



No. UCSL/HR/RECTT/P-ReN/DMA/2023/14

Date: 04.07.2023

**SELECTION OF MANAGER/DEPUTY MANAGER (ACCOMMODATION
OUTFITDESIGN) FOR UDUPI COCHIN SHIPYARD LIMITED (UCSL)
SCHEDULE FOR SELECTION THROUGH VIDEO CONFERENCING– REG**

1. Please refer Vacancy Notification No. UCSL/HR/RECTT/VN-ReN/DMA/2023/14 dated 06.06.2023 for recruitment to the post of Manager/ Deputy Manager (**Accommodation Outfit design**) for Udupi Cochin Shipyards Limited (UCSL), Malpe, published on Cochin Shipyard Limited (www.cochinshipyard.in) and Udupi Cochin Shipyard Limited (www.udupicsl.com).
2. For the following post, based on the verification of certificate copies submitted, candidates with the following registration numbers given hereunder are provisionally shortlisted for Power Point Presentation, through video conferencing on **14.07.2023 commencing from 0930 Hrs.** Details and time of the Video Conferencing shall be informed separately through call letters by email to the shortlisted candidates.

Sl No.	Name of Post, Grade	No. of vacancies	Reg. Nos. of provisionally short-listed candidates for Power Point Presentation	Date of Video conferencing
1	Manager– Accommodation Outfit Design	1Post (UR)	R10855, R10861	14.07.2023
	OR Deputy Manager – Accommodation Outfit Design		No suitable candidate found	

3. Further to the Power Point Presentation, the candidates shall be shortlisted based on the work experience and job requirements as notified, to attend the Personal Interview and the candidates shall be informed separately through E-mail.
4. Call letters for the Power Point Presentation through Video Conferencing shall be sent by e-mail to the provisionally short-listed candidates separately. Please note that the call letters shall not be sent by post. In case of non-receipt of call letter by e-mail, candidates should inform the undersigned vide e-mail hr@udupicsl.com latest by 07.07.2023
5. Short-listed candidates should ensure that they fulfill all the eligibility requirements viz. age, qualification, experience, caste, disability etc., as advertised vide Notification No.

UCSL/HR/RECTT/VN-ReN/DMA/2023/14 dated 06.06.2023 before attending the selection process. Verification of identity of candidates shall be done at the start of the Video Conferencing.

6. Candidates attending the selection process through video conferencing shall present the copy of call letter along with Aadhar Card (in Original) for Identity Verification. Those who do not produce the call letter and Aadhar Card (in Original) shall not be allowed to appear for the Video Conferencing and further selection.
7. Candidates attending the selection process through Video Conferencing, on receipt of call letter shall forward the application form (possessing unique registration number) duly signed with photograph, by return e-mail, prior to the Video Conferencing, along with a scanned copy of Aadhar Card, Call letter and Undertaking in prescribed format. All selection related instructions are detailed in the call letter. Candidates are to abide by all the instructions in the call letter.
8. Candidates shall ensure that prerequisites for the video conferencing facility such as the bandwidth and system requirements (software and hardware), are fulfilled prior to start of the video conferencing.
9. Candidates shall be responsible to rectify any system issues or connectivity issues with written information to UCSL prior to start of the video conferencing. Failure from the part of the candidate to log in to the video conferencing and / or not attending the selection process through video conferencing on the stipulated date and time and / or the selection process remain incomplete due to connectivity or any other issues, shall be treated as absence from the selection process. UCSL may or may not reschedule such selection at its own discretion.
10. Candidates shall ensure a professional setting as part of proper online etiquette, with pleasant natural setting/background, without any external disturbances, interruptions, sounds etc., and official dress code (as given in the call letter).
11. Candidates shall take note to limit the meeting distractions to the extent possible, by avoiding quick movements, rattling of papers, chair squeaks etc.
12. Candidates shall ensure to keep their cameras and microphones switched on during the selection process.
13. Candidates shall not use any other electronic items or gadgets during the video conferencing for the purpose of recording the selection process or for assistance during the selection. The candidates shall ensure that he / she is alone while attending the selection process through the video conferencing and no third party / person shall assist or support him / her in the selection process. Any of the above acts shall be considered as unfair / fraudulent practice and shall entail appropriate action including cancellation of the candidature.
14. The entire video conferencing process shall be confidential. The candidates shall maintain the confidentiality of the content throughout the selection process and thereafter. The candidates shall not record or transmit the content to any third party or publish the same in any real /

virtual media. Any violation of the obligation shall entail cancellation of the candidature and / or attract legal action, as deemed appropriate by UCSL. This confidentiality obligation would be valid for a period of three years from the date of conduct of selection, and the candidates shall be required to submit an undertaking to this extent prior to the selection process in the prescribed format sent along with the call letter.

15. Original Certificates of the short-listed candidates shall be verified at the time of joining or at some other stage as decided by UCSL. Candidature is purely provisional subject to verification of original certificates in proof of age, qualification, experience, caste, disability, medical fitness etc. At the time of 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, the candidate shall not be considered for selection and candidature will be cancelled/rejected without further notice.
16. No correspondence regarding the rejection of application in case of ineligibility during the selection process or at any other stage shall be entertained.
17. Issue of call letter and mere attending the selection process through Video Conferencing 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 UCSL.
18. Candidates are requested to appear for the selection process through video conferencing on the stipulated date and time as informed by UCSL. Please note that request for changing the date and time of the Video Conferencing shall not be entertained.
19. Depending upon administrative or technical or such other reasons, UCSL reserves the right to extend the schedule of the selection process to the following day or on a later date, and candidates are advised to plan accordingly.
20. Candidates are advised to frequently visit CSL (www.cochinshipyard.in) / UCSL (www.udupicsl.com) websites for all updates related to the selection.
21. Any changes in the above schedule shall be notified on CSL (www.cochinshipyard.in) / UCSL (www.udupicsl.com) websites only.
22. Other terms and conditions of the advertisement notification No. UCSL/HR/RECTT/VN-ReN/DMA/2023/14 dated 06.06.2023 shall apply.
23. For any further clarification, please contact us vide e-mail: hr@udupicsl.com

“CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION”

**Sd/-
MANAGER (HR) - UCSL**