



# COCHIN SHIPYARD LIMITED

A GOVERNMENT OF INDIA ENTERPRISE  
A MINIRATNA COMPANY UNDER  
THE MINISTRY OF PORTS, SHIPPING AND WATERWAYS

## Vacancy Notification Ref No. P&A/18 (204)/2018 Vol IV (A) dated 13 January 2021

Cochin Shipyard Limited (CSL), a listed premier Mini Ratna Company of Government of India, invites **Online applications** from professionals, for filling up of the following posts for **CSL Mumbai Ship Repair Unit (CMSRU), Mumbai :-**

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

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job requirements	Age
1	Assistant General Manager (Mechanical), E-5 Grade, ₹ 80000-220000	1 post (OBC)*	<p><b><u>Educational Qualification:</u></b> Degree in Mechanical Engineering with a minimum of 60% marks from a recognized University.</p> <p><b><u>Experience :</u></b> <b><u>Essential:</u></b> Minimum of 15 years post qualification managerial experience in</p> <ul style="list-style-type: none"><li>• Shipbuilding or</li><li>• Ship repair or</li><li>• Engineering company or</li><li>• Offshore Fabrication or</li><li>• Other Marine Installations or</li><li>• Marine related Engineering companies or</li><li>• Government / Semi-Government Company / Establishment.</li></ul> <p>Experience shall be in the areas of Procurement/ Planning/ Production / Fabrication /Outfitting/ Repairs/Quality Assurance/ Installation /Project Management/ Commercial /Marketing.</p> <p>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><b><u>Desirable :</u></b></p> <ol style="list-style-type: none"><li>a) Experience of working in an ERP/ SAP/ computerised environment.</li><li>b) Good communication skills and working knowledge in Hindi / Marathi.</li></ol> <p><b><u>Job Requirements:</u></b> Will be responsible for all works and assignments connected with Ship Repairs,</p>	Not to exceed 53 years.



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Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job requirements	Age
			Related Design, Planning, Commercial, Contracts, Marketing, Materials, Maintenance, Repair Projects Management etc. Will have to liaison with Govt/State bodies in obtaining various licenses etc.	
2	Deputy Manager (Safety), E-2 Grade, ₹ 50000-160000	1 post (UR)	<p><b><u>Educational Qualification:</u></b></p> <p>a) A recognized Degree in any branch of Engineering or Technology.</p> <p style="text-align: center;"><b>OR</b></p> <p>A recognized Degree in Physics or Chemistry.</p> <p style="text-align: center;"><b>OR</b></p> <p>A recognized Diploma in any branch of Engineering or Technology.</p> <p>b) A Diploma in Industrial Safety recognized by State Government. # (Note below)</p> <p># Note :</p> <p>(i) The requirement of Industrial Safety is not mandatory in case of Degree holders in Safety Engineering or Technology.</p> <p>(ii) The year of passing the qualification of Diploma in Industrial Safety, shall not be factored for calculation of post qualification experience for the post.</p> <p><b><u>Experience:</u></b></p> <p><b><u>Essential:</u></b></p> <p>a) <u>For Degree holders in any branch of Engineering or Technology:</u> Minimum 7 years post qualification experience as detailed under :-</p> <p style="margin-left: 20px;">a. 2 years of practical experience of working in a factory in a supervisory capacity, <b>AND</b></p> <p style="margin-left: 20px;">b. 5 years experience in the field of Industrial Safety in a Shipyard or Factory or Government or Semi-Government Company / Establishment.</p> <p>b) <u>For Degree holders in Physics / Chemistry or for Diploma holders in any branch of Engineering or Technology:</u> Minimum 10 years post qualification</p>	Not to exceed 35 years.



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Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job requirements	Age
			<p>experience as detailed under :-</p> <p>a. 5 years of practical experience of working in a factory in a supervisory capacity, <b>AND</b></p> <p>b. 5 years experience in the field of Industrial Safety in a Shipyard or Factory or Government or Semi-Government Company / Establishment.</p> <p>c) The candidate shall have experience in handling activities related to HSE (Health, Safety and Environment).</p> <p>d) 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><b>Desirable:</b></p> <p>a) Experience of working in an ERP/SAP/ computerized environment.</p> <p>b) Good communication skills and working knowledge in Hindi / Marathi.</p> <p><b>Job Requirements:</b></p> <p>Duties associated with the post include frequent inspection of deep tanks and restricted spaces in ships and therefore call for a high degree of physical fitness.</p>	
3	Deputy Manager (Weapons), E-2 Grade, ₹ 50000-160000	1 post (UR)	<p><b>Educational Qualification:</b></p> <p><b>Essential:</b></p> <p>Degree in Mechanical /Electrical/ Electronics &amp; Communication Engineering with minimum of 60% marks from a recognized University.</p> <p><b>Desirable:</b></p> <p>PG degree/ Diploma in Business Administration with Marketing/ Operations Management as specialization.</p> <p><b>Experience:</b></p> <p><b>Essential:</b></p> <p>Minimum of 7 years post qualification experience in</p>	Not to exceed 35 years.



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Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job requirements	Age
			<ul style="list-style-type: none"><li>• Indian Navy or</li><li>• Ship Building or</li><li>• Ship Repair or</li><li>• Engineering Company or</li><li>• Government / Semi-Government Company / Establishment.</li></ul> <p>Experience shall be in the areas of installation, maintenance, repairs, trials and commissioning of weapons related Machinery, communication, sensors and combat management systems on Naval vessels.</p> <p>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><b>Desirable:</b></p> <ol style="list-style-type: none"><li>a) Experience in handling Naval weapon systems.</li><li>b) Experience of working in an ERP/SAP/computerized environment.</li><li>c) Good communication skills and working knowledge in Hindi / Marathi.</li></ol> <p><b>Job Requirements:</b></p> <p>Responsible for holding weapons repair team &amp; formulating strategy for Naval weapons repair section; Planning, organising and co-ordinating the activities of weapons repair; Hold key account management for business development for repair of Naval weapon platforms / weapons installation &amp; repairs; Understanding of market position of Naval weapon platforms repair business; Build and develop customer relationship &amp; OEM relationship and hold key account management for independent field of weapons repair; ability to set up and manage Naval weapons repairs.</p>	

**\*Backlog vacancy**





**B. Scale of Pay, Benefits & Place of Posting.**

a. In addition to Basic Pay, the Executives are eligible for Industrial DA as applicable, HRA @ of 24% of Basic pay, Perks upto 35 % of Basic Pay, Contributory Provident Fund Scheme, Accident Insurance coverage, Reimbursement of Medical expenses under the Contributory Medical Insurance policy, Leave encashment, Performance Payment, other allowances etc as admissible.

b. Table below indicates the CTC at the minimum of scale as on date:

Grade	Pay scale	CTC (approx)
E5	₹ 80000-3%-220000	26.2 lakhs
E2	₹ 50000-3%-160000	16 lakhs

c. For all posts, the posting shall be at CSL Mumbai Ship Repair Unit (CMSRU)/any other CSL units/project sites as desired by CSL.

**C. Age**

a. **The upper age limit prescribed for the posts shall be as on 10 February 2021.** The upper age is relaxable by 10 years for Persons with Benchmark Disabilities (PwBD).

b. Age relaxation for Ex-servicemen shall be as per Government of India guidelines. However, in no case, age limit after applying all age relaxations shall exceed 55 years for the post of Assistant General Manager and 45 years for the posts of Deputy Manager.

**D. Method of Selection**

a. The selection process shall be held at Cochin Shipyard Ltd, Kochi or interview through electronic media in view of Covid-19 pandemic issues.

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 selection:-

- |  |       |
|--|-------|
| a) Work Experience in the relevant job/ area   | : 40% |
| b) Power Point Presentation on work experience | : 30% |
| c) Group Discussion                            | : 10% |
| d) Personal Interview                          | : 20% |

c. The parameters for selection are subject to change and the same would be informed to the candidates prior to the commencement of the selection process.



**E. Conditions**

**a. Reservation:**

- (i) Government of India Directives on reservation applicable for Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Other Backward Class (OBC)/ OBC (Minority)/ Economically Weaker Sections (EWS)/Persons with Benchmark Disabilities (PwBD)/Ex-servicemen (ESM) candidates shall apply subject to meeting the eligibility requirements.
- (ii) In the case of Persons with Benchmark Disabilities (PwBD), 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 Person with Disabilities Rules, 2017.
- (iii) Candidates belonging to OBC (Non Creamy Layer), should produce a valid recent community certificate issued by the Revenue Authority not below the rank of the Tahsildar, failing which their candidature shall not be considered for extending reservation.

**b. Physical Requirements for candidates belonging to Persons with Benchmark Disabilities (PwBD) for the posts:**

Sl. No	Name of Posts	Categories of Persons with Benchmark Disabilities (PwBD) as per clause 2.2 of DoPT OM No.36035/02/ 2017-Estt (Res) dated 15.01.2018	Physical Requirements
(i)	Assistant General Manager (Mechanical)	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, BN, KC, PP, L, MF, RW, SE, H, C
(ii)	Deputy Manager (Safety)	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, JU, PP, RW, SE, H
(iii)	Deputy Manager (Weapons)	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, BN, KC, PP, L, MF, RW, SE, H, C

For details on categories of PwBD, refer DoPT OM 36035/02/2017-Estt (Res) dated 15.01.2018 (Career Page).

**Abbreviations used:**

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

**c. Qualification:**

- (i) The minimum qualification stipulated for the posts must be from a University/Institute/ Examination Board recognized by AICTE/ appropriate statutory authority/State/Central Government.



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- (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 posts. 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 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.

### d) **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 10 February 2021.**
- (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 to attend the selection process.**
- (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 shall submit their online applications 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 posts notified by CSL. Candidature of such applicants will not be considered if, objection if any, is received from the employer.



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- (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 discipline in the Armed Forces. 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. 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 to the effect that he has not been re-employed in Government after availing the benefits for ex-servicemen.**

### e) Application Fee:

- (i) Application fee of ₹ 1000/- **(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 **19 January 2021 to 10 February 2021. No other mode of payment shall be accepted.**
- (ii) **No application fee for candidates belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST) / Person with Benchmark Disabilities (PwBD).** 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 clause e(i) above. **It is important to note that their candidature shall be considered only on receipt of application fee.**

### f) How to Apply:

- (i) Applicants should go through the User Manual published in our website [www.cochinshipyard.com](http://www.cochinshipyard.com) (Career page) 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.com](http://www.cochinshipyard.com) (Career





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page) from 19 January 2021 to 10 February 2021. **Application submitted direct or by any other mode shall not be accepted.**

- (iii) Before filling up the online application, all certificates towards proof of age, educational qualification, experience, caste, disability etc and a recent passport size colour photograph shall be kept ready in the system for uploading to the SAP online application portal.
- (iv) **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.**
- (v) Applicants should ensure that all the entries have been correctly filled in and application submitted successfully. Filling of garbage/junk details in any of the fields can lead to rejection of your application.
- (vi) 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.**
- (vii) **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.
- (viii) **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.**
- (ix) For applying through the SAP online application facility, the website shall remain functional from 19 January 2021 to 10 February 2021. The last date for submission of applications through online is 10 February 2021. **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 SAP application portal after 1600 hrs on the last date.**



**g) General:**

- (i) **Applicants are advised to make sure that they are meeting the eligibility requirements as per the vacancy notification for the posts 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) Shipyard 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.com](mailto:career@cochinshipyard.com). However, Cochin Shipyard 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) The candidature of the applicants short-listed for the tests/ Personal Interview shall be purely provisional, subject to verification of original certificates in proof of age, qualification, experience, caste, disability etc at the time of joining. In case, the candidates are found not meeting the eligibility requirements or fail to produce



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certificates in original, the candidate shall not be considered for selection and candidature will be cancelled/rejected without further notice.

- (v) No TA/DA shall be paid to the candidates for attending the selection.
- (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/SMS/through CSL website [www.cochinshipyard.com](http://www.cochinshipyard.com). Schedule of the selection shall be intimated to the short-listed applicants through SMS/E-mail/CSL website (Career page).
- (viii) Mere submission of online application and Issue of call letter for the tests/ Personal Interview shall not confer any right to the applicant of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion.
- (ix) Appointment of selected candidates shall be subject to verification of character and antecedents and verification of caste certificates if applicable.
- (x) Candidates should be of sound health and satisfy the medical fitness standards as fixed by the company. The candidates short-listed for appointment after interview should undergo a medical examination in the hospitals as prescribed by Shipyard and medical fitness further subject to certification by the Chief Medical Officer of CSL.
- (xi) The selected candidates shall be placed at the minimum of the pay scale of the posts notified.
- (xii) 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.
- (xiii) Rank lists shall be maintained for the posts and shall be operated only in the event of occurrence of a vacancy caused by non-joining of a candidate from the rank list within the date of joining as stipulated in the offer of appointment issued to the candidate, OR, where a candidate joins the post and in the event of separation of a person on account of death or resignation from the post during the period of one year from the date of joining. The validity period of the rank list shall be upto one year from date of publication of results, unless a fresh notification for the same post is issued. Vacancy which arose as stated above shall not be treated as a fresh vacancy and the actual number of posts filled up against this notification shall under no circumstances exceed the number of vacancies indicated in this notification.
- (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.



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CSL reserves the right to restrict/ alter/cancel/modify the recruitment process, if need so arises without notice or assigning any reason thereof.

- (xv) If at any stage it is found that any information furnished is false/ incorrect or the candidate does not satisfy the eligibility criteria, the candidature/appointment is liable to be cancelled/ rejected.
- (xvi) 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.
- (xvii) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.
- (xviii) For any further clarification, please contact us via e-mail [career@cochinshipyard.com](mailto:career@cochinshipyard.com).

### F. Important Dates

**Commencement of Online Application** : **19 January 2021**  
**Last Date of Online Application** : **10 February 2021**

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

Sd/-  
CHIEF GENERAL MANAGER (HR & TRNG)