

COCHIN SHIPYARD LIMITED

KOCHI-15
(P&A DEPARTMENT)

No.P&A/6(90)/02 Vol VIII

29 December 2020

SELECTION OF SHIP DRAFTSMAN TRAINEES

Cochin Shipyard Limited (CSL), a listed premier Mini Ratna Company of Government of India, invites **Online Applications** for the following seats of **Ship Draftsman Trainees**: -

I. Name of Discipline, Number of Seats and Educational Qualification:

Sl No	Discipline, No. of seats and reservation #	Educational Qualification
1	Ship Draftsman Trainee (Mechanical) 48 Seats (22 UR, 11 OBC, 4 EWS, 10 SC*, 1 ST*) <i>*5 SC & 1 ST Backlog</i>	Pass in SSLC and Three year Diploma in Mechanical Engineering from a State Board of Technical Education securing minimum of 60% of marks, with flair for Draftsmanship and proficiency in CAD.
2	Ship Draftsman Trainee (Electrical) 14 Seats (7 UR, 3 OBC*, 1 EWS, 1 SC*, 2 ST*) <i>*1 OBC, 1 SC & 2 ST Backlog</i>	Pass in SSLC and Three year Diploma in Electrical Engineering from a State Board of Technical Education securing minimum of 60% of marks, with flair for Draftsmanship and proficiency in CAD.

Out of the above 62 seats, 3 seats for Mechanical and 2 seats for Electrical are earmarked for Persons with Benchmark Disabilities (PwBD). The detailed physical requirements for the seats and categories identified are at clause V (b).

II. Period of training & Stipend:

- The period of training shall be for **two years**. However, depending upon project requirements, availability of vacancies and individual performance, candidates who successfully complete two year training, *may or may not be considered for appointment on **contract basis for a period of one year**, at the sole discretion of CSL.*
- The Ship Draftsman Trainees will be paid a consolidated stipend of ₹ 12600/-pm during the first year of training, ₹ 13800/-pm during the second year and compensation for extra hours of training limited to ₹ 4450/- pm. No other payment will be applicable.

III. Age:

- The upper age limit prescribed for the seats of Ship Draftsman Trainees shall be 25 years as on 15 January 2021.** The upper age is relaxable by 10 years for Persons with Benchmark Disabilities (PwBD).
- The upper age limit is relaxable by 3 years for OBC (Non Creamy Layer) candidates and 5 years for SC / ST candidates in seats reserved for these categories.

IV. Method of Selection:

- a) The selection process comprises of two phases, **Phase I**, consisting of an **Objective type Online test** (50 marks) and **Phase II**, consisting of a **Practical Test in AutoCAD**(30 marks).
- b) **In Phase I, the question paper for Objective type Online test consists of two parts- General (Part A) and Discipline related (Part B).** Part A comprises of General Knowledge, General English, Reasoning and Quantitative Aptitude. The pattern of the question paper, number of questions and allotment of marks is detailed under:

No. of questions in each section/ marks per section*					Total no. of questions for Online test / Max marks	Max Duration of the Online test
General Knowledge	General English	Reasoning	Quantitative Aptitude	Discipline related		
5	5	5	5	30	50	60 minutes

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

- c) **Depending upon the number of online applications, the Online test shall be held at various centres in Kochi/Kerala as decided by CSL.**
- d) Discipline wise merit lists shall be prepared on the basis of marks secured by candidates in the Phase - I Objective type online test. In case, same marks secured by more than one candidate, marks scored in the discipline part of the Objective type online 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.
- e) Based on discipline wise merit list, candidates shall be short-listed in the ratio of 1:6 for certificate verification against each notified seat. However, CSL reserves the right to fix minimum marks for pass in the Objective type online test (Phase I) and in such cases, the ratio of short-listing may be less than 1:6. For such short listing, reserved candidates in the merit list shall be counted against merit as well as reservation seat.
- f) Only those candidates who successfully complete the certificate verification shall be allowed to attend the Phase-II test. The Phase-II shall be held at CSL, Kochi. The marks secured by candidates in the Phase II (Practical Test) shall be converted into percentile marks. CSL reserves the right to fix a minimum marks for pass in the Phase II (Practical test), irrespective of the reservation category, at its sole discretion.
- g) **For Phase II (Practical test),** candidates are required to prepare a drawing using AutoCAD. Accordingly, weightages are assigned to following parameters for final selection:
- i. Diploma Marks : 20 marks
 - ii. Objective type Online Test : 50 marks
 - iii. Practical Test in AutoCAD : 30 marks
- Total : 100 marks
- h) CSL also reserves the right to fix minimum marks for pass in the final selection at its sole discretion.

V. 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) candidates shall apply subject to meeting the eligibility requirements
- ii) Applicants belonging to SC or ST or OBC (Non Creamy Layer), should produce a valid recent community certificate in the prescribed format issued by the Revenue Authority not below the rank of the Tahsildar, failing which their candidature shall not be considered against respective categories.
- iii) 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 Persons with Disabilities Rules, 2017.
- iv) Applicants belonging to EWS category should produce a valid Income and Asset Certificate issued by any of the following authorities in the prescribed format. This certificate shall only be accepted as proof of applicant's claim as belonging to EWS, failing which their candidature shall not be considered against reservation under EWS category:
 - a) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
 - b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
 - c) Revenue Officer not below the rank of Tahsildar and
 - d) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

b) Physical Requirements for Persons with Benchmark Disabilities (PwBD)

Sl. No	Discipline	Categories of Persons with Benchmark Disabilities (PwBD) as per clause 2.2 of DoPT OM no. 36035/02/2017-Estt (Res) dtd 15.01.2018	Physical Requirements
1	Ship Draftsman Trainee (Mechanical)	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, BN, PP, L, KC, MF, SE, RW, H
2	Ship Draftsman Trainee (Electrical)	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, BN, PP, L, KC, MF, SE, RW, H

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, PP=Pulling & Pushing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing.

c) Qualification

- i) The minimum qualification stipulated must be from a University/ Institute/ Examination Board recognized by AICTE/ appropriate statutory authority in State/ Central Government.
- ii) Those applicants having qualifications equivalent to any of the prescribed qualifications should submit Equivalency Certificate issued by the competent authority and without such certificate, their candidature shall not be considered.
- iii) The applicants are required to fill in the exact percentage of marks scored by them in the qualifying examination in the online application submitted for the seats notified. 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) Application fee

- i) **Application fee of ₹ 300/- (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 30 December 2020 to 15 January 2021. No other mode of payment shall be accepted.**
- ii) **Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Persons with Benchmark Disability (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 our website 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 seats 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 (Career Page) from 30 December 2020 to 15 January 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 **30 December 2020 to 15 January 2021**. The last date for submission of applications through online is **15 January 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.**

f) General

- (i) Depending upon number of online applications received for the seats notified, Shipyard reserves the right to stipulate a higher cut off mark in the qualifying examination 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 seats before submitting the applications.**
- (iii) **Those who are currently working as Ship Draftsman Trainees on rolls of CSL as on date of this vacancy notification are not eligible to apply.**
- (iv) Shipyard reserves the right to call for any additional documentary evidence from candidates in support of educational qualification / 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. 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) **Applicants who fail to produce the original certificates and mark sheets during the certificate verification process prior to Phase II shall not be allowed to attend the Phase II selection.**
- (vi) No TA/DA shall be paid to the candidates for attending the selection.
- (vii) Mere submission of application through online and Issue of call letter shall not confer any right to the applicant of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion.
- (viii) **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. Schedule of the selection shall be intimated to the short-listed applicants through SMS/E-mail/CSL website (Career page).
- (ix) In case of candidates currently working in any organizations particularly, Government Departments or Semi Government/ Public Sector Organisations, such candidates if selected would be allowed to join for training only on production of relieving order / certificate from their organisations.
- (x) Shipyard is not liable to offer regular employment to the selected candidates, during or after completion of two years of training.
- (xi) Candidates should be of sound health and satisfy the medical fitness standards as fixed by the company. The candidates short-listed for appointment 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.

- (xii) No correspondence regarding the rejection of application in case of ineligibility will be entertained.
- (xiii) Rank lists shall be maintained for the seats 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 or date of joining as stipulated in the offer of appointment issued to the candidates, whichever is earlier, 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 seats 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. 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.

VI. Important Dates:

Commencement of Online Application : 30 December 2020
Last Date of Online Application : 15 January 2021

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

Sd/-
CHIEF GENERAL MANAGER (HR& TRG)