



Vacancy Notification Ref No. CSL/P&A/RECTT/PERMANENT/CANSRU/001/2023/8 dated 12.07.2023

Cochin Shipyard Limited (CSL), a listed premier Miniratna Company of Government of India, invites **Online applications** from Indian citizens, fulfilling the eligibility requirements for filling up of the following **Executive posts in CSL AN Ship Repair Unit (CANSRU), Port Blair, Andaman & Nicobar Islands: -**

A. Name of Posts, Educational Qualification, Experience & Job Requirements:

TABLE 1

<u>Sl No</u>	<u>Name of Posts</u>	<u>Educational Qualification, Experience & Job Requirements</u>
1.	Manager (Mechanical)	<p><u>Educational Qualification:</u> Degree in Mechanical Engineering with minimum of 60% marks from a recognized University.</p> <p><u>Experience:</u> <u>Essential:</u></p> <p>a) Minimum of 9 years post qualification managerial experience in</p> <ul style="list-style-type: none">• Shipbuilding Company or• Ship repair or• Engineering company or• Offshore Fabrication and Other Marine Related Engineering companies or• Government / Semi-Government Companies / Establishments. <p>b) Experience shall be in the areas of Planning/ Production/ Procurement / Fabrication/ Outfitting/ Repairs/ Quality Assurance/ Installation/ Project Management/ Commercial/ Marketing.</p> <p>c) In case of candidates working in the regular cadre in PSUs/ Government / Autonomous bodies, one year experience shall be in the immediate lower scale of pay or equivalent.</p>



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Sl No	Name of Posts	Educational Qualification, Experience & Job Requirements
		<p>Desirable: Experience of working in an ERP/ SAP/ computerised environment.</p> <p>Job Requirements:</p> <ol style="list-style-type: none">Planning, organizing and coordinating the activities of Commercial/ Procurement/ Operation sections.Execution and timely completion of all works related to ship repair.Coordinate with project team, clients, vendors & contractors during project execution as well as during invoice settlement.Liaising with vendors in procurement of materials.Co-ordinate with contractors for subcontract work packages.Executing repair scope of work as per agreed defect list, AWRF, GWRF etc,Ensure strict compliance to yard Quality Management and HSE Systems.
2.	Manager (Marine)	<p>Educational Qualification:</p> <p>Essential: Degree in Marine Engineering with minimum of 60% marks from a recognized University.</p> <p>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.</p> <p>Desirable: Proficiency in Computer Applications like AutoCAD, SAP, MS Project, MS Office etc.</p> <p>Experience:</p> <p>Essential:</p> <ol style="list-style-type: none"><ul style="list-style-type: none">Minimum II class MOT Certificate of Competency (Motor) issued under Merchant Shipping Act 1958.Minimum of 9 years post qualification experience on



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		<p>board ships with atleast 3 years' experience as Independent Watch Keeping Engineer on board ships.</p> <p>b) In case of candidates working in PSUs/ Government / Autonomous bodies in the regular cadre, one year experience shall be in the immediate lower scale of pay or equivalent.</p> <p>c) 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.</p> <p><u>Desirable:</u> Experience of working in an ERP /SAP/computerized environment.</p> <p><u>Job Requirements:</u></p> <p>a) Planning, organizing and co-ordinating the activities of ship repair section.</p> <p>b) Co-ordinate with project team, clients, vendors & contractors during project execution as well as during invoice settlement.</p> <p>c) Liaising with vendors in procurement of materials.</p> <p>d) Co-ordinate with contractors for subcontract work packages.</p> <p>e) Executing repair scope of work as per agreed defect list, AWRF, GWRF etc.</p> <p>f) Ensure strict compliance to yard Quality Management and HSE Systems.</p>
3.	Deputy Manager (Naval Architecture)	<p><u>Educational Qualification:</u> Degree in Naval Architecture Engineering with minimum of 60% marks from a recognized University.</p> <p><u>Experience:</u> <u>Essential:</u></p> <p>a) Minimum of 7 years post qualification managerial experience in</p> <ul style="list-style-type: none">• Shipyard or• Offshore Fabrication /Other Marine Installations or• Classification Societies or• Marine related Engineering companies or• Government / Semi-Government Companies /



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		<p>Establishments.</p> <p>b) Experience shall be in the areas of Design/ Procurement/ Planning/ Production Engineering/ Fabrication / Outfitting/ Repairs/ Quality Assurance/ Installation/ Project Execution. Should possess adequate knowledge and exposure in Design/ Production/ Ship Hull Repair.</p> <p>c) In case of candidates working in PSUs/ Government / Autonomous bodies in the regular cadre, one year experience shall be in the immediate lower scale of pay or equivalent.</p> <p>Desirable: Experience of working in an ERP/ SAP/ MS Project/ Primavera/ Auto CAD/ Ship Design software.</p> <p>Job Requirements:</p> <p>a) Extend techno-commercial assistance to planning and operations section.</p> <p>b) Prepare, monitor and control of ship repair project schedules.</p> <p>c) Co-ordinate with project team, Clients, Class, Consultants & Contractors during project execution.</p> <p>d) Ensure smooth & incident free docking, slipping operations, design/technical matters related to repair projects.</p>
4.	Deputy Manager (Mechanical)	<p>Educational Qualification: Essential: Degree in Mechanical Engineering with minimum of 60% marks from a recognized University.</p> <p>Desirable: Proficiency in Computer Applications like AutoCAD, SAP, MS Project, MS Office etc.</p> <p>Experience: Essential:</p> <p>a) Minimum of 7 years post qualification managerial experience in</p> <ul style="list-style-type: none">• Shipbuilding or• Ship repair or• Engineering company or• Offshore Fabrication or



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		<ul style="list-style-type: none">• Marine related Engineering companies or• Government / Semi Government Companies / Establishments. <p>b) Experience shall be in the areas of Planning/ Production/ Procurement / Fabrication/ Outfitting/ Repairs/ Quality Assurance/ Installation/ Project Management/ Commercial/ Marketing.</p> <p>c) In case of candidates working in the regular cadre in PSUs / Government/ Autonomous bodies, one-year experience shall be in the immediate lower scale of pay or equivalent.</p> <p><u>Desirable:</u> Experience of working in an ERP /SAP/ computerized environment.</p> <p><u>Job Requirements:</u></p> <p>a) Planning, organizing and coordinating the activities of Commercial, Procurement, Operation, QC.</p> <p>b) Execution and timely completion of all mechanical works related to ship repair.</p> <p>c) Co-ordinate with project team, clients, vendors & contractors during project execution as well as during invoice settlement.</p> <p>d) Liaising with vendors in procurement of materials.</p> <p>e) Co-ordinate with contractors for subcontract work packages.</p> <p>f) Executing repair scope of work as per agreed defect list, AWRF, GWRF etc.</p> <p>g) Ensure strict compliance to yard Quality Management and HSE Systems.</p>
5.	Assistant Manager (Safety)	<u>Educational Qualification:</u> <u>Essential:</u> <ul style="list-style-type: none">a) A recognized Degree in any branch of Engineering or Technology, OR A recognized Degree in Physics or Chemistry, OR A recognized Diploma in any branch of Engineering or Technology;b) A Degree or Diploma in Industrial Safety recognized by the State Government. **



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		<p>** NOTE</p> <ol style="list-style-type: none">The requirement of Industrial Safety is not mandatory in case of Degree holders in Safety Engineering or Technology.The year of passing the qualification in Industrial Safety shall not be factored for calculation of post qualification experience for the post. <p><u>Desirable:</u></p> <ol style="list-style-type: none">Proficiency in Computer Applications like MS Project, MS Office etc. Experience of working in an ERP/ SAP/ computerised environment.ISO 45001 and ISO 14001 internal auditor or Lead auditor certification. <p><u>Experience:</u></p> <p><u>Essential:</u></p> <ol style="list-style-type: none">For Degree holders in any branch of Engineering or Technology Minimum three years of post-qualification experience as detailed under:<ol style="list-style-type: none">Two (2) years of practical experience of working in a factory in a supervisory capacity ANDOne (1) year experience in the field of Industrial Safety in a Shipyard or Factory or Government or Semi-Government Company / Establishment.For Degree holders in Physics/Chemistry or Diploma holders in any branch of Engineering or Technology Minimum six (6) years post qualification experience as detailed under:<ol style="list-style-type: none">Five (5) years of practical experience of working in a factory in a supervisory capacity ANDOne (1) year experience in the field of Industrial Safety in a Shipyard or Factory or Government or Semi-Government Company / Establishment.The candidate shall have experience in handling activities related to HSE (Health, Safety and Environment). <p><u>Desirable:</u></p>



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Sl No	Name of Posts	<u>Educational Qualification,</u> <u>Experience & Job Requirements</u>
		<p>(i) Experience of working in an ERP/SAP/computerized environment.</p> <p>(ii) The candidate shall have good communication skills and working knowledge in Hindi.</p> <p>(iii) Knowledge of ship building/repair activities.</p> <p><u>Job Requirements:</u></p> <ul style="list-style-type: none">• Good communication skills to ensure HSE awareness amongst CSL staff, ensure strict compliance to yard Quality Management and HSE systems.• 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 at CANSRU, 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.
6.	Assistant Manager (Finance)	<p><u>Educational Qualification:</u></p> <p>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.</p> <p><u>Experience:</u></p> <p><u>Essential:</u></p> <p>a) Minimum of three years post qualification managerial experience in the Finance Department of a</p> <ul style="list-style-type: none">• Public Sector Undertaking or• Engineering company or• Commercial organization or• Government / Semi-Government Company / Establishment. <p>b) Experience shall be in the areas of financial policies, Financial Appraisal, Fund management, Budgeting and Accounting, Taxation, Audit etc.</p>



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		<p>Desirable: Experience of working in an ERP/ SAP/ computerised environment.</p> <p>Job Requirements:</p> <ul style="list-style-type: none">• Verification of invoices with respect to passing of bills and their processing.• Preparation of reconciliation statements in connection with quarterly and annual closing of accounts and schedules as per Ind AS.• Salary processing and TDS related matters of employees.• Verification of estimates in relation to subcontracting of works, procurement of materials etc.• Verification of various price comparison statements as related to tenders and its accounting of EMD and release of same.• Generation of various reports for timely remittance of Statutory returns like IT return, GSTR etc.• Effective handling of queries raised by various Auditors during the course of audit.• Monitoring of capex and revenue budget allocation and posting in SAP.• Preparing of schedule for accounting and audit purpose, vendor reconciliation.• Record and Report Generation.• Preparation of various MIS for analysis purposes and submission to management.• Not limited to above, selected candidate shall be liable to undertake any other duties as directed by the CSL Management.

B. **Important Dates:**

Commencement of Online Application : 12 July 2023

Last Date of Online Application : 10 August 2023



C. Grade, No. of Vacancies and Reservation:

TABLE 2

Name of the Post	Grade	UR	ST
Manager (Mechanical)	E3	1	0
Manager (Marine)		1	0
Deputy Manager (Naval Architect)	E2	1	0
Deputy Manager (Mechanical)		0	1
Assistant Manager (Safety)	E1	1	0
Assistant Manager (Finance)		1	0
Total		5	1

(i) CSL reserves the right to increase / decrease the number of vacancies or not to fill up the vacancy or cancel the recruitment process, as per its requirement.

(ii) The posts are identified for applicants, with bench mark disabilities as below: -

TABLE 3

Name of Posts	Category	Bench Mark disability
Manager (Mechanical)	Category (b)	Deaf and Hard of Hearing
	Category (c)	One Arm, One Leg, Leprosy Cured, dwarfism, Acid Attack Victims
	Category (d)	Specific Learning Disability, Mental Illness
	Category (e)	Multiple Disabilities involving above
Manager (Marine)	Category (b)	Deaf and Hard of Hearing
	Category (c)	One Arm, One Leg, Cerebral Palsy, Leprosy Cured, dwarfism, Acid Attack Victims
	Category (d)	Specific Learning Disability, Mental Illness
	Category (e)	Multiple Disabilities involving above
Deputy Manager (Naval Architecture)	Category (b)	Deaf and Hard of Hearing
	Category (c)	One Arm, One Leg, Leprosy Cured, dwarfism, Acid Attack Victims
	Category (d)	Specific Learning Disability, Mental Illness
	Category (e)	Multiple Disabilities involving above
Deputy Manager (Mechanical)	Category (b)	Deaf and Hard of Hearing
	Category (c)	One Arm, One Leg, Leprosy Cured, dwarfism, Acid Attack Victims
	Category (d)	Specific Learning Disability, Mental Illness
	Category (e)	Multiple Disabilities involving above
Assistant Manager (Finance)	Category (a)	Blind and Low Vision
	Category (b)	Deaf and Hard of Hearing
	Category (c)	One Arm, Both Arms, One Leg, Both Leg, One Arm and One Leg, Both Leg & One Arm, Both Legs Arm, Leprosy Cured, Dwarfism, Acid Attack Victims
	Category (e)	Multiple Disabilities involving above



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D. Pay Scale, Benefits & Place of Posting:

(i) Pay scale:

TABLE 4

Grade	Pay scale
E1	₹ 40,000-3%-1,40,000
E2	₹ 50,000-3%-1,60,000
E3	₹ 60,000-3%-1,80,000

(ii) Monthly Emoluments as on date: -

TABLE 5

Sl No	Wage Type	E1	E2	E3
		Amount (In ₹)	Amount (In ₹)	Amount (In ₹)
1	Basic pay	₹ 40,000.00	₹ 50,000.00	₹ 60,000.00
2	DA (at present 37.7%)	₹ 15,080.00	₹ 18,850.00	₹ 22,620.00
3	HRA (at present 18%)	₹ 7,200.00	₹ 9,000.00	₹ 10,800.00
4	Perks & Allowances (35%)	₹ 14,000.00	₹ 17,500.00	₹ 21,000.00
5	Location Based Allowance (10%)	₹ 4,000.00	₹ 5,000.00	₹ 6,000.00
	Total	₹ 80,280.00	₹ 1,00,350.00	₹ 1,20,420.00

(iii) Other benefits under New Pension Scheme, Contributory Provident Fund, Accident Insurance coverage, Reimbursement of Medical expenses under the Contributory Medical Insurance policy, Leave encashment, Performance related Payment etc. as admissible shall be applicable for the posts.

(iv) The posting shall be at CSL AN Ship Repair Unit (CANSRU), Port Blair, Andaman & Nicobar Islands/ any other CSL units/project sites as desired by CSL. However, depending upon project requirements, the candidate is liable to be transferred within different units of 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 units / work sites/ projects undertaken in any part of India or abroad as the case may be.

(v) Selected candidate shall be placed in the minimum of the pay scale and pay protection will not be considered.

E. Age:

I. For the posts of Manager: -

(i) The upper age limit prescribed shall not exceed 40 years as on 10 August 2023 i.e. applicants should be born on or after 11 August 1983.

- (ii) The upper age limit shall be relaxable by 5 years for Persons with Benchmark Disabilities (PwBD) and 10 years for Ex-servicemen. However, in no case, age limit after applying all age relaxations shall exceed 50 years.

II. For the posts of Deputy Manager: -

- (i) The upper age limit prescribed shall not exceed 35 years as on 10 August 2023 i.e., applicants should be born on or after 11 August 1988. **The upper age limit is relaxable by five (5) years for ST candidates in posts reserved for them.**
- (ii) The upper age limit shall be relaxable by 5 years for Persons with Benchmark Disabilities (PwBD) and 10 years for Ex-servicemen. However, in no case, age limit after applying all age relaxations shall exceed 45 years.

III. For the posts of Assistant Managers: -

- (i) The upper age limit prescribed shall not exceed 30 years as on 10 August 2023 i.e., applicants should be born on or after 11 August 1993.
- (ii) The upper age limit shall be relaxable by 10 years for Persons with Benchmark Disabilities (PwBD) and 5 years for Ex-servicemen. However, in no case, age limit after applying all age relaxations shall exceed 40 years.

F. Method of Selection:

(i) For the posts of Manager & Deputy Manager: -

- (a) The selection process shall be held at CANSRU, Port Blair or interview through electronic media.
- (b) The method of selection shall include a Power Point Presentation, Group discussion and Personal Interview. Candidates who are provisionally short-listed for the posts shall be required to do the Power Point Presentation highlighting their work experience (duration of not more than ten minutes). The work experience shall be assessed by selection committee based on the documents submitted by the candidates and the power point presentation on work experience. Based on the Power Point Presentation, the candidates shall be further short-listed for Group discussion and Personal Interview. Only candidates who are meeting the notified work experience and job requirements shall be permitted to attend Group discussion & Personal Interview. The marks shall be assigned to the short-listed candidates based on the following parameters for final selection:

- Work Experience in the relevant job/ area : 40 marks
- Power Point Presentation on work experience : 30 marks



- Group Discussion : 10 marks
- Personal Interview : 20 marks
- Total : 100 marks**

(c) CSL reserves the right to scrutinise applications for the posts and prepare shortlist of candidates based on meeting eligibility requirements ascertained through the certificates submitted and only such shortlisted candidates shall be permitted to attend the selection process.

(ii) For the posts of Assistant Managers:-

(a) The method of selection shall include Objective type Test, Descriptive type Test followed by a Group Discussion & Personal Interview.

(b) The Objective type Test shall be of 40 marks, 45 minutes duration comprising of 40 Multiple-choice questions in the areas of General Knowledge, General English, Reasoning, Quantitative Aptitude and Subject Based. The Descriptive type test shall be of 30 marks, 90 minutes duration comprising of Subject based questions. Accordingly, weightage is assigned to the following parameters for the final selection:-

- Objective type test Marks : 40 marks
- Descriptive type test Marks : 30 marks
- Group Discussion : 10 marks
- Personal Interview : 20 marks
- Total : 100 marks**

(c) Mark list shall be prepared on the basis of marks secured by candidates in the Objective type test & Descriptive type test. The candidates shall be short-listed for further selection process in the minimum ratio of 6 candidates against the post in the order of merit.

(d) The minimum pass marks each for Objective as well as Descriptive type test shall be fixed as 50% of total marks of each test. For PwBD candidates, the minimum pass marks shall be 40% of total marks of each test.

(e) The Descriptive test answer sheets of only those candidates shall be evaluated, who secure the minimum pass mark and above in Objective type test and who meet the notified eligibility requirements.



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- (f) Only those candidates who successfully complete the certificate verification and secure pass marks in the tests will be allowed to attend the Group discussion & Personal Interview.
- (g) Depending upon the number of online applications, the selection tests shall be held at any place in India as decided by CSL. The allocation of examination centre shall be at the sole discretion of CSL.
- (h) The Group Discussion and Personal Interview shall be held at CSL or CANSRU or interview through electronic media.
- (i) Depending upon the number of online applications received, CANSRU reserves the right to scrutinise applications for the post and prepare shortlist of candidates based on meeting eligibility requirements ascertained through the certificates submitted by the applicants, and only such shortlisted candidates shall be permitted to attend the selection process.
- (j) Further to the certificate verification, the selection process shall be conducted with the shortlisted candidates, even if it is less than 1:6 ratio as decided by CSL.
- (k) Rank list for the post shall be prepared based on the total marks secured by the candidates in all the selection parameters. In case, same aggregate marks are 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.

G. Conditions:

a) Reservation:

- (i) Government of India Directives on reservation shall apply.
- (ii) Applicants belonging to Schedule Tribe (ST), should produce a valid recent community certificate in the prescribed format issued by the Revenue Authority not below the rank of the Tahsildar, failing which their candidature shall not be considered against the reserved post, and for other concessions or relaxations applicable to the category.
- (iii) 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 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. 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 defines 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 requirements shall only be considered. Period of post qualification experience shall be reckoned as on 10 August 2023.**
- (ii) Training period in any organisation shall not be counted as work experience, including the period of executive training, management training, apprentice training, advanced training or any other training.
- (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 /Govt.), in the absence of experience certificate, should submit copy of **Appointment / Offer letter issued by the company, latest Pay Slip / copy of last Pay drawn and CTC Certificate during the current financial year/IT Form-16 of the previous financial year** as proof of work experience. **For past employment, experience certificate indicating the date of joining as well as relieving should be submitted.** The candidates should submit all certificates to establish the experience claimed in their



online application, failing which their candidature shall be cancelled and they shall not be considered for further selection.

- (v) Applicants in regular Government service or in Government owned industrial or other similar organizations should submit their applications online directly to CSL. However, such applicants are required to upload a declaration (as per **Annexure - I**) that they have informed in writing to their employer that they have applied for the post notified by CSL. Candidature of such applicants will not be considered if objection if any received from the employer.
- (vi) Applicants who are Ex-servicemen should submit **Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces**. Those ex-servicemen having Degree endorsed in their Discharge Certificate/ Book should have working experience in the relevant 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 Degree in discipline 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. They should produce experience certificate from the authorities concerned, failing which their candidature shall not be considered.
- (vii) Those ex-servicemen, on re-employment in any Government job on civil side after availing of the benefits given to him as an ex-serviceman, his ex-serviceman status for the purpose of re-employment in Government shall be governed by DoPT OM Nos. 36034/27/84-Estt(SCT) dated 02.05.1985, 36034/6/90-Estt(SCT) dated 10.10.1994 and 36034/1/2014-Estt (SCT) dated 14.08.2014. **All ex-servicemen shall submit an undertaking along with the online application, that he has not been re-employed in Government after availing the benefits for ex-servicemen(as per Annexure - II).**
- (viii) **Employees who are currently working in CSL/ any other units of CSL on the regular rolls are not eligible to apply for the same posts at the same pay scales notified by CSL.**
- (ix) 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 uploaded while submitting their online application for the post notified.



d) Application Fee:

- (i) Application fee of ₹ 1,000/- **(Non-refundable, plus bank charges extra) should be remitted using the Online payment options (Debit card/Credit card/Internet Banking/Wallets/UPI etc.)** which can be accessed through our Online application facility from **12 July 2023 to 10 August 2023**. 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→ CANSRU, Andaman) 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 the website www.cochinshipyard.in (Career page→ CANSRU, Andaman) from **12 July 2023 to 10 August 2023. 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, disability etc 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 registration number shall 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 Ltd/CANSRU.
- (viii) The website shall remain functional for the purpose of submitting applications from **12 July 2023 and** the last date for submission of applications through online is **10 August 2023.** In order to avoid heavy traffic in website on the last date that may result in non-submission of application, applicants 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 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
 - 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 CANSRU 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 application, and information / replies to such queries should be only through the e-mail career.cansru@cochinshipyard.in. However, CSL or CANSRU 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 again 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 travelling allowance shall be paid to candidates for attending the Objective & Descriptive type test. For the posts of Assistant Managers, candidates shortlisted for the further selection process at CSL / CANSRU, and all candidates shortlisted for the post of



Manager, shall be reimbursed single to & fro third AC Rail fare as admissible for the posts as per company rules by the shortest route from the mailing address mentioned in their online application form to CSL, Kochi / CANSRU, Port Blair, on production of proof. Candidates claiming travel re-imbursement are required to submit the copy of front page of **Savings bank passbook with account number and IFSC code**, at the time of certificate verification and the eligible amount of reimbursement shall be credited to their bank account through NEFT. Reimbursement of travel fare shall only be made to those candidates who submit the above details. However, at the time of certificate verification, if it is found that the candidate does not fulfill any of the notified eligibility conditions, he/she shall neither be allowed to attend selection process nor be paid any travelling allowance.

- (vi) **No correspondence regarding the rejection of application in case of ineligibility shall be entertained.**
- (vii) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed to download call letter by e-mail/through CSL website www.cochinshipyard.in. **Schedule of the selection process shall be intimated to the short-listed applicants through E-mail/CSL website (Career page→ CANSRU, Andaman).** Candidates are requested to frequently check the above website (**Career page→ CANSRU, Andaman**) for updates related to the selection.
- (viii) Mere submission of application and Issue of call letter 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.
- (ix) Appointment of selected candidates will be subject to verification of character and antecedents and verification of caste certificates if applicable.
- (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 be subject to certification of Medical fitness.
- (xi) CSL shall not bear any liability on account of salary/leave salary/gratuity/pension contribution etc, if any related to previous employment of any candidate already working in Government/Public Sector Undertakings.
- (xii) Rank lists shall be maintained for all posts and shall be operated only in the event of occurrence of a vacancy during the validity period of the rank list. The validity period of the rank list shall be up to 18 months from the date of reporting of the



COCHIN SHIPYARD LIMITED

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A MINIRATNA COMPANY UNDER

THE MINISTRY OF PORTS, SHIPPING AND WATERWAYS

last candidate, from the list of candidates advised to join on publication of the result, unless a fresh notification for the same post is issued. Vacancy which arose as stated above shall not be treated as a fresh vacancy.

- (xiii) The number of posts indicated in this notification is based on existing requirement and shall vary depending on the future requirements, and the vacancies that may arise during the validity period of the rank list shall be filled up from that rank list at the discretion of CSL.
- (xiv) 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.
- (xv) Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.
- (xvi) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- (xvii) Any legal proceedings in respect of any claim or dispute arising out of this advertisement and/or an application in response thereto and selection process thereafter can be instituted only in the Courts/Tribunals/Forums at Ernakulam and such Courts/ Authorities shall have sole and exclusive jurisdiction.
- (xviii) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.
- (xix) For any further clarification related to the advertisement and conduct of selection, please contact us via e-mail career.cansru@cochinshipyard.in.

“CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION”

“ONLY INDIAN NATIONALS NEED APPLY”

Sd/-
GENERAL MANAGER (HR & TRAINING)