



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/NEW PROJ/GEN/PROP&APPR/HR/CKSRU/ 407/2023/253
dated 30 December 2025

Cochin Shipyard Limited, a listed premier Miniratna Schedule 'A' Company of Government of India invites **Online application** from Indian citizens fulfilling the eligibility requirements, for filling up of the following workmen posts **for appointment on fixed term contract basis** for CSL-Kolkata Ship Repair Unit (CKSRU), Kolkata.

I. Name of Post, Educational Qualification and Experience: -

TABLE 1

Sl No	Name of posts	Educational Qualification	Experience
1.	Project Assistant (Mechanical)	Essential: a) Three-year Diploma in Mechanical Engineering with minimum 60% of marks from a State Board of Technical Education. Desirable: a) Proficiency in Computer Applications like SAP, MS Project, MS Office etc. b) Ability to communicate in Hindi/Bengali	Minimum of two years post qualification experience in a • Shipyard or • Engineering Company or • Government / Semi Government Company/ Establishment.
2.	Office Attendant on contract basis	Pass in VII Standard and up to XII Standard.	<u>Essential:</u> Experience is not mandatory. <i>Preference shall be given to those having relevant experience on the job.</i> <u>Job requirements:</u> • Physical maintenance of records/files, • Sorting of records/files, • General cleanliness & upkeep of the section including office furniture, equipment, fixtures etc., • Support in shifting of records, office furniture, equipment etc.



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			<ul style="list-style-type: none"> • Carrying and delivering letters, files etc. inside or outside CSL, • Photocopying, sending of Fax etc., • Opening and closing of rooms, halls etc., • Assisting in routine office work like dispatch, including use of computer, • Preparing tea, arranging refreshments and serving them during official functions, • Respond positively, politely, and promptly to all office requirements and carry out the duties in a professional and courteous manner, • Follow all appropriate safety measures and follow company rules, • Other non-clerical works assigned by the superiors, • Any other work assigned from time to time. <p>Desirable: Ability to communicate in Hindi/Bengali.</p>
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II. Important dates:

Commencement of Online Application

: 30 December 2025

Last Date of Online Application

: 20 January 2026

III. No. of vacancies and reservation

Table 2

SL No	Name of post	UR
1.	Project Assistant (Mechanical) on contract	1



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	basis	
2.	Office Attendant on contract basis	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.
- b) Reservation for Persons with Benchmark Disabilities (PwBD) shall be as per Govt. Of India Guidelines.

IV. Period of Contract

- a) The above posts are temporary in nature. However, for **Project Assistant (Mechanical)** on contract basis duration of tenure is for a **maximum period of five years** while for **Office Attendant** on contract basis duration of tenure is for a **maximum period of three years** subject to project requirements and individual performance.
- b) The posting shall be at CSL Kolkata Ship repair unit (CKSRU) / any other CSL units /any 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 posts 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. Remuneration

The remuneration details for the posts are detailed under: -

a) Project Assistant (Mechanical) on contract basis :

- (i) The Consolidated pay for the candidates meeting the minimum experience requirement (i.e.2 years) is ₹ 24,400/- per month. They will also be eligible for compensation for extra hours of work up to ₹ 6,100/- per month.
- (ii) For the completed year of on-roll experience, over and above the minimum required experience in CSL or other similar Shipyards, higher pay may be offered to the candidates.



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b) Office Attendant on contract basis :

Table 3

Office Attendant on contract basis		
Contract Period	Monthly Consolidated Pay	Compensation for Extra Hours of Work (per month)
First Year	₹ 20,200/-	₹ 3,600/-
Second Year	₹ 20,900/-	₹ 3,700/-
Third Year	₹ 21,600/-	₹ 3,800/-

VI. Age

- a) The upper age limit prescribed for the posts shall not exceed 30 years as on 20 January 2026, i.e. applicants should be born or after 21 January 1996.
- b) The upper age limit shall be relaxable for Persons with Benchmark Disabilities (PwBD) & Ex-servicemen as per Government of India guidelines. However, in no case, age limit after applying all age relaxations shall exceed 45 years.

VII. Method of Selection

Table 4

Sl No	Name of posts	Weightages for selection			Total Marks
		Written Test	Duration	Practical Test (based on grades obtained in the test) **	
1	Project Assistant (Mechanical) on contract basis	***Objective Type Offline Test (Phase I-80 Marks) break up of test General Knowledge - 05 Marks Reasoning - 05 Marks Quantitative Aptitude- 10	90 min	-	100



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		Marks General English - 10 Marks Discipline related - 50 Marks			
		Descriptive Type Test (Phase II -20 Marks)	45 min		
2	Office Attendant on contract basis	Objective Type Offline Test Phase I -50 Marks (General Questions (40marks) and Quantitative Aptitude (10 marks)	60 min	50 Marks	100

**** For Office Attendant Candidates who successfully complete the certificate verification and qualify written test shall be shortlisted to attend Phase II Practical Test, on a later date. The Phase II Practical Test shall be held at West Bengal as decided by CSL.**

***** The Objective Type Test shall be in the form of Multiple-Choice Questions. Each question carries one mark and there shall be no negative marks.**

- Project Assistant (Mechanical) on contract basis:**

- The method of selection for the posts shall be through Objective Type test and Descriptive Type Test which shall be conducted out of 100 marks and marks awarded accordingly.
- Depending on the number of online applications received, the tests shall be held at West Bengal as decided by CKSRU on behalf of CSL. The allocation of examination centre shall be at the sole discretion of CSL.
- The Objective Type Test shall be comprising of Multiple Choice Questions in the following areas given below. Number of questions and duration would be intimated at the day of examination for a total of 80 marks. There shall be no negative marks. The Descriptive type test shall be of 45 minutes duration. The details of Objective and Descriptive type test are as under:-

- Objective Type Test**

- General Knowledge - 5 Marks
- Reasoning - 5 Marks
- Quantitative Aptitude - 10 Marks
- General English - 10 Marks
- Discipline related - 50 Marks

- Descriptive Type Test**

- Writing skills (English language) 20 Marks
- Total - 100 marks



d) Detailed Syllabus for Objective type test & Descriptive type Test is at Annexure I. Please note that the given syllabus is only indicative and not exhaustive.

e) Discipline wise merit lists shall be prepared on the basis of marks secured by the candidates in the Objective and Descriptive Type Test and the candidates shall be short listed for the certificate verification based on the marks secured in the Objective and Descriptive Type Test, in the order of merit of posts. 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 merit list. In case of a tie thereafter, relative merit shall be decided based on seniority in age. Candidates who score minimum pass marks and above shall be shortlisted for the certificate verification in the order of merit. The minimum pass mark for all categories (except PwBD) shall be 50% of the Total Marks of each test. For PwBD candidates the minimum pass mark shall be 40% of the total marks of each test.

f) Depending upon the number of online applications received CKSRU on behalf of CSL reserves the right to scrutinise applications for various posts and prepare shortlist of candidates based on meeting eligibility requirements ascertained through the certificates uploaded by the applicants in the online application portal and only such shortlisted candidates may be permitted to attend the selection process.

g) Rank lists for the posts shall be prepared based on the aggregate marks secured by the candidates in the Objective type test & Descriptive 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 Rank list. In case of a tie thereafter, relative merit shall be decided based on seniority in age.

h) Only those candidates who successfully complete the certificate verification shall be provisionally considered for selection against the notified posts in the order of merit, subject to medical fitness.

• **Office Attendant on contract basis:**

a) The Objective type Online test shall be of 60 minutes duration comprising of 50 Multiple Choice Questions and consists of two parts – General Questions (40 marks) and Quantitative Aptitude (10 marks). **Medium of the test shall be in English and Bengali/Hindi Language.** Each question carries one mark. There shall be no negative marks.

b) Depending on the number of online applications received, the tests shall be held at West Bengal as decided by CKSRU on behalf of CSL. The allocation of examination centre shall be at the sole discretion of CSL.



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- c) The minimum pass mark each for Phase I Objective type offline test as well as Phase II Practical test shall be as below:- For unreserved posts (except PwBD) – 50% of Total Marks of each test & for PwBD Candidates - 40% of Total Marks of each test.
- d) Mark list for the post shall be prepared on the basis of marks secured by the candidates in the Phase I Objective type offline test. Candidates who score minimum pass marks and above in the Phase I Objective type offline test shall be shortlisted for certificate verification and Phase II Practical Test.
- e) The Phase II Practical Test shall be held at **CSL-Kolkata Ship Repair Unit or any other centre as decided by CSL.**
- f) Rank list for the post shall be prepared based on marks secured by the candidates meeting the notified eligibility requirements and who pass in both Phase I Objective Type Offline Test and Phase II Practical Test. In case, same aggregate marks are secured by more than one candidate, marks scored in the Objective Type Offline 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) 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.

VIII. Conditions

a) Reservation

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

b) Qualification

- **Project Assistant (Mechanical) on contract basis:**

- (i) The minimum qualification stipulated for all the posts must be from an 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) **Applicants without the prescribed qualification, but having higher qualifications such as B.Tech, M.Sc etc. shall not be considered.**
- (iv) 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 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.

- **Office Attendant on contract basis:**

- (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) **Applicants without prescribed qualification, but having higher qualifications such as Diploma, Graduation etc. shall not be considered.**

c) Experience

- **Project Assistant (Mechanical) on contract basis:**

- (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 21 January 2026.**
- (ii) The period of completed Apprenticeship Training in the relevant discipline under the Apprentices Act 1961, shall be treated as experience. Any training with remuneration shall also be treated as experience.
- (iii) **Experience Certificates obtained from Companies registered under the Companies Act 1956 or Foreign Companies of equivalent status shall only be considered for short listing and for consideration for selection.**



- (iv) Applicants who are presently working in any company (Private / Public Sector / 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.
- (v) The experience certificates submitted by those candidates who join CSL after selection will be verified with the issuing authority. If it is found that the certificate is false, the employment contract will be terminated forthwith.
- (vi) Applicants who are Ex-servicemen should submit Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces. Those ex-servicemen having qualification endorsed in their Discharge Certificate/ Book should have working experience in the relevant trade in the Armed Forces. Such qualification acquired during service period shall also be considered for calculation of post qualification experience. Ex-servicemen claiming equivalency of qualification should produce the certificate of equivalency or endorsement in the Discharge Certificate of the same with authority (refer order issued by the Govt. of India), should produce certificates indicating qualification and work experience in the relevant trade 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) **Applicants should clearly specify the nature of work performed and duties, responsibilities handled in the respective jobs, as well as experience certificate in proof of the same shall be submitted during certificate verification.**
- (viii) **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.**
- (ix) **Applicants who are in the final year of contract on rolls of CSL or units of CSL as on date of this vacancy notification are also eligible to apply, subject to meeting all other notified requirements. Those who are in the first year and second year of contract in CSL or units of CSL are not eligible to apply for the same post.**



- **For Office attendant:**

- (i) Experience is not mandatory for the post. Applicants who have experience in the notified job 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. They should produce all certificates in original during certificate verification to establish the experience claimed in their online application.
- (ii) **Applicants who are in the final year of contract on rolls of CSL as on date of this vacancy notification are also eligible to apply, subject to meeting all other notified requirements. Those who are in the first year and second year of contract are not eligible to apply for the same post.**

d) Application Fee

- (i) **Application fee of ₹ 300/- (Non refundable, plus bank charges extra) for this post 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 30 December 2025 to 21 January 2026. No other mode of payment shall be accepted.**
- (ii) **Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Persons 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 clause d (i) above. **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 → CKSRU, Kolkata) 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 go through the online application page, complete the Registration and submit their application online through the online application facility that can be accessed through our website



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www.cochinshipyard.in (Career page → CKSRU, Kolkata). **Application submitted direct or by any other mode shall not be accepted.**

- (iii) 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.
- (iv) 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.
- (v) After applying through online, applicants should retain a soft copy/printout of the online application containing the unique registration number generated by the system for their reference. It is important to note that, the unique application number shall be obtained only upon successful submission of online application. The Application Number on the online application should be quoted for any correspondence with CSL.
- (vi) Applicants need not send the online application print out/ certificates/ application fee in the form of DD/Challan/Cheque by post to CKSRU/CSL.
- (vii) The website will remain functional for the purpose of submitting applications from **30 December 2025 and the last date for submission of applications through online is 20 January 2026.** In order to avoid heavy traffic in website on the last date that may result in non-submission of application, candidates are advised to log in to CSL website and submit applications well in advance before the last date.. ***Those who apply on the last date of application may not get any troubleshooting assistance / technical support in SAP 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 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) 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 email career.cksru@cochinshipyard.in. However, CSL shall not be responsible for any delay/non-receipt of such e-mails within the stipulated date and time.



Replies to any such queries received after the stipulated date and time shall not be considered, and no further correspondence shall be entertained in this regard.

- (iv) Original Certificates of the short-listed candidates shall be verified at the time of joining or at any other stage as decided by CKSRU on behalf of 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 above 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 correspondence regarding the rejection of application in case of ineligibility shall be entertained.**
- (vi) **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 shall be intimated to the short-listed applicants through E-mail/CSL website (**Career page→ CKSRU, Kolkata**). Candidates are requested to frequently check the above website (Career page → CKSRU, Kolkata) for updates related to the selection.
- (vii) **No TA/DA shall be paid to the candidates for attending the selection process.**
- (viii) Mere submission of application through online and issue of call letter for the selection process shall not confer any right to the applicant of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion or does not constitute an offer of appointment, and will not entitle the applicant to any claim for employment in CSL.
- (ix) The vacancies are purely on contract basis for a specific period and CKSRU on behalf CSL is not liable to offer appointment during or after the completion of contract period of the selected candidates.
- (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 is 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 of previous employment of any candidate already working in Government/Public Sector Undertakings.



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- (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 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.
- (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 the 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 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 published 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.cksr@cochinshipyard.in & landline phone no : 033-2950-0058.

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

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