



# 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/CKSRU PERMA/GENERAL/2022/2 dated 11 April 2022

Cochin Shipyard Limited (CSL), a listed premier Mini Ratna Company of Government of India, invites **Online Applications** from Indian citizens for filling up of the following posts in the **Workmen** category for **CSL Kolkata Ship Repair Unit (CKSRU), Kolkata**: -

### I. Name of posts, Educational Qualification and Experience:

**TABLE 1**

Sl No.	Name of posts	Educational Qualification	Experience
1.	Junior Technical Assistant (Electrical)	Pass in three year Diploma in Electrical Engineering from a State Board of Technical Education securing minimum of 60% of marks.	<b>Essential:</b> Minimum four years post qualification experience relating to works involving Installation & commissioning of Electrical systems in a <ul style="list-style-type: none"><li>• Ship Building / Ship Repair Company or</li><li>• Marine related Engineering Company or</li><li>• Engineering Company or</li><li>• Government / Semi-Government Company / Establishment.</li></ul> <b>Desirable:</b> <ul style="list-style-type: none"><li>• Experience of working in an ERP/SAP/ SCADA / Substation management/ Energy management / computerized environment.</li><li>• Proficiency in Computer Applications like AutoCAD, MS Office etc.</li><li>• Familiar with Class rules and regulations for marine vessels.</li></ul>
2.	Store Keeper	a) Graduate with Post Graduate Diploma in Materials Management <b>OR</b>	<b>Essential:</b> Minimum four years post qualification experience in storekeeping in a



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Sl No.	Name of posts	Educational Qualification	Experience
		b) Diploma in Engineering (Mechanical/ Electrical).	<ul style="list-style-type: none"><li>• Shipyards or</li><li>• Engineering Company or</li><li>• Government/ Semi-Government Company / Establishment.</li></ul> <p><b>Desirable:</b> Exposure in materials management/ ERP packages.</p>

**Applicants should possess the ability to communicate in Bengali/Hindi.**

## II. **Important Dates :**

Commencement of Online Application : 19 April 2022

Last Date of Online Application : 10 May 2022

## III. **Name of Posts, No. of vacancies & Reservation:**

**TABLE 2**

Sl No.	Name of Posts	UR
1.	Junior Technical Assistant (Electrical)	1
2.	Store Keeper	1
<b>Total</b>		<b>2</b>

- a) CSL reserves the right to increase / decrease the number of vacancies or not to fill up any of the vacancies or cancel the recruitment process, as per its requirement.
- b) The posts are identified for applicants with bench mark disabilities as below:

**TABLE 3**

Name of posts	Category	Bench Mark disability
Junior Technical Assistant (Electrical)	Category (b)	Deaf and hard of hearing;
	Category (c)	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
Store Keeper	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



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### IV. Scale of Pay, Benefits & Place of Posting:

a) Grade and Pay scale:-

**TABLE 4**

Grade	Scale of Pay
W7	₹ 23500-77000

b) Monthly Emoluments as on date:-

**TABLE 5**

Sl No	Wage Type	Amount (₹)
1	Basic pay	₹ 23500
2	DA (at present 29.4%)	₹ 6909
3	HRA (at present 24%) at Kolkata	₹ 5640
4	Other Allowances	₹ 3805
	<b>Total</b>	<b>₹ 39854</b>

c) Other benefits under New Pension Scheme, Contributory Provident Fund, Accident Insurance coverage, Reimbursement of Medical expenses under the Contributory Medical Insurance policy, Leave encashment etc as admissible shall be applicable.

d) The posting shall be at CSL Kolkata Ship Repair Unit (CKSRU)/any other CSL units/project sites as desired by CSL. However, depending upon project requirements, the candidates are liable to be transferred within different units of CSL. The appointment to the posts 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. Age:

a) **The upper age limit prescribed for the posts shall not exceed 35 years as on 10 May 2022, i.e. applicants should be born on or after 11 May 1987.**

b) Age relaxation for Persons with Benchmark Disabilities (PwBD) and Ex-servicemen shall be as per Government of India guidelines. However, in no case, age limit after applying all age relaxations shall exceed 45 years.

### VI. Method of Selection:

a) The method of selection for the posts shall be through **Objective Type Online test and Descriptive Type Online Test** which shall be conducted out of 100 marks and marks awarded accordingly.

b) Depending on the number of online applications received, the tests shall be held at West Bengal as decided by CSL. The allocation of examination centre shall be at the sole discretion of CSL.



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- c) The Objective Type Online Test shall be of **75 Minutes duration comprising of 70 Multiple Choice Questions** in the following areas. Each question carries one mark and there shall be no negative marks. The Descriptive type Online test shall be of **60 minutes duration**. The details of Objective and Descriptive type test are as under:-

**i. Objective Type Online Test**

General Knowledge	-	5 Marks
Reasoning	-	5 Marks
Quantitative Aptitude	-	5 Marks
General English	-	5 Marks
Discipline related	-	50 Marks

**ii. Descriptive Type Online Test**

Discipline related	-	30 Marks
<b>Total</b>	-	<b>100 marks</b>

- d) Detailed Syllabus for Objective type Online test & Descriptive type Online Test is at **Annexure I**. Please note that the given syllabus is only indicative and not exhaustive.
- e) Merit lists shall be prepared on the basis of marks secured by the candidates in the Objective and Descriptive Type Online Test and the candidates shall be short listed for the certificate verification based on the marks secured in the Objective and Descriptive Type Test, in the order of merit of posts. 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. Candidates who score minimum pass marks and above shall be shortlisted for the certificate verification in the order of merit. The minimum pass mark for all categories shall be 50% of the Marks of each test (Objective & Descriptive).
- f) Depending upon the number of online applications received, CSL reserves the right to scrutinise applications for various posts 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.

### **VII. 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.





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### (b) Qualification

- (i) The minimum qualification stipulated for the posts 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 posts 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 I above shall only be considered. Period of post qualification experience shall be reckoned as on 10 May 2022.**
- (ii) The period of completed Apprenticeship Training in the relevant discipline under the Apprentices Act 1961, shall be treated as experience. Any training with remuneration shall also be treated as experience.
- (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 as proof of 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 considered for further selection.
- (v) **Work experience obtained from contractors (Proprietary Firms and Partnership Firms) engaged by companies may be considered based on the endorsement of the**



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**Principal Employer on the certificates issued by the contractor. Such applicants are required to submit their experience certificates along with further proof such as ESI/EPF statements. Certificates of training issued by the contractors without the endorsement of the Principal Employer shall not be considered.**

- (vi) 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 -II)** 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.
- (vii) 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.
- (viii) 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 02.04.1992 and 36034/1/2014-Estt (SCT) dated 14.08.2014. **All ex-servicemen should submit an undertaking to this effect along with the online application, that he has not been reemployed in Government after availing the benefits for ex-servicemen.**
- (ix) **Employees who are currently working in CSL/ any other units of CSL on the regular rolls are not eligible to apply for the same posts at the same pay scales notified by CSL.**
- (x) 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 posts notified.

### **(d) Application fee**

- i) **Application fee of ₹ 400/- (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 19 April 2022 to 10 May 2022. No other mode of payment shall be accepted.**



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- ii) **Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Person with Benchmark Disabilities (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 to the website [www.cochinshipyard.in](http://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 to the same post. 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 through the online application facility from **19 April 2022** and the facility can be accessed through our website [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page→CKSRU). 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 CKSRU/ CSL.
  - vi) **Applicants need not send the online application print out/ certificates/ application fee in the form of DD/Challan/Cheque by post to CKSRU / CSL.**
  - vii) The website will remain functional for the purpose of submitting applications **from 19 April 2022** and the last date for submission of applications through online is **10 May 2022**. In order to avoid heavy traffic in website on the last date that may result in non-submission of application, candidates 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 online 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 posts 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.cksru@cochinshipyard.in](mailto:career.cksru@cochinshipyard.in). However, CSL or CKSRU 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 again at the time of joining or at any 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 and meeting the notified eligibility requirements. At the time of certificate verification/joining, if the candidates short-listed above are found not meeting the eligibility





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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 or suppressing any relevant information, the candidate shall not be considered for selection and candidature will be cancelled/rejected without further notice.

- v) No travelling allowance shall be paid to any candidates for appearing for Objective Type Online test and Descriptive Type Online Test. However, SC/ST/PwBD candidates appearing for the certificate verification shall be reimbursed single to & fro sleeper class rail/bus fare as admissible for the posts as per company rules by the shortest route from the mailing address mentioned in their online application form to the venue of certificate verification, on production of proof. Candidates claiming travel re-imburement 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 bank account through NEFT. Reimbursement of travel fare shall only be made to those candidates who submit the above details. However, at the time of certificate verification, if it is found that the candidate does not fulfil any of the notified eligibility conditions, he/she shall neither be allowed to paid any travelling allowance.
- 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 by e-mail /through CSL website to download call letter from [www.cochinshipyard.in](http://www.cochinshipyard.in). **Schedule of the selection shall be intimated to the short-listed applicants through Email/CSL website (Career page).** Candidates are requested to frequently check the above website (Career Page) for updates related to the selection.
- viii) Mere submission of application through online and Issue of call letter for the 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) Appointment of selected candidates will be subject to verification of character and antecedents and verification of caste certificates if applicable.
- x) 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 on behalf of CKSRU and the appointment of the candidate shall be subject to verification of Medical fitness by the 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 lists shall be maintained for all posts and shall be operated only in the event of occurrence of a vacancy during the validity period of the rank list. The validity period



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of the rank list shall be upto 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.

- xiii) The number of posts indicated at para I 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 the CSL.
- 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.
- 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) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- xvii) Any legal proceedings in respect of any claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in the Courts/Tribunals/Forums at Ernakulam and such Courts/ Authorities shall have sole and exclusive jurisdiction.
- xviii) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.
- xix) For any queries, please contact us via e-mail [career.cksr@cochinshipyard.in](mailto:career.cksr@cochinshipyard.in).

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

Sd/-  
GENERAL MANAGER (HR)