



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/P&A/RECTT/CONTRACT/Ex-servicemen/ 2021/9 (A) dated 21 July 2021

WALK IN SELECTION FOR ASSISTANT CANTEEN OFFICER (EX-SERVICEMEN) ON CONTRACT BASIS

Cochin Shipyard Limited (CSL), a listed premier Mini Ratna Company of Government of India, invites **applications from Ex-servicemen** through **Walk in Selection** for filling up of the supervisory post of **Assistant Canteen Officer** on fixed term contract basis for CSL:-

I. Name of Posts, No. of Vacancies, Educational Qualification & Experience:

Name of Post	No. of vacancies	Educational Qualification	Experience & Job requirements
Assistant Canteen Officer on contract basis	2 Posts (UR)	a) Graduate in Hotel Management from a recognized university. OR b) Three years Diploma Course in Hotel Management, Catering Technology & Applied Nutrition from a recognized university. OR c) Equivalent Degree / Diploma issued by the Armed Forces.	Essential: Minimum of three years post qualification experience in canteen management (as Supervisor / Manager in catering division) in <ul style="list-style-type: none">• Government / Semi-Government establishments or• Public / Private Sector Companies or• Armed Forces or• Commercial organizations. Desirable: Experience of working in a computerized environment. Job Requirements: Administrative functioning and the managerial execution of the Cochin Shipyard Employees Canteen, look after procurement of materials, preparation, cooking, distribution, cleaning, Waste management, Accounts keeping, maintenance of files and registers etc, coordinate monthly/ weekly meetings, progress report and general duties.



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II. Period of Contract

The post above is temporary in nature and for a period of **five years** subject to performance of the individual and project requirements.

III. Remuneration :

(a) The remuneration details for the supervisory post on contract is detailed under:

Contract Period	Consolidated Pay (₹ per month)	Payment for extra hours of duty (₹ per month)
First year	Rs. 38460/-	Rs. 3000/-
Second year	Rs. 39620/-	Rs. 3000/-
Third year	Rs. 40810/-	Rs. 3000/-
Fourth year	Rs. 42040/-	Rs. 3000/-
Fifth year	Rs. 43310/-	Rs. 3000/-

IV. Age:

The upper age limit prescribed for the post shall not exceed 45 years as on 10 Aug 2021.

V. Method of Selection:

- (a) The method of selection shall be through **Objective type and Descriptive type written tests**. The **Objective Type Written Test (80 Marks)** shall consist of two parts General (30 Marks) and Discipline related (50 Marks). The **Descriptive Type Written test** shall be discipline related and shall be out of **20 Marks**.
- (b) Applicants meeting the notified requirements shall attend a **Walk in selection on 10 Aug 2021** and submit their application along with the self-attested copies of their certificates. Based on the notified eligibility requirements ascertained through the certificates submitted by the applicants, only shortlisted candidates shall be permitted to attend selection tests on later dates as informed separately.
- (c) The rank list for the post shall be prepared on the basis of aggregate marks secured by candidates in the Objective and Descriptive type tests. In case, same aggregate marks is secured by more than one candidate, marks scored in the descriptive type test shall be the basis of determining the order of merit. In case a tie thereafter, relative merit shall be decided based on seniority in age.



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- (d) The minimum marks for pass in the Objective type test and Descriptive test shall be 33.33% each of the marks apportioned for the tests.
- (e) The parameters for selection may be subject to change and the same would be notified prior to commencement of the selection process.

VI. **Mode of Receipt of application:**

- (a) Applicants meeting the requirements shall attend walk in selection from **08:30AM to 02:00PM** on **10 Aug 2021** and submit the applications in the prescribed format along with the self attested copies of certificates in the drop boxes provided at **Recreation Club, Cochin Shipyard Limited, Thevara Gate, Kochi - 682 015**. Application format **Annexure - I** is given along with this advertisement on our website (Career page) www.cochinshipyard.in.
- (b) In the context of restrictions due to COVID-19 pandemic situation and applicable protocols/ rules, **the Selection test for the candidates meeting the eligibility requirements shall be conducted on subsequent dates**, as informed separately to the shortlisted candidates.
- (c) Application submitted in any other mode shall not be accepted. Application once submitted shall be final.
- (d) The applicants attending the walk in selection should submit the following :-
 - (i) Application form in **Annexure I** with recent passport size photograph pasted on the application.
 - (ii) Self-attested copy of Aadhaar Card.
 - (iii) Self-attested copies of Certificates and testimonials, in proof of age/ date of birth, educational qualifications, experience, caste, disability etc.
 - (iv) Discharge Book /Service and Release Certificate (Pages containing Personal Particulars and Service Particulars)/ Pension payment order.
- (e) Application Form must be complete in all respects as per the Advertisement Notification. Please note that incomplete and unsigned applications shall not be considered. Filling of garbage / junk details in any of the fields can lead to rejection of your application.
- (f) **Applications that are incomplete, not in the prescribed format, not legible, without the required enclosures will be summarily rejected without assigning any reason and no correspondence in this regard will be entertained.**



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- (g) The candidature of applicants short-listed shall be purely provisional subject to verification of original certificates in proof of age, qualification, caste, disability, experience etc. at the time of joining or at any other stage. In case, the candidates short-listed 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.

VII. 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.

(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.

(c) **Experience:**

- (i) Experience acquired after the date of passing of the qualification stipulated as per item I above shall only be considered. Period of post qualification experience shall be reckoned as on 10 Aug 2021.
- (ii) 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.**



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(iii) Applicants should submit **Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces** and all certificates indicating relevant qualification (in case the qualification is endorsed in the service certificate) and work experience in the relevant discipline in the Armed Forces, as proof of experience.

(d) **General:**

(i) **Only Ex-servicemen shall apply.**

(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) **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.**



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- (iv) In the present context of Covid -19 pandemic situation, the candidates are informed to strictly abide by all safety and security instructions during the walk-in, selection tests and while inside the CSL premises and follow the instructions as listed under:-
- (a) **All candidates attending the selection process should undergo Rapid antigen test or RTPCR test (for those who are symptomatic and antigen negative) and produce negative test result (taken within 48 hours) for attending the selection process.**
 - (b) **All candidates travelling inter-state/inter-district should strictly follow the extant guidelines of Kerala Government / ICMR prior to attending selection process at CSL.**
 - (c) **It is advised to avoid crowded public transport to the extent possible. Maintain social distance while using such transport and wear personal protectives like mask, goggles, gloves etc. and avoid touching the surfaces using naked hands.**
 - (d) **All candidates seeking entry into CSL shall wear appropriate face masks properly covering nose, mouth, chin etc. The candidates shall remove the mask at gates for identification. THOSE CANDIDATES WITHOUT FACE MASKS SHALL NOT BE PERMITTED ENTRY INTO CSL.**
 - (e) **All candidates seeking entry into the yard have to stand in the spaces marked at the Gates, entrances etc. so that social distancing as per norms can be ensured at these locations. NO CROWDING AT GATES FOR ENTRY/EXIT SHALL BE PERMITTED.**
 - (f) **All candidates shall avoid touching any pillars, bars, hand rails etc.**
 - (g) **All candidates should remove their jackets/overcoats etc at the gates for security check.**
 - (h) **Compulsory screening shall be done for all candidates entering through gates with thermal scanner.**
 - (i) **Wearing of masks, Social distancing and queue system shall be strictly adhered.**
 - (j) **Any candidate with positive test results or found to have fever and cough with breathing problems shall be stopped / denied entry / permission to attend the selection process.**
 - (k) **All candidates shall bring their own mask, personal sanitizer (50ml), transparent water bottles / other refreshments and avoid sharing of personal items.**
 - (l) **Movement to any other areas / buildings / work sites of CSL other than the venue of walk-in /selection process shall be strictly prohibited.**
- (v) 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 application, and information / replies to such queries should be only through the e-mail career@cochinshipyard.in. However, CSL shall not be responsible for



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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.

- (vi) **No TA/ DA shall be paid to the candidates for attending the selection.**
- (vii) The vacancies are purely on contract basis for a specific period and Shipyard is not liable to offer appointment during or after the completion of contract period of the selected candidates.
- (viii) No correspondence regarding the rejection of application in case of ineligibility will be entertained.
- (ix) Mere submission of application 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.
- (x) 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 certification of Medical fitness by Medical Officer of CSL.
- (xi) 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.
- (xii) Rank list shall be maintained for the post 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. 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.
- (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.



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- (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.
- (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 published in the CSL website only.
- (xviii) Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.
- (xix) For any further clarification, please contact us via e-mail career@cochinshipyard.in

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

Sd/-
GENERAL MANAGER (HR)