

COCHIN SHIPYARD LIMITED  
KOCHI-682015  
(P&A Department)

No. P&A/18(219)/2020

10 July 2020

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 Executive posts for **CSL AN Ship Repair Unit (CANSRU), Port Blair, Andaman & Nicobar Islands:-**

**A. Name of Posts, Vacancies, Educational Qualification & Experience:**

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification and Experience	Age
1	Manager (Mechanical), E-3 Grade, ₹ 60000-180000	2 posts (UR)	<p><b><u>Educational Qualification:</u></b> Degree in Mechanical Engineering with minimum of 60% marks from a recognized University.</p> <p><b><u>Experience:</u></b> <b><u>Essential:</u></b> Minimum of 9 years post qualification managerial experience in</p> <ul style="list-style-type: none"><li>• Shipbuilding Company or</li><li>• Ship repair or</li><li>• Engineering company or</li><li>• Offshore Fabrication and Other Marine Related Engineering companies or</li><li>• Government / Semi-Government Companies / Establishments.</li></ul> <p>Experience shall be in the areas of Planning/ Production/ Procurement / 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> Experience of working in an ERP/ SAP/ computerised environment.</p>	Not to exceed 40 years

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification and Experience	Age
			<b><u>Job Requirements:</u></b> Planning, organizing and co-ordinating the activities of Commercial/ Procurement/ Operation sections, Execution and timely completion of all works related to ship repair, co-ordinate 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), E-3 Grade, ₹ 60000-180000	1 post (UR)	<b><u>Educational Qualification:</u></b> <b><u>Essential:</u></b> Degree in Marine Engineering with minimum of 60% marks from a recognized University. <b><u>OR</u></b> 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. <b><u>Desirable:</u></b> Proficiency in Computer Applications like AutoCAD, SAP, MS Project, MS Office etc.  <b><u>Experience:</u></b> <b><u>Essential:</u></b> <ul style="list-style-type: none"> <li>Minimum II class MOT Certificate of Competency (Motor) issued under Merchant Shipping Act 1958.</li> <li>Minimum of 9 years post qualification experience on board ships with atleast 3 years experience as Independent Watch Keeping Engineer on board ships.</li> </ul>	Not to exceed 40 years

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			<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>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><b><u>Desirable:</u></b> Experience of working in an ERP /SAP/computerized environment.</p> <p><b><u>Job Requirements:</u></b> Planning, organizing and co-ordinating the activities of ship repair section and co-ordinate with project team, clients, vendors &amp; 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, AWRP, GWRP etc, ensure strict compliance to yard Quality Management and HSE Systems.</p>	
3	Manager (Human Resources & Industrial Relations), E-3 Grade, ₹ 60000-180000	1 post (UR)	<p><b><u>Educational Qualification:</u></b></p> <ul style="list-style-type: none"> <li>• Master Degree in Business Administration with specialization in HR with minimum of 60% marks or</li> <li>• Equivalent Degree/Diploma with specialization in HR with minimum of 60% marks or</li> <li>• Post Graduate Degree in Social Work with specialization in Personnel Management or Labour Welfare &amp; Industrial Relations with minimum of 60% marks or</li> <li>• Post Graduate Degree in Personnel Management, with minimum of 60% marks.</li> </ul>	Not to exceed 40 years.

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			<p>Preference will be given to candidates with additional qualification of LLB Degree with Labour Laws as elective subject.</p> <p><b><u>Experience:</u></b>  <b><u>Essential:</u></b>  Minimum of 9 years post qualification managerial experience in Human Resource/ Industrial Relations in a</p> <ul style="list-style-type: none"> <li>• Public Sector Undertaking or</li> <li>• Engineering Company or</li> <li>• Commercial Organisation or</li> <li>• Government / Semi-Government Companies / Establishments.</li> </ul> <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> <ul style="list-style-type: none"> <li>• Knowledge of rules applicable to Andaman &amp; Nicobar Union Territory.</li> <li>• Proficiency in Computer Applications like SAP, Timekeeping software, MS Office etc.</li> </ul> <p><b><u>Job Requirements:</u></b>  He/she should be well experienced and conversant with administrative functions, statutory compliance, modern HR applications and practices like PCMM and Industrial Relations. Working knowledge / Experience in labour laws is essential. Extend quick and prompt support to all day to day IR &amp; HR services and ensure smooth operation of the Yard &amp; strict compliance to yard Quality Management and HSE Systems.</p>	
4	Deputy Manager (Mechanical), E-2 Grade, ₹ 50000-160000	6 posts (3 UR, 1 OBC, 1 SC, 1 ST)	<p><b><u>Educational Qualification:</u></b>  <b><u>Essential:</u></b>  Degree in Mechanical Engineering with minimum of 60% marks from a recognized University.</p>	Not to exceed 35 years.

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			<p><b><u>Desirable:</u></b> Proficiency in Computer Applications like AutoCAD, SAP, MS Project, MS Office etc.</p> <p><b><u>Experience:</u></b> <b><u>Essential:</u></b> Minimum of 7 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>• Marine related Engineering companies or</li> <li>• Government / Semi-Government Companies / Establishments.</li> </ul> <p>Experience shall be in the areas of Planning/ Production/ Procurement / Fabrication/ Outfitting/ Repairs/ Quality Assurance/ Installation/ Project Management/ Commercial/ Marketing. 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> Experience of working in an ERP /SAP/ computerized environment.</p> <p><b><u>Job Requirements:</u></b> Planning, organizing and co-ordinating the activities of Commercial/ Procurement/ Operation/ QC, execution and timely completion of all electrical system works related to ship repair, co-ordinate with project team, clients, vendors &amp; 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.</p>	

S1 No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification and Experience	Age
5	Deputy Manager (Electrical), E2 Grade, ₹ 50000 – 160000	2 posts (1 UR, 1 SC)	<p><b><u>Educational Qualification:</u></b>  <b><u>Essential:</u></b>  Degree in Electrical Engineering with minimum of 60% marks from a recognized University.  <b><u>Desirable:</u></b>  Proficiency in Computer Applications like AutoCAD, SAP, MS Project, MS Office etc.</p> <p><b><u>Experience:</u></b>  Minimum of 7 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>• Marine related Engineering companies or</li> <li>• Government/ Semi-Government Companies/ Establishments.</li> </ul> <p>Experience shall be in the areas of Electrical Equipment Installation / Outfitting / Repairs/ Quality Assurance/ Installation and commissioning of Power Generation and Distribution/ Project Execution.  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>  Experience of working in an ERP/SAP/ computerized environment.</p> <p><b><u>Job Requirements:</u></b>  Planning, organizing and co-ordinating the activities of Commercial/ Procurement/ Operation/ QC/ Maintenance sections, execution and timely completion of all electrical system works related to ship repair, co-ordinate with project team, clients, vendors &amp; contractors during project execution as well as during invoice settlement, liaising with vendors in procurement of materials, co-ordinate with contractors</p>	Not to exceed 35 years.

S1 No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification and Experience	Age
			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.	
6	Deputy Manager (Electronics), E2 Grade, ₹ 50000 – 160000	1 post (UR)	<p><b><u>Educational Qualification:</u></b>  <b><u>Essential:</u></b>  Degree in Electronics / Electronics &amp; Communication / Electronics &amp; Instrumentation Engineering with minimum of 60% marks from a recognized University.  <b><u>Desirable:</u></b>  Proficiency in Computer Applications like AutoCAD, SAP, MS Project, MS Office etc.</p> <p><b><u>Experience:</u></b>  <b><u>Essential:</u></b>  Minimum of 7 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>• Government / Semi-Government Companies/ Establishments.</li> </ul> <p>Experience shall be in the areas of Electronics Equipment /integration / Equipment Design/Procurement/ Installation/ Repair of Ship related electronics, Navigation and Communication Equipments, Equipment Controls &amp; Instrumentation and Project Execution in related field.  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.  <b><u>Desirable:</u></b>  Experience of working in an ERP/SAP/ computerized environment.</p> <p><b><u>Job Requirements:</u></b>  Planning, organizing and co-ordinating the activities of Commercial/ Procurement/ Operation/ QC /</p>	Not to exceed 35 years.

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification and Experience	Age
			Maintenance sections, execution and timely completion of all electronics & communication system works related to ship repair, co-ordinate 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, GWRP etc, ensure strict compliance to yard Quality Management and HSE Systems.	
7	Deputy Manager (Naval Architecture), E2 Grade, ₹ 50000 – 160000	1 post (UR)	<p><b><u>Educational Qualification:</u></b> Degree in Naval Architecture Engineering with minimum of 60% marks from a recognized University.</p> <p><b><u>Experience:</u></b> <b><u>Essential:</u></b> Minimum of 7 years post qualification managerial experience in a</p> <ul style="list-style-type: none"> <li>• Shipyard or</li> <li>• Offshore Fabrication /Other Marine Installations or</li> <li>• Classification Societies 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 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. 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>	Not to exceed 35 years.



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			<p><b><u>Desirable:</u></b> Experience of working in an ERP/ SAP/ MS Project/ Primavera/ Auto CAD/ Ship Design software.</p> <p><b><u>Job Requirements:</u></b> Extend techno-commercial assistance to planning and operations section, prepare, monitor and control of ship repair project schedules, co-ordinate with project team, Clients, Class, Consultants &amp; Contractors during project execution, ensure smooth &amp; incident free docking, slipping operations, design/technical matters related to repair projects.</p>	
8	Deputy Manager (Safety), E-2 Grade, ₹ 50000-160000	1 post (UR)	<p><b><u>Minimum Eligibility Requirements:</u></b> a) A degree of a recognized University or its equivalent in any branch of engineering or technology with two years experience in a position of supervision or management in a factory in either the production or the maintenance or the safety department, <b>OR</b> A degree of recognized University in Physics and Chemistry with five years' experience in a position of supervision, or management in a factory in either the production or the maintenance or the safety department, <b>OR</b> A diploma in any branch of engineering or technology recognized by the State Government with five years experience in a position of supervision or management in a factory in either the production or the maintenance or the safety department; b) A degree or diploma or certificate in industrial safety recognized by the State Government.** **Exempted for those who have not less than five years' experience in a department of the Central or a State Government which deals with the administrations of the Factories Act,</p>	Not to exceed 35 years.

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			<p>1948 (63 of 1948), or the Indian Dock Labourers Act, 1934 (19 of 1934), <b>OR</b> those who have not less than five years' experience on a full-time basis in training or education or consultancy or research in the field of accident prevention in any industry or in any institution.</p> <p>The requirement of Industrial Safety is not mandatory in case of Graduate Engineers in Safety discipline.</p> <p><b><u>Desirable:</u></b> ISO 45001 and ISO 14001 internal auditor or Lead auditor certification.</p> <p><b><u>Experience:</u></b> <b><u>Essential:</u></b> Further to the above requirements, candidates should have 5 years post qualification experience in the field of Industrial Safety in a</p> <ul style="list-style-type: none"> <li>• Shipyard or</li> <li>• Factory or</li> <li>• Government / Semi-Government Company / Establishment.</li> </ul> <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>The candidate shall have experience in handling activities related to HSE (Health, Safety and Environment) in a Shipyard / Factory.</p> <p><b><u>Desirable:</u></b> Experience of working in an ERP/SAP/ computerized environment. Knowledge of ship building/ repair activities.</p> <p><b><u>Job Requirements:</u></b> 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 in CANSRU, undertake frequent inspection of deep tanks and</p>	

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			restricted spaces in ships and post therefore calls for a high degree of physical fitness. Liaisoning with various government/ statutory agencies. Good communication skills to ensure HSE awareness amongst CSL staff, A&N Administration and workforce, Physical abilities to enter the confined spaces and to work at heights, creating a safe and incident free working environment, ensure strict compliance to yard Quality Management and HSE Systems. Not limited to the above, the officer shall be liable to undertake any other duties as directed by CSL Management.	
9	Deputy Manager (Finance), E-2 Grade, ₹ 50000 – 160000	1 post (UR)	<p><b><u>Educational Qualification:</u></b> 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><b><u>Experience:</u></b> <b><u>Essential:</u></b> Minimum 7 years post qualification experience in the Finance department of a large</p> <ul style="list-style-type: none"> <li>• Public Sector Undertaking or</li> <li>• Engineering company or</li> <li>• Commercial organization or</li> <li>• Government / Semi-Government Company / Establishment.</li> </ul> <p>Experience shall be in the areas of Financial policies, Financial Appraisal, Fund management, Budgeting and Accounting, Taxation, Audit etc. 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> Experience of working in an ERP/ SAP/ computerised environment.</p>	Not to exceed 35 years.

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification and Experience	Age
			<b><u>Job Requirements:</u></b> 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. Verification of invoices with respect to passing of bills and their processing. 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. Preparation of reconciliation statements in connection with quarterly and annual closing of accounts. Updation of ERP System. Record and Report Generation. Preparation of various MIS for analysis purposes and submission to management. Implementation of QMS systems. Not limited to above, selected candidate shall be liable to undertake any other duties as directed by the CSL Management.	
<b>Total</b>		<b>16 Posts</b>		

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

- (i) In addition to Basic Pay, the Executives are eligible for Industrial DA as applicable, HRA @ of 8 % of Basic pay, Location allowance @ of 10% 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.

- (ii) Table below indicates the current CTC at the minimum of scale:-

Grade	Pay scale	CTC (approx)
E3	₹ 60000-3%-180000	₹ 18.65 lakhs
E2	₹ 50000-3%-160000	₹ 15.67 lakhs

- (iii) For all posts, the posting shall be at CSL Andaman & Nicobar Ship Repair Unit (CANSRU), Port Blair/ any other CSL units / project sites as desired by CSL. All candidates should have good communication skills and working knowledge in Hindi is desirable.

**C. Age:**

- (i) **The upper age limit prescribed for the posts shall be as on 18 August 2020.** The upper age limit is relaxable by 3 years for OBC (Non-Creamy Layer) candidates & 5 years for SC/ST candidates in posts reserved for them.
- (ii) Age relaxation for Ex-servicemen & Persons with Benchmark Disabilities (PwBD) shall be as per Government of India guidelines. However, in no case, age limit after applying all age relaxations shall exceed 50 years for the posts of Manager and 45 years for the posts of Deputy Manager.

**D. Method of Selection:**

- (i) The selection process shall be held at Cochin Shipyard Limited, Kochi
- (ii) The method of selection shall include a Power Point Presentation prepared by the candidates highlighting work experience, projects handled etc (duration of not more than ten minutes). This shall be followed by a Group discussion & Personal Interview. Accordingly, weightage is assigned to the following parameters for the final selection:

Sl No. of Posts	Total 100 Marks				
	20% Marks	40% Marks	10% Marks	10% Marks	20% Marks
Posts at Sl No. 1, 2, 4 to 7	Qualifying Degree Marks	Work Experience in the relevant job/area	Power Point Presentation	Group Discussion	Personal Interview
Post at Sl No. 8	Qualifying Degree / Diploma Marks				
Post at Sl No. 3	MBA (HR) / equivalent Degree or Diploma (HR) / MSW / MA (PM&IR) marks				
Post at Sl No. 9	CA(final)/CMA(final) Marks				

**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, 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.

- (iii) Candidates belonging to SC/ST/OBC (Non Creamy Layer), should produce a valid recent community certificate issued by the Revenue Authority not below the rank of the Thahsildar, 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)	Manager (Mechanical)	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, BN, KC, PP, L, MF, RW, SE, H, C
(ii)	Manager (Marine)	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, BN, KC, PP, L, MF, RW, SE, H, C
(iii)	Manager (Human Resources & Industrial Relations)	Categories of PwBD under clauses 2.2 (a, b, c & e)	S, ST, H, RW
(iv)	Deputy Manager (Mechanical)	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, BN, KC, PP, L, MF, RW, SE, H, C
(v)	Deputy Manager (Safety)	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, JU, PP, RW, SE, H
(vi)	Deputy Manager (Electrical)	Categories of PwBD under clauses 2.2 (b & c)	S, ST, BN, KC, W, MF, SE, PP, L, C, RW
(vii)	Deputy Manager (Electronics)	Categories of PwBD under clauses 2.2 (b & c)	S, ST, BN, W, MF, SE, PP, L, KC, C, RW
(viii)	Deputy Manager (Naval Architecture)	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, RW, MF, CL, SE, C
(ix)	Deputy Manager (Finance)	Categories of PwBD under clauses 2.2 (b, c & e)	S, BN, RW, MF, SE, C

**Abbreviations used:** S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, PP=Pulling & Pushing,

**c) Qualification:**

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

**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 18 August 2020.**
- (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 to attend the selection process.**
- (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 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.** 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 permitted to attend the **Personal interview.**
- (iv) Applicants who are working in Government Departments or Semi Government/ Public Sector Organisations, they should submit “No Objection Certificate” from the employer along with the online application or should submit “No Objection Certificate” from the employer at the time of the Personal Interview. **If NOC is not produced, the candidate shall not be permitted to attend the Personal interview.**

- (v) 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 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.
- (vi) 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 **18 July 2020 to 18 August 2020**.
- (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) (Careers 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) (Careers page) from **18 July 2020 to 18 August 2020**. **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 shall not be considered.**
- (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 **18 July 2020 to 18 August 2020**. The last date for submission of applications through online is **18 August 2020**. 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 1700hrs on the last date.***

**g) General:**

- (i) Depending upon number of online applications received for the posts, Shipyard reserves the right to stipulate a higher cut off mark in the qualifying examination for the posts and accordingly short-list candidates for consideration for selection.
- (ii) **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.**

- (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
  - 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 14<sup>th</sup> 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) 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.
- (v) **Candidates short-listed for the Personal Interview should bring a photo identity proof (in original) like Aadhar, Driving Licence etc, print out of online job application form (possessing unique registration number) duly signed, and all original certificates towards proof of age, qualification, experience, caste, disability etc along with self-attested copies of these certificates, for verification, and their candidature shall be considered on the strength of the original certificates. In case of failure to produce the original certificates, the candidature shall be rejected.**
- (vi) **Candidates who fail to produce the original certificates and mark sheets during verification shall not be allowed to attend the Personal Interview.**

- (vii) Candidates appearing for the Personal Interview shall be reimbursed single to & fro 3<sup>rd</sup> AC rail fare as admissible for the posts as per CSL rules by the shortest route from the mailing address mentioned in their online application submitted to Cochin Shipyard Ltd, Kochi on production of proof. In case of Unreserved / OBC candidates, reimbursement shall be given only to candidates appearing for the Personal Interview. However, at the time of verification, if it is found that the candidate does not fulfil any of the eligibility conditions, he shall neither be allowed to attend the Personal Interview nor be paid any Travelling Allowance. 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 mentioned account through NEFT. Reimbursement of travel fare shall only be considered to those candidates who submit the above details.
- (viii) No correspondence regarding the rejection of application in case of ineligibility shall be entertained.
- (ix) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed by e-mail/SMS/through CSL website [www.cochinshipyard.com](http://www.cochinshipyard.com) to download call letter. Schedule of the selection shall be intimated to the short-listed applicants through SMS/E-mail/CSL website (Careers page).
- (x) Mere submission of online application and Issue of call letter for the 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.
- (xi) Appointment of selected candidates shall be subject to verification of character and antecedents and verification of caste certificates if applicable.
- (xii) Candidates should be of sound health and satisfy the medical fitness standards as fixed by the CSL. 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.
- (xiii) The selected candidates shall be placed at the minimum of the pay scale of the posts notified.
- (xiv) 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.
- (xv) 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 in CSL. 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.

- (xvi) 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 without notice or assigning any reason thereof.
- (xvii) 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.
- (xviii) 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.
- (xix) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.
- (xx) For any further clarification, please contact us via e-mail [career@cochinshipyard.com](mailto:career@cochinshipyard.com).

**F. Important Dates:**

<b>Commencement of Online Application</b>	<b>: 18 July 2020</b>
<b>Last Date of Online Application</b>	<b>: 18 August 2020</b>

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

Sd/-  
CHIEF GENERAL MANAGER (HR & TRNG)