shipyard / Engineering Company/ Public Sector Undertaking/ Commercial Establishment/ Government / Semi- Government Company / Establishment. Experience of working in a computerised environment is desirable.</p> <p><u>Job requirements:</u></p> <p>Overall Security Management, co-ordination with CISF deployed at CSL, conduct of day to day security surveillance, ensuring controlled & smooth entry / exit of personnel/ vehicles/ materials etc through the authorized means / gates, liaisoning with Police and other security officials, providing special security coverage for important projects under construction, conduct investigation and analysis of security related incidents & issues in tandem with CISF, Police, CSL Vigilance and other related agencies, carry out all supervisory nature assignments like certification/ endorsement of bills and claims by CISF, process all files pertaining to any payment to CISF in accordance with the extant terms & conditions and any other works in CSL as detailed by Superiors from time to time. Shall be willing to work in any other projects undertaken by CSL anywhere in the country.</p>	
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10.3 **MANAGER (SAP-HCM)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Manager (SAP-HCM) E3 grade ₹ 60000 – 180000	Degree in Engineering in Computer Science/ Information Technology / Electronics Engineering with minimum of 60% marks from a recognized University.	Minimum of 9 years post qualification experience in the IT sector of which atleast 7 years managerial experience in handling the development of SAP-HCM Module and IT operations starting from infrastructure, database, development upto operations, managing SAP applications, appraisal of business needs and trouble shooting for any Shipyard/ Engineering Company/ Government / Semi-Government Company / Establishment, preferably a Public Sector Undertaking. Out of the above total experience, should have at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government /Autonomous bodies.	Not to exceed 40 years.

10.4 **MANAGER (HUMAN RESOURCE)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Manager (Human Resource) E3 grade ₹ 60000 – 180000	Master Degree in Business Administration or equivalent Degree/ Diploma with specialization in HR/Post Graduate Degree in Social Work with specialization in Personnel Management or Labour Welfare & Industrial Relations or Post Graduate Degree in Personnel Management, from a recognized University, with minimum of 60% marks.	Minimum of 9 years post qualification managerial experience in Human Resource in a Public Sector Undertaking / Engineering Company / Government / Semi- Government Company / Establishment and should be well experienced and conversant with administrative functions, modern HR applications and practices. Working knowledge / Experience in labour laws is essential. Knowledge of Maharashtra State Rules is essential. Out of the above total experience, should have at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government /Autonomous bodies. Experience of working in an ERP/ SAP/ computerised environment desirable.	Not to exceed 40 years.





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10.5 **MANAGER (FINANCE)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Manager (Finance) E3 grade ₹ 60000 - 180000	Degree from a recognized University and pass in the final examination of the Institute of Chartered Accountants of India/Institute of Cost Accountants of India.	Minimum of 9 years post qualification managerial experience in the Finance department of a Public Sector Undertaking / Engineering/ Manufacturing Company/ Commercial Organizations/ Government / Semi- Government Company / Establishment, of which at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government / Autonomous bodies. Candidate should have good all round communication & liaisoning skill and working experience in any of the areas of Accounting, Taxation, Project Financing, dealing with Financial Institutions etc. Experience of working in an ERP/ SAP/ computerised environment desirable.	Not to exceed 40 years.

10.6 **MANAGER (NAVAL ARCHITECT)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Manager (Naval Architect) E3 grade ₹ 60000 - 180000	Degree in Naval Architecture Engineering with minimum of 60% marks from a recognized University, OR Degree in Mechanical / Marine / Civil Engineering with minimum of 60% marks from a recognized University, and having qualification in Ship Construction / Naval Architecture like PG / Diploma in Naval Architecture / Diploma in Naval Construction of minimum one year duration.	Minimum of 9 years post qualification managerial experience in a Shipyard/ Dockyard/ Marine Engineering Company /Marine related offshore Company/ Classification Society/ Ship owners / Government / Semi- Government Company / Establishment. Should possess adequate knowledge and exposure in Design / Planning/ Ship Hull Construction or Repair. Experience in Docking or Undocking related operations of ships / vessels in a Shipyard/ Dockyard is preferable. Out of the above total experience, should have at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government / Autonomous bodies. Experience of working in an ERP/SAP/ computerized environment desirable.	Not to exceed 40 years.

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10.7 **WELFARE OFFICER, E-3 GRADE**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Welfare Officer, E3 Grade, ₹ 60000 - 180000	Degree from a recognized University with 60% of marks and Degree or Diploma in Social Science, from a recognized university or Institute or LLB Degree with Labour Laws as elective subject. Adequate knowledge of Malayalam.	Minimum ten years post qualification managerial experience in matters of Human Resource and Welfare in a Public Sector Undertaking / Engineering Company/Government / Semi-Government Company / Establishment. Experience of working in a computerized environment/ERP is desirable.	Not to exceed 40 years.

10.8 **MEDICAL OFFICER, E-3 GRADE**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Medical Officer, E3 Grade, ₹ 60000 - 180000	MBBS Degree from a recognized University and valid registration in Indian Medical Council or approved Medical Councils of the States. Adequate knowledge of Malayalam.	Minimum seven years experience as a medical practitioner preferably in an industrial establishment.	Not to exceed 40 years.





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11. Recruitment Rules of Executives in E-2 Grade:

11.1 DEPUTY MANAGER (MECHANICAL)

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Deputy Manager (Mechanical), E2 Grade, ₹ 50000 – 160000	Degree in Mechanical Engineering with minimum of 60% marks from a recognized University.	Minimum of 7 years post qualification managerial experience in Shipbuilding / Ship repair/ Engineering company/ Offshore Fabrication and Other Marine related Engineering companies/ Government / Semi-Government Companies / Establishments in the areas of Planning/ Production/ Procurement / Fabrication/ Outfitting/ Repairs/ Quality Assurance/ Installation/ Project Management/ Commercial/ Marketing, of which at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government / Autonomous bodies. Experience of working in an ERP/ SAP/ computerised environment desirable.	Not to exceed 35 years.

11.2 DEPUTY MANAGER (ELECTRICAL)

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Deputy Manager (Electrical), E2 Grade, ₹ 50000 – 160000	Degree in Electrical Engineering with minimum of 60% marks from a recognized University.	Minimum of 7 years post qualification experience in Shipbuilding/ Ship Repair/ Engineering company/Marine related Engineering companies / Government / Semi-Government Companies / Establishments in the areas of Electrical Equipment Installation / Outfitting / Repairs/ Quality Assurance/ Installation and commissioning of Power Generation and Distribution/Project Execution, of which at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government /Autonomous bodies. Experience of working in an ERP/ SAP/ computerised environment desirable.	Not to exceed 35 years.





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11.3 **DEPUTY MANAGER (ELECTRONICS) FOR SHIP REPAIR**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Deputy Manager (Electronics), for Ship Repair E2 Grade, ₹ 50000 - 160000	<p>Essential:- Degree in Electronics / Electronics & Communication / Electronics & Instrumentation Engineering with minimum of 60% marks from a recognized University.</p> <p>Desirable: Qualifications/training related to installation/ repairs of weapons & sensors including commissioning.</p>	<p>Minimum of seven years post qualification experience in Marine Shipbuilding/Ship Repair/ Engineering company and related Engineering companies / Government / Semi-Government Companies / Establishments in the areas of Electronics Equipment / integration/ Equipment Design/Procurement/ Installation/ Repair of Ship related electronics, Navigation and Communication Equipments, Equipment Controls & Instrumentation and Project Execution in related field, of which at least one year in the immediate lower scale of pay in case of PSUs in the regular cadre or in equivalent immediate lower scale of pay in case of Government/ Autonomous bodies. Experience in handling Naval weapon systems would be preferable. Experience of working in an ERP/SAP/computerized environment desirable.</p> <p>Job Requirements: Overall Management, co-ordination with ship staff, Project management and co-ordinate with class/MMD surveyor and complete the job of the vessel assigned and prove to the satisfaction of the owner.</p>	Not to exceed 35 years.





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11.4 **DEPUTY MANAGER (ELECTRONICS) FOR U & M**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Deputy Manager (Electronics) for U&M, E2 Grade, ₹ 50000 - 160000	<p>Essential: Degree in Electronics/Electronics & Communication / Electronics & Instrumentation Engineering with minimum of 60% marks from a recognized University.</p> <p>Desirable: Any additional qualification in Electronics discipline.</p>	<p>Essential: Minimum of seven years post qualification experience in</p> <ul style="list-style-type: none">• Shipbuilding/• Ship Repair/• Related Engineering companies/• Government Companies/Establishments• Semi-Government Companies/Establishments. <p>Experience shall be in the areas of Electronics Equipment / Security Systems/ integration / Equipment Design /Procurement/ Installation/Repair of Ship related electronics, Navigation and Communication Equipments, Equipment Controls & Instrumentation and Project Execution in related field, of which at least one year in the immediate lower scale of pay in case of PSUs in the regular cadre or in equivalent immediate lower scale of pay in case of Government/Autonomous bodies.</p> <p>Desirable: Experience in implementing and maintenance of Security/Surveillance systems. Experience in the tendering procedures in PSUs. Experience of working in a computerised environment/ ERP/ SAP.</p> <p>Job Requirements: Maintenance of the electronics and security system in shipyard by providing technical support to various electronic oriented system in shipyard. Implementation of new projects related to security system in shipyard.</p>	Not to exceed 35 years.





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11.5 DEPUTY MANAGER (NAVAL ARCHITECT)

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Deputy Manager (Naval Architect), E2 Grade, ₹ 50000 - 160000	Degree in Naval Architecture Engineering with minimum of 60% marks from a recognized University.	Minimum of 7 years post qualification managerial experience in a Shipyard/Marine Engineering Company /Marine related offshore Company / Government / Semi- Government Company / Establishment. Should possess adequate knowledge and exposure in Design/ Production/ Ship Hull Repair. Experience in Docking / Undocking related operations of ships/ vessels in a Shipyard would be desired. Out of the above total experience, should have at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government /Autonomous bodies. Experience of working in an ERP/SAP/ computerized environment desirable.	Not to exceed 35 years.

11.6 DEPUTY MANAGER (SAFETY) FOR CSL MUMBAI SHIP REPAIR UNIT (CMSRU), MUMBAI

Name of Post, Grade and Pay scale	Minimum Eligibility Requirements	Experience**	Age
Deputy Manager (Safety), E2 Grade, ₹ 50000 - 160000	a) A recognized Degree in any branch of Engineering or Technology with practical experience of working in a factory in a supervisory capacity for a period of not less than two years OR A recognized Degree in Physics or Chemistry with practical experience of working in a factory in a supervisory capacity for a period of not less than five years OR A recognized Diploma in any branch of Engineering or Technology with practical experience of working in a	Further to the above requirements, candidates should have 5 years post qualification experience in the field of Industrial Safety in a Shipyard / Factory/ Government / Semi-Government Company / Establishment. Out of the above total experience, should have at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government /Autonomous bodies. Experience of working in an ERP/SAP/ computerized environment desirable. The candidate shall have experience	Not to exceed 35 years.



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	<p>experience of working in a factory in a supervisory capacity for a period of not less than five years.</p> <p>b) A Diploma in Industrial Safety recognized by State Government.</p>	<p>The candidate shall have experience in handling activities related to HSE (Health, Safety and Environment) in a Shipyard / Factory. The candidate shall have good communication skills and shall be able to speak fluent Marathi and Hindi.</p> <p>Job Requirements:</p> <p>Duties associated with the post include frequent inspection of deep tanks and restricted spaces in ships and therefore call for a high degree of physical fitness.</p>	
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*** Here, 5 years post qualification experience implies experience of 5 years after the Diploma in Industrial Safety recognized by State Government.*

11.7 DEPUTY MANAGER (SAFETY) FOR CSL KOLKATA SHIP REPAIR UNIT (CKSRU), KOLKATA

Name of Post, Grade and Pay scale	Minimum Eligibility Requirements	Experience**	Age
Deputy Manager (Safety), E2 Grade, ₹ 50000 - 160000	<p>a) A degree of a recognized University or its equivalent in any branch of engineering or technology with two years experience in a position of supervision or management in a factory in either the production or the maintenance or the safety department, OR</p> <p>A degree of recognized University in Physics and Chemistry with five years' experience in a position of supervision, or management in a factory in either the production or the maintenance or the safety department, OR</p> <p>A diploma in any branch of engineering or technology recognized by the State Government with five years experience in a position of supervision or management in a factory in either the production or the maintenance</p>	<p>Further to the above requirements, candidates should have 5 years post qualification experience in the field of Industrial Safety in a Shipyard / Factory / Government / Semi-Government Company / Establishment. Out of the above total experience, should have at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government /Autonomous bodies. The candidate shall have experience in handling activities related to HSE (Health, Safety and Environment) in a Shipyard / Factory. Experience of working in an ERP/SAP/ computerized environment desirable. The candidate shall have good communication skills. Working knowledge in Hindi/Bengali is desirable.</p>	Not to exceed 35 years.

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	<p>or the safety department;</p> <p>b) A degree or diploma or certificate in industrial safety recognized by the State Government.**</p> <p>**Exempted for those who have not less than five years' experience in a department of the Central or a State Government which deals with the administrations of the Factories Act, 1948 (63 of 1948), or the Indian Dock Labourers Act, 1934 (19 of 1934), OR those who have not less than five years' experience on a full-time basis in training or education or consultancy or research in the field of accident prevention in any industry or in any institution.</p> <p>The requirement of Industrial Safety is not mandatory in case of Graduate Engineers in Safety discipline.</p>	<p>Job Requirements:</p> <p>Should be willing to travel at short notice, willing to take responsibility to work against the set targets within the time frame etc. Responsible for overall safety activities in CKSRU, undertake frequent inspection of deep tanks and restricted spaces in ships and post therefore calls for a high degree of physical fitness. Liaisoning with various government/ statutory agencies. Not limited to the above, the officer shall be liable to undertake any other duties as directed by CSL Management.</p>	
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*** Here, 5 years post qualification experience implies experience of 5 years after the degree or diploma or certificate in industrial safety recognized by the State Government.*

11.8 DEPUTY MANAGER (SHIP REPAIR)-MECHANICAL

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Deputy Manager (Ship repair)- Mechanical, E2 Grade, ₹ 50000 - 160000	Degree in Mechanical Engineering with minimum of 60% marks from a recognized University.	Minimum of 7 years post qualification experience in Shipbuilding/ Ship repair/ Engineering company/ Offshore Fabrication / Other Marine Installations / Classification Societies / Marine related Engineering companies/ Government / Semi-Government Company / Establishment in the areas of Design/ Procurement/ Planning/ Production Engineering/ Fabrication / Outfitting/ Repairs/ Quality Assurance/ Project Execution. Experience of working in an ERP/ SAP/ computerised environment desirable.	Not to exceed 35 years.





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11.9 **DEPUTY MANAGER (SHIP REPAIR)- ELECTRICAL**

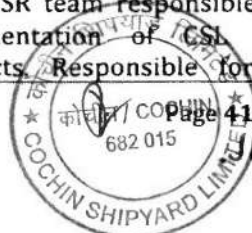
Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Deputy Manager (Ship repair)- Electrical, E2 Grade, ₹ 50000 - 160000	Degree in Electrical Engineering with minimum of 60% marks from a recognized University.	Minimum of 7 years post qualification experience in Shipbuilding/ Ship repair/ Engineering company/ Offshore Fabrication / Other Marine Installations / Classification Societies / Marine related Engineering companies/ Government / Semi-Government Company / Establishment in the areas of Design/ Procurement/ Planning/ Production Engineering/ Fabrication / Outfitting/ Repairs/ Quality Assurance/ Installation and Commissioning of Power Generation and Distribution / Project Execution. Experience of working in an ERP/ SAP/ computerised environment desirable.	Not to exceed 35 years.

11.10 **DEPUTY MANAGER (CSR)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Deputy Manager (CSR), E2 Grade, ₹ 50000 - 160000	(i) Degree in any discipline from a recognized University. (ii) Post Graduate Degree in Social Work (with specialisation in any field) / Rural Development/ Developmental Studies, from a recognized University.	Minimum seven years of post qualification working experience in the field of social work, community development, ecological development, sustainable development and rural development activities in a Government Establishment/ Local Self Government/ Public Sector Undertaking/ Private Company/ Non-Governmental Organization, out of which a minimum of three years experience should be in handling Corporate Social Responsibility (CSR) activities preferably in a Public Sector Undertaking. Fluency in written and spoken Malayalam is essential. Knowledge of Hindi is desirable. Job Requirements: Key member in CSR team responsible for effective implementation of CSR policies / projects. Responsible for all	Not to exceed 35 years.

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		administrative, liaison works related to selection and implementation of CSR projects undertaken by CSL. Monitoring and evaluating various CSR projects, preparing reports and presentations to the CSR Board level / Below Board Level Committees etc. Willingness to travel and work in any CSR projects undertaken by CSL at any location as required.	
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11.11 **MEDICAL OFFICER, E-2 GRADE**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Medical Officer, E2 Grade, ₹ 50000 - 160000	MBBS Degree from a recognized University and valid registration in Indian Medical Council or approved Medical Councils of the States. Adequate knowledge of Malayalam.	Minimum five years experience as a medical practitioner preferably in an industrial establishment/ ESI Corporation. Experience relaxable in the case of applicants who have worked in medical center attached to industry. Job Requirements: Will be responsible for handling medical, health and occupational diseases inside CSL.	Not to exceed 35 years.

11.12 **DEPUTY MANAGER (FINANCE)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Deputy Manager (Finance), E-2 Grade, ₹ 50000 - 160000	Degree from a recognized University and pass in the final examination of the Institute of Chartered Accountants of India or Institute of Cost Accountants of India.	Minimum seven years post qualification experience in the Finance department of a large Public Sector Undertaking / Engineering company / Commercial organization/ Government / Semi-Government Company / Establishment in the areas of Financial policies, Financial Appraisal, Fund management, Budgeting and Accounting, Taxation, Audit etc.	Not to exceed 35 years.





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11.13 **DEPUTY MANAGER (HUMAN RESOURCE)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Deputy Manager (Human Resource), E-2 Grade, ₹ 50000 - 160000	Master Degree in Business Administration with specialisation in HR /Post Graduate Degree in Social Work with specialisation in Personnel Management & Industrial Relations or Graduate Degree in Personnel Management or equivalent, with minimum of 60% marks.	Minimum seven years post qualification managerial experience in Human Resource in a Public Sector Undertaking / Engineering Company / Government / Semi-Government Company / Establishment and should be well experienced and conversant with modern HR applications and practices. Experience of working in a computerised environment/ERP is desirable.	Not to exceed 35 years.

11.14 **DEPUTY MANAGER (PERSONNEL)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Deputy Manager (Personnel), E-2 Grade, ₹ 50000 - 160000	Master Degree in Business Administration with specialization in HR / Post Graduate Degree in Personnel Management or equivalent with minimum of 60 % marks.	Minimum of 7 Years Post qualification experience in a large Public Sector Undertaking / Engineering Company/ Government / Semi-Government Company / Establishment and should be well experienced and conversant with HR Applications and practice.	Not to exceed 35 years.

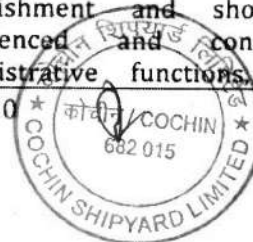
11.15 **DEPUTY MANAGER (HR&IR)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Deputy Manager (HR&IR), E-2 Grade, ₹ 50000 - 160000	Master Degree in Business Administration or equivalent Degree/Diploma with specialization in HR/Post Graduate Degree in Social Work with specialization in Personnel	Minimum of 7 years post qualification managerial experience in Human Resource in a Public Sector Undertaking / Engineering Company/ Government / Semi-Government Company / Establishment and should be well experienced and conversant with administrative functions, modern HR	Not to exceed 35 years.

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	Management or Labour Welfare & Industrial Relations or Post Graduate Degree in Personnel Management, from a recognized University, with a minimum of 60% marks.	applications and practices. Working knowledge / Experience in labour laws is essential. Knowledge of West Bengal State Rules is essential. Out of the above total experience, should have at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government /Autonomous bodies. Experience of working in an ERP/ SAP/ computerised environment desirable.	
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11.16 **WELFARE OFFICER, E-2 GRADE**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Welfare Officer, E2 Grade, ₹ 60000 - 180000	Degree from a recognized University with 60% of marks and Degree or Diploma in Social Science, from a recognized university or Institute or LLB Degree with Labour Laws as elective subject. Adequate knowledge of Malayalam.	Minimum seven years post qualification managerial experience in Human Resource and Welfare in a Public Sector Undertaking / / Engineering Company / Government / Semi-Government Company / Establishment. Experience of working in a computerized environment/ERP is desirable.	Not to exceed 35 years.

11.17 **DEPUTY MANAGER (INFORMATION TECHNOLOGY)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Deputy Manager (Information Technology), E-2 Grade ₹ 50000 - 160000	Essential: Engineering Degree in Computer Science/Information Technology or Masters Degree in Computer Science/Computer Application/Information Technology with 60% of marks from a recognized University. Desirable: Certification in Computer Networking Technologies.	Experience: Essential: Minimum of seven years post qualification experience in <ul style="list-style-type: none"> • Shipyard/ • Engineering Company/ • Banks/ • Government Establishments including Public Sector Undertakings/ 	Not to exceed 35 years.

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		<ul style="list-style-type: none">• Private Information Technology (IT) or Information Technology Enabled Services (ITES) Companies/• Semi-Government Companies/ Establishments/• Autonomous Bodies. <p>Experience shall be in one or more of the following areas:</p> <ul style="list-style-type: none">(a) J2EE Web Programming(b) MVC Frame works(c) SOAP, REST WEB Services <p>Out of the above seven years experience shall have at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government/Autonomous bodies.</p> <p>Desirable:</p> <ul style="list-style-type: none">• Adequate Knowledge of Google Flutter.• Experience in Network Security Server, Storage and Firewall Management and Network Design. <p>Job Requirements: Maintain and manage the IT Systems, Infrastructure and applications as per the industry standards and minimize the downtime of the resources by identifying the risks, analyzing the root causes and proposing the new design and models. Do system study, analysis, design, estimation, proposal drafting, implementation and management and maintenance of IP Surveillance and monitoring systems, Audio Visual and Video Conferencing Systems, Access Control and Biometric Capturing systems.</p>	
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11.18 DEPUTY MANAGER (WEAPONS)

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Deputy Manager (Weapons), E-2 Grade ₹ 50000 - 160000	Degree in Mechanical /Electrical/ Electronics & Communication Engineering with minimum of 60% marks from a recognized University.	Minimum of 7 years post qualification experience in Indian Navy/ Ship Building/ Ship Repair / Engineering Company in the areas of installation, maintenance, repairs, trials and commissioning of weapons related Machinery, communication, sensors and combat management systems on Naval vessels, of which at least one year in the regular cadre in the immediate lower scale of pay in case of PSUs or in equivalent immediate lower scale of pay in case of Government /Autonomous bodies or having an equivalent CTC in case of Private companies. Experience in handling Naval weapon systems would be preferable. Experience of working in an ERP/ SAP/ computerized environment desirable.	Not to exceed 35 years.

12. Recruitment Rules of Executives in E-1 Grade:

12.1 ASSISTANT MANAGER (MECHANICAL)

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Assistant Manager (Mechanical) E1- Grade, ₹ 40000 -140000	Degree in Mechanical Engineering with minimum of 60% marks from a recognized University.	Minimum three years post qualification experience in the relevant field in a Shipyard/ Engineering company / Government / Semi-Government Company / Establishment. Proficiency and experience of working in a computerized environment would be advantageous.	Not to exceed 30 years.





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12.2 **ASSISTANT MANAGER (ELECTRICAL)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Assistant Manager (Electrical) E1- Grade, ₹ 40000 -140000	Degree in Electrical Engineering with minimum of 60% marks from a recognized University.	Minimum three years post qualification experience in the relevant field in a Shipyard/ Engineering company / Government / Semi-Government Company / Establishment. Proficiency and experience of working in a computerized environment would be advantageous.	Not to exceed 30 years.

12.3 **ASSISTANT MANAGER (CIVIL)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Assistant Manager (Civil) E1- Grade, ₹ 40000 -140000	Degree in Civil Engineering with minimum of 60% marks from a recognized University.	Minimum three years post qualification experience in the relevant field in a Shipyard/ Engineering company/ Large Civil construction company / Government / Semi-Government Company / Establishment. Proficiency and experience of working in a computerized environment would be advantageous.	Not to exceed 30 years.

12.4 **ASSISTANT MANAGER (INFORMATION TECHNOLOGY)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Assistant Manager (Information Technology) E1- Grade, ₹ 40000 -140000	Degree in Engineering in Computer Science/ Information Technology/ Masters Degree in Computer Applications/ Computer Science/ Information Technology with 60% marks from a recognized University.	Minimum three years post qualification experience in the relevant field in a Shipyard/ Engineering company/ Large Commercial Organization / Government / Semi-Government Company / Establishment in the areas Windows/ Linux/ C++/ Java/ Internet Technology/ RDBMS. Experience in Network Administration and ERP desirable.	Not to exceed 30 years.





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12.5 ASSISTANT MANAGER (COMPANY SECRETARY)

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Assistant Manager (Company Secretary) E1- Grade, ₹ 40000 -140000	Degree with minimum of 60% marks from a recognized University and Associate membership in the Institute of Company Secretaries of India.	Minimum three years experience out of which two years post qualification experience in a listed company. Experience of working in a computerised environment/ ERP is desirable.	Not to exceed 30 years.

12.6 ASSISTANT MANAGER (FINANCE)

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Assistant Manager (Finance) E1 Grade, ₹ 40000 -140000	Degree from a recognized university and pass in the final examination of the Institute of Chartered Accountants of India / Institute of Cost Accountants of India.	Minimum three years post qualification experience in the Finance department of a Shipyard/ Government or Semi-Government Company / Establishment / Attached/ Subordinate Offices/ Autonomous Bodies/ Engineering company/ Commercial organization. Experience of working in a computerised environment/ ERP/ SAP is desirable.	Not to exceed 30 years.

12.7 ASSISTANT MANAGER (MATERIALS)

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Assistant Manager (Materials) E1- Grade, ₹ 40000 -140000	Degree in Mechanical/ Electrical Engineering with minimum of 60% marks from a recognized University or Graduate in Engineering in any discipline with minimum of 60% marks with Post Graduate Qualification in Business Management with specialization in Materials Management.	Minimum three years post qualification experience in the field of Materials Management in an Executive / Managerial Cadre or two years post qualification experience in Materials Management for those having Post Graduate Qualification in Business Management with specialization in Materials Management. Experience in a large Engineering Company preferably in a Public Sector Undertaking, will be preferred. Should be conversant with various Materials Management activities like supply chain/ inventory management, purchase procedures, import and clearance procedures in a large industry. Knowledge of ERP/and other Data Processing Systems would be an added advantage.	Not to exceed 30 years.





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12.8 **WELFARE OFFICER, E-1 GRADE**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Welfare Officer E1 Grade, ₹ 40000 -140000	a) Degree of a University, recognized by the State Government, b) Degree or Diploma in Social Science, or LLB Degree with Labour Laws as elective subject, of a recognized University or an Institution, and c) Adequate knowledge of Malayalam.	Minimum three years post qualification managerial experience in matters of Human Resource, Welfare in a Public Sector Undertaking/ Engineering Company/ Factory/Government / Semi-Government Company / Establishment. Experience of working in an ERP/SAP/computerized environment desirable. Job Requirements: The candidate shall perform all duties as specified in Rule 7 of The Kerala Factories (Welfare Officers) Rules, 1957.	Not to exceed 30 years.

12.9 **ASSISTANT MANAGER (DESIGN-IT)**

Name of Post, Grade and Pay scale	Educational Qualification	Experience	Age
Assistant Manager (Design-IT) E1 Grade, ₹ 40000 -140000	Degree in Engineering with minimum of 60% marks from a recognized University.	Minimum of three years post qualification experience in C++/CAA with good programming skills. Understanding of 3DEXPERIENCE Shipbuilding Platform (CATIA, DELMIA, ENOVIA, SIMULIA) knowledge based engineering EKL, Knowledge suite (action, check, rule, template, catalog, part/product family) are added advantages. Good analytical and problem solving skills are mandatory. Experience of working in an ERP/SAP/computerized environment desirable. Job Requirements: Required skill and knowledge of using 3D Experience software and shall work with Design people who are having core knowledge of Ship Design for application development and customisation as per requirement	Not to exceed 30 years.





13. Recruitment Rules of Executive Trainees in various disciplines:

13.1 Executive Trainee (Mechanical)

Name of Post and Pay	Educational Qualification	Experience
Executive Trainee (Mechanical) Consolidated Stipend: ₹ 50,000/-	Degree in Mechanical Engineering with minimum 65% marks from a recognized University.	NA

13.2 Executive Trainee (Electrical)

Name of Post and Pay	Educational Qualification	Experience
Executive Trainee (Electrical) Consolidated Stipend: ₹ 50,000/-	Degree in Electrical Engineering with minimum 65% marks from a recognized University.	NA

13.3 Executive Trainee (Electronics)

Name of Post and Pay	Educational Qualification	Experience
Executive Trainee (Electronics) Consolidated Stipend: ₹ 50,000/-	Degree in Electronics Engineering with minimum 65% marks from a recognized University.	NA

13.4 Executive Trainee (Instrumentation)

Name of Post and Pay	Educational Qualification	Experience
Executive Trainee (Instrumentation) Consolidated Stipend: ₹ 50,000/-	Degree in Instrumentation Engineering with minimum 65% marks from a recognized University.	NA





13.5 Executive Trainee (Civil)

Name of Post and Pay	Educational Qualification	Experience
Executive Trainee (Civil) Consolidated Stipend: ₹ 50,000/-	Degree in Civil Engineering with minimum 65% marks from a recognized University.	NA

13.6 Executive Trainee (Naval Architecture)

Name of Post and Pay	Educational Qualification	Experience
Executive Trainee (Naval Architecture) Consolidated Stipend: ₹ 50,000/-	Degree in Naval Architecture Engineering with minimum 65% marks from a recognized University.	NA

13.7 Executive Trainee (Information Technology)

Name of Post and Pay	Educational Qualification	Experience
Executive Trainee (Information Technology) Consolidated Stipend: ₹ 50,000/-	<p>Essential:- Degree in Engineering in Computer Science / Information Technology with 65% marks from a recognized university OR Masters Degree in Computer Applications / Computer Science/ Information Technology with minimum of 65% marks from a recognized university.</p> <p>Desirable:- Valid Certification from reputed agencies / organizations on Programming Language / DBMS/ Networking/ ERP Systems</p>	NA





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13.8 Executive Trainee (Safety)

Name of Post and Pay	Educational Qualification	Experience
Executive Trainee (Safety) Consolidated Stipend: ₹ 50,000/-	Degree in Safety Engineering with minimum 65% marks from a recognized University.	NA

13.9 Executive Trainee (Finance)

Name of Post and Pay	Educational Qualification	Experience
Executive Trainee (Finance) Consolidated Stipend: ₹ 50,000/-	Pass in the final examination of the Institute of Chartered Accountants of India / Institute of Cost Accountants of India.	NA

13.10 Executive Trainee (Human Resource)

Name of Post and Pay	Educational Qualification	Experience
Executive Trainee (Human Resource) Consolidated Stipend: ₹ 50,000/-	Degree with minimum of 65% marks from a recognized University. Two years Master Degree in Business Administration or equivalent Degree/Diploma with specialization in HR/ Post Graduate Degree in Social Work with specialization in Personnel Management or Labour Welfare & Industrial Relations or Post Graduate Degree in Personnel Management, with minimum 65% marks from a recognized University.	NA

13.11 Executive Trainee (Company Secretary)

Name of Post and Pay	Educational Qualification	Experience
Executive Trainee (Company Secretary) Consolidated Stipend: ₹ 50,000/-	Degree from a recognized University and Associate membership in the Institute of Company Secretaries of India.	NA





14. Equivalent Qualification for various disciplines of Executive Trainees:

- 14.1 For the various disciplines of Engineering notified in the advertisements for Executive Trainees, Engineering Degrees in any other disciplines indicated below shall be considered equivalent by CSL, and candidates who possess such equivalent Engineering Degrees in the respective disciplines shall also apply.
- 14.2 Candidates eligible with equivalent disciplines need to attend the tests conducted in the notified discipline only against which they submitted their application.

CSL notified discipline	Disciplines of Engineering considered equivalent by CSL
Mechanical Engineering	<ol style="list-style-type: none"> 1. Industrial and Production Engineering 2. Industrial Engineering 3. Mechanical Production and Tool Engineering 4. Mechatronics 5. Production Engineering 6. Mechanical Automobile Engineering <p>Candidates with Engineering degree in the above indicated disciplines shall have to take the test in Mechanical Engineering discipline only.</p>
Electrical Engineering	<ol style="list-style-type: none"> 1. Electrical & Electronics Engineering <p>Candidates with Engineering degree in the above indicated discipline shall have to take the test in Electrical Engineering discipline only.</p>
Electronics Engineering	<ol style="list-style-type: none"> 1. Applied Electronics 2. Applied Electronics & Instrumentation 3. Electronics & Communication 4. Electronics & Instrumentation 5. Electronics Instrumentation & Control <p>Candidates with Engineering degree in the above indicated disciplines shall have to take the test in Electronics Engineering discipline only.</p>
Instrumentation Engineering	<ol style="list-style-type: none"> 1. Applied Electronics & Instrumentation 2. Electronics & Instrumentation 3. Electronics Instrumentation & Control 4. Instrumentation & Control Engineering <p>Candidates with Engineering degree in the above indicated disciplines shall have to take the test in Instrumentation Engineering discipline only.</p>





15. Physical Requirements for various disciplines for candidates belonging to PwBD:

Discipline	Categories of Persons with Benchmark Disabilities (PwBD) as per clause 2.2 of DoPT OM No.36035/02/2017-Estt (Res) dated 15.01.2018	Physical Requirements
Mechanical	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, BN, KC, PP, L, MF, RW, SE, H, C
Electrical	Categories of PwBD under clauses 2.2 (b & c)	S, ST, BN, KC, W, MF, SE, PP, L, C, RW
Electronics	Categories of PwBD under clauses 2.2 (b & c)	S, ST, BN, W, MF, SE, PP, L, KC, C, RW
Instrumentation	Categories of PwBD under clauses 2.2 (b & c)	S, ST, BN, W, MF, SE, PP, L, KC, C, RW
Civil	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, BN, L, PP, KC, MF, RW, SE, H, C
Naval Architecture	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, RW, MF, CL, SE, C
Information Technology	Categories of PwBD under clauses 2.2 (a, b, c & e)	S, ST, RW, MF, SE, H
Safety	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, JU, PP, RW, SE, H
Finance	Categories of PwBD under clauses 2.2 (b, c & e)	S, BN, RW, MF, SE, C
Human Resource	Categories of PwBD under clauses 2.2 (a, b, c & e)	S, ST, H, RW
Company Secretary	Categories of PwBD under clauses 2.2 (b, c & e)	S, ST, W, RW, MF, C, SE

Abbreviations used: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication.



COCHIN SHIPYARD LIMITED
COCHIN-15
KERALA



**RECRUITMENT RULES FOR SUPERVISORY POSTS
 FOR DIRECT RECRUITMENT IN COCHIN SHIPYARD LIMITED**

Issue: A00

CSL/QMS/P&A/PCMM/STAFFING 04

EFFECTIVE DATE: 31 MAY 2020

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FOR DIRECT RECRUITMENT IN COCHIN SHIPYARD LTD
CSL/QMS/P&A/PCMM/STAFFING 04

Initial Issue: 31 MAY 2020

Revision History:

Sl. No.	Revision Number	Revision Date	Reviewed by	Approved by	Amendment details in brief



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DATE: 31 MAY 2020

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1. **Purpose:**

- 1.1 To have established recruitment rules with clearly defined age limits, educational qualifications and work experience requirements for various supervisory posts in group C (PS1 grade), below Board level to be filled through direct recruitment in CSL.

2. **Scope:**

- 2.1 This policy shall be applicable to all supervisory posts in group C (PS1 grade), to be filled through direct recruitment in CSL and states the recruitment rules for all such supervisory posts.

3. **Responsibility:**

- 3.1 HOD of P&A department shall be responsible for creation, review, modification, maintenance and implementation of the recruitment rules for the posts.
- 3.2 The same rules shall be applied for recruitment in other units of CSL viz. CSL Mumbai Ship Repair Unit (CMSRU), Mumbai, CSL Kolkata Ship Repair Unit (CKSRU), Kolkata, CSL AN Ship Repair Unit (CANSRU), Port Blair, and such other units of CSL, unless otherwise specified.

4. **Definition of Recruitment Rules:**

- 4.1 As per DoPT OM No. AB.14017/13/2013-Estt. (RR) (1349), "Recruitment Rules" are rules notified under proviso to Article 309 or any specific statutes for post(s) prescribing inter alia the method of recruitment and eligibility for such recruitment.
- 4.2 Nothing in those rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-servicemen and other special categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.



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5. Implementation of Recruitment Rules:

- 5.1 All proposals for direct recruitment shall invariably be supported by recruitment rules for the posts under consideration.
- 5.2 The age, educational qualification, professional qualification (if any) and experience requirements (if any) for supervisory posts presently operated in CSL are detailed in the following pages.

6. Age Relaxations and Upper Age Limits for Supervisory posts :

- 6.1 The upper age limit for any post is calculated as on the closing date of submission of application.
- 6.2 Age relaxations are applicable for reserved categories of candidates in posts reserved for them, as per various government guidelines issued from time to time. No relaxations in age above the upper age limits are granted for unreserved applicants and applicants belonging to Economically Weaker Sections (EWS).
- 6.3 The upper age limit is relaxable by 3 years for OBC (Non-Creamy Layer) candidates and 5 years for Scheduled Caste/ Scheduled Tribe (SC/ST) candidates in posts reserved for them.
- 6.4 Age relaxation for Persons with Benchmark Disabilities (PwBD) and Ex-servicemen (ESM) will be as per Government of India guidelines.
- 6.5 The cut off age for various supervisory posts to be filled by direct recruitment in PS1 grade in CSL, after applying all age relaxations, shall be followed as per table below, unless otherwise specified in the recruitment rules for the posts as detailed in the following pages:-

Upper Age Limit for UR/EWS	Cut off Age after applying relaxations			
	OBC	SC/ST	ESM	PwBD
Not to exceed 45 years	48	50	45	Ten years from age as applicable to UR/ EWS/ OBC/ SC/ ST, subject to maximum 55 years.

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7. **RECRUITMENT RULES OF SUPERVISORS**

7.1 **Accountant for CSL/CMSRU**

Name of Post, Grade and Pay Scale	Educational Qualification & Experience
Accountant for CSL/CMSRU PS-I Grade ₹ 28000-110000	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/CMA 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 computerized environment would be an added advantage

7.2 **Assistant Administrative Officer (Corporate Communications) for CSL**

Name of Post, Grade and Pay Scale	Educational Qualification	Experience & Job Requirements
Assistant Administrative Officer (Corporate Communications) for CSL PS-I Grade ₹ 28000-110000	a) Graduate in any discipline with 60% marks from a recognized University, b) Post Graduate Diploma of minimum one year duration in Journalism / Mass Communication from a recognized Institute, and c) Good Command over Hindi, English and Malayalam languages.	Experience: Seven years experience in Corporate Communications in a large media / advertising organisation or seven years experience in working with any leading daily / newspaper. Out of the above experience, two years should be in a supervisory grade. Job requirements: Handle the Corporate Communication Cell in CSL. Should take the lead in development of creative knowledge product based on requirements, with clear dissemination plan to develop relevant contents and update the social media of CSL. Ideation, promotion through social media channels, work to increase the brand visibility. Assist PRO in liaising with media agencies to ensure coverage of product activities and crisis management, press coverages, event coordination and preparation of documentation for various events.

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7.3 Assistant Administrative Officer (Guest House) for CSL

Name of Post, Grade and Pay Scale	Educational Qualification	Experience & Job Requirements
Assistant Administrative Officer (Guest House) for CSL PS-I Grade ₹ 28000-110000	a) Graduate in Hotel Management, from an institute recognized by National Council for Hotel Management & Catering Technology (NCHMCT) or a recognized University, or b) Graduate in any discipline with Post Graduate Degree or Diploma in Hospitality Management of minimum one year duration, from an institute recognized by NCHMCT or a recognized University, And c) Good Command over Hindi, English and Malayalam languages.	Experience: Seven years experience in operations or sales in a reputed Four / Five Star Hotel, out of which, two years should be in a supervisory grade. Job requirements: Main duty shall be to manage both the Guest Houses of CSL and their functioning. Apart from this, has to take care of the official meals arranged by CSL, Liaise with the Hotel / Venue where functions are being held, Coordinate banquet events.

7.4 Assistant Administrative Officer (Public Relations) for CSL

Name of Post, Grade and Pay Scale	Educational Qualification	Experience
Assistant Administrative Officer (Public Relations) PS-I Grade ₹ 28000-110000	Graduate with PG Degree or PG Diploma in Management / Journalism and Public Relations from a recognized Institute / University. Proficiency in Hindi, English and Malayalam.	Five years experience in Public Relations in a Shipyard / PSU or large commercial organization for PG Degree holders and Seven years for PG Diploma holders. Experience of working in a computerized environment would be an added advantage.





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7.5 Assistant Administrative Officer for CSL/CMSRU

Name of Post, Grade and Pay Scale	Educational Qualification	Experience
Assistant Administrative Officer for CSL/CMSRU PS-I Grade ₹ 28000-110000	Degree in Arts/ Science/ Commerce OR Pass in three year Diploma in Commercial Practice/ Computer Engineering/ Information Technology securing minimum of 60% of marks from a State Board of Technical Education.	Seven 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, out of which two years should be in a supervisory grade, and must be Computer savvy.

7.6 Assistant Catering Officer for CSL

Name of Post, Grade and Pay Scale	Educational Qualification	Experience
Assistant Catering Officer PS-I Grade ₹ 28000-110000	Three years Diploma Course in Hotel Management, Catering Technology & Applied Nutrition. OR Degree with one year Certificate in Industrial/ Institutional Food Service Management. OR Equivalent qualification including recognized Certificate/ Diploma issued by the Armed Forces.	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.





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7.7 Assistant Engineer (Electrical Crane) for CSL

Name of Post, Grade and Pay scale	Educational Qualification	Experience
Assistant Engineer (Electrical Crane) PS-I Grade ₹ 28000-110000	Three year Diploma in Electrical Engineering from a State Board of Technical Education. OR ITI certificate/NAC in the trade of Electrician/Electronics/instrumentation. OR Equivalent qualifications in the case of Ex-servicemen.	For Diploma Holders Seven years experience in electrical crane operation works preferably in a Shipyard/Dockyard or Heavy Engineering Company or Government Establishment, out of which two years should be in a supervisory grade or Government Establishment, out of which two years should be in a supervisory grade. For ITI holders ITI certificate/NAC in the trade of Electronic Mechanic with 22 years of experience in experience in operation of Electrical cranes in Shipyard/Dockyard or Heavy Engineering Company or Government Establishment.

7.8 Assistant Engineer (Electrical) for CSL/CMSRU

Name of Post, Grade and Pay Scale	Educational Qualification & Experience
Assistant Engineer (Electrical) for CSL/CMSRU PS-I Grade ₹ 28000-110000	Three year Diploma in Electrical Engineering from a State Board of Technical Education. Seven years experience in electrical works preferably in a Shipyard / Dockyard or Heavy Engineering Company or Government Establishment, out of which two years should be in a supervisory grade. OR ITI(NTC) Certificate and National Apprenticeship Certificate (NAC) in the trade of Electrician with 22 years of experience in electrical works in a Shipyard/Dockyard or Heavy Engineering Company or Government Establishment.

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7.9 Assistant Engineer (Electronics) for CSL

Name of Post, Grade and Pay Scale	Educational Qualification & Experience
Assistant Engineer (Electronics) for CSL PS-I Grade ₹ 28000-110000	Three year Diploma in Electronics Engineering from a State Board of Technical Education. Seven years experience in electronics works preferably in a Shipyard/ Dockyard or Heavy Engineering Company or Government Establishment, out of which two years should be in a supervisory grade. OR ITI (NTC) Certificate and National Apprenticeship Certificate (NAC) in the trade of Electronic Mechanic with 22 years of experience in electronics works in a Shipyard/Dockyard or Heavy Engineering Company or Government Establishment.

7.10 Assistant Engineer (Engineering) for CSL

Name of Post, Grade and Pay Scale	Educational Qualification & Experience
Assistant Engineer (Engineering) for CSL PS-I Grade ₹ 28000-110000	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 heavy machinery engineering works preferably in a Shipyard / Dockyard or Heavy Engineering Company or Government Establishment, out of which two years should be in a supervisory grade. OR ITI (NTC) Certificate and National Apprenticeship Certificate (NAC) in the trade of Mechanic Diesel with 22 years of experience in heavy machinery engineering works in Shipyard/Dockyard or Heavy Engineering Company or Government Establishment.

7.11 Assistant Engineer (Information Technology) for CSL

Name of Post, Grade and Pay Scale	Educational Qualification	Experience & Job Requirements
Assistant Engineer (Information Technology) for CSL PS-I Grade ₹ 28000-110000	Essential: a) Pass in three year Degree in Computer Science / Information Technology / Computer Application securing minimum of 60%	Experience: Seven years post qualification experience in IT department/section of a Government/Semi-Government Company or Establishment/Public Sector Undertaking/Private Company, out of which two years should be in a supervisory grade.

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	<p>marks from a recognised University.</p> <p>OR</p> <p>b) Pass in three year Diploma in Computer Engineering / Information Technology securing minimum of 60% marks from a State Board of Technical Education.</p> <p>Desirable: A valid certification from reputed agencies or organizations on Networking/Systems Management.</p>	<p>Job Requirements:</p> <p>a) Management of Desktops and Peripherals, Windows Active Directory/LDAP, User creation, Authorization, Security policies and end user support.</p> <p>b) Administration, operation, management and support of IT systems including OS (AIX, Linux, Windows) Virtual environment, allocation of resources, HA cluster, SAN Storage, Tape Library, Backup and restore operations.</p> <p>c) Data Center Management including UPS and PAC, Systems for fire/smoke Early Detection systems, Gas Based Fire Suppression System, WLDS. And High availability DC-DR synchronisation of database, server and storage.</p> <p>d) Installing, configuring and maintaining network for LAN/VLAN and WAN including Routers, Link Load Balances, Firewalls, Switches, Intrusion Prevention Systems, Enterprise Management Systems and Network Management System.</p> <p>e) Analyzing IT requirements and preparing specifications for the procurement of IT assets and equipment as per suitable industry standards.</p> <p>f) Managing AMC contracts, IT support Staff and ensuring trouble free operations as per Information Security Management Standards (ISMS/ISO) and related practices.</p> <p>g) Adequate experience in SAP Systems.</p> <p>h) Extend quick and prompt support to all day to day IT services and ensure that the issues reported by the end users are resolved at the earliest. Minimize the downtime of the IT resources and services by putting plans in place for preventing the reasons for issues.</p>
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7.12 Assistant Engineer (Instrumentation) for CSL

Name of Post, Grade and Pay Scale	Educational Qualification & Experience
Assistant Engineer (Instrumentation) for CSL PS-I Grade ₹ 28000-110000	Three year Diploma in Instrumentation Engineering from a State Board of Technical Education or equivalent qualifications in the case of Ex-servicemen. Seven years experience in instrumentation works preferably in a Shipyard / Dockyard or Heavy Engineering Company or Government Establishment, out of which two years should be in a supervisory grade. OR ITI(NTC) Certificate and National Apprenticeship Certificate (NAC) in the trade of Instrument Mechanic with 22 years of experience in instrumentation works in a Shipyard / Dockyard or Heavy Engineering Company of Government Establishment.

7.13 Assistant Engineer (Loft) for CSL

Name of Post, Grade and Pay Scale	Educational Qualification & Experience
Assistant Engineer (Loft) for CSL PS-I Grade ₹ 28000-110000	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 Structural / Shipwright Wood works preferably in a Shipyard / Dockyard or Heavy Engineering Company or Government Establishment, out of which two years should be in a supervisory grade. OR ITI(NTC) Certificate and National Apprenticeship Certificate (NAC) in the trade of Sheet Metal Worker / Carpenter (Shipwright Wood) with 22 years of experience in Structural / Shipwright Wood works in Shipyard / Dockyard or Heavy Engineering Company or Government Establishment.





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7.14 Assistant Engineer (Machinist) for CSL

Name of Post, Grade and Pay Scale	Educational Qualification & Experience
Assistant Engineer (Machinist) for CSL PS-I Grade ₹ 28000-110000	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. OR ITI(NTC) Certificate and National Apprenticeship Certificate (NAC) in the trade of Machinist with 22 years of experience in turning, milling/grinding and boring, in a Shipyard/ Dockyard or Heavy Engineering Company or Government Establishment.

7.15 Assistant Engineer (Maintenance) for CSL

Name of Post, Grade and Pay Scale	Educational Qualification & Experience
Assistant Engineer (Maintenance) for CSL PS-I Grade ₹ 28000-110000	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 machinery/crane maintenance works preferably in a Shipyard / Dockyard or Heavy Engineering Company or Government Establishment, out of which two years should be in a supervisory grade. OR ITI (NTC) Certificate and National Apprenticeship Certificate (NAC) in the trade of Mechanic Motor Vehicle/Fitter with 22 years of experience in machinery/ crane maintenance works in a Shipyard/Dockyard or Heavy Engineering Company or Government Establishment.

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7.16 Assistant Engineer (Mechanical) for CSL/CMSRU

Name of Post, Grade and Pay Scale	Educational Qualification	Experience
Assistant Engineer (Mechanical) for CSL/CMSRU PS-I Grade ₹ 28000-110000	Three year Diploma in Mechanical Engineering from a State Board of Technical Education.	Seven years experience in mechanical Engineering works preferably in a Shipyard / Dockyard or Heavy Engineering Company or Government Establishment, out of which two years should be in a supervisory grade.

7.17 Assistant Engineer (Painting) for CSL

Name of Post, Grade and Pay Scale	Educational Qualification & Experience
Assistant Engineer (Painting) for CSL PS-I Grade ₹ 28000-110000	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 works preferably in a Shipyard/ Dockyard or Heavy Engineering Company or Government Establishment. OR ITI (NTC) Certificate and National Apprenticeship Certificate (NAC) in the trade of Painter with 22 years of experience in painting works in Shipyard/Dockyard or Heavy Engineering Company or Government Establishment.

7.18 Assistant Engineer (Pipe) for CSL

Name of Post, Grade and Pay Scale	Educational Qualification & Experience
Assistant Engineer (Pipe) for CSL PS-I Grade ₹ 28000-110000	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 pipe fitting works preferably in a Shipyard / Dockyard or Heavy Engineering Company or Government Establishment, out of which two years should be in a supervisory grade. OR ITI (NTC) Certificate and National Apprenticeship Certificate (NAC) in the trade of Fitter Pipe / Plumber with 22 years of experience in pipe fitting works in a Shipyard/Dockyard or Heavy Engineering Company or Government Establishment.





RECRUITMENT RULES FOR SUPERVISORY POSTS
FOR DIRECT RECRUITMENT IN COCHIN SHIPYARD LTD
CSL/QMS/P&A/PCMM/STAFFING 04

7.19 Assistant Engineer (Shipwright Wood) for CSL

Name of Post, Grade and Pay Scale	Educational Qualification & Experience
Assistant Engineer (Shipwright Wood) for CSL PS-I Grade ₹ 28000-110000	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. OR ITI (NTC) Certificate and National Apprenticeship Certificate (NAC) in the trade of Carpenter/ Shipwright Wood with 22 years of experience in carpentry works in a Shipyard/Dockyard or Heavy Engineering Company or Government Establishment.

7.20 Assistant Engineer (Structural) for CSL

Name of Post, Grade and Pay Scale	Educational Qualification & Experience
Assistant Engineer (Structural) for CSL PS-I Grade ₹ 28000-110000	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 structural fittings works preferably in a Shipyard / Dockyard or Heavy Engineering Company or Government Establishment, out of which two years should be in a supervisory grade. OR ITI(NTC) Certificate and National Apprenticeship Certificate (NAC) in the trade of Sheet Metal Worker with 22 years of experience in structural fittings works in a Shipyard/Dockyard or Heavy Engineering Company or Government Establishment.

7.21 Assistant Engineer (Weapons) for CMSRU

Name of Post, Grade and Pay Scale	Educational Qualification	Experience
Assistant Engineer (Weapons) for CMSRU PS-I Grade ₹ 28000-110000	Three year Diploma in Mechanical/ Electrical/ Electronics Engineering from a State Board of Technical Education or equivalent qualifications in the case of Ex-servicemen.	Seven years experience in Indian Navy / Ship Building/ Ship Repair/ Engineering Company in the areas of installation, maintenance, repairs, trials and commissioning of weapons related Machinery, communication, sensors and combat management systems on Naval vessels, out of which two years should be in a supervisory grade.





RECRUITMENT RULES FOR SUPERVISORY POSTS
FOR DIRECT RECRUITMENT IN COCHIN SHIPYARD LTD
CSL/QMS/P&A/PCMM/STAFFING 04

7.22 Assistant Engineer (Welding) for CSL

Name of Post, Grade and Pay Scale	Educational Qualification & Experience
Assistant Engineer (Welding) for CSL PS-I Grade ₹ 28000-110000	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 welding works preferably in a Shipyard / Dockyard or Heavy Engineering Company or Government Establishment, out of which two years should be in a supervisory grade. OR ITI (NTC) Certificate and National Apprenticeship Certificate (NAC) in the trade of Welder with 22 years of experience in welding in a Shipyard / Dockyard or Heavy Engineering Company or Government Establishment.

7.23 Assistant Fire Officer for CSL/CMSRU

Name of Post, Grade and Pay Scale	Educational Qualification	Experience
Assistant Fire Officer for CSL/CMSRU PS-I Grade ₹ 28000-110000	Pass in SSLC and Pass in Sub-Officers Course from the National Fire Service College, Nagpur or equivalent examination.	Seven years experience in Fire Fighting and allied Operations preferably in a Shipyard.

7.24 Hindi Translator for CSL

Name of Post, Grade and Payscale	Educational Qualification	Experience
Hindi Translator PS-I Grade ₹ 28000-110000	Masters Degree in Hindi with English as a compulsory elective subject in graduation from a recognised university and Post Graduate Diploma in Translation from a recognised Institution and knowledge of Hindi & English Typing on computer. Knowing of Malayalam is desirable.	Five years experience in translation from English to Hindi and vice versa in Central/State Government offices including Government of India Undertaking/ PSUs and Universities.



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RECRUITMENT RULES FOR SUPERVISORY POSTS
FOR DIRECT RECRUITMENT IN COCHIN SHIPYARD LTD
CSL/QMS/P&A/PCMM/STAFFING 04

8. **Physical Requirements for various posts for candidates belonging to PwBD**

Sl. No	Name of Posts	Categories of Persons with Benchmark Disabilities (PwBD) as per clause 2.2 of DoPT OM No.36035/02/2017-Estt (Res) dated 15.01.2018	Physical Requirements
8.1	Accountant for CSL/CMSRU	Categories of PwBD under clauses 2.2 (b, c & e)	S, ST, MF, SE, RW, C
8.2	Assistant Administrative Officer (Corporate Communications) for CSL	Categories of PwBD under clauses 2.2 (a, b, c & e)	S, ST, W, SE, RW, H, C
8.3	Assistant Administrative Officer (Guest House) for CSL	Categories of PwBD under clauses 2.2 (a, b, c & e)	S, ST, W, SE, RW, H, C
8.4	Assistant Administrative Officer (Public Relations) for CSL	Categories of PwBD under clauses 2.2 (a, b, c & e)	S, ST, W, SE, RW, H, C
8.5	Assistant Administrative Officer for CSL/CMSRU	Categories of PwBD under clauses 2.2 (a, b, c & e)	S, ST, W, SE, RW, H, C
8.6	Assistant Catering Officer for CSL	Categories of PwBD under clauses 2.2 (a, b & c)	S, RW, BN, MF, SE, ST
8.7	Assistant Engineer (Electrical Crane) for CSL	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, BN, PP, KC, MF, SE
8.8	Assistant Engineer (Electrical) for CSL/CMSRU	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, BN, PP, KC, MF, SE, RW, C
8.9	Assistant Engineer (Electronics)	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, BN, MF, SE, RW, H, C
8.10	Assistant Engineer (Engineering) for CSL	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, BN, KC, MF, SE, RW, H, C
8.11	Assistant Engineer (Information Technology)	Categories of PwBD under clauses 2.2 (a, b, c & e)	S, ST, W, SE, RW, BN, MF, C
8.12	Assistant Engineer (Instrumentation) for CSL	Categories of PwBD under clauses 2.2 (c)	S, ST, W, BN, L, PP, KC, MF, SE, RW, C
8.13	Assistant Engineer (Loft) for CSL	Categories of PwBD under clauses 2.2 (b)	S, BN, SE, RW, C, MF, ST, W, KC, L

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**RECRUITMENT RULES FOR SUPERVISORY POSTS
FOR DIRECT RECRUITMENT IN COCHIN SHIPYARD LTD
CSL/QMS/P&A/PCMM/STAFFING 04**

Sl. No	Name of Posts	Categories of Persons with Benchmark Disabilities (PwBD) as per clause 2.2 of DoPT OM No.36035/02/2017-Estt (Res) dated 15.01.2018	Physical Requirements
8.14	Assistant Engineer (Machinist) for CSL	Categories of PwBD under clauses 2.2 (a, b & c)	S, ST, L, MF, SE
8.15	Assistant Engineer (Maintenance) for CSL	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, BN, KC, MF, SE, RW, H, C
8.16	Assistant Engineer (Mechanical) for CSL/CMSRU	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, BN, KC, MF, SE, RW, H, C
8.17	Assistant Engineer (Painting) for CSL	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, BN, PP, KC, SE
8.18	Assistant Engineer (Pipe) for CSL	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, PP, L, KC, MF, SE, C
8.19	Assistant Engineer (Shipwright Wood) for CSL	Categories of PwBD under clauses 2.2 (b)	S, BN, SE, RW, C, MF, ST, W, KC, L
8.20	Assistant Engineer (Structural) for CSL	Categories of PwBD under clauses 2.2 (b & c)	S, ST, BN, L, MF, SE
8.21	Assistant Engineer (Weapons) for CMSRU	Categories of PwBD under clauses 2.2 (b)	S, BN, SE, RW, C, MF, ST, W, KC, L
8.22	Assistant Engineer (Welding) for CSL	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, BN, MF, SE
8.23	Assistant Fire Officer for CSL/CMSRU	Categories of PwBD under clauses 2.2 (b)	S, ST, W, BN, L, KC, PP, MF, SE
8.24	Hindi Translator for CSL	Categories of PwBD under clauses 2.2 (b, c & e)	S, ST, W, MF, SE, RW, H

Abbreviations used: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, PP=Pulling & Pushing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication.



कोचीन शिपयार्ड लिमिटेड
COCHIN SHIPYARD LIMITED
कोच्ची/Kochi - 15
(कार्मिक एवं प्रशासन विभाग / P&A Department)

No.PERL/18(27)/94 Vol III

03 Dec 2018

कार्यालय आदेश सं./ OFFICE ORDER NO.PERL/109/2018

कार्यपालकों की पदोन्नति नीति
PROMOTION POLICY FOR EXECUTIVES

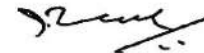
1. कृपया कार्यपालकों की पदोन्नति नीति से संबंधित दिनांक 05 फरवरी 2000 के कार्यालय आदेश सं. पीईआरएल/024/2000, दिनांक 07 अप्रैल 2003 के सं. 089, दिनांक 25 सितंबर 2003 के सं. पीईआरआल/233/2003 और दिनांक 18 दिसंबर 2006 के सं. पीईआरएल /292/2006 का संदर्भ लें।

Ref. Office orders No. PERL/024/2000 dated 05 Feb 2000, No. 089 dated 07 Apr 2003, No. PERL/233/2003 dated 25 Sep 2003, No. PERL/292/2006 dated 18 Dec 2006 regarding Promotion Policy for Executives.

2. निदेशक मंडल ने दिनांक 31 अक्टूबर 2018 के अपनी 245 वीं बैठक में अनुबंध -1 के अनुसार कार्यपालकों की पदोन्नति नीति के संशोधनों को अनुमोदित किया है। वही दिनांक 31 अक्टूबर 2018 से लागू होगा।

- The Board of Directors in their 245th Meeting held on 31 Oct 2018 have approved amendments to the Promotion Policy for Executives as at Annexure-I. The same will come into force with effect from 31 Oct 2018.

3. यह अध्यक्ष एवं प्रबंध निदेशक के अनुमोदन से जारी किया जाता है।
This issues with the approval of C&MD.



(रमेश के जे)

(K J Ramesh)

मुख्य महा प्रबन्धक (मा.सं. एवं. प्रशि)
CHIEF GENERAL MANAGER (HR&TRG)

सेवा में /To

All Executives : Thro' Intranet

प्रतिलिपि/Copy to:-

D(F)/D(O)/D(T)
PS to CMD
Secretary, CSOA



ANNEXURE-I

(Annexure to Office Order No. PERL/109/2018)

PROMOTION POLICY AND RULES FOR EXECUTIVE CADRES

1. The Policy and Rules notified hereunder will apply to promotion of Executives Below Board level (E-1 to E-2, E-2 to E-3, E-3 to E-4, E-4 to E-5, E-5 to E-6 and E-6 to E-7).
2. These Rules aim at providing reasonable opportunity for growth and career advancement consistent with the needs of the Company and the qualifications and performance of Executives in the organisation.
3. Promotions shall mean movement from one post to another post in the immediately higher grade in the direct line of advancement i.e. in posts within the group to which the individual belongs.
4. Level jumping will be treated as Direct Recruitment and such posts shall be open to Executives who fulfill the job specifications laid down for Direct Recruitment.
5. For the purpose of these Rules Executives in different departments will be grouped as under:-
 - (a) Finance Department
 - (b) Civil Engineering
 - (c) Secretariat and Personnel
 - (d) All the remaining Departments

Executives eligible for promotion shall be considered for appointment to the vacancies in the group to which they belong.

6. (a) For promotion to the grades E5, E6 & E7, depending upon organizational requirements, vacancies in these grades shall be notified and only those Executives in the respective groups meeting eligibility requirements shall be shortlisted for consideration for selection.
- (b) Where there is no eligible candidate within the Organisation for promotion to any of the vacancies, which may arise as a result of the operation of these Rules or due to other reasons, such posts may be filled up by Direct Recruitment or by deputation from other sources.



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7. (a) Promotions from E-1 to E-2, E-2 to E-3, E-3 to E-4 grades under the scheme shall normally be considered twice a year on 01 January and 01 July, the qualifying period being determined with reference to 31 December and 30 June of the year respectively.
- (b) Depending upon Organisational requirements and availability of vacancies, promotions from E-4 to E-5, E-5 to E-6 and E-6 to E-7 under the scheme shall normally be considered once in a year.

8. **Eligibility**

- (a) **Qualifying Period:** For all groups mentioned in Para 5 the qualifying period for consideration for advancement to higher Executive Grade is as given below:-

Sl. No.	Category	Eligibility Period (Years)					
		E1-E2	E2-E3	E3-E4	E4-E5	E5-E6	E6-E7
(i)	Category A	3	3	4	3	3	2
(ii)	Category B	3	4	5	4	4	-
(iii)	Category C	3	5	6	5	-	-

- (b) Depending upon the qualifications possessed by the Executives, they will be divided into three categories viz. Category A, Category B and Category C. Equivalent or suitable qualifications can be included in the above categories by the Company.
- (c) **Qualification:** For the purposes of regulating Career Advancement/Promotion under the Scheme, a list of qualifications applicable and that are essential requirements for discharge of duties in the respective groups/categories are given below. The qualifications/ certificates issued should be from recognized Colleges / University/ Approved Professional bodies.

(i) **Category A - Qualification**

- (i) Graduate in Engineering (any discipline) or equivalent.
- (ii) Graduate in Medicine.
- (iii) Graduate with Membership in Professional bodies like ICA of India/ ICWA of India/ICS of India.



- (iv) Graduate with Masters' Degree qualification in Business Administration, Social Work with specialization in Labour Welfare and Industrial Relations, Personnel Management, Computer Applications, Computer Science, Information Technology, Industrial Safety and Hygiene.
- (v) LLB Graduate/B.L (5 years).

(ii) Category B - Qualification

- (i) Master's Degree in Arts, Science or Commerce as applicable to the nature of job.
- (ii) Diploma Holders in Engineering (any discipline).
- (iii) Graduate with SAS or equivalent, (pass in the examination conducted by Shipyard for Accountants).
- (iv) Graduate with Degree/ Diploma of minimum one year duration in specific discipline in Computer Applications/ Data Processing/ System Analysis/Management/Library Science/ Industrial Safety and Hygiene/Public Relations as applicable to job.

(iii) Category C

Those who possess qualifications not covered under Category A or Category B.

- (d) Executives who possess qualifications as stipulated under Clause 8(c)(i) and 8(c)(ii) will only be eligible for selection to E6 grade after the completion of stipulated eligibility as indicated at Clause 8(a).
- (e) Executives who possess qualifications as stipulated under Clause 8(c)(i) will only be eligible for selection to E7 grade after the completion of stipulated eligibility as indicated at Clause 8(a).

9. Norms for Promotion/Career Advancement

- (a) Advancement from E-1 to E-2, E-2 to E-3, and E-3 to E-4 will be made on merit-cum-seniority basis. The Departmental Promotion Committee (DPC) nominated by Head (HR)/Directors/CMD will grade all eligible Executives based on their Annual Performance Assessment Reports (APARs) for the previous three years for advancement from E1 to E2, E2 to E3 grade and four years for advancement from E3 to E4 grades respectively and on other factors as detailed below. Only those who secure minimum prescribed marks will be eligible for career advancement subject to availability of vacancies and in the order of seniority.



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- (b) For advancements from E1 to E2 the DPC will consider the suitability of Executives for advancement to the next higher grade based on the following factors and marks apportioned as under:

Factor	Max. Marks	Remarks
Annual Performance Appraisal Reports	70	Total APAR marks secured for the preceding three years divided by 300 and multiplied by 70
Work Diary	5	Diary pertaining to the immediate preceding year of consideration for career advancement
Power Point presentation	5	Presentation on major assignments carried out and achievements
DPC	20	Personal interview-based Competency assessment.
Total	100	

- (c) In the case of executives in E2 and E3 grades suitability for advancement will be decided based on APARs, Seniority and overall assessment by the DPC as shown below:-

(i) Weightage for APARs

Weightage for APAR will be calculated by adding the marks of APAR for the prescribed eligibility period immediately preceding the date of consideration for career advancement and converting into marks corresponding to the weightage percentage as applicable.

Weightage (Max. Marks)	
E2 to E3	E3 to E4
50	50

- (ii) Weightage of seniority would be calculated as under:

Factor	Weightage (Max.Marks)	
	E2 to E3	E3 to E4
For completion of minimum eligibility period as stipulated for each category in clause 8	20 marks	20 marks
For every additional year spent in the grade	2.5 marks	2.5 marks
Maximum Marks	30	25



(iii) DPC assessment will be based on following factors:-

Factor	Weightage (Max. Marks)		Remarks
	E2 to E3	E3 to E4	
Assessment	5	5	Assessment of the efforts taken for acquiring additional Qualification/Training related to Job and Exposure by Job Rotation.
Power point Presentation	5	5	Presentation on major assignments carried out and achievements
Personal Interview	10	15	Personal interview-Competency based assessment.
Total	20	25	

(iv) Minimum qualifying marks would be as under:

Minimum Qualifying Marks			
Category	E1 to E2	E2 to E3	E3 to E4
SC/ST/PwD	60	65	70
Others	65	70	75

- (d) Promotions from E4 to E5, E5 to E6 and E6 to E7 grades will be on "Merit-cum-Seniority" basis, seniority being relevant only to determine the eligibility for consideration in terms of the period set out in the Policy. To be eligible for consideration for promotion from E4 to E5, E5 to E6 and E6 to E7, Executives should secure "Very Good" grading or above in their Annual Performance Assessment Reports (APARs) consecutively during the immediately preceding 3, 3 and 2 years respectively. The candidates will be required to appear before a Selection Committee (DPC), nominated by CMD for a personal interview. The DPC nominated will assess candidates based on factors as detailed below:-

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(i) Promotion from E4 to E5 and E5 to E6

Factor	Max. Marks	Remarks
Qualification	10	Marks for entry level qualification as possessed: 5 marks. Marks for additional post graduate qualification in the relevant discipline/ function: 5 marks.
Seniority	10	For completion of prescribed eligibility period : 5 marks Additional one mark for each year thereafter
APAR	50	Total APAR marks secured for the preceding three years divided by 300 and multiplied by 50
Power point Presentation	10	Presentation on major assignments carried out and achievements
Personal Interview	20	Personal interview- Competency based assessment.
Total	100	

Only those who secure at least 75 marks (70 marks for SC/ST/PWD) in the overall assessment by the Committee based on the performance at the interview as well as APARs will be considered fit for the promotion, subject to availability of vacancies. The select list will be arranged in the order of merit, which will form the seniority in the higher grade.

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(ii) Promotion from E6 to E7

Factor	Max. Marks	Remarks
APAR	70	Total APAR marks secured for the preceding two years divided by 200 and multiplied by 70
Power point Presentation	10	Presentation on major assignments carried out and achievements
Personal Interview	20	Personal interview-Competency based assessment.
Total	100	-

Only those who secure at least 75 marks in the overall assessment by the Committee based on the performance at the interview as well as APARs will be considered fit for the promotion, subject to availability of vacancies. The select list will be arranged in the order of merit, which will form the seniority in the higher grade.

10. For promotions from E1 to E2, E2 to E3 and E3 to E4 grades, the final grading/rank awarded by the DPC will form the basis for determining seniority in the respective grades.

11. Head (HR)/Directors/CMD shall nominate appropriate Departmental Promotion Committee and Selection Committee to consider and make recommendations for promotion.

12. Qualifying period fixed will only determine the eligibility of the Executives for consideration for promotion to existing vacancies and completion of such period will not confer any right for automatic promotion.

13. Any Executive against whom disciplinary proceedings have been initiated or who is under suspension shall not be debarred from consideration for promotion, but such an Executive shall be promoted where found otherwise suitable only from the date he is unconditionally reinstated or exonerated. His seniority will, however, be governed by



Clause 9/10 as the case may be. Further an Executive who has been punished as a result of disciplinary proceedings will not be eligible for consideration for promotion for a period of one year from the date of imposition of the penalty.

14. Appeal, if any, against supersession may be made to a Committee of the Board of Directors within two calendar months from the date of promotion order. The Committee will consider the appeal and their decision will be communicated within two months of receipt of such an appeal. The decision of the Committee shall be final. Reasons for supersession will not be communicated in writing to the Officer concerned.

15. Probation:-

- a) Executives in the grades of E-4, E-5 and E-6 on promotion to the respective higher grades will be on probation for a period of one year w.e.f. the date of the Promotion order/assumption of charge of the Post in the higher scale of pay.
- b) During the period of probation the performance of the Executives will be assessed on a half yearly basis. On satisfactory completion of Probation the Executive will be confirmed in the higher scale of Pay. Probation may be extended if the work and conduct during the period of probation is not satisfactory. In such cases if an Executive is not confirmed he may be informed of the position in writing within one months' time.
- c) Probation may be extended, not more than once by a period not exceeding six months. The decision to extend the probation shall be communicated within one month of the expiry of the probation period.
- d) In the event of the probation being extended the Executive concerned shall not earn his normal increment either during the original probation period or during the extended period and his date of increment shall be postponed by the period for which the probation is extended. If he is confirmed in the scale of pay on satisfactory completion of the extended period of probation he shall draw his increment from the date of completion of the extended period of probation.
- e) If the performance of an executive promoted is not found satisfactory even during the extended period of probation the promotion effected will be treated as cancelled and be withdrawn and he shall be placed in the scale from which he was promoted. He will be considered for promotion next only after completing one year in that scale.



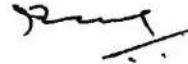
16. The Chairman and Managing Director may, at his discretion relax these Rules to meet organizational requirements or special circumstances.

17. Amendment to this Policy shall be made only with the approval of the Board.

18. Pay Grades:- The Executive grades below the Board level covered by this Promotion Policy and their pay scales are as under:-

E-1	-	₹ 40000-140000
E-2	-	₹ 50000-160000
E-3	-	₹ 60000-180000
E-4	-	₹ 70000-200000
E-5	-	₹ 80000-220000
E-6	-	₹ 90000-240000
E-7	-	₹ 100000-260000

* * * * *



कोचीन शिपयार्ड लिमिटेड
COCHIN SHIPYARD LIMITED
कोच्ची/Kochi - 15

(कार्मिक एवं प्रशासन विभाग / P&A Department)

सं. पीईआरएल/No.PERL/18(27)/94/खंड/ Vol III

17 अगस्त /Aug 2019

कार्यालय आदेश सं. पीईआरएल/ OFFICE ORDER NO.PERL/127/2019

कार्यपालकों की पदोन्नति नीति - संशोधन संबंधी

PROMOTION POLICY FOR EXECUTIVES - AMENDMENT REG.

1. कृपया कार्यपालकों की पदोन्नति नीति से संबंधित दिनांक 03 दिसंबर 2018 के कार्यालय आदेश सं. पीईआरएल/109/2018 का संदर्भ लें।

Ref. Office orders No. PERL/109/2018 dated 03 Dec 2018 regarding Promotion Policy for Executives.

2. निदेशक मंडल ने दिनांक 29 जुलाई 2019 को आयोजित अपनी 249 वीं बैठक में कार्यपालकों की पदोन्नति नीति के अनुबंध -6 में निम्नलिखित संशोधनों को अनुमोदित किया है। यही दिनांक 29 जुलाई 2019 से लागू होगा।

The Board of Directors in their 249th meeting held on 29 July 2019 have approved the following amendments to Clause 6 of the Promotion Policy for Executives. The same will come into force with effect from 29 July 2019.

खंड Clause	मौजूदा Existing	अनुमोदित संशोधन Amendment approved
6 (a)	For promotion to the grades E5, E6 & E7, depending upon organizational requirements, vacancies in these grades shall be notified and only those Executives in the respective groups meeting eligibility requirements shall be shortlisted for consideration for selection	For promotion to the grades E5 & E6, depending upon organizational requirements, vacancies in these grades shall be notified and only those Executives in the respective groups meeting eligibility requirements shall be shortlisted for consideration for selection.
New Clause (numbered as 6(b))		Creation and filling up of posts in E7 grade would be based on organizational requirements. Executives in E6 grade meeting eligibility requirements to the post/posts only shall be shortlisted for consideration for selection.
Clause 6(b)		Renumbered as 6(c)



3. यह अध्यक्ष एवं प्रबंध निदेशक के अनुमोदन से जारी किया जाता है।

This issues with the approval of C&MD.



(के जे रमेश)

(K J Ramesh)

मुख्य महा प्रबन्धक (मा.सं. एवं. प्रशि)

CHIEF GENERAL MANAGER (HR&TRG)

सेवा में /To

सभी कार्यपालक / All Executives : इंटरनेट के द्वारा / Thro' Intranet

प्रतिलिपि/Copy to:-

नि.(प्र.)/नि.(तक.)/नि.(वि.)/D(O)/D(T)/ D(F)

अ.व.प्र.नि.के नि.स./ PS to CMD

सचिव, सीएसओए / Secretary, CSOA



कोचीन शिपयार्ड लिमिटेड
COCHIN SHIPYARD LIMITED
कोच्ची/Kochi - 15

(कार्मिक एवं प्रशासन विभाग / P&A Department)

स.पीईआरएल/No.PERL/18(27)/94 खंड/ Vol III

15 मई/May 2020

कार्यालय आदेश सं. पीईआरएल / OFFICE ORDER NO.PERL/041/2020

**कार्यपालकों के लिए पदोन्नति नीति - सीएसएल सहायक कंपनियों में चयन पदों
को भरने हेतु पात्रता अवधि में संशोधन संबंधी
PROMOTION POLICY FOR EXECUTIVES - AMENDMENT TO ELIGIBILITY
PERIOD FOR FILLING UP OF SELECTION POSTS IN
CSL SUBSIDIARIES REG.**

1. कार्यपालकों के लिए पदोन्नति नीति और संशोधन के सूचनार्थ कार्यालय आदेशों सं. पीईआरएल/109/2018 दिनांक 03 दिसंबर 2018 और सं. पीईआरएल/127/2019 दिनांक 17 अगस्त 2019 का संदर्भ लें।

Ref. Office orders No. PERL/109/2018 dated 03 Dec 2018 and No. PERL/127/2019 dated 17 Aug 2019 notifying Promotion Policy for Executives and amendments thereto.

2. जैसा कि सभी कार्यपालकगण अवगत है, कोलकाता में सीएसएल सहायक कंपनी एचसीएसएल वर्ष 2020 की समाप्ति तक परिचालन शुरू करने की ओर अग्रसर है। आगे एनसीएलटी चेन्नई ने टेबमा शिपयार्ड लिमिटेड को संभालने हेतु आईबीसी के तहत सीएसएल संकल्प योजना को अनुमोदन देने का आदेश जारी किया है।

As all Executives are aware, the CSL subsidiary HCSL at Kolkata is poised for commencing operations by end 2020. Further NCLT Chennai has passed orders approving CSL resolution plan under IBC for taking over TEBMA Shipyard Ltd.

3. इन दोनों परियोजनाओं का संचालन और भार ग्रहण सीएसएल के लिए बहुत बड़ा अवसर है। इस संबंध में, उपरोक्त सहायक कंपनियों में मुख्य पदों के लिए प्रतिभाओं की वृद्धि के हिस्से के रूप में, निदेशक मंडल ने मार्च 2020 में परिचालन द्वारा, अन्य बातों के साथ-साथ कार्यपालकों के लिए पदोन्नति नीति में निम्नलिखित संशोधन के लिए अनुमोदन दिया है।

The operation and taking over of both these projects are a huge opportunity for CSL. In this regard, as part of augmentation of talent to man key positions in the above subsidiaries, the Board of Directors in March 2020 by circulation, inter-alia have approved the following amendment to the Promotion Policy for Executives.



- a) सहायक महाप्रबंधक/उप महाप्रबंधक/ महाप्रबंधक के पदों की भर्ती
Filling up of the post of AGM/DGM/GM

उपरोक्त पदनामों में पदों को भरने के लिए नई सहायक कंपनियां एचसीएसएल और टेबमा शिपयार्ड में संगठनात्मक आवश्यकताओं के आधार पर, निम्नानुसार, कार्यपालकों के फीडर वर्गों में एक वर्ष तक पात्रता अवधि में छूट पर विचार करने का निर्णय लिया गया है।

Depending upon organizational requirements in the new subsidiaries HCSL and Tebma Shipyard for filling up of posts in the above designations, it has been decided to consider reduction in eligibility period by one year to those in the feeder categories of Executives as indicated below:-

क्रम.सं. Sl.No.	वर्ग / Category	पात्रता अवधि (वर्ष) Eligibility period (years)	
		E4-E5	E5-E6
(i)	वर्ग क / Category A	2	2
(ii)	वर्ग ख / Category B	3	3
(iii)	वर्ग ग / Category C	4	-

- b) जहां तक महाप्रबंधक के वर्ग में रिक्त पदों का सवाल है, महाप्रबंधक के कुल पदों की संख्या में, बोर्ड / सरकार द्वारा दिए गए अनुमोदन के आधार पर ई 7 ग्रेड सख्ती से संचालित की जाएगी। हालांकि, जब कभी इस वर्ग में रिक्ति निकलती है और सहायक कंपनी में इस तरह के पदों को भरने के लिए संगठनात्मक आवश्यकता होती है, तब आंतरिक उम्मीदवारों के लिए पात्रता अवधि भी वर्तमान दो वर्ष से घटाकर एक वर्ष कर दी जाएगी।

As far as vacancies in the grade of General Manager are concerned, the total number of posts in the General Manager, E7 grade would continue to be operated strictly as approved by the Board/Government. However, as and when vacancies arise in this grade and subject to organizational requirement for filling up of such posts in the subsidiary company, the eligibility period would also be reduced from the present two years to one year for internal candidates.

- c) पदोन्नति नीति के खंड 5,6 और खंड 8 (क) के तहत निर्धारित पात्रता अवधि आंतरिक स्रोतों से उपरोक्त सहायक कंपनियों में सहायक महाप्रबंधक/उप महाप्रबंधक/ महाप्रबंधक के चयन पदों के संबंध में उपरोक्त सीमा तक संशोधित होगी।



Clause 5, 6 and the qualifying eligibility period prescribed under Clause 8(a) of the Promotion Policy will stand amended to the above extant in respect of selection posts of AGM/DGM/GM in the above subsidiaries from internal sources.

4. बोर्ड ने यह भी अनुमोदन दिया है कि इस प्रकार चुने गए कार्यपालकों को प्रतिनियुक्ति के तहत सहायक कंपनियों में तैनात किया जाएगा, जहाँ उन्हें तीन साल की न्यूनतम अवधि के लिए सेवा प्रदान करनी होगी।

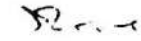
The Board has also approved that Executives thus selected will be posted in the subsidiaries under Deputation where they will have to serve for a minimum period of three years.

5. उपरोक्त संशोधन तत्काल प्रभाव से लागू होता है।

The above amendments come into force with immediate effect.

6. यह अध्यक्ष एवं प्रबंध निदेशक के अनुमोदन से जारी किया जाता है।

This issues with the approval of C&MD.



(के जे रमेश)

(K J Ramesh)

मुख्य महाप्रबंधक (मा.सं. एवं. प्रशि)

CHIEF GENERAL MANAGER (HR&TRG)

सेवा में /To

सभी कार्यपालक / All Executives : इंटरनेट के द्वारा / Thro' Intranet

प्रतिलिपि/Copy to:-

नि.(प्र.)/नि.(तक.)/नि.(वि.)/D(O)/D(T)/ D(F)

मु.स.अ./CVO

अ.व प्र. नि. का कार्यपालक सहायक/ EA to CMD

सचिव, सीएसओए / Secretary, CSOA



कोचीन शिपयार्ड लिमिटेड
COCHIN SHIPYARD LIMITED

कोच्ची/Kochi - 15

(कार्मिक एवं प्रशासन विभाग / P&A Department)

No.P&A/18(208)/2018

03 Dec 2018

कार्यालय आदेश सं./ OFFICE ORDER NO.PERL/110/2018

पर्यवेक्षकों की वृत्ति विकास नीति

CAREER DEVELOPMENT POLICY FOR SUPERVISORS


1. कृपया पर्यवेक्षकों की वृत्ति विकास नीति से संबंधित दिनांक 05 फरवरी 2000 के कार्यालय आदेश सं. पीईआरएल/023/2000, दिनांक 07 अप्रैल 2003 के सं. 090, दिनांक 01 जुलाई 2004 के सं. पीईआरएल/154/2004, दिनांक 22 दिसंबर 2010 के सं. पीईआरआल/241/2010 और दिनांक 12 सितंबर 2012 के सं. पीईआरएल 233/2012 का संदर्भ लें।

Ref. Office orders No. PERL/023/2000 dated 05 Feb 2000, No. 090 dated 07 Apr 2003, No. PERL/154/2004 dated 01 July 2004, No. PERL/241/2010 dated 22 Dec 2010 and No. PERL/233/2012 dated 12 Sep 2012 regarding Career Development Policy for Supervisors.

2. निदेशक मंडल ने दिनांक 31 अक्टूबर 2018 के अपनी 245 वीं बैठक में अनुबंध -1 के अनुसार पर्यवेक्षकों की वृत्ति विकास नीति के संशोधनों को अनुमोदित किया है। वही दिनांक 31 अक्टूबर 2018 से लागू होगा।

The Board of Directors in their 245th Meeting held on 31 Oct 2018 have approved the amendments to Career Development Policy of Supervisors as at Annexure-I. The same will come into force with effect from 31 Oct 2018.

3. यह अध्यक्ष एवं प्रबंध निदेशक के अनुमोदन से जारी किया जाता है।
This issues with the approval of C&MD.


(के जे रमेश)

(K J Ramesh)

मुख्य महा प्रबन्धक (मा.सं. एवं. प्रशि)
CHIEF GENERAL MANAGER (HR&TRG)

सेवा में /To

All Supervisors : Thro' Intranet

प्रतिलिपि/Copy to:-

D(F)/D(O)/D(T)
PS to CMD
Secretary, CSSSA



ANNEXURE-I

(Annexure to Office Order No. PERL/110/2018)

CAREER DEVELOPMENT POLICY FOR SUPERVISORS

1. Introduction

In a labour intensive industry like Shipbuilding and Shiprepair, Supervisors play a significant role. Recognising the importance of Supervisors in Cochin Shipyard, Management has from time to time attempted to provide growth opportunities to the Supervisory personnel. Realizing the need to match career aspirations of Supervisors with organizational objectives, it has been decided to formulate a consolidated Career Development Policy for Supervisory personnel in supersession of all earlier policies on the subject.

2. Objectives

- 2.1. This Policy is designed to provide equitable opportunities for career growth of supervisory personnel.
- 2.2. To motivate Supervisors for excellence in performance.

3. Definitions

- 3.1. Supervisors: Mean those employees of the Company who are not workmen as defined under the Industrial Dispute Act 1947 and who are not employed in managerial or administrative capacities but are employees in supervisory capacities.
- 3.2. Cadre: Means a group of supervisory grades put together for the purpose of consideration for advancement.
- 3.3. Career Advancement: Means upgradation from a lower grade of Supervisors to a higher grade of Supervisors.
- 3.4. Grades: Mean the four grades of Supervisors grouped according to pay scales and will be designated as PS-1, PS-2, PS-3 and PS-4.
- 3.5. Eligibility: Means fulfillment of norms laid down with respect to qualifying period of service, performance appraisal etc, as per Clause 5 for movement from a lower to a higher grade.



- 3.6. Qualifying Period: Means the number of years of minimum service prescribed for advancement from a lower grade to a higher grade.

4. Supervisory House – Its Composition

- 4.1. Supervisors in these four grades (PS-1, PS-2, PS-3 and PS-4) collectively constitute the pooled cadre strength of Supervisors under different categories and disciplines for the purpose of determining the requirement of Supervisors for the purpose of this policy or any other policy, rules or practice followed in the Company.
- 4.2. Additions to the strength of Supervisors by way of promotions/fresh induction will be made only in PS-1 grade.
- 4.3. All appointments to PS-1 grade will be made in terms of the Recruitment Rules already in force in the Company for posts included in PS-1 grade or as may be amended/modified from time to time.
- 4.4. PS-2 grade is reserved for being filled up by Career Advancement of PS-1 grade Supervisors. PS-3 grade will be filled by Career Advancement of Supervisors in PS-2 grade. PS-4 grade will be filled by Career Advancement of Supervisors in PS-3 grade.
- 4.5. Advancements under this Policy to higher supervisory grades will be made by abolishing relevant number of posts in the lower grade and creating equal number of posts in the higher grade. Therefore, there will be no resultant vacancy or increase in the combined total strength of supervisory cadre.
- 4.6. There shall be no change in duties and responsibilities consequent on upgradation from a lower supervisory grade to a higher supervisory grade, as all the operating positions among supervisory grades are identical and interchangeable.

5. Norms concerning Career Advancement from PS-1 to PS-2, PS-2 to PS-3 and PS-3 to PS-4

- 5.1. The norms for advancement will consist of two parts:-

5.1.1. Eligibility Factors

5.1.2. Suitability Factors

Reg



5.2. Eligibility Factors

5.2.1. Qualifying Period

From	To	Qualifying Period
PS-1	PS-2	4 years
PS-2	PS-3	4 years
PS-3	PS-4	5 years
PS-4 Additional Increment		5 years

For the operation of this Policy the eligibility period will be determined with reference to 31 December and 30 June of the year in which the employee is considered.

5.2.2. Attendance: For the purpose of inclusion in the zone of consideration, Supervisors who have absented on loss of pay for 25 days in a year on an average during the immediately preceding five years will not be eligible for consideration for advancement.

5.2.3. Conduct: A Supervisor who has been punished as a result of disciplinary proceedings will not be eligible for consideration for advancement for a period of one year from the date of imposition of punishment. A Supervisor against whom disciplinary action has been initiated or contemplated shall be considered for advancement and the sealed cover procedure would be followed.

5.2.4. Performance Appraisal: Annual Performance Assessment Reports (APARs) for the previous four/five years as per the prescribed eligibility period for advancement from one grade to another higher grade will be considered.

5.3. Suitability Factors:- The suitability for movement from PS-1 to PS-2, PS-2 to PS-3 and PS-3 to PS-4 will be assessed by a Committee nominated by Head (HR)/Directors/CMD. Advancements to higher supervisory grades will be made on a merit-cum seniority basis. The DPC will grade all eligible supervisors based on their Annual Performance Assessment Reports (APARs), seniority and their own assessment of the suitability of the supervisors for advancement to the next higher grade as shown below:-



Handwritten signature

5.3.1. 70% weightage for APARs as calculated below:-

Factor	Max. Marks	Remarks
Annual Performance Appraisal Reports	70	Total APAR marks secured for the preceding four/five years as per the eligibility norms prescribed for advancement from one grade to higher supervisory grade, divided by 400/500 and multiplied by 70.

5.3.2. Weightage of seniority would be calculated as under:

Sl No	Factor	Weightage
a	For completion of minimum eligibility period as stipulated in clause 5.2.1	10 marks
b	For every additional year spent in the grade	1 mark
c	Maximum Marks for Seniority	15 marks

5.3.3. 15% weightage (15 marks) for assessment by DPC based on following factors.

Factor	Weightage (Max. Marks)	Remarks
DPC	15	Personal Interview-Competency based assessment.
Total	15	

5.3.4. Minimum qualifying marks for advancement for SC/ST/PwD candidates is 60% and for others 65%.

5.3.5. The DPC will prepare a list of qualifying candidates designation-wise and advancement to higher supervisory grades will be made on the approval of the Committee's recommendation by CMD.

[Signature]



- 5.4. Supervisors who had rendered excess period of service in the existing grade or in the immediately preceding lower grade i.e. at maximum one year will be eligible for weightage for excess service rendered as may be opted by the respective supervisor. This excess service will be reckoned in total for the next career advancement, as applicable for such supervisors and eligibility reckoned w.e.f. 30th June/31st December of the relevant year. All such weightage are prospective in nature w.e.f. 01 July 2012 and will not apply to all supervisors who have already retired from the rolls of the company.
- 5.5. A special increment at the current rate during the month of retirement will be given to those supervisors who are retiring on superannuation from the services of the company on or after 01 July 2012 after having completed 50% or more of the actual eligibility period prescribed in their existing grade. This special increment will be granted on the first of the month in which he/she is retiring from the service of the company and the same will be reckoned as part of his/her basic pay for all purposes.

6. Movement to the Executive Cadre E-1

- 6.1. Fifty percent of vacancies in E-1 in a calendar year shall ordinarily be filled by internal candidates subject to organizational requirements.
- 6.2. Selection of candidates to the Executive cadre E-1 will be in accordance with the procedure notified vide Office Order No.PERL/293/2007 dated 14 Dec 2007, PERL/337/12 dated 22 Dec 2012 and PERL/223/2016 dated 08 Dec 2016.
- 6.3. Selection to the Executive cadre from PS-1 to E-1, PS-2 to E-1 or PS-3 to E-1 will be treated as a promotion.

7. Miscellaneous

- 7.1. The upgradation to higher supervisory grade shall ordinarily be given effect to from 01 January /01 July of the relevant year and if it is a holiday from the next working day.
- 7.2. As per this Policy the existing practice in respect of interse-seniority followed during upgradation from PS-1 to PS-2 will continue. Career upgradation to higher supervisory grades will not involve any change in the interse-seniority of the concerned employees found suitable for such upgradation.



- 7.3. There shall be no probation on advancement to higher supervisory grades.
- 7.4. The reasons for non-inclusion in the PS-2, PS-3 or PS-4 list or the grading awarded by the Committee will not be communicated to the candidates.
- 7.5. It shall be open to CMD to suspend the operation of this Policy if the organizational interest so warrants.
- 7.6. Amendment to this Policy shall be made only with the approval of Board.
- 7.7. In all matters covered by this Policy in its operation, the decision of CMD shall be final.



COCHIN SHIPYARD LIMITED
KOCHI - 15
(P&A DEPARTMENT)

No.PERL/18(19)/99


23 Jul 2012

GRANT OF SEA TRIAL DAILY ALLOWANCE
TO OFFICERS AND SUPERVISORS DEPUTED ON BOARD
SHIPS FOR SEA TRIALS.

1. In supersession of all earlier orders issued in this regard, it is hereby notified that Executives and Supervisors shall be eligible for grant of Sea Trial Daily Allowance, per embarked day on board Ships for sea Trials, as indicated below:

Category	Less than six hours (Per diem)	More than six hours (Per diem)
Executives	Rs. 500/-	Rs.1500/-
Supervisors	Rs.500/-	Rs.1200/-

2. This order will come into force w.e.f. 10 Jul 2012.



(K J RAMESH)

DEPUTY GENERAL MANAGER (HR)

To

EDs/ CGM/GMs/DGMs/CVO - By E-mail
D (F)/D (T)/D (O)

Copy also to: General Secretary, CSOA

General Secretary, CSSSA



कोचीन शिपयार्ड लिमिटेड / COCHIN SHIPYARD LIMITED

कोच्ची / Kochi - 15

(कार्मिक एवं प्रशासन विभाग / P&A Department)

No.P&A/18(203)/2018

02 Apr 2018

**कार्यपालकों और असंघीकृत पर्यवेक्षकों के लिए
आउट ऑफ पॉकेट खर्चों (आर-ओपेक्स) की प्रतिपूर्ति के लिए योजना**
**SCHEME FOR REIMBURSEMENT OF
OUT OF POCKET EXPENSES (R-OPEX) FOR
EXECUTIVES AND NON-UNIONIZED SUPERVISORS**

1. अध्यक्ष एवं प्रबंध निदेशक कार्यपालकों और असंघीकृत पर्यवेक्षकों जिन्हें सामान्य दिनों और बंद छुट्टियों पर कार्य के अतिरिक्त घंटे के लिए काम करने की आवश्यकता है, को हुए आउट ऑफ पॉकेट खर्चों (आर-ओपेक्स) की प्रतिपूर्ति के लिए निम्नलिखित योजना लागू करते हैं।

CMD is pleased to promulgate the following scheme for Reimbursement of Out of Pocket Expenses (R-OPEX) incurred by executives and non-unionized supervisors who are required to work for extra hours of work on normal days and on closed holidays as indicated below:-

क्र.सं. Sl No	खर्चों की प्रकृति Nature of Expenses	श्रेणी / प्रतिदिन दर Category/Rate per diem		
		सभी पर्यवेक्षक All supervisors	प्रबंधक एवं उससे नीचे Manager & below	वरिष्ठ प्रबंधकों एवं उससे ऊपर एवं बोर्ड स्तर के कार्यपालक SMs & above & Board level Executives
1	Reimbursement of out of pocket expenses incurred for working beyond normal working hours per diem:- a) On normal working days For a minimum of one hour or more	₹200/-	₹225/-	₹250/-
	b) On closed holidays For a minimum of four hours or more	₹550/-	₹650/-	₹750/-
2	Maximum per month	₹3500/-	₹4000/-	₹4500/-



2. आर-ओपेक्स निम्नलिखित शर्तों के अधीन नियमित किया जाएगा : -

R-OPEX will be regulated subject to the following conditions:-

- a) सामान्य कार्य दिनों और बंद छुट्टियों पर कार्य के अतिरिक्त घंटे हेतु काम करने के लिए कार्यपालकों एवं असंघीकृत पर्यवेक्षकों की आवश्यकता को संबंधित उप महा प्रबंधकों/ महा प्रबंधकों द्वारा तय किया जाएगा ।

The requirement of executives and non-unionized supervisors to attend duty for extra hours of work on normal working days and on closed holidays will be decided by the respective DGMs/GMs.

- b) महीने में दो से अधिक छुट्टियों के लिए काम अपेक्षित और ऐसे दिनों के लिए आर-ओपेक्स दावा करनेवाले कार्यपालकों एवं असंघीकृत पर्यवेक्षकों के मामले में, संबंधित निदेशक के अनुमोदन की आवश्यकता होगी । फिर भी, किसी भी मामले में दावे, संबंधित श्रेणी के लिए उपर्युक्त निर्धारितानुसार मासिक आर्थिक सीमा से अधिक न होगा ।

In the case of executives and non-unionized supervisors requiring to work for more than two holidays in a month and claiming R-OPEX for such days, approval of the concerned Director would be required. However, in no case the claims will exceed the monthly monetary ceilings as prescribed above for the respective category.

- c) मासिक आधार पर आर-ओपेक्स के लिए व्यक्तिगत दावे एसएपी-ईएसएस के ज़रिए प्रस्तुत किया जाएगा और जैसी स्थिति हो, संबंधित उप महा प्रबंधक/ महा प्रबंधक द्वारा अनुमोदित किया जाएगा ।

Individual claims for R-OPEX on a monthly basis will be submitted through SAP-ESS and approved by the concerned DGM/GM as the case may be.

- d) उप महा प्रबंधकों और उससे ऊपर के आर-ओपेक्स के मामले में, निर्धारित प्रपत्र में स्वयं-प्रमाणीकरण के आधार पर नियमित किया जाएगा और एसएपी-ईएसएस के ज़रिए प्रस्तुत किया जाएगा ।

R-OPEX in the case of DGMs and above will be regulated based on self-certification in the prescribed format and submitted through SAP-ESS.



- e) मासिक आधार पर दावा की आर-ओपेक्स राशि को मै. एचडीएफसी बैंक द्वारा जारी 'फुड कार्ड' के ज़रिए भुगतान किया जाएगा। क्रेडिट की गई राशि प्रमुख होटलों, संयुक्त भोजन या अन्य व्यापारिक आउटलेटों जहां ऐसे कार्ड अनुमत हैं, वहां पर खाद्य और अन्य खाद्य वस्तुओं की खरीद के लिए ली जा सकती है।

R-OPEX amount claimed on a monthly basis shall be paid by way of 'Food Card' issued from M/s HDFC Bank. The credited amount can be availed for purchase of food and other food items at leading hotels, food joint or at other merchant outlets where such cards are allowed.

- f) फुड कार्डों में क्रेडिट किए आर-ओपेक्स राशि को किसी अन्य उद्देश्य के लिए नहीं भुनाया या लिया जा सकता है।

The R-OPEX amount credited in Food Cards cannot be encashed or availed for any other purpose.

3. यह योजना दिनांक 05 फरवरी 2018 से लागू होगी और कार्यपालकों एवं असंघीकृत पर्यवेक्षकों ने उक्त अवधि के दौरान किए कार्य के सभी अतिरिक्त घंटे को तदनुसार नियमित किया जाएगा।

The scheme will come into force from 5th Feb 2018 and all extra hours of work performed by executives and non-unionized supervisors during the intervening period will be regulated accordingly.

4. यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

This issues with the approval of the Competent Authority.

(के जे रमेश / K J Ramesh)

मुख्य महा प्रबंधक (मानव संसाधन)

CGM (HR)

सेवा में / To

All executives and
non-unionized supervisors } Thro' Intranet

प्रतिलिपि / Copy to:-

CGMs/GMs/DGMs
AGM (Admn) to CMD



कोचीन शिपयार्ड लिमिटेड/COCHIN SHIPYARD LIMITED

कोच्ची /Kochi - 15

(कार्मिक एवं प्रशासन विभाग / P&A Department)

सं/No.P&A/6(117)/13

तिथि/14 Sep 2020

**REIMBURSEMENT OF OUT OF POCKET EXPENSES (R-OPEX) FOR
EXECUTIVES AND NON-UNIONISED SUPERVISORS ON
SHIFT WORKING REG.**

1. Refer Circular No. P&A/Shift Timings/2020/114 dated 06.07.2020 regarding Shift Working in CSL and No. P&A/18(203)/2018 dated 02.04.2018 regarding scheme for Reimbursement of Out of Pocket Expenses for Executives and Non-unionised Supervisors.

2. Keeping in view the tempo of operations in the yard, the target dates set for completion of various projects and for the benefit of those Executives and Supervisors who stay back for extra hours for discharge of their duties, it has been decided to regulate the operation of RIE Scheme as under:-

a) The R-OPEX to all Executives and Supervisors who work for extra hours on **Sundays and closed holidays** shall be applicable **w.e.f. 7th July 2020** (ie from the date of commencement of 8 hrs of three shift operations) based on the existing norms as per circular No. P&A/18(203)/2018 dated 02.04.2018.

b) R-OPEX for extra hours of work on **normal days** will continue to be **suspended** until further orders.

3. In view of the above, all concerned are requested to approve/reject extra hours of work by Executives and Supervisors from 7th July 2020 through SAP.

4. This issues with the approval of Competent Authority.

Ramesh

(के जे रमेश/ K J Ramesh)

मुख्य महा प्रबंधक (मानव संसाधन एवं प्रशिक्षण)

CGM (HR & Training)

सेवा में / To

सभी संबंधित

All concerned

: Thro' Intranet

प्रतिलिपि / Copy to:

नि (प्र)/ नि (तक)/नि (वि)

D(O)/ D(T) /D(F)

मु.स.अ./CVO

मु.म.प्र./ म.प्र./उ.म.प्र.

CGMs/GMs/DGMs

अ.एवं प्र.नि. का कार्यपालक सहायक

EA to CMD

इंट्रानेट के ज़रिए / Thro' Intranet



कोचीन शिपयार्ड लिमिटेड/COCHIN SHIPYARD LIMITED**कोच्ची/Kochi - 682 015****कार्मिक एवं प्रशासन विभाग / P&A DEPARTMENT**

सं.पीएण्डए/प्रशा. No. P&A/Admn/109/01/18

16 जून / June 2020

परिपत्र / CIRCULAR**कार्यपालकों और असंघीकृत पर्यवेक्षकों के लिए बीमा संबद्ध अंशदायी चिकित्सा सहायता योजना****(वर्ष 2020-21 के लिए ग्रुप मेडिकलेम पॉलिसी)****Insurance Linked Contributory Medical Assistance Scheme For Executives And Non-Unionised Supervisors (Group Mediclaim Policy For The Year 2020-21)**

1. सीएसएल बोर्ड द्वारा अनुमोदित "सीएसएल के कार्यपालकों और असंघीकृत पर्यवेक्षकों के लिए बीमा संबद्ध अंशदायी चिकित्सा सहायता योजना" और दिनांक 25 जुलाई 2018 के समसंख्यक परिपत्र के अधिसूचित अनुबंध - I का संदर्भ लें।

Reference to the "Insurance Linked Contributory Medical Assistance Scheme for Executives and Non-unionised Supervisors of CSL" approved by the CSL Board and notified as Annexure-I to the Circular of even number dated 25 Jul 2018.

2. वर्ष 2020-21 के लिए बीमा संबद्ध अंशदायी चिकित्सा सहायता योजना के संचालन के लिए सीएसएल ने मेसर्स यूनाइटेड इंडिया बीमा कंपनी लिमिटेड, कोचीन के साथ एक ग्रुप चिकित्सा पॉलिसी की व्यवस्था की है। कंपनी द्वारा वर्ष 2020-21 के लिए ली गई ग्रुप चिकित्सा पॉलिसी का वार्षिक प्रीमियम 30,778/- प्रति परिवार इकाई है। जैसा कि बोर्ड द्वारा अनुमोदित है, वार्षिक बीमा प्रीमियम का 90%, कंपनी द्वारा वहन किया जाएगा और शेष 10% संबंधित कार्यपालक / पर्यवेक्षक द्वारा किया जाएगा। तदनुसार कार्यपालक / पर्यवेक्षक द्वारा वहन किए जानेवाले बीमा प्रीमियम (3,078/-रु.) का 10% संबंधित कार्यपालकों / पर्यवेक्षकों के जून एवं जुलाई 2020 महीने के वेतन से दो समान किश्तों में वसूल किया जाएगा।

For the operation of the Insurance Linked Contributory Medical Assistance Scheme for the year 2020-21, CSL has arranged a Group Mediclaim Policy with M/s.United India Insurance Company Ltd., Cochin. The annual premium of the said Group Mediclaim policy taken by the company for the year 2020-21 is ₹30,778/- per family unit. As approved by the Board, 90% of the annual insurance premium shall be borne by the Company and balance 10% by the concerned executive/supervisor. Accordingly, the 10% of the Insurance premium (₹3,078/-) to be borne by the executive/supervisor will be recovered from the salary of the concerned executives and supervisors in two equal installments in June & July, 2020.



3. वर्ष 2020 -21 के लिए ली गई ग्रुप मेडिकलेम पॉलिसी की योजना के तहत सदस्यों को उपलब्ध राहत का विवरण इस परिपत्र के अनुबंध - I के रूप में संलग्न है।

The details of reliefs available to the members under the scheme vide the Group Mediclaim Policy taken for the year 2020-21 are placed at Enclosure-I

(के जे रमेश / K J Ramesh)

मुख्य महा प्रबंधक (मा.सं. एवं प्रशि)
Chief General Manager (HR&Trng)

सेवा में/ To

सभी संबंधित / All concerned : इंटरनेट के द्वारा / Through Intranet

प्रतिलिपि /Copy to:

नि.(प्र.)/नि.(तक.)/ नि.(वि.)/D(O) / D(T) / D(F)

मु.स.अ./ CVO

मु.म.प्र./ म.प्र./कं.स. / CGMs/GMs/Co.Secy

उ.म.प्र./स.म.प्र./ DGMs / AGMs

मु.चि.अ./चि.अ./CMO/MO

महा सचिव सीएसएसएसए / सीएसओए

General Secretary CSSSA/CSOA



ENCLOSURE – I

**Details of Reliefs available under the Group Mediclaim Policy
For Executives and Supervisors for the year 2020-21**

- i. General Out-patient (OP) treatment: upto ₹12,000/- in a year for a family unit of 6 persons on floater basis
- ii. General In-patient (IP) treatment: upto ₹2,00,000/- in a year for a family unit of 6 persons on floater basis
- iii. Critical illness OP: upto ₹40,000/- in a year per person and day care treatment for Cardiac/dialysis/cancer patients ₹1,50,000/- per person restricted to 100 distinct persons
- iv. Critical illness IP: upto ₹6,00,000/- in a year per person
- v. Additional critical illness OP (for specified illness): ₹50,000/- in a year per person limited to the first 5 persons in a year
- vi. Additional critical illness IP (for specified illness): ₹4,00,000/- in a year per person limited to the first 5 persons in a year
- vii. Cancer care OP: ₹1,50,000/- in a year per person limited to the first 5 persons
- viii. Cancer care IP: ₹21,00,000/- in a year per person limited to the first 5 persons
- ix. The total critical illness cover of ₹6,40,000/- and total critical illness cover of ₹7,50,000/- applicable for 100 persons availing day care treatment shall be met out of a Common Corpus Fund of ₹4,00,00,000/- for a year and the total additional illness cover and cancer cover over and above the general critical illness limit shall be met out of a common corpus fund of ₹1,00,00,000/- in a year for the total members of the Master Policy applicable to all categories of employees included in the Policy. The common corpus fund and additional coverage, for first 5 persons with aforementioned limits under the Additional Critical illness & Cancer Cover will be on first come first serve basis among all categories of employees and their dependants who are insured under the Group Mediclaim Policy, which is applicable for all categories (executives, supervisors, workmen on the roll and retired employees)
- x. Reimbursement of maternity expenses limited to ₹30,000/- in case of normal delivery and ₹60,000/- in case of caesarean delivery. Reimbursement of Hysterectomy expenses limited to ₹70,000/-



कोचीन शिपयार्ड लिमिटेड/COCHIN SHIPYARD LIMITED

कोच्ची/Kochi - 682 015

कार्मिक एवं प्रशासन विभाग / P&A DEPARTMENT

कर्मचारियों के लिए चिकित्सा सहायता योजना

MEDICAL ASSISTANCE SCHEME FOR EMPLOYEES

1. **Introduction** : The Scheme may be called as the Cochin Shipyard Limited Medical Assistance Scheme.
2. **Definition**: For the purpose of the Scheme the following definitions will apply:-
 - a) **Company**:- Means Cochin Shipyard Limited, CSL in short.
 - b) **Management**:- Means the employer or any other executive specified for the purpose in the operation of the Scheme.
 - c) **Scheme**:- Means the Medical Assistance Scheme of the Company.
 - d) **Authorised Medical Attendant (AMA)**:- Means a Registered Medical Practitioner included for the purpose of the Scheme.
 - e) **Specialist**:- Means an Authorised Medical Attendant holding the Post Graduate Degree or Diploma in the particular branch of Medicine, Surgery and as recognized by the Company as specialist for the purpose of the Scheme.
 - f) **Super Specialist**:- Means an Authorised Medical Attendant holding in addition to a Post Graduate Degree, Super Specialisation in a particular branch of Medicine, surgery and as recognized by the Company as a Super Specialist for the purpose of the Scheme.
 - g) **Hospital/Nursing Home**:- Means an institution maintained for the care and treatment of sickness and injury registered either as a Hospital or Nursing Home with the Local Authorities and recognized by the Company for the purpose of the Scheme.
 - h) **Employee**:- Means a worker/supervisor/executive of the company.
 - i) **Family**:- Means the Spouse of an employee and also parents, unmarried children, step-children and legally adopted children wholly dependent upon such Company employee.



3. The Scheme shall apply to:-

- (a) All Regular Employees (presently workmen) of the Company.
- (b) Deputationists to the extent provided for in the terms of deputation.

4. Submission of Declaration : All the Employees of the Company/eligible Deputationists shall be entitled to get from the Company reimbursement of medical expenses incurred by them to the extent eligible as provided for under the scheme. They are required to submit a declaration in the prescribed format regarding the particulars of family members, their dependency and residential status. Any changes in these particulars are to be informed forthwith.

5. Eligibility as dependants:-

- a) Reimbursement for parents under this scheme will be admissible only if the parents are residing with the employee or his spouse, in such cases where the employee's wife and children are not residing with him but at a station other than the place of duty. Individual income limit of parents beyond which they shall not be treated as dependents will be Rs.7,000/- p.m. including pension, if any. The employees are to declare that their parents do not enjoy independent source of income of more than Rs.7,000/- a month at the time of preferring medical assistance in respect of their parents. Documentary proof like electoral cards/entry in the voters list etc to the effect of parents staying with the employee or his/her family will be insisted, if found necessary.
- b) Children and step children/legally adopted children of employees who have independent source of income or married or aged above 25 years in the case of male children shall not be treated as dependant for benefits under the Scheme.
- c) For the benefit of medical reimbursement under this Scheme, the spouse of an employee will be treated as a dependant irrespective of whether he/she has a declared source of income.

6. Reimbursement of Medical Expenses :-

- a) Medical expenses to be reimbursed by the Company will include the cost of medical attendance as well as cost of medical treatment. Consultation fee (including Registration fee if any), and room rent/hospital stoppage charges will be limited to the extent applicable as provided at **Enclosure III**. Nursing/Treatment charges shall be limited to 50% of the actual room rent/ hospital stoppage charges applicable within the eligibility limit or actual incurred whichever is less. In cases where the room rent incurred is less than 50% of maximum eligible room rent the Nursing/Treatment charges will be paid at actuals subject to a maximum of 50% of the eligible room rent. Room rent/hospital stoppage charges shall include charges if any for water, electricity, utilities etc. Cost of medicines purchased, fees



paid to Authorised Medical Attendants, medical expenses incurred in connection with maternity or confinement, cost of inpatient treatment including operations and expenses incurred on pathological and X-ray examination and on dental and other treatment for the employees as well as for their dependent family members will be covered in the Scheme. Cost of testing of eyes for glasses would be included under the Scheme but provision of spectacles is not included. Similarly, treatment for dental diseases is covered in the Scheme but cost of cosmetic treatment and dentures are not covered. Reimbursement of cost of medicines will be restricted to those considered essential by the Authorised Medical Attendant and CMO/MO,CSL, for the recovery of or for the prevention of serious deterioration in the health of the patient. They shall not include items such as food, toilet preparation/cosmetic items, tonics having high food value, disinfectants and other similar preparations. A list of inadmissible medicines will be maintained by the Company, which will be updated from time to time based on recommendation of CMO/MO, CSL.

b) All employees covered by the Scheme are eligible for admissible reimbursement of costs for outpatient and inpatient treatment from.

(i) Government and Municipal Hospitals and other Hospitals/Dispensaries of his declared place of residence (Radius of 10 kilometers)

(ii) Approved Hospitals/Nursing Homes, as per **Enclosure II**

7. Treatment not covered under the Scheme:- Medical treatment for the purpose of the Scheme will not include treatment for sterility, insanity and diseases, which can be ascribed to intemperate habits.

8. Availing treatment from Authorised Medical Attendants and Institutions

a) An employee or a member of his family normally residing within headquarters desiring to avail of the benefit under the Scheme shall approach any Authorised Medical Attendant included in **Enclosure I** or Hospital/Nursing Homes as per **Enclosure II**. All Specialists/ Super Specialists attached to the approved Hospitals/Nursing Homes in **Enclosure II** will also be considered as Authorised Medical Attendants for consultation at their residence. However, such consultation shall be limited to three times per person per month. They shall be eligible to reimbursement of payment of consultation charges to the extent indicated in **Enclosure III**. Where the Authorised Medical Attendant of the Specialist considers it necessary that the patient should have medical attendance and/or treatment in a hospital, admission may be sought for this purpose in any of the hospitals/nursing homes, clinics included in **Enclosure II** or in any Government or Municipal Hospital or Dispensary of his place of residence and the expenditure incurred would be reimbursed to the extent provided for in the Scheme. In case of doubts about reimbursement of medicine charges, charges for any procedure etc. the same will be decided



based on the recommendation of the Chief Medical Officer / Medical Officer, CSL.

- b) Employees/family normally residing outside headquarters can avail treatment from any Allopathic Registered Medical Practitioner/Hospital or Government Hospitals of his locality (radius of 10 kilometers). In case of Homoeopathic or ayurvedic treatment, only government doctors/hospitals are authorized for the purpose. However, they can also avail treatment from any of the Authorised Medical Attendants / Hospitals included in **Enclosure II**. The expenditure would be reimbursed to the extent provided for in the scheme.
- c) Employees are required to take prior sanction for availing treatment from a hospital outside head quarters/usual place of residence, if referred to by an Authorised Medical Attendant in the event of non-availability of such specialized treatment within headquarters/usual place of residence. In such cases reimbursement of cost of treatment will be restricted to the eligibility limits of the employee at the rates admissible at headquarters of the employee and as recommended by CSL CMO/M.O
- d) The wholly dependant and eligible parents of unmarried employees will also be covered under CSL Medical Assistance Scheme in all aspects, provided they stay
- (i) with the employee or
 - (ii) at the declared native place of the employee

However, the amount is limited to Headquarters rate or actual whichever is less.

- e) In cases where a patient is too ill to get medical attendance at the consulting room of the Authorised Medical Attendant, the Authorised Medical Attendant may visit the residence of the patient and in such cases, the charges therefore will be reimbursed as provided in the Scheme subject to a certificate of the Authorised Medical Attendant to the effect that the patient was too ill to travel.

9. Availing treatment from AMA/Hospital away from Headquarters

- a) In the case of employees and their families who fall ill while away from headquarters/declared place of residence whether on duty or on leave/during travel etc they shall be entitled to medical reimbursement from medical attendance/treatment from any Registered Medical Practitioner / Hospital in the locality where they fall ill subject to the condition that the amount to be reimbursed shall not exceed the amount admissible under this Scheme at headquarters and the fact including any change of residential address of employees' family/dependant parents



should invariably be intimated to Personnel & Administration (P&A) Department within one week of such change.

- b) Application for special sanction for outstation treatment as referred to by AMA for better specialized treatment which is not available at the headquarters/usual place of residence should be submitted well in advance in all normal cases. In emergent cases, if it has not been possible to take prior sanction for taking treatment from outstation, it should be submitted with explanation within a week from the date of commencement of the treatment failing which such case may not be considered for special sanction.

10. Submission of Reimbursement claims

- a) An employee shall be entitled to claim reimbursement of medical expenses only if;
- (i) the claim is submitted in the relevant formats prescribed by the Company supported by receipts and cash memos in respect of medicines/treatment/consultation charges etc. in original with item wise details of lab tests, procedures etc. and rates.
 - (ii) the bills are supported by a certificate by the Authorised Medical Attendant that the medicines or treatment etc taken were as recommended or prescribed by him.
- b) Final claims for reimbursement of medical expenses in respect of any particular spell of illness shall ordinarily be preferred within three months from the date of completion of treatment. In cases of continuing treatment, medical reimbursement is to be claimed for a period not longer than three months and claim should be submitted within three months from the last date of treatment indicated in the claim. The time limit fixed for treatment at the consulting room of the Authorised Medical Attendant for one spell of treatment is upto a maximum period of three months in respect of Ayurvedic, Homoeopathic and Allopathic system of medicines

11. Medical Advance

- a) In cases involving heavy medical expenditure on inpatient treatment, medical advances representing the requirements for a month's treatment may be granted limited to one month's Basic Pay + DA or Rs.5,000/- subject to the condition that the employee may submit an application in the prescribed format as at **Enclosure IV** along with a certificate in regard to such heavy medical expenditure furnished by the Authorised Medical



Attendant clearly indicating the date of admission, name of disease, name and register number of the Authorised Medical Attendant and approximate treatment expenses as at **Enclosure V**. The advance will be recovered from the medical reimbursement claims submitted within a period of six weeks from the date of drawal of advance. If the advance is not so recovered, the outstanding balance will be recovered from the pay bills immediately thereafter.

- b) Special sanction from Competent Authority is required in respect of medical advance of an amount more than the Basic Pay + DA of the concerned employee of more than Rs.5,000/- whichever is less.

12. Availing facilities from CSL Medical Centre

The CSL CMO/MO is also declared as an Authorised Medical Attendant under CSL Medical Assistance Scheme for the benefit of CSL employees and their families and will be available for consultation at Shipyard Medical Centre during Company working hours. Since the CSL CMO/MO is not eligible for consultation and other professional charges for the service rendered by him, the employee may forward the medical claim forms duly filled in and signed together with prescriptions, bills / vouchers etc. in respect of treatment authorized by CSL Medical Officer directly to the Company for consideration for reimbursement.

13. General

- a) No reimbursement will be made for medical attendance/treatment from Doctors/Hospitals outside the approved list in respect of any treatment taken while at headquarters.
- b) Apprentices engaged by CSL will be given medical facilities as available at CSL Medical Centre. They will not be eligible for any reimbursement under CSL Medical Assistance Scheme. However, for occurrence of industrial accidents while undergoing training in the Company, special sanction for reimbursement of treatment expenses incurred by them in any of the approved hospitals at headquarters may be considered on merit.
- c) If treatment is availed at the private consulting room of Government Doctors who are on long leave/deputation working in private hospitals not recognized by the Company, such claims cannot be considered for reimbursement as the Doctor is not considered as Authorised Medical Attendant in terms of this Scheme.



d) Reimbursement of Ultrasonic/CT Scanning/MRI Scanning at approved centres as indicated in **Enclosure-I** will be admissible on condition that the employee should produce a letter at the centre obtained from the CMO/MO CSL for convenient identification and availing concession, if any, offered by the respective centres. In the event of these facilities at recognized institutions / centres not available immediately, in order to avoid inconvenience to employees on the issue the procedure to be followed is indicated below:

- I. If the Authorised Medical Attendant prescribes for Ultrasonic Scanning / CT Scanning / MRI Scanning urgently and if the same cannot be arranged in the recognized scanning centres on priority basis this should be brought to the attention of CSL CMO/MO in writing.
- II. CMO/MO will cross-check with the Authorised Medical Attendant and confirm the urgency of scanning test. He will also verify from the recognized scanning centres whether the facility is immediately available. He will advise the employee where to get the scanning test done, depending on the availability of the facility at the recognized institutions. If it is to be done at a place other than the recognized scanning centres, the matter may be brought to the notice of P&A Dept. for special sanction. Later, reimbursement of the scanning charges will be made at the rate prevailing in the approved institutions.
- III. If the CMO/MO considers a particular case as not of urgent nature he will advise the employee to wait till the facilities in recognized scanning centre become available. Any claim regarding scanning charges which are not covered by the above procedure will be summarily rejected.

e) Medical expenses incurred on account of reference by an Authorised Medical Attendant/Specialist for treatment at hospital which are not recognized by the Company will not be reimbursed. If it is absolutely unavoidable to refer a case to any medical institution other than those recognized by CSL, the employees are advised to seek prior approval. Such claims for medical reimbursement not carrying prior approval will not be admitted. Application for special sanction must be supported by the recommendation of the AMA in the format as at **Enclosure VI**.



- f) The reimbursement for Ayurvedic and Homoeopathic treatment is subject to the orders of Government of India from time to time or notified by CSL separately. The relevant restriction in this regard and in general are appended below:

(i) Diseases not eligible for reimbursement:- No reimbursement will be allowed for treatment for sterility, insanity and diseases which can be ascribed to intemperate habits.

(ii) Consultancy: An Authorised Medical Attendant may treat a patient at his private consulting room for a maximum period of three months. In case the treatment is not completed within the period of three months, the patient should be referred to a hospital approved by the Central/State Government for the treatment in Indian Systems of Medicine and Homoeopathy. In case the treatment is prolonged and the patient is treated at a hospital as referred to above, a certificate from the Authorised Medical Attendant that the treatment is continuous, shall be submitted along with the medical reimbursement claim.

(iii) Purchase of Medicines: Government has approved certain institutions for the purchase of medicines in Ayurveda and Homoeopathy. Employees are required to purchase the medicines only from the authorized dealers published by Government of India from time to time. Notifications of the Company in this regard are also to be followed. The list is available in the Finance Dept. for reference. Cost of medicines purchased from unauthorized institutions/agencies including those excluded from the list by specific notification by CSL will not be entertained for the purpose of reimbursement.

- g) Reimbursement facility for immunizations under the CSL Medical Assistance Scheme will be restricted only to the immunizations against the following diseases:

- (i) BCG against Tuberculosis
- (ii) Injection Triple Antigen against Diphtheria etc.
- (iii) Oral Polio against Polio
- (iv) Serum Hepatitis (Hepatitis-B)

- h) For treatment taken at Amrita Institute of Medical Sciences and Research Centre, Elamakkara (which is empanelled as an Authorised Medical Institution), employees will be eligible for reimbursement of charges under their Type 'C' package only and restricted to the eligibility limits of the employee admissible under the Scheme.



- i) In case of doubt regarding admissibility of expenses incurred for any equipment, procedure, service or medication, decision on extent of reimbursement will be taken by General Manager or such other Authority designated for the purpose on the recommendation of CMO/MO, CSL
- j) The Chairman & Managing Director is empowered to make any amendment/modification to the Medical Assistance Scheme depending on organizational requirements.

14. Authorised Medical Attendants

- a) Doctors of Government Hospitals of the declared place of residence
- b) Doctors as per panel selected by CMD for consultation in their private clinics (**Enclosure I**)
- c) Doctors of approved Hospitals/Nursing Homes as per **Enclosure II**
- d) All Specialists/Super Specialists attached to the approved hospitals will also be included in the panel of the Authorised Medical Attendants for consultations at their residence. (However, such consultations shall be limited to three times per person per month)

