



Vacancy Notification Ref No. CSL/NEWPROJ/GEN/PROP&APPR/75/2021/166
dated 28th February 2022

Cochin Shipyard Limited (CSL), a listed premier Mini Ratna Company of Government of India, invites **Online applications** from Indian Citizens fulfilling the eligibility requirements, for filling up of the following **Executive Post in CSL- Andaman & Nicobar Ship Repair Unit (CANSRU), Port Blair, Andaman & Nicobar Islands: -**

A. Name of Post, Age, Educational Qualification, Experience & Job Requirements:

TABLE 1

Sl No	Name of Post, Grade and Pay scale	Educational Qualification, Experience & Job Requirements	Age
1.	Assistant Manager (Finance) E-1 Grade ₹ 40000 -140000	<p><u>Educational Qualification:</u> 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><u>Experience:</u> <u>Essential:</u> Minimum of three years post qualification managerial experience in the Finance Department of a</p> <ul style="list-style-type: none">• Public Sector Undertaking or• Engineering company or• Commercial organization or• Government / Semi-Government Company / Establishment. <p>Experience shall be in the areas of financial policies, Financial Appraisal, Fund management, Budgeting and Accounting, Taxation, Audit etc.</p> <p><u>Desirable:</u> Experience of working in an ERP/ SAP/ computerised environment.</p> <p><u>Job Requirements:</u></p> <ul style="list-style-type: none">• Verification of invoices with respect to passing of bills and their processing.• Preparation of reconciliation statements in connection with quarterly and annual closing of accounts and schedules as per Ind AS	Not to exceed 30 years



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Sl No	Name of Post, Grade and Pay scale	Educational Qualification, Experience & Job Requirements	Age
		<ul style="list-style-type: none">• Salary processing and TDS related matters of employees• 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.• 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.• Monitoring of capex and revenue budget allocation and posting in SAP• Preparing of schedule for accounting and audit purpose, vendor reconciliation• Record and Report Generation• Preparation of various MIS for analysis purposes and submission to management.• Not limited to above, selected candidate shall be liable to undertake any other duties as directed by the CSL Management.	

B. Important Dates:

Commencement of Online Application : 09 March 2022

Last Date of Online Application : 31 March 2022

C. No. of vacancies and reservation:

TABLE 2

Name of Post	UR	Total
Assistant Manager (Finance)	1	1

(i) CSL reserves the right to increase / decrease the number of vacancies or not to fill up the vacancy or cancel the recruitment process, as per its requirement.



(ii) The post is identified for applicants with bench mark disabilities as below:

TABLE 3

Category	Bench Mark disability
Category (b)	Deaf and hard of hearing;
Category (c)	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
Category (e)	Multiple disabilities

D. Scale of Pay, Benefits & Place of Posting:

i) Grade and Pay scale: -

TABLE 4

Grade	Pay scale
E1	₹ 40000-3%-140000

ii) Monthly Emoluments as on date for **Assistant Manager (Finance)**: -

TABLE 5

Sl No	Wage Type	Amount (in ₹)
1	Basic pay	40,000.00
2	DA (at present 29.4%)	11,760.00
3	HRA (at present 18%)	7,200.00
4	Location Allowance (10%)	4,000.00
5	Perks & Allowances (35%)	14,000.00
Total		₹ 76,960.00

iii) Other benefits under New Pension Scheme, Contributory Provident Fund, Accident Insurance coverage, Reimbursement of Medical expenses under the Contributory Medical Insurance policy, leave encashment, Performance related Payment etc. as admissible shall be applicable for the post.

iv) The posting shall be at CSL Andaman Ship Repair Unit (CANSRU)/any other CSL units/project sites as desired by CSL. However, depending upon project requirements, the candidate is liable to be transferred within different units of CSL. The appointment to the post 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) Selected candidate shall be placed in the minimum of the pay scale and pay protection will not be considered.

E. Age:

- (i) **The upper age limit prescribed for the post shall be 30 years as on 31st March 2022, i.e., applicants should be born on or after 01 April 1992.**
- (ii) The upper age limit shall be relaxable by 10 years for Persons with Benchmark Disabilities (PwBD) and 5 years for Ex-servicemen. However, in no case, age limit after applying all age relaxations shall exceed 40 years.

F. Method of Selection:

- (i) The method of selection shall include Objective type Online Test, Descriptive type Online Test, followed by a Group Discussion & Personal Interview. The details are as under:
- | | | |
|--------------------------------------|---|-----------|
| • Objective type online test Marks | : | 40% Marks |
| • Descriptive type online test Marks | : | 30% Marks |
| • Group Discussion | : | 10% Marks |
| • Personal Interview | : | 20% Marks |
- (ii) The Objective type Test shall be of 40 marks, 45 minutes duration comprising of 40 Multiple-choice questions in the areas of General Knowledge, General English, Reasoning, Quantitative Aptitude and Subject Based. The Descriptive type test shall be of 30 marks, 90 minutes duration comprising of Subject based questions.
- (iii) Depending upon the number of online applications, the selection tests shall be held at any place in India as decided by CSL. The allocation of examination centre shall be at the sole discretion of CSL.
- (iv) Candidates scoring minimum 50% of marks in both objective type online test and in the descriptive type online test shall be considered for certificate verification.
- (v) Based on the marks secured by the candidates in the Objective type online test and Descriptive type online test, the candidates shall be short-listed for certificate verification in the ratio of 6 candidates against one post, in the order of merit. In case, same marks secured by more than one candidate in the Objective type test, marks scored in the Subject part of the Objective type test shall be considered as the basis of determining the order of mark list. In case of a tie thereafter, relative merit shall be decided based on seniority in age.



- (vi) The selection process for the post shall be held at CSL, Kochi, or any other location as decided by CSL or through electronic media in view of Covid-19 pandemic situation.
- (vii) Rank lists of candidates shall be prepared based on the total marks secured by the candidates who qualified in selection tests & Group Discussion and Personal Interview. In case, same aggregate marks secured by more than one candidate, relative merit shall be decided based on seniority in age.
- (viii) 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.

G. 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:

- (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) 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 post 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.

c) 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 31st March 2022.**
- (ii) Training period in any organisation shall not be counted as work experience, including the period of executive training, management training, apprentice training, advanced training or any other training.
- (iii) **Experience Certificates obtained from Companies registered under the Companies Act 1956 or Foreign Companies of equivalent status shall only be considered for short listing 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 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, the candidates should submit all certificates to establish the experience claimed in their online application, failing which their candidature shall be cancelled and they shall not be considered for further selection.**
- (v) Applicants in regular Government service or in Government owned industrial or other similar organizations should submit their applications online directly to CSL. However, such applicants are required to upload a declaration (as per **Annexure – I**) that they have informed in writing to their employer that they have applied for the post notified by CSL. Candidature of such applicants will not be considered if objection if any received from the employer.
- (vi) Applicants who are Ex-servicemen should submit **Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces**. Those ex-servicemen having qualification endorsed in their Discharge Certificate/ Book should have working experience in the relevant discipline in the Armed Forces. Ex-servicemen claiming equivalency of qualification should produce the certificate of equivalency or endorsement in the Discharge certificate of the same with authority (refer order issued by the Govt. of India), should produce certificates indicating qualification and work experience in the relevant discipline in the Armed Forces, as proof of experience. They



should produce experience certificate from the authorities concerned, failing which their candidature shall not be considered.

- (vii) Those ex-servicemen, on re-employment in any Government job on civil side after availing of the benefits given to him as an ex-serviceman, his ex-serviceman status for the purpose of re-employment in Government shall be governed by DoPT OM Nos. 36034/27/84-Estt(SCT) dated 02.05.1985, 36034/6/90-Estt(SCT) dated 10.10.1994 and 36034/1/2014-Estt (SCT) dated 14.08.2014. **All ex-servicemen shall submit an undertaking along with the online application to the effect that he has not been re-employed in Government after availing the benefits for ex-servicemen.**
- (viii) 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 uploaded while submitting their online application for the post notified.

d) 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/ Wallets/UPI etc)** which can be accessed through our Online application facility from **09 March 2022 to 31 March 2022. No other mode of payment shall be accepted.**
- (ii) **No application fee for candidates belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST) / Person with Benchmark Disabilities (PwBD).** They are exempted from payment of application fee.
- (iii) All applicants for whom the fee is applicable, i.e. except those belonging to SC/ST/PwBD, should pay the application fee as stipulated in clause 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 to the website www.cochinshipyard.in (Career page) and proceed to the link for online application. The application consists of two phases – Registration and Submission of application. Applicants should not submit more than one application. Application once submitted shall be final.**
- (ii) Applicants meeting the notified requirements may go through the instructions on the online application page, complete the Registration and submit their application online application facility from **09 March 2022** and the facility can be accessed through our



website www.cochinshipyard.in (Career page→CANSRU). 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 shall not be considered.**
- (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 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.
- (vi) **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.**
- (vii) The website will remain functional for the purpose of submitting applications from **09 March 2022** and the last date for submission of applications through online is **31 March 2022**. **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 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 post 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 e-mail career.cansru@cochinshipyard.in. However, CANSRU 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 some other stage as decided by CSL. 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.
- (v) No TA/DA shall be paid to the candidates for attending the selection tests.
- (vi) **No correspondence regarding the rejection of application in case of ineligibility shall be entertained.**



- (vii) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed to download call letter by e-mail/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→CANSRU). Candidates are requested to frequently check the above website (Career Page→CANSRU) for updates related to the selection.
- (viii) Mere submission of online application, Issue of call letter and attending 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.
- (ix) The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by CSL. The reports of such medical examination shall be examined by Medical Officer of CSL and the appointment of the candidate shall be subject to verification of Medical fitness by the Medical Officer of CSL.
- (x) CSL shall not bear any liability on account of salary/leave salary/gratuity/pension contribution etc, if any related to previous employment of any candidate already working in Government/Public Sector Undertakings.
- (xi) Rank lists shall be maintained for the post 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 up to 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.
- (xii) The number of posts indicated at Para A 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 CSL.
- (xiii) 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.
- (xiv) 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.
- (xv) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.



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- (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.cansru@cochinshipyard.in.

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

Sd/-
GENERAL MANAGER (HR)