



COCHIN SHIPYARD LIMITED

A GOVERNMENT OF INDIA ENTERPRISE

A MINI RATNA COMPANY UNDER THE MINISTRY OF PORTS, SHIPPING AND WATERWAYS

Vacancy Notification Ref No. CSL/P&A/RECTT/PERMANENT/SCD/2022/17

Dated 03 October 2022

Cochin Shipyard Limited (CSL), a listed premier Mini Ratna Company of Government of India, invites **Online Applications** from Indian citizens fulfilling the eligibility requirements, for filling up of the following post reserved for Ex Servicemen, in the **Workmen category for CSL, Kochi:-**

A. Name of post, Educational Qualification, Experience and Job Requirements:

TABLE 1

<u>Name of post</u>	<u>Educational Qualification</u>	<u>Experience & Job Requirements</u>
Staff Car Driver <i>(Only Ex-service personnel)</i>	a) Pass in SSLC. b) Valid Driving Licence for driving Light Vehicles issued by the Union of India.	<u>Experience:</u> Three years experience as Staff Car Driver in Public or Private Sector Undertakings. <u>Job Requirements:-</u> Maintenance of Log book, records of petrol consumed/taken and other prescribed records, knowledge of motor mechanism (should be able to remove minor-defects in vehicle), get servicing/repair of cars done under direct supervision, wherever required, other duties and responsibilities as may be assigned from time to time.

B. Important Dates:

Commencement of Online Application : 06 October 2022

Last Date of Online Application : 31 October 2022

C. Pay Scale, No. of Vacancies and Reservation:

TABLE 2

Pay Scale	UR/ESM
W5	1

- a) 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.



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D. Scale of Pay, Benefits & Place of Posting:

a) Pay scale and Scale of Pay:-

TABLE 3

Pay Scale	Scale of Pay
W5	₹ 21300 - 69840

b) Monthly Emoluments as on date:-

TABLE 4

Pay Scale	Wage Type						Total
	Basic pay	DA (at present 32.50%)	HRA (at present 18%)	Transportation Allowance	Washing Allowance	Other Allowances (Variable)	
W5	₹ 21300	₹ 6923	₹ 3834	₹ 2400	₹ 500	₹ 915	₹ 35872

c) Other benefits under New Pension Scheme, Contributory Provident Fund, Accident Insurance coverage, Reimbursement of Medical expenses under the Contributory Medical Insurance policy, Leave encashment etc as admissible shall be applicable.

d) The posting shall be at CSL/any other CSL units/project sites as desired by CSL. However, depending upon project requirements, the candidates are 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.

E. Age:

a) **The upper age limit prescribed for the post shall not exceed 45 years as on 31 October 2022, i.e. applicants should be born on or after 01 November 1977.**

F. Method of Selection:

a) The method of selection shall include **Phase I** - Objective type test and **Phase II** - Practical Test as detailed under:-

TABLE 5

Method of Selection and Marks
Phase I : Objective type Test – 30 marks (35 minutes duration)
Phase II : Practical Test - 70 marks
Total-100 marks
Minimum pass mark:
Phase I : Objective type Test – 15 marks out of 30 marks
Phase II : Practical Test - 35 marks out of 70 marks



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- b) **The Phase I, Objective type test shall consist of two parts- General (Part A) and Discipline related (Part B).** Part A comprises of General Knowledge and Quantitative Aptitude. The pattern of the question paper, number of questions and allotment of marks is detailed under:

TABLE 6

No. of questions in each section/ marks per section*			Total no. of questions for Objective test / Max marks
General Knowledge	Quantitative Aptitude	Discipline related	
5	5	20	30

*Each question carries one mark. There will be no negative marks.

- c) The selection process will be held at Cochin Shipyard Limited, Kochi or at any other place in Kochi/ Kerala.
- d) Mark list for the post shall be prepared on the basis of marks secured by the candidates in the Objective type test. In case same marks secured by more than one candidate, marks scored in the discipline part of the Objective type test shall be the basis of determining the order of mark list. In case of a tie thereafter, relative merit shall be decided based on seniority in age.
- e) Candidates who score minimum pass marks and above in the Objective test shall be short listed for certificate verification in the ratio of 6 candidates against the one post notified, in the order of merit.
- f) Candidates who successfully complete the certificate verification shall be shortlisted to attend Phase -II Practical Test.
- g) Detailed Syllabus for the selection tests is as under. Please note that the given syllabus is only indicative and not exhaustive.

TABLE 7

Particulars	Syllabus - General (Part A)
General Knowledge	<ul style="list-style-type: none">• Facts about India and other countries: Basic facts / Geography / Tourism / Transport systems / Personalities / Places / History / Constitution / Economy / Writers / Literatures / Indian States & Union Territories / International Organizations.• General Science : Branches of studies / Scientific instruments and appliances / Physics / Chemistry / Biology• Sports & Games



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	<ul style="list-style-type: none">• Important Events/ Movements / Leaders / Places / Years• Writers – Authors – Biography - Autobiography• Abbreviations
Quantitative Aptitude	<ul style="list-style-type: none">• Number system / Fraction and Decimals / Simplification / Volume and surface areas / Square roots and Cube roots / Problems based on numbers, Speed, Time and Distance, Simple Interest / Compound Interest / Boats and Streams / Problems on Trains / Percentage - Interest / HCF and LCM / Average / Ratio and Proportion / Time and Work / Problems based on ages / Profit, Loss and Discount, Statistics / Permutations & Combinations / Probability.

TABLE 8

Syllabus - Discipline related (Part B)

- Traffic rules
- Traffic Signals
- Sign Boards on roads
- General Details regarding Vehicles
- General maintenance of vehicles
- Documents required for driving
- Insurance and tax details
- First Aid
- Etiquette and dignities to be followed by a staff car driver
- Road safety

- h) Depending upon the number of online applications received, CSL reserves the right to scrutinise applications for the post 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.
- i) Rank list for the post shall be prepared based on the marks secured by the candidates meeting the notified eligibility requirements and who pass in both Phase I - Objective and Phase II - practical tests. In case, same aggregate marks are secured by more than one candidate, marks scored in the Discipline 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.



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G. Conditions:

(a) Reservation

- (i) Government of India Directives on reservation shall apply.

(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 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 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 item A above shall only be considered. Period of post qualification experience shall be reckoned as on 31 October 2022.**
- (ii) **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.**
- (iii) 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 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.



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- (iv) **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.**
- (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) All applicants should submit **Discharge Certificate / Book/ Pension Payment Order from the Armed Forces**. Those applicants having qualification 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. Those applicants 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 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 02.04.1992 and 36034/1/2014-Estt (SCT) dated 14.08.2014. **All ex-servicemen should submit an undertaking to this effect along with the online application, that he has not been reemployed 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 post 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.



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(d) Application fee

- i) **Application fee of ₹ 400/- (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 06 October 2022 to 31 October 2022. No other mode of payment will 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 **06 October 2022 to 31 October 2022. 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 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



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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.**
- viii) The website will remain functional for the purpose of submitting applications from **06 October 2022** and the last date for submission of applications through online is **31 October 2022**. In order to avoid heavy traffic in website on the last date that may result in the 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 SAP application portal by email/phone after 1600 hrs on the last date.***

(f) General

- i) **Only Ex Servicemen are eligible to apply.**
- ii) **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.**
- iii) 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



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- (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.
- iv) 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.
- v) 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.
- vi) No travelling allowance shall be paid to any candidates for appearing for the objective type test. However, SC/ST/PwBD candidates appearing for the certificate verification or Practical Test at CSL shall be reimbursed single to & fro sleeper class rail/bus 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 the venue of certificate verification, on production of proof. Candidates claiming travel re-imburement 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.
- vii) **No correspondence regarding the rejection of application in case of ineligibility shall be entertained.**



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- 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 short-listed applicants through Email/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 through online, 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.
- x) Appointment of selected candidates will be subject to verification of character and antecedents and verification of caste certificates if applicable.
- xi) 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 is subject to certification of Medical fitness.
- xii) 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.
- xiii) Rank list shall be maintained for the post 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 upto 18 months from the date of reporting of the 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.
- xiv) 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 the CSL.
- xv) 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.
- xvi) Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.



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- xvii) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- xviii) 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.
- xix) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.
- xx) 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)