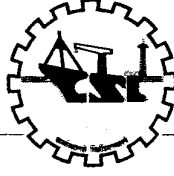


RTI REQUEST DETAILS (आरटीआई अनुरोध विवरण)

Registration Number (पंजीकरण संख्या) :	CSLTD/R/2019/50025	Date of Receipt (प्राप्ति की तारीख) :	06/07/2019
Type of Receipt (रसीद का प्रकार) :	Online Receipt	Language of Request (अनुरोध की भाषा) :	English
Name (नाम) :	Gender (लिंग) :		
Address (पता) :			
State (राज्य) :	Country (देश) : India		
Phone Number (फोन नंबर) :	Mobile Number (मोबाईल नंबर) :		
Email-ID (ईमेल-आईडी) :			
Status (स्थिति)(Rural/Urban) :	Rural	Education Status :	Graduate
Is Requester Below Poverty Line ? (क्या आवेदक गरीबी रेखा से नीचे का है?) :	No	Citizenship Status (नागरिकता) :	Indian
Amount Paid (राशि का भुगतान) :	10) (original recipient)	Mode of Payment (भुगतान का प्रकार) :	Payment Gateway
Request Pertains to (अनुरोध निम्नलिखित संबंधित है) :	Kala . V		
Information Sought (जानकारी मांगी):	<p>1. W.r.to the advt No. P&A/18(194)/2016 for the recruitment for the post of Executive Trainee- Electrical. Kindly provide the following particulars for all the candidates who appeared for the interviews on 29/10/2019 and 30/10/2019 mentioning written marks, group discussion marks, marks given by each interview panel members for interview as well as the rank obtained by all the candidates who appeared for interview for Executive Trainee- Electrical.</p> <p>2. Was there any weightage of marks given for psychometric test, brain storming.</p> <p>3.The latest updated recruitment policy of Cochin Shipyard ltd. along with amendments.</p>		
<input type="button" value="Print"/> <input type="button" value="Save"/> <input type="button" value="Close"/>			

कोचीन शिपयार्ड लिमिटेड

(भारत सरकार की श्रेणी-1 मिनिरल कंपनी, पोत परिवहन मंत्रालय)



COCHIN SHIPYARD LIMITED

(A Government of India Category-1 Miniratha Company, Ministry of Shipping)

SEC/50/2019-II

July 23, 2019

Sub: Information Under Right to Information Act

Dear Sir,

1. Please refer your RTI request no. CSLTD/R/2019/50025 dated July 06, 2019. The information sought under the said request is given below:

- (i) W.r.to the advt No. P&A/18(194)/2016 for the recruitment for the post of Executive Trainee-Electrical. Kindly provide the following particulars for all the candidates who appeared for the interviews on 29/10/2019 and 30/10/2019 mentioning written marks, group discussion marks, marks given by each interview panel members for interview as well as the rank obtained by all the candidates who appeared for interview for Executive Trainee-Electrical.

Answer:

Dates of interview for the post of Executive Trainee (Electrical) may be noted as 29/10/2018 and 30/10/2018. The marks of Online test, Group Discussion, Interview, Total marks and rank obtained by the candidates who appeared for the interview for selection to the post of Executive Trainee (Electrical) on 29/10/2018 and 30/10/2018 is placed at **Annexure-I**.

As per Section 8(1)(g) of the Right to Information Act, 2005 ("Act"), Notwithstanding anything contained in the Act, there shall be no obligation to give any citizen — information, the disclosure of which would endanger the life or physical safety of any person or identify the source of information or assistance given in confidence for law enforcement or security purposes. Accordingly, the marks given by the individual panel members of the Interview Board to each candidate cannot be furnished as the same is against the very spirit of the above clause of the Act.

- (ii) Was there any weightage of marks given for psychometric test, brain storming.

Answer:

There were no separate weightages for the psychometric test and brain storming exercise.



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

- (iii) The latest updated recruitment policy of Cochin Shipyard Ltd along with amendments.

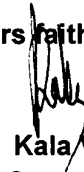
Answer:

The latest recruitment policy available in Cochin Shipyard Limited is placed at **Annexure –II.**

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,



Kala V
Company Secretary & CPIO

Annexure: I

"CONFIDENTIAL"

COCHIN SHIPYARD LIMITED
KOCHI-15

SELECTION TO THE POST OF EXECUTIVE TRAINEE (ELECTRICAL)

REPORT OF THE SELECTION COMMITTEE

Date of Objective Type Online Test : 09.09.2018

No. of posts : 6 (UR-4, OBC-1, ST-1)

Date of Group Discussion & Interview : 29.10.2018 & 30.10.2018

Sl.No	Roll No	Name	Remarks if any (SC/ST/PWD/OBC)	Objective Type Online Test (out of 70)	Group Discussion (out of 10)	Interview - Maximum 20 Marks					Average interview marks (20)	Total out of 100	Rank	Remarks
						I	II	III	IV	V				
1	1029507			66.18	7.44						16.4	90.02	1	
2	1017764			61.09	8.04						17.8	86.93	2	
3	1033100			63.63	8.08						14.5	86.21	3	
4	1033936			62.36	7.04						16.2	85.60	4	
5	1016470			70.00	5.56						9.9	85.46	5	
6	1032885			64.90	6.12						14.1	85.12	6	
7	1032524			67.45	7.44						10.1	84.99	7	
8	1017955			62.36	6.48						14.3	83.14	8	
9	1031780			62.36	7.76						12.9	83.07	9	

मुख्य महा प्रशिक्षक (प्रशिक्षण)
Chief General Training Officer
कोची शिपयार्ड लिमिटेड
कोची-15

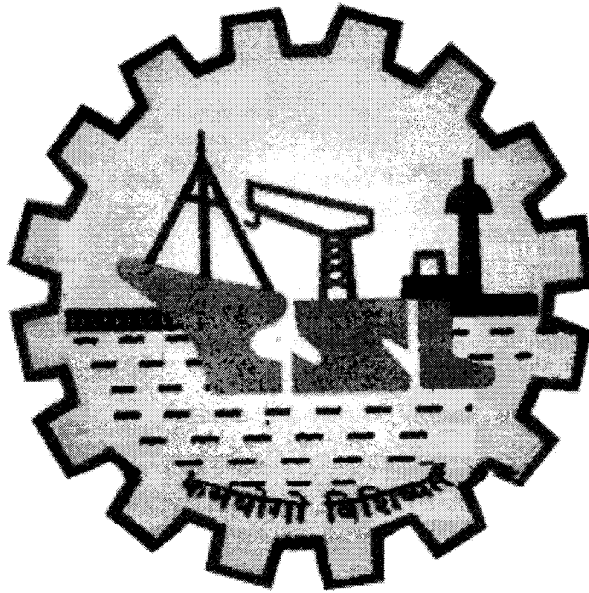
Sl.No	Roll No	Name	Remarks if any (SC/ST/PWD/OBC)	Objective Type Online Test (out of 70)	Group Discussion (out of 10)	Interview - Maximum 20 Marks					Average interview marks (20)	Total out of 100	Rank	Remarks
						I	II	III	IV	V				
10	1013586			63.63	6.56						12.8	82.99	10	
11	1033763			64.90	5.24						12.8	82.94	11	
12	1019928			63.63	7.16						11.8	82.59	12	
13	1028618			63.63	8.64						9.4	81.67	13	
14	1033776			64.90	3.80						11	79.70	14	
15	1007146			62.36	6.64						10.1	79.10	15	
16	1024357			61.09	6.52						11.4	79.01	16	
17	1033155			61.09	6.84						10.4	78.33	17	
18	1014791			62.36	6.60						8.3	77.26	18	
19	1025462			62.36	5.24						9	76.60	19	
20	1020245			62.36	5.08						8.7	76.14	20	
21	1029594			62.36	4.36						8.2	74.92	21	
22	1014901			53.45	7.24						12	72.69	22	
23	1014896			56.00	4.56						10.4	70.96	23	

के जे रमेश
K J RAMESH
 मुख्य महा प्रबंधक (मानव संसाधन & प्रशिक्षण)
 Chief General Manager (HR & Training)
 कोचीन शिपयार्ड लिमिटेड
 Cochin Shipyard Ltd.
 कोच्ची / Kochi-682 015

Sl.No	Roll No	Name	Remarks if any (SC /ST/ PWD/ OBC)	Objective Type Online Test (out of 70)	Group Discussion (out of 10)	Interview - Maximum 20 Marks					Average interview marks (20)	Total out of 100	Rank	Remarks
						I	II	III	IV	V				
24	1022340			54.72	3.88						11	69.60	24	
25	1033810			53.45	3.44						11.2	68.09	25	


K J RAMESH
 मुख्य महा प्रबंधक (मानव संसाधन & प्रशिक्षण)
 Chief General Manager (HR & Training)
 कोचीन शिपयार्ड लिमिटेड
 Cochin Shipyard Ltd.
 कोच्ची / Kochi-682 015

COCHIN SHIPYARD LIMITED
COCHIN-15
KERALA



RECRUITMENT POLICY IN COCHIN SHIPYARD LIMITED
CSL/QMS/P&A/PCMM/STAFFING 03

Issue: A00

EFFECTIVE DATE: 05 FEB 2019

	Designation	Date	Signature
Prepared by	KEERTHI R, DM (HR)	05 FEB 2019	
Checked by	MUKESH SHANKER M S, SM (PERL)	5/2/2019	
	A K SUBASH, DGM (P&A) & CWO	5/2/2019	
Approved by	K J RAMESH, CGM (HR & TRG)	5/2/2019	

Proprietary & Confidential

This document is classified as proprietary in nature to Cochin Shipyard. Information contained in this document is confidential. No part of this document may be copied, reproduced, stored in a retrieval system, or transmitted without the knowledge of Cochin Shipyard Ltd.

के जे रमेश
K J RAMESH
 मुख्य महा प्रबंधक (मानव संसाधन & प्रशिक्षण)
 Chief General Manager (HR & Training)
 कोचीन शिपयार्ड लिमिटेड
 Cochin Shipyard Ltd.
 कोच्ची / Kochi - 682 015



RECRUITMENT POLICY IN COCHIN SHIPYARD LTD

CSL/QMS/P&A/PCMM/STAFFING 03

Initial Issue: 05 FEB 2019

Revision History:

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

REVISION A00

DATE: 05 FEB 2019

Page 2 of 10



RECRUITMENT POLICY

1.0 Prelude

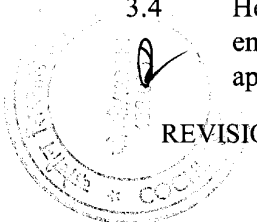
- 1.1 The policy and procedure elucidated hereunder shall be applicable to recruitment and selection process of categories of employees below Board level unless specifically stated otherwise.

2.0 Human Resource Planning

- 2.1 P&A Department shall facilitate and coordinate the review of manpower requirement taking into account the retirements and targets set for Shipyard to decide optimum manpower and also augmentation plans for a financial year or for any other period as required.
- 2.2 All departments are required to provide the requirements of manpower for one year or a fixed period as required giving specific details of each new post other than existing posts which are vacant due to wastage and justification for creation and filling up the posts. Any augmentation in the existing posts should be submitted with justification.
- 2.3 Based on the requirements of manpower received from the departments and taking into account the separations, a detailed recruitment plan for the year or any other period within the stabilized strength sanctioned by the Board will be consolidated by P&A Department.
- 2.4 The approved recruitment plan will form the basis for recruitment activities during the financial year.

3.0 Creation of Posts

- 3.1 The Board has approved a stabilized strength in each category of employees on the regular rolls of Shipyard. Notwithstanding the sanctioned stabilized strength in each category by the Board, approval of CMD is necessary for creation of any new posts and replacement for existing posts due to wastages. Action for filling up the posts will be initiated with the approval of CMD.
- 3.2 In line with the Government Directives, Posts in executive cadre E-7 and above shall be created with the approval of Board and Administrative Ministry. CMD is competent to create all posts in the workmen, supervisor and executive cadre upto E-6.
- 3.3 Approval of CMD is required for operation of Specialized Training Scheme and induction under such schemes and appointment of contract personnel and accordingly appointments shall be made to the posts created within the approved recruitment plan.
- 3.4 Head (HR) shall have full powers to issue orders of appointment to any category of employees, trainees and contract personnel subject to approval of CMD/Directors as applicable.





4.0 Recruitment Rules

- 4.1 Recruitment Rules for a post will invariably contain Job title, grade, scale of pay, reservation, qualification, experience requirements, age limit and method of recruitment for the post whether by direct recruitment, promotion, deputation, transfer or otherwise. Relaxation in upper age limit and experience requirements applicable to any categories shall also be specified.
- 4.2 Recruitment Rules in respect of all categories of posts will be issued by P&A from time to time with the approval of the CMD.
- 4.3 All appointments shall be made in Shipyard with the candidates meeting the eligibility requirements prescribed for the post as per the Recruitment Rules. Relaxation in the case of reserved vacancies for candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-servicemen, Person with Benchmark Disabilities (PwBD), Economically Weaker Sections (EWS) and any other special categories will be extended as per Government of India guidelines.

5.0 Induction Levels

- 5.1 In all categories, Direct Recruitment will be resorted only at the entry levels to the extent possible with a view to provide opportunity to the employees to gain hands on experience to move to higher grades or positions.
- 5.2 Direct recruitment to fill up higher grades or positions through lateral entry shall also be explored to meet the organisational requirements to bridge the gap in any cadre or higher grades or to meet the business requirements.
- 5.3 Executive cadre E-1 posts generally filled by way of Induction of Executive Trainee under the Executive Trainee scheme of Shipyard and training for one year will be imparted to fresh professional graduates recruited in various disciplines.

6.0 Agencies for Recruitment

- 6.1 Recruitment activities in all cadres of Shipyard including those recruited as trainees, apprentices or on fixed contract basis will be the responsibility of P&A department.
- 6.2 Written /Online / Practical/ Skill/ Physical tests shall be conducted by Shipyard either utilizing its own resources or by an external agency appointed through an open tender process, depending upon the number of applications received/expected against notified posts.

7.0 Mode of Recruitment

- 7.1 Posts are filled up by way of direct recruitment, deputation, transfer, redesignation and



RECRUITMENT POLICY IN COCHIN SHIPYARD LTD

CSL/QMS/P&A/PCMM/STAFFING 03

promotion. Mode of recruitment as under.

Category	Mode	Reservation
Group A	Direct Recruitment –All India other than open competition	SC-16.66%, ST-7.5%, OBC-25.84%, PwBD-4%, EWS -10%
Group B	Direct Recruitment –All India open competition	SC-15%, ST-7.5%, OBC-27%, PwBD-4%, EWS -10%
Group C	Direct Recruitment –Regional Level	SC-10%, ST-1%, OBC-27%, PwBD-4%, EWS -10%
Group D		

7.2 Recruitment of Executive Trainees, Assistant Manager E-1 Grade will be made on an All-India open competition basis. The vacancies shall be notified on Shipyard website, NCS Portal, news dailies, Employment News and Shipyard Intranet.

7.3 For other executive posts at higher grade for E-2 Grade and above, appointment will be made on all-India other than open competition basis. All posts falling under these categories shall be duly notified through the following modes:

- 7.3.1 Press advertisements
- 7.3.2 Employment News
- 7.3.3 NCS Portal
- 7.3.4 Shipyard website
- 7.3.5 Intranet

7.4 For recruitment to posts falling under Supervisory and workmen cadres and any temporary posts for more than 45 days, in addition to the modes mentioned at para 7.3 above, requisitions in the prescribed formats will also be furnished to the District Employment Exchange, Special Employment Exchange for PwBD, Zila Sainik Welfare Office, Ernakulam. Efforts will also be taken to announce vacancies through FM Radio.

8.0 Filling of Posts

8.1 Only application received from candidates against a notified post shall be considered. For posts falling under Group C &D, candidates sponsored by Employment Exchanges will also be considered.

8.2 Application for a post shall be submitted to Cochin Shipyard Ltd in the manner through online or as specified in the vacancy notification.

8.3 The internal candidates who fulfill all eligibility requirements may be considered along with other candidates.



- 8.4 For higher grades in the executive cadre, candidates from within the organisation or from any other Govt organisation should have minimum period of experience specified in the immediate next lower grade. In the case of candidates from private organisation should have experience of specified period in a post carrying a CTC equivalent to an immediate lower grade of the post in Shipyard to which the recruitment is made.
- 8.5 Subject to fulfillment of minimum eligibility requirements and other prescribed criteria, regular employees including deputationists will be considered eligible for selection to a post in open competition along with external candidates.
- 8.6 Applications of all internal candidates should be forwarded to P&A Department through proper channel.
- 9.0 Reservation for Candidates Belonging to Scheduled Castes/Scheduled Tribes/ Ex-Servicemen, Persons with Benchmark Disabilities, Economically Weaker Sections etc.**
- 10.0 Application Formalities**
- 10.1 For all recruitments, applications should be in the forms prescribed for different categories from time to time may be submitted through online or as notified.
- 10.2 Application fee (non refundable) as prescribed by Shipyard shall be paid in the manner as specified in the vacancy notification. However, candidates belonging to Scheduled Castes, Scheduled Tribes and Persons with Benchmark Disabilities are exempted from the payment of application fee.
- 10.3 In all recruitments based on open advertisement, there will be a last date for the receipt of applications through online, after which no application will be entertained. Last date of application will be the cut off date for considering the age, educational qualification and experience of candidates.
- 11.0 Forwarding of Applications of Candidates from Government and Public undertakings**
- 11.1 Candidates under the employment of Government, Central or State Public Sector Undertaking and Autonomous Bodies should either forward their application complete in all respect through the employer or submit No Objection Certificate along with their application or produce at the time of test/interview. If application is submitted through online, candidate should inform their employer about the same and produce NoC at the time of test/interview. Failure on the part of candidate to comply the above requirements, may entail rejection of candidature and they will not be permitted to attend test/interview.



12.0 Processing of Applications

12.1 All applications received against a specific notification/advertisement will be considered with or without a preliminary scrutiny by P&A Department, as notified. If scrutiny is conducted, it is ensured that :

- (a) Applications are duly completed and accompanied by the prescribed application fees and were received within permitted time.
- (b) Age of the applicant is within the prescribed limit, considering all age relaxations applicable.
- (c) Qualifications and experience of the candidates conform to those prescribed.
- (d) Applications have been submitted 'Through Proper Channel' wherever required.
- (e) In the case of candidates from Scheduled Castes and Scheduled Tribes, OBC, Ex-Servicemen, Economically Weaker Sections etc. application is accompanied by a certificate to that effect from the competent authority.
- (f) Candidates belonging to Persons with Benchmark Disability, should submit certificate in the prescribed format obtained from a notified Medical Authority by Central / State Government for the purpose.

12.2 Submission of application is deemed as the candidate has accepted all terms and conditions of vacancy notification.

12.3 Applications that fulfill the prescribed eligibility and other requirements after preliminary scrutiny as above will be short listed for appearing for test/interview. If required support of other departments may be sought for scrutiny of applications.

12.4 In case of regular / contractual posts, the list of candidates who are not short listed for test/interview will be published on Shipyard website along with specific reasons.

12.5 Giving false information, suppression of facts, production of fake certificates etc, or using illegal means for securing employment will be disqualified a candidate or if employed expulsion from service at any time.

13.0 Selection Process and Constitution of Selection Committees

13.1 Selection methods like trade/Skill tests, Physical/proficiency test, written tests, online tests, power point presentations, brain storming exercises, group discussions, competency based interview etc. may be employed depending on the requirements of the job for which selection is being made and for this purpose.



RECRUITMENT POLICY IN COCHIN SHIPYARD LTD

CSL/QMS/P&A/PCMM/STAFFING 03

- 13.2 Selection committees for the above purpose will be appointed with the approval of CMD. All selection committees shall consist of an Officer at appropriate level as in charge of the committee and members representing SC/ST, OBC, Minority, Woman and a representative of P&A Department. The members of the committee shall have qualification and experience in the relevant discipline/post.
- 13.3 The Selection Committee Report along with recommendations made by the selection committee appointed will be put up to the Chairman for approval subsequent to which all appointments to regular posts, fixed term contract basis and trainees shall be made.
- 13.4 All appointments to posts fall under Group C & D and Apprentices; interview process for selection has been dispensed. Interview shall be conducted only for selection to posts fall under Group A & B.
- 13.5 If required experts from outside will also be included in the selection committee. Honorarium and reimbursement of boarding and lodging expenses may be made to such members.
- 13.6 All information to the candidates shall be disseminated through Shipyard website.

14.0 Reimbursement of Travel expenses

- 14.1 All SC/ST/PwBD candidates called for test/interview who come from places beyond a distance of 30 km will be reimbursed actual expenses incurred on travel to and from the place of test/ interview on production of proof of travel or any other supporting documentary evidence in respect of the onward journey, limited to :

Third AC return rail fare by the shortest route	- For executive posts in the level of E1 and above, Executive Trainees
Sleeper class return rail fare by the shortest route	- All Other posts

The shortest route for this purpose will be from the mailing address mentioned in the online application to Shipyard on production of proof.

- 14.2 The call letters to the candidates for appearing for test/ interview before the Selection Board, to be issued by e-mail or candidate should download the same from Shipyard website.
- 14.3 One of the members in the Selection Committee should be from P&A Department as far as possible. Apart from participating generally in the selection process, the representative of the P&A Department in the Selection Committee will have the following specific responsibilities:

- (a) At the commencement of the proceedings of the Selection Board, he will brief the members generally on the specific requirements, responsibilities and



RECRUITMENT POLICY IN COCHIN SHIPYARD LTD

CSL/QMS/P&A/PCMM/STAFFING 03

remuneration for each post, approximate number of suitable candidates to be selected and empanelled for immediate and further requirements and any other matter relating to the Selection.

- (b) While the specialist/technical members of the Selection Board will be primarily concerned with the suitability of the candidates in terms of knowledge, skill expertise and technical and professional competence, it will be the primary responsibility of the P&A representative to call the attention of the Committee to the attitudinal, motivational and personality aspects relevant to the job requirements.
- (c) Ensure consistency in the selection standards.
- (d) Assist the Committee by providing information on grade, scale of pay, salary, seniority, status, time allowed for joining etc. and furnish relevant information regarding allowances, benefits, amenities, career prospects, service rules and other allied matters, if and when asked for by any candidate.

14.4 The guidelines issued for conduct of selection issued by P&A Department have to be strictly followed by the selection committee. Considering all aspects of qualifications, experience, results of tests/group discussion, if any, and other relevant facts vis-a-vis the specific requirements of the posts and on the basis of the standards of technical skill, professional competence and overall personality factors as assessed, the Selection Committee will grade the candidates in the order of merit. In case, same marks secured by more than one candidate, marks scored in the subject / trade related part of the test (where test is conducted) will be considered as the basis of determining the order of merit list. In case of a tie thereafter, relative merit will be decided based on seniority in age.

15 **Operation of Rank list and Medical Fitness**

15.1 The Rank List of candidates in order of merit against notified vacancies as recommended by the Selection Committee and recommendations of P&A Department regarding reservation will be submitted for approval of CMD. On approval the candidates recommended for selection will be directed to undergo Medical examination in specified hospitals and be further subject to verification by the Company Medical officer.

15.2 If any candidate is found to be medically unfit by the Medical Officer of Shipyard, offer for appointment will not be issued to such candidates and selection of such candidates will be cancelled. Those candidates found to be medically fit will be issued offer of appointment accordingly.

15.3 The Rank List will be valid till all notified vacancies are filled up.



16 Offers of Appointment /joining time

- 16.1 P&A Department will issue the offer of appointment in the prescribed form in duplicate. Receipt of the duplicate offer of appointment duly signed by candidate will be construed as acceptance of all terms and conditions of the contract of appointment.
- 16.2 Candidates who are employed will be permitted joining time to cover the notice period if any as per the contract with their employer but not more than three months. Depending on the urgency of filling the vacant post, the last date by which the candidate must join Shipyard will be informed to the candidate failing which the offer of appointment will be deemed to have been withdrawn.

17 Joining Formalities

- 17.1 Candidates in the initial appointment in Shipyard's service in regular posts shall furnish copies of all documents and other details and particulars as given in Annexure-I.
- 17.2 Cochin Shipyard reserves the right to make any enquiries on educational qualification, previous employment and such other details so as to verify the genuineness of information furnished and certificates produced by the candidates.
- 17.3 On appointment of a person in Shipyard, the character and antecedents of the person will be verified through the District Collector/District Magistrate concerned. The prescribed attestation form will be forwarded to the authorities for the above purpose in line with orders issued by the Government of India from time to time in this regard. Provided, further that such verification of antecedents reveals that the persons is unfit to hold a post under the Government and in Shipyard, his/her appointment in Shipyard will be cancelled forthwith.
- 17.4 SC/ST/OBC(NCL)/EWS certificates shall be verified by the District Magistrate/ Certificate Issuing Authority and Vigilance department of Cochin Shipyard Ltd.

18 Interpretation

- 18.1 In the case of any doubts arising with regard to any of the provisions in this Recruitment Policy and Procedures and in the cases not covered by these, the interpretation and decisions of the Chairman and Managing Director will be final and binding on all concerned.
- 18.2 Any dispute arising out of Recruitment process of Shipyard shall be instituted in courts having jurisdiction at Ernakulam.
