



Vacancy Notification Ref. No. CSL/P&A/RECTT/CONTRACT/PA (Logistics)/2024/9
dated 25 November 2024

Cochin Shipyard Limited (CSL), a listed premier Miniratna Schedule 'A' Company of Government of India invites **Online Applications** from Indian citizens fulfilling the eligibility requirements, for filling up of the post of **Project Assistant (Logistics) for appointment on fixed term contract basis** for CSL:-

I. Name of Post, Educational Qualification and Experience:

TABLE 1

Name of Post	Educational Qualification	Experience
Project Assistant (Logistics)	<p><u>Essential:</u> Minimum three year Bachelor's Degree in Arts (other than Fine Arts /Performing Arts) or Commerce or Science or Computer Applications or Business Administration from a recognized University.</p> <p><u>Desirable:</u> Proficiency in Computer Applications like SAP, MS Project, MS Office etc.</p>	<p><u>Essential:</u> Minimum 2 years experience in customs clearance and related activities.</p> <p><u>Desirable:</u></p> <ul style="list-style-type: none">• Work experience with any Customs House Agent (CHA).• Experience in dealing with Customs officials, preparation of reports and filing of monthly returns as per IGCR rules.• Hands on experience on ICEGATE portal.• Experience in dealing with legal issues/disputes related to Customs.

II. Important Dates:

Commencement of Online Application: 27 November 2024

Last Date of Online Application: 13 December 2024

III. No. of Vacancies and Reservation:

TABLE 2

Name of Post	UR
Project Assistant (Logistics)	2

- CSL reserves the right to increase/decrease the number of vacancies or not to fill up any of the vacancies or cancel the recruitment process, as per its requirement.
- Reservation for Persons with Benchmark Disabilities (PwBD) shall be as per Govt. of India Guidelines.



IV. Period of Contract & Place of Posting:

- a) Contract tenure of above post is for a maximum period of three years subject to project requirements and individual performance.
- b) The posting shall be at CSL/project sites as desired by CSL. The appointment to the post carries with it the obligation to serve in any department of CSL or on-board ships or in any of the work sites/ projects undertaken by CSL.

V. Remuneration

The remuneration detail for the post is detailed under:-

TABLE 3

Contract Period	Consolidated pay (per month)	Compensation for Extra Hours of Work (for 25 hours per month)
First Year	₹ 24,400/-	₹ 6100/-
Second Year	₹ 25,100/-	₹ 6280/-
Third Year	₹ 25,900/-	₹ 6480/-

VI. Age

- a) **The upper age limit prescribed for the post shall not exceed 30 years as on 13 December 2024, i.e. applicants should be born or after 14 December 1994.**
- b) Age relaxation for Persons with Benchmark Disabilities (PwBD) and Ex-servicemen shall be as per Government of India Guidelines. However, in no case, age limit after applying all age relaxations shall exceed 45 years.

VII. Method of Selection

- a) The method of selection for the post shall be through **Objective Type test, Descriptive Type test and Power Point Presentation**. The marks shall be assigned to the following parameters for the final selection:
 - Objective Type Test – 50 Marks
 - Descriptive Type Test on activities related to customs clearance – 20 Marks
 - Power Point Presentation on Work Experience – 30 Marks**Total - 100 Marks**
- b) The Objective Type Test shall be of **60 Minutes duration** comprising of 50 Multiple Choice Questions in the areas of General (10 marks) and Subject Based (40 marks). Each question carries one mark and there will be no negative marks.
- c) The Descriptive Type test shall be of **45 minutes duration**.



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- d) The minimum pass mark each for Objective as well as Descriptive tests shall be as below:-
For Unreserved post - 50 % of Total Marks of each test,
For PwBD candidates - 40 % of Total Marks of each test.
- e) CSL may relax the minimum pass mark, if the number of qualified candidates is insufficient.
- f) Depending upon the number of online applications received, CSL reserves the right to scrutinise applications and prepare shortlist of candidates based on meeting eligibility requirements ascertained through the certificates uploaded by the applicants in the online application portal and only such shortlisted candidates may be permitted to attend the selection process.
- g) The selection shall be subject to verification of eligibility requirements (age, educational qualification and experience etc.) for which the candidate should produce the original certificates in proof of age, educational qualification and certificates for reservation categories (OBC/SC/ST/EWS/PwBD). The candidates shall produce all required certificates in original along with self-attested copies at the time of Certificate Verification failing which they shall not be considered for selection.
- h) The selection process shall be held at Cochin Shipyard Limited (CSL), Kochi.
- i) Rank lists for the post shall be prepared based on the aggregate marks secured by the candidates in the Objective Type, Descriptive Type test and Power Point Presentation. In case, same marks secured by more than one candidate, marks scored in the Subject part of the Objective Type Test shall be the basis of determining the order of rank list. In case of a tie thereafter, relative merit shall be decided based on seniority in age.

VIII. Conditions

a) Reservation

- (i) Government of India Directives on reservation shall apply.
- (ii) In the case of Persons with Benchmark Disabilities, the degree of disability should be a minimum of 40%. The applicant should submit a valid Certificate of disability to this effect in the prescribed format issued by Competent Authority as per the Rights of Persons with Disabilities Rules, 2017.

b) Qualification

- (i) The minimum qualification stipulated for all the post must be from a University/Institute/ Examination Board recognized by AICTE/appropriate statutory authority/State/Central Government.
- (ii) Those applicants having qualifications equivalent to any of the prescribed qualifications should submit Equivalency Certificate issued by the competent authority and without such certificate, their candidature shall not be considered.



- (iii) The applicants are required to fill in the exact percentage of marks scored by them in the qualifying examination in the online application submitted for the post as applicable. Some Universities /Institutes/Examination Boards do not award Class or Percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI etc). In case University/Institute/Examination Board define criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the same shall be accepted. However, where the University/Institute/Examination Board does not define criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the Aggregate Grade Points may be multiplied by 10 to get the required percentage of marks.

c) Experience

- (i) **Experience acquired after the date of passing of the qualification stipulated as per the above requirement shall only be considered. Period of post qualification experience shall be reckoned as on 13 December 2024.**
- (ii) Training with remuneration shall be treated as experience.
- (iii) **Experience Certificates obtained from companies registered under the Companies Act 1956 or Foreign Companies of equivalent status shall only be considered for short listing and for consideration for selection.**
- (iv) Applicants who are presently working in any company (Private/Public Sector/Government) in the absence of experience certificate, should submit copy of **Appointment/Offer letter issued by the organisation, latest Pay Slip/copy of last Pay drawn** as proof of experience. **For past employment, experience certificate indicating the date of joining as well as relieving should be submitted.** During the certificate verification process, the candidates should produce all certificates in original to establish the experience claimed in their online application, failing which they shall not be considered for further selection.
- (v) **Work experience obtained from contractors (Proprietary Firms and Partnership Firms) engaged by companies may be considered based on the endorsement of the Principal Employer on the certificates issued by the contractor. Such applicants are required to submit their experience certificates along with further proof such as ESI/EPF statements. Certificates of training issued by the contractors without the endorsement of the Principal Employer shall not be considered.**
- (vi) Applicants who are Ex-servicemen should submit **Discharge Certificate/Book/Pension Payment Order from the Armed Forces.** Those ex-servicemen having qualification endorsed in their Discharge Certificate/Book should have working experience in the relevant trade/discipline in the Armed Forces. Such qualification acquired during service period shall also be considered for calculation of post qualification experience. Ex-servicemen claiming equivalency of qualification should produce the certificate of equivalency or endorsement in the Discharge certificate of the same with authority (refer order issued by the Govt. of India), should produce certificates indicating qualification and work experience in the relevant discipline in the Armed Forces, as proof of experience and produce the same during certificate verification process. They should produce experience



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certificate from the authorities concerned, failing which their candidature shall not be considered.

- (vii) Applicants should clearly specify the nature of work performed and duties, responsibilities handled in the respective jobs, as well as experience certificate in proof of the same shall be submitted during certificate verification.

d) Application Fee

- (i) Application fee of ₹ 300/- (**Non refundable, plus bank charges extra**) should be remitted using **the Online payment options (Debit card/Credit card/Internet Banking)** which can be accessed through our Online application facility from **27 November 2024 to 13 December 2024. No other mode of payment shall be accepted.**
- (ii) **Applicants belonging to Scheduled Caste (SC)/Scheduled Tribe (ST)/Person with Benchmark Disabilities (PwBD) need not pay application fee. They are exempted from payment of application fee.**
- (iii) All applicants for whom the fee is applicable, i.e. except those belonging to SC/ST/PwBD, should pay the application fee as stipulated in the above clause. **It is important to note that their candidature shall be considered only on receipt of application fee**

e) How to apply

- (i) **Applicants should go through the User Manual and FAQ published in the link www.cochinshipyard.in (Career page→ CSL, Kochi) before filling the online application.** The application consists of two phases – **One time Registration and submission of application against the post applicable.** Applicants should not submit more than one application. Application once submitted shall be final.
- (ii) Applicants meeting the notified requirements may do the One time Registration in the SAP Online portal and submit their application. The facility to submit their application can be accessed through our website www.cochinshipyard.in (**Career page→ CSL, Kochi**) from **27 November 2024 to 13 December 2024. Application submitted direct or by any other mode shall not be accepted.**
- (iii) Applicants should ensure that all certificates towards proof of age, educational qualification, experience, caste and a recent passport size colour photograph are uploaded in the SAP online application portal, failing which their candidature shall not be considered and shall be rejected.
- (iv) Applicants should ensure that all the entries in the online application have been correctly filled in and application submitted successfully. Change in the data provided in the application after final submission of the same through online will not be considered. Filling of garbage/junk details in any of the fields can lead to rejection of application.
- (v) Application must be complete in all respects as per this Advertisement Notification. **Please note that incomplete applications/withdrawn applications/applications in draft status shall not be considered.** On successful submission of the application, the status of



the application shall be shown as "**In process**". After submission of the application, the candidate shall log in to My Applications and ensure that the application status is "In process" to ensure the process is complete. No refund of fees shall be considered after successful submission of application or withdrawal of application.

- (vi) **After applying through online, applicants should retain a soft copy/printout of the online application containing the unique registration number generated by the system for their reference. It is important to note that, the unique application number will be obtained only upon successful submission of online application.** The Registration Number on the online application should be quoted for any correspondence with CSL.
- (vii) **Applicants need not send the online application print out/certificates/application fee in the form of DD/Challan/Cheque by post to Cochin Shipyard Limited.**
- (viii) The website will remain functional for the purpose of submitting applications from **27 November 2024** and the last date for submission of applications through online is **13 December 2024**. In order to avoid heavy traffic in website on the last date that may result in non-submission of application, candidates are advised to log in to CSL website and submit applications well in advance before the last date. **Those who apply on the last date of application may not get any troubleshooting assistance/technical support in the online application portal by email/phone after 1600 hrs on the last date.**

f) General

- (i) **Applicants are advised to make sure that they are meeting the eligibility requirements as per the vacancy notification for the post before submitting the applications.**
- (ii) Definition of Ex-serviceman:- Ex-serviceman is a person
 - (a) Who has served in any rank whether as combatant or non-combatant in a Regular Army, Navy and Air Force of the Indian Union, and
 - (i) Who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
 - (ii) Who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
 - (iii) Who has been released from such service as a result of reduction in establishment;
 - (b) Who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service; Or
 - (c) Personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension; Or



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- (d) Personnel, who were on deputation in Army Postal Service for more than six months prior to 14th April, 1987; Or
 - (e) Gallantry award winners of the Armed Forces including personnel of Territorial Army; Or
 - (f) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.
- (iii) CSL reserves the right to call for any additional documentary evidence from candidates in support of educational qualification, experience other notified eligibility requirements as indicated in their online application, and information/replies to such queries should be only through the e-mail career@cochinshipyard.in. However, CSL shall not be responsible for any delay/non-receipt of such e-mails within the stipulated date and time. Replies to any such queries received after the stipulated date and time shall not be considered and no further correspondence shall be entertained in this regard.
- (iv) Original Certificates of the short-listed candidates shall be verified at the time of joining or at any other stage as decided by CSL. Candidature is purely provisional subject to verification of original certificates in proof of age, qualification, experience, caste, disability, medical fitness etc and meeting the notified eligibility requirements. At the time of certificate verification/joining, if the candidates short-listed are found not meeting the eligibility requirements or fail to produce certificates in original or if at any stage, it is found that any information furnished by the candidate is false/incorrect or there has been suppression of facts and information, the candidate shall not be considered for selection and candidature/appointment will be cancelled/rejected without further notice.
- (v) **No TA/DA shall be paid to the candidates for attending the selection.**
- (vi) The vacancies are purely on contract basis for a specific period and CSL is not liable to offer appointment during or after the completion of contract period of the selected candidates.
- (vii) **No correspondence regarding the rejection of application in case of ineligibility shall be entertained.**
- (viii) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed by e-mail/through CSL website to download call letter from www.cochinshipyard.in. **Schedule of the selection shall be intimated to the shortlisted applicants through E-mail/CSL website (Career page→ CSL, Kochi).** Candidates are requested to frequently check the above website (Career page→ CSL, Kochi) for updates related to the selection.
- (ix) Mere submission of application, issue of call letter and attending selection process shall not confer any right to the applicant of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion or does not constitute an offer of appointment, and will not entitle the applicant to any claim for employment in CSL.
- (x) The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by CSL. The reports of such medical examination may be examined by Medical Officer of CSL and the appointment of the candidate may subject to certification of Medical fitness.



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- (xi) CSL shall not bear any liability on account of salary/leave salary/gratuity/pension contribution etc, if any of previous employment of any candidate already working in Government/Public Sector Undertakings.
- (xii) Rank list shall be maintained for all post and the validity of the rank list shall be up to 18 months from the date of reporting of the last candidate, from the list of candidates advised to join on publication of the result, or until a fresh notification for the same post is issued. The rank list shall be operated only if a vacancy occurs either due to the non-joining of a candidate advised to join from the rank list or due to the subsequent separation of a candidate selected from the rank list. The rank list may also be used to fill up future vacancies that arise during the validity of the rank list, with specific approval from competent authority.
- (xiii) Notwithstanding the above or any other conditions, CSL reserves the right not to fill up the vacancies notified. Further, the filling up of the notified vacancies shall be subject to the suitability of candidates in the rank list, availability of projects and job requirements. CSL reserves the right to restrict/ alter/cancel/modify the recruitment process, if need so arises.
- (xiv) Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.
- (xv) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- (xvi) Any legal proceedings in respect of any claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in the Courts/Tribunals/Forums at Ernakulam and such Courts/Authorities shall have sole and exclusive jurisdiction.
- (xvii) Any amendment, modification or addition to this advertisement shall be published in the CSL website only.
- (xviii) For any further clarification related to the advertisement and conduct of selection, please contact us e-mail career@cochinshipyard.in.

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

**Sd/-
GENERAL MANAGER (HR & TRAINING)**