

TEBMA SHIPYARDS LIMITED
(A WHOLLY OWNED SUBSIDIARY OF COCHIN SHIPYARD LIMITED)
MALPE, KARNATAKA

No. CSL/TSL/PROJ/HR/01/2021

19 April 2021

Tebma Shipyards Limited (TSL), Malpe in Karnataka State is a wholly owned subsidiary company of Cochin Shipyard Limited (CSL) invites **Online applications** from experienced professionals for filling up of the following positions at Malpe. On behalf of TSL, CSL shall coordinate all recruitment related activities. However, appointment to all posts in TSL shall be done by the Competent Authority of TSL and CSL does not assume any responsibility/ liability regarding appointment/postings/service conditions of the selected candidates.

A. Name of Posts, No. of Vacancies, Reservation, Educational Qualification, Experience, Job Requirements and Age:

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
1.	Manager (Human Resources & Industrial Relations) TE-3 Grade ₹ 60000-180000	1 post (UR)	<p><u>Educational Qualification:</u> <u>Essential:</u> a) Master Degree in Business Administration with specialization in HR with minimum of 60% marks. OR b) Equivalent Degree or Diploma with specialization in HR with minimum of 60% marks. OR c) Post Graduate Degree in Social Work with specialization in Personnel Management or Labour Welfare & Industrial Relations with minimum of 60% marks. OR d) Post Graduate Degree in Personnel Management, with minimum of 60% marks. <u>Desirable :</u> a) Degree in Law. b) Proficiency in Computer Applications like MS Office.</p> <p><u>Experience:</u> <u>Essential:</u> Minimum of 9 years post qualification managerial experience in the areas of Human</p>	Not to exceed 40 years.

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
			<p>Resources / Industrial Relations/ Welfare/ Administration in</p> <ul style="list-style-type: none"> • Shipbuilding or • Ship repair or • Engineering company or • Manufacturing company or • Commercial Establishment or • Government/Semi-Government Company /Autonomous Establishment. <p><u>Desirable:</u> Good communication skills and working knowledge in Hindi / Tamil/Kannada.</p> <p><u>Job requirements:</u> Recruitment, selection, onboarding, time administration, leave management, pay roll, statutory compliances with respect to labor laws and rules, welfare measures, uniform and liveries, employee health checkup, factory license, submission of returns and reports, ESI/EPF/EPF etc. Training, Performance Appraisal and Performance Management Systems, disciplinary matters, separation etc. Responsible for cordial industrial relations and welfare measures of personnel at the yard and its stakeholders.</p>	
2.	Manager (Finance) TE-3 Grade ₹ 60000-180000	1 post (UR)	<p><u>Educational Qualification:</u> <u>Essential:</u> Chartered Accountant or Cost Management Accountant or Chartered Financial Analyst or Master Degree in Business Administration (Finance). <u>Desirable :</u> Proficiency in Computer Applications like MS Office.</p> <p><u>Experience:</u> <u>Essential:</u> Minimum of 9 years post qualification managerial experience in the areas of Finance and</p>	Not to exceed 40 years.

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
			<p>Accounts in</p> <ul style="list-style-type: none"> • Shipbuilding or • Ship repair or • Engineering company or • Manufacturing company or • Commercial establishment or • Government/ Semi-Government Company/Autonomous Establishment. <p>Desirable: Good communication skills and working knowledge in Hindi / Tamil/Kannada.</p> <p>Job requirements: Responsible for the finance management activities, and will be part of team reporting to Head of Finance Department. Will be responsible for overall Planning and monitoring of Financial health of company, Cash flow planning, Preparation of financial statements. Will be responsible for overall finance management for the unit.</p>	
3.	<p>Manager (Materials) TE-3 Grade ₹ 60000-180000</p>	<p>1 post (UR)</p>	<p><u>Educational Qualification:</u> <u>Essential :</u></p> <p>a) Graduate in Engineering in any discipline with minimum of 60% marks from a recognized university.</p> <p>OR</p> <p>b) Three year Diploma in Mechanical/ Marine/Electrical/Electronics Engineering from a State Board of Technical Education.</p> <p><u>Desirable :</u></p> <p>a) Post Graduate Qualification in Business Management with specialization in Materials Management.</p> <p>b) Two years Post Graduate Degree or Post Graduate Diploma in Materials Management.</p> <p>c) Proficiency in Computer Applications like AutoCAD, MS Project, MS Office etc.</p>	<p>Not to exceed 40 years for Engineering Graduates and 45 years for Engineering Diploma holders.</p>

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
			<p><u>Experience:</u></p> <p><u>Essential:</u></p> <p>i) <u>For the essential educational qualification at Sl. No. a) above</u> Minimum of 9 years post qualification managerial experience.</p> <p>ii) <u>For the essential educational qualification at Sl. No. b) above</u> Minimum of 12 years post qualification managerial experience.</p> <p>iii) Experience should be in the field of Materials Management / Material Procurement in</p> <ul style="list-style-type: none"> • Ship building or • Ship repair or • Manufacturing company or • Engineering company or • Government / Semi-government Defence / Engineering / Infrastructure Development Establishment. <p><u>Desirable:</u> Good communication skills and working knowledge in Hindi / Tamil/Kannada.</p> <p><u>Job Requirements:</u> Procurement of materials as per schedule with timely delivery and proper store management. Review of technical details/BOQs, drawings etc, verification and certification of bills, vendor development, e-procurement. Responsible for sourcing and purchasing the best quality items at most competitive price complying with the procedures and regulatory requirements, run tenders, evaluate bids, negotiate contracts, make recommendations etc., Forecast price trends and</p>	

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			<p>their impact on future activities, keep up to date with trends and innovations, regulation and new technology that can impact on the business/procurement and to ensure that suppliers are aware of business objectives, manage and motivate a team of procurement staff and to liaise with suppliers, internal teams such as store, planning, marketing, design, customers etc so that procurement objectives are met. Responsible for Integrated Management Systems activities in area assigned. Demonstrate professionalism in official activities. Travel at short notice, work against the set targets within the time frame. Liaison with various government/ statutory agencies.</p>	
4.	<p>Deputy Manager (Health, Safety & Environment) TE-2 Grade ₹ 50000-160000</p>	<p>2 posts (UR)</p>	<p><u>Educational Qualification:</u> <u>Essential:</u> a) A recognized Degree in any branch of Engineering or Technology. OR A recognized Degree in Physics or Chemistry. OR A recognized Diploma in any branch of Engineering or Technology. b) A Diploma in Industrial Safety recognized by State Government. # (Note below). <u># Note :</u> i) The requirement of Industrial Safety is not mandatory in case of Degree holders in Safety Engineering or Technology. ii) The year of passing the qualification of Diploma in Industrial Safety, shall not be factored for calculation of post qualification experience for the post. <u>Desirable :</u> Proficiency in Computer Applications like MS Project, MS Office etc.</p>	<p>Not to exceed 35 years for Engineering Graduates and 45 years for Engineering Diploma & other Degree holders.</p>

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			<p><u>Experience:</u> <u>Essential:</u> i) <u>For Degree holders in any branch of Engineering or Technology:</u> Minimum 7 years post qualification experience as detailed under :- a) 2 years of practical experience of working in a factory in a supervisory capacity, AND b) 5 years experience in the area of Safety, Health and Environment in a Shipyard or Factory or Offshore Engineering Company or Manufacturing Company or Engineering Company or Government or Semi-Government / Autonomous Defence / Engineering Establishment.</p> <p>ii) <u>For Degree holders in Physics / Chemistry or for Diploma holders in any branch of Engineering or Technology:</u> Minimum 10 years post qualification experience as detailed under :- a) 5 years of practical experience of working in a factory in a supervisory capacity, AND b) 5 years experience in the area of Safety, Health and Environment in a Shipyard or Factory or Offshore Engineering Company or Manufacturing Company or Engineering Company or Government or Semi-Government / Autonomous Defence / Engineering Establishment.</p> <p><u>Desirable :</u> a) Experience of working in an ERP/ SAP/ computerised environment. b) Good communication skills and working knowledge in Hindi / Tamil/Kannada.</p>	

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
			<p><u>Job Requirements:</u> Responsible for implementation and monitoring of HSE Policy at the yard, and overall implementation of OHSAS and 5S at the yard. Responsible for developing a Safe culture at the yard and shall coordinate with various departments, health departments, Medical hospitals and the local fire services for cordial relations and support from the stakeholders. Travel at short notice, willing to take responsibility to work against the set targets within the time frame etc. Liaison with various government/ statutory agencies.</p>	
5.	Deputy Manager (Estimation & After Sales) TE-2 Grade ₹ 50000-160000	1 post (UR)	<p><u>Educational Qualification:</u> <u>Essential:</u> Degree in Mechanical/ Electrical/ Naval Architecture/ Marine Engineering with minimum of 60% marks from a recognized University. <u>Desirable :</u> a) Master Degree in Business Administration in Business Management, Marketing Management, Operations Management. b) Proficiency in Computer Applications like AutoCAD, MS Project, MS Office, Primavera etc.</p> <p><u>Experience:</u> <u>Essential:</u> a) Minimum of 7 years post qualification managerial experience in</p> <ul style="list-style-type: none"> • Shipbuilding or • Ship repair or • Offshore engineering company or • Manufacturing company or • Engineering company or • Government / Semi-government Engineering establishment or • Ship Design Companies. 	Not to exceed 35 years

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
			<p>b) Experience shall be in the areas of Planning/ Production / Fabrication /Outfitting/ Repairs/ Project Management/ Commercial / Marketing.</p> <p><u>Desirable :</u></p> <p>a) Experience of working in an ERP/ SAP/ computerised environment.</p> <p>b) Good communication skills and working knowledge in Hindi / Tamil/Kannada.</p> <p><u>Job Requirements:</u></p> <p>Responsible for preparation of Estimates, Marketing and After sales activities for the Shipbuilding, Ship Repair, Engineering Projects to be taken up by the yard. Responsible for overall activities of Business Development department that includes preparation of marketing materials, coordination & interactions with the customers, clients, and other stakeholders, coordination with Design, Planning, Operations and Materials department during execution of project. Should be willing to travel at short notice, good communication skills in project sales catering to national & international clients, willing to take responsibility to work against the set targets within the time frame etc.</p>	
6.	Deputy Manager (Planning & Project Management) TE-2 Grade ₹ 50000-160000	1 post (UR)	<p><u>Educational Qualification:</u></p> <p><u>Essential:</u></p> <p>Degree in Mechanical / Electrical / Naval Architecture/ Marine Engineering with minimum of 60% marks from a recognized University.</p> <p><u>Desirable :</u></p> <p>Proficiency in Computer Applications like AutoCAD, MS Project, MS Office, Primavera etc.</p>	Not to exceed 35 years

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
			<p><u>Experience:</u> <u>Essential:</u></p> <p>a) Minimum of 7 years post qualification managerial experience in</p> <ul style="list-style-type: none"> • Shipbuilding or • Ship repair or • Offshore engineering company or • Manufacturing company or • Engineering company or • Government / Semi-Government Defence / Engineering Establishment. <p>b) Experience shall be in the areas of Planning/ Production / Ship Outfitting / Ship Repairs / Project Management.</p> <p>c) Experience in handling the Planning activities through Project Management tools such as MS Project / Primavera.</p> <p><u>Desirable :</u></p> <p>a) Experience of working in an ERP/ SAP/ computerised environment.</p> <p>b) Good communication skills and working knowledge in Hindi / Tamil/Kannada.</p> <p><u>Job Requirements:</u></p> <p>Preparation of Build Plan and maintaining the yard loading, Developing, maintaining and updating project schedules on softwares like MS Project/Primavera, Preparation and issue of schedules – monthly/fortnightly in line with MSP schedule, Identifying, monitoring and responding to risk during the execution phase of projects, Ensuring Co-ordination and team work of various stake holders during project execution, Resolving cross-functional issues at project level, Monitoring project progress, performance and preparing Management Information, Interaction with</p>	

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			customer for ensuring timely attainment of Project mile stones, Resolving owner/class comments and closure of these leading to timely delivery of projects.	
7.	Deputy Manager (Naval Architecture) TE-2 Grade ₹ 50000-160000	1 post (UR)	<p><u>Educational Qualification:</u></p> <p><u>Essential:</u> Degree in Naval Architecture Engineering with minimum of 60% marks from a recognized University.</p> <p><u>Desirable :</u> Proficiency in Computer Applications like AutoCAD, MS Project etc.</p> <p><u>Experience:</u></p> <p><u>Essential:</u></p> <p>a) Minimum of 7 years post qualification managerial experience in</p> <ul style="list-style-type: none"> • Shipbuilding or • Ship repair or • Ship Design Company or • Ship Classification Societies or • Offshore engineering company or • Government / Semi-Government Defence / Engineering Establishment. <p>b) Experience shall be in the areas of Design/ Planning/ Production / Fabrication / Ship Outfitting/ Ship Repairs/ Project Management.</p> <p>c) Proficiency in Design Applications such as AutoCAD, Tribon / Aveva / CADMATIC.</p> <p><u>Desirable :</u></p> <p>a) Experience of working in an ERP/ SAP/ computerised environment.</p> <p>b) Good communication skills and working knowledge in Hindi / Tamil/Kannada.</p>	Not to exceed 35 years

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			<p><u>Job Requirements:</u> Responsible for creating basic designs of various ships and interaction with Business Development, Design and Ship Building Departments. Will also be responsible for naval architectural and structural designs, interacting and working with National Authorities, Classification Societies, and other regulatory authorities etc. Should be willing to travel at short notice, good communication skills in project sales catering to national & international clients, willing to take responsibility to work against the set targets within the time frame etc. Liaison with various government/ statutory agencies.</p>	
8.	Deputy Manager (Machinery Design & Piping) TE-2 Grade ₹ 50000-160000	1 post (UR)	<p><u>Educational Qualification:</u> <u>Essential:</u> Degree in Mechanical/ Naval Architecture/ Marine Engineering with minimum of 60% marks from a recognized University. <u>Desirable :</u> Proficiency in Computer Applications like AutoCAD, MS Project, MS Office, Primavera etc.</p> <p><u>Experience:</u> <u>Essential:</u> a) Minimum of 7 years post qualification managerial experience in design, drawing and calculation of Machinery and Piping system of ships / offshore installation in</p> <ul style="list-style-type: none"> • Ship building or • Ship repair or • Offshore engineering company or • Ship / Marine Design Establishment or • Government / Semi-Government Defence / Engineering Establishment. 	Not to exceed 35 years

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
			<p>b) Proficiency in Design Applications such as AutoCAD, Tribon / Aveva / CADMATIC.</p> <p><u>Desirable :</u></p> <p>a) Experience of working in an ERP/ SAP/ computerised environment.</p> <p>b) Good communication skills and working knowledge in Hindi / Tamil/Kannada.</p> <p><u>Job Requirements:</u></p> <p>Responsible for creating engineering designs of various ships and interaction with Business Development, Production Departments and working with National Authorities, Classification Societies etc. To prepare Purchase technical specifications, Technical evaluation, for procurement of ship systems, equipments and components. Travel at short notice, good communication skills in project sales catering to national & international clients, willing to take responsibility to work against the set targets within the time frame etc. Liaison with various government/ statutory agencies.</p>	
9.	Deputy Manager (Electrical Design) TE-2 Grade ₹ 50000-160000	1 post (UR)	<p><u>Educational Qualification:</u></p> <p><u>Essential:</u></p> <p>Degree in Electrical Engineering with minimum of 60% marks from a recognized University.</p> <p><u>Desirable :</u></p> <p>Proficiency in Computer Applications like AutoCAD, MS Project, MS Office, Primavera etc.</p> <p><u>Experience:</u></p> <p><u>Essential:</u></p> <p>a) Minimum of 7 years post qualification managerial experience in the electrical design, drawing and calculation of ship system / offshore installations in</p> <ul style="list-style-type: none"> • Ship building or • Ship repairs or 	Not to exceed 35 years

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
			<ul style="list-style-type: none"> • Offshore engineering company or • Ship / Marine Design Establishment or • Government / Semi-Government Defence / Engineering Establishment. <p>b) Proficiency in Design Applications such as AutoCAD, Tribon / Aveva / CADMATIC.</p> <p>Desirable :</p> <p>a) Experience of working in an ERP/ SAP/ computerised environment.</p> <p>b) Good communication skills and working knowledge in Hindi / Tamil/Kannada.</p> <p>Job Requirements:</p> <p>Responsible for design and development of electrical systems of ships. Interaction with Business Development, Production Departments and working with National Authorities, Classification Societies etc. Preparation of Purchase Technical Specifications, Technical evaluation etc during procurement process of ship equipment / components. Travel at short notice, good communication skills in project sales catering to national & international clients, willing to take responsibility to work against the set targets within the time frame etc. Liaison with various government/ statutory agencies.</p>	
10.	Deputy Manager (Machinery Outfit) TE-2 Grade ₹ 50000-160000	1 post (UR)	<p><u>Educational Qualification:</u></p> <p><u>Essential:</u></p> <p>a) Degree in Mechanical/ Naval Architecture/ Marine Engineering with minimum of 60% marks from a recognized University.</p> <p>OR</p> <p>b) Three year Diploma in Mechanical/Marine Engineering from a State Board of Technical Education.</p>	Not to exceed 35 years for Engineering Graduates and 45 years for Engineering Diploma holders.

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			<p><u>Desirable :</u> Proficiency in Computer Applications like AutoCAD, MS Project, MS Office, Primavera etc.</p> <p><u>Experience:</u></p> <p><u>Essential:</u></p> <p>i) <u>For the essential educational qualification at Sl. No. a) above</u> Minimum of 7 years post qualification managerial experience.</p> <p>ii) <u>For the essential educational qualification at Sl. No. b) above</u> Minimum of 10 years post qualification managerial experience.</p> <p>iii) Experience shall be in the areas of Production /Fabrication /Ship Outfitting/ Ship Repairs in</p> <ul style="list-style-type: none"> • Shipbuilding or • Ship repair or • Offshore engineering company or • Government / Semi-Government Defence or Engineering Establishment. <p><u>Desirable :</u></p> <p>a) Experience of working in an ERP/ SAP/ computerised environment.</p> <p>b) Good communication skills and working knowledge in Hindi / Tamil/Kannada.</p> <p><u>Job Requirements:</u> Responsible for management of machinery and piping outfit onboard the projects undertaken by the yard. Should closely coordinate between the departments, sections and the project team for timely completion of project. Should be willing to work in alternate streams such as Steel fabrication, Structural outfit, Pipe outfit and Machinery commissioning also.</p>	

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11.	Deputy Manager (Information Technology) TE-2 Grade ₹ 50000-160000	1 post (UR)	<p><u>Educational Qualification:</u> <u>Essential:</u> a) Engineering Degree in Computer Science/Information Technology or Masters Degree in Computer Science/Computer Application/ Information Technology with 60% of marks from a recognized University. OR b) Three year Diploma in Computer Engineering or Information Technology from a State Board of Technical Education.</p> <p><u>Desirable :</u> Knowledge in SAP or equivalent ERP softwares.</p> <p><u>Experience:</u> <u>Essential:</u> i) <u>For the essential educational qualification at Sl. No. a) above</u> Minimum of 7 years post qualification managerial experience.</p> <p>ii) <u>For the essential educational qualification at Sl. No. b) above</u> Minimum of 10 years post qualification managerial experience.</p> <p>iii) Experience shall be in the areas of networking, system administration, web technology etc in</p> <ul style="list-style-type: none"> • Shipbuilding or • Ship repair or • Information Technology company or • Government or Semi Government/ Autonomous establishments or • Engineering Company or • Manufacturing company or • Commercial establishment. 	Not to exceed 35 years for Graduates as per qualification (a) and 45 years for Engineering Diploma holders.

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			<p><u>Desirable :</u></p> <p>a) Experience of working in an ERP/ SAP/ computerised environment.</p> <p>b) Good communication skills and working knowledge in Hindi / Tamil/Kannada.</p> <p><u>Job Requirements:</u></p> <p>Will be the overall in charge of IT department and will be responsible for setting up, integration and overall management of IT systems at the yard. Implementation of SAP / ERP systems at the yard.</p>	
12.	Assistant Manager (Quality Control) TE-1 Grade ₹ 40000-140000	1 post (UR)	<p><u>Educational Qualification:</u></p> <p><u>Essential :</u></p> <p>a) Degree in Mechanical / Electrical / Marine Engineering with minimum of 60% marks from a recognized University.</p> <p>OR</p> <p>b) Three year Diploma in Mechanical/ Electrical / Marine Engineering from a State Board of Technical Education.</p> <p><u>Desirable :</u></p> <p>Proficiency in Computer Applications like AutoCAD, SAP, MS Project etc.</p> <p><u>Experience:</u></p> <p><u>Essential :</u></p> <p>i) <u>For the essential educational qualification at Sl. No. a) above</u></p> <p>a) Minimum of 3 years post qualification managerial experience in hull / machinery / electrical works in ship building / ship repairs with familiarity of Ship Building Quality Standards,</p> <p>OR</p> <p>b) 3 years post qualification managerial experience in Quality Assurance (QA)/Quality Control (QC) in</p> <ul style="list-style-type: none"> • Ship building or 	Not to exceed 30 years for Graduate Engineers and 40 years for Diploma holders.

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			<ul style="list-style-type: none"> • Ship repairs or • Engineering company or • Manufacturing company or • Offshore engineering company or • Ship classification societies or • Government / Semi-Government Defence / Engineering Establishment. <p>ii) <u>For the essential educational qualification at Sl. No. b) above</u></p> <p>a) Minimum of 6 years post qualification managerial experience in hull / machinery / electrical works in ship building / ship repairs with familiarity of Ship Building Quality Standards,</p> <p>OR</p> <p>b) 6 years post qualification managerial experience in Quality Assurance (QA)/Quality Control (QC) in</p> <ul style="list-style-type: none"> • Ship building or • Ship repair or • Engineering company or • Manufacturing company or • Offshore engineering company or • Ship classification society or • Government / Semi-Government Defence / Engineering Establishment. <p><u>Desirable :</u></p> <p>a) Experience of working in an ERP/SAP/ computerized environment.</p> <p>b) Experience in Quality circle/ Lab & NDT.</p> <p>c) Good communication skills and working knowledge in Hindi / Kannada.</p> <p><u>Job Requirements:</u></p> <p>Responsible for the Quality control and Quality assurance in the Ship building activities at the yard. Responsible for Management of Yard quality</p>	

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			/ Customer/ Surveyor requirements. Review of technical details/BOQs, drawings etc., Responsible for implementation of Integrated Management System activities. Travel at short notice, willing to take responsibility to work against the set targets within the time frame etc. Liaison with various government/ statutory agencies.	
13.	Assistant Manager (Estate & Administration) TE-1 Grade ₹ 40000-140000	1 Post (UR)	<p><u>Educational Qualification:</u></p> <p><u>Essential:</u> Graduate in any discipline from a recognized university.</p> <p><u>Desirable:</u> Post Graduate Degree or Post Graduate Diploma in any discipline.</p> <p><u>Experience:</u></p> <p><u>Essential:</u> Minimum of 3 years post qualification managerial experience in matters relating to Estate & Administration in</p> <ul style="list-style-type: none"> • Government / Semi-Government Establishment or • Public / Private Sector Company or • Armed Forces or • Commercial Establishment. <p><u>Desirable:</u></p> <p>a) Experience of working in a computerized environment.</p> <p>b) Good communication skills and working knowledge in Hindi / Kannada.</p> <p><u>Job Requirements:</u> Responsible on all admin related matter of the yard, has to handle estate matters in liaison with Government authorities and CSL.</p>	Not to exceed 30 years.

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14.	Safety Supervisor TS-1 Grade ₹ 28000-110000	1 Post (UR)	<p><u>Educational Qualification:</u></p> <p><u>Essential :</u></p> <p>a) Three year Diploma in Mechanical/ Marine/Electrical Engineering from a State Board of Technical Education.</p> <p>b) Diploma in Safety recognized by the State Government.</p> <p><u>Desirable :</u></p> <p>Proficiency in Computer Applications.</p> <p><u>Experience:</u></p> <p><u>Essential :</u></p> <p>Minimum of 3 years post qualification supervisory experience in safety in</p> <ul style="list-style-type: none"> • Shipbuilding or • Ship repair or • Engineering company or • Manufacturing company or • Offshore engineering company or • Government / Semi-Government Defence or Engineering Establishment. <p><u>Desirable :</u></p> <p>a) Experience of working in an ERP/SAP/ computerized environment.</p> <p>b) Good communication skills and working knowledge in Hindi / Kannada.</p>	Not to exceed 45 years.
15.	Draftsman (Mechanical-Hull) TW-3 ₹ 11000-39600	1 Post (UR)	<p><u>Educational Qualification:</u></p> <p>Three year Diploma in Mechanical Engineering from a State Board of Technical Education.</p> <p><u>Experience:</u></p> <p>Two years post qualification experience in design and drafting of Hull/Hull Structure/Hull machinery outfit / Accommodation Outfit in a Shipyard/ Ship Design Establishment.</p>	Not to exceed 35 years.

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
16.	Draftsman (Mechanical- Machinery Outfit) TW-3 ₹ 11000-39600	1 Post (UR)	<u>Educational Qualification:</u> Three year Diploma in Mechanical Engineering from a State Board of Technical Education. <u>Experience:</u> Two years post qualification experience in design and drafting of Machinery / Machinery outfit / Pipe outfit / Ship systems in a Shipyard/ Ship Design Establishment.	Not to exceed 35 years.
17.	Draftsman (Electrical) TW-3 ₹ 11000-39600	1 Post (UR)	<u>Educational Qualification:</u> Three year Diploma in Electrical Engineering from a State Board of Technical Education. <u>Experience:</u> Two years post qualification experience in design and drafting of electrical systems for ships in a Shipyard / Ship Design Establishment.	Not to exceed 35 years.
18.	Junior Technical Assistant (Electrical) TW-3 ₹ 11000-39600	1 Post (UR)	<u>Educational Qualification:</u> Three year Diploma in Electrical Engineering from a State Board of Technical Education. <u>Experience:</u> Four years post qualification experience in onsite execution / supervision / management of Electrical outfitting activities onboard ships / offshore installations under construction.	Not to exceed 35 years.
19.	Junior Technical Assistant (Mechanical) TW-3 ₹ 11000-39600	1 Post (UR)	<u>Educational Qualification:</u> Three year Diploma in Mechanical Engineering from a State Board of Technical Education. <u>Experience:</u> Four years post qualification experience in onsite execution / supervision / management of Equipment / Machinery outfit and the installation activities onboard ships / offshore installations under construction.	Not to exceed 35 years.

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20.	Assistant TW-2 ₹ 10500-37820	2 Posts (UR)	<p><u>Educational Qualification:</u> Degree in Arts (other than Fine Arts/Performing Arts)/ Science/ Mathematics/ Commerce/ Computer Applications/Business Administration with minimum of 60% of marks from a recognized University.</p> <p><u>Experience:</u> <u>Essential :</u> a) Four years post qualification experience in office work. b) Good knowledge in English and Hindi Language.</p> <p><u>Desirable :</u> Knowledge in Stenography, Kannada Language.</p>	Not to exceed 35 years.
Total		22 Posts (UR)		

B. Scale of Pay & Benefits & Place of Posting:

a) **Executives & Supervisors**

i) Grade and Pay scale for Executives & Supervisors are as under:-

Grade	Pay scale
TE-3	₹ 60000-180000
TE-2	₹ 50000-160000
TE-1	₹ 40000-140000
TS-1	₹ 28000-110000

ii) Monthly Emoluments of Executives & Supervisors at the minimum of the pay scale are as under :-

Sl. No	Wage type	Amount (₹)			
		TS-1	TE-1	TE-2	TE-3
1	Basic pay	28000	40000	50000	60000
2	DA (at present 18.4%)	5152	7360	9200	11040
3	HRA (at present 8 %)	2240	3200	4000	4800
Total		35392	50560	63200	75840

- iii) In addition to (i) & (ii), the other benefits include Perks & Allowances, Contributory Provident Fund Scheme, Accident Insurance Coverage, Reimbursement of Medical expenses under the Contributory Medical Insurance Policy, Leave Encashment, Performance Payment etc.

b) **Workmen**

The workmen posts are in Industrial Dearness Allowance (IDA) pattern and consist of Basic Pay, IDA, HRA and Allowances as admissible.

Pay Scale	Scale of Pay
TW-3	₹ 11000-39600
TW-2	₹ 10500-37820

- c) Selected candidates shall be placed in the minimum of the pay scale and Pay protection will not be considered for candidates from other PSU/Government/Government establishments.
- d) For all posts, the posting shall be at Tebma Shipyards Limited (TSL), Malpe or its other project sites anywhere in India or abroad as decided by TSL.

C. **Age:**

- a) **The upper age limit prescribed for the posts shall be as on 15 May 2021.**
- b) Age relaxation for Ex-servicemen & Persons with Benchmark Disabilities (PwBD) shall be as per Government of India guidelines. However, in no case, age limit after applying all age relaxations shall exceed 50 years for the posts of Manager, Deputy Manager and Supervisor, 45 years for the post of Assistant Manager and workmen posts.

D. **Method of Selection:**

I. **For the posts of Manager and Deputy Manager:-**

- a) The method of selection shall include a Power Point Presentation, Group discussion and Personal Interview. Candidates who are provisionally short-listed for the posts shall be required to do the Power Point Presentation highlighting their work experience (duration of not more than ten minutes). The work experience shall be assessed by selection committee based on the documents submitted by the candidates and the power point presentation on work experience. Based on the Power Point Presentation, the candidates shall be further short-listed for Group discussion and Personal Interview. Only candidates who are meeting the notified work experience and job requirements shall be permitted to attend Group discussion & Personal Interview.
- b) The marks shall be assigned to the short-listed candidates based on the following parameters for final selection:-

- Work Experience in the relevant job/ area : 40 Marks
- Power Point Presentation on work experience : 30 Marks
- Group Discussion : 10 Marks
- Personal Interview : 20 Marks

II. For the post of Assistant Manager:-

- a) The method of selection shall include Objective type Test, Descriptive type Test, followed by a Power Point Presentation, Group Discussion & Personal Interview.
- b) The Objective type Test shall be of 20 marks, 25 minutes duration comprising of 20 Multiple choice questions in the areas of General Knowledge, General English, Reasoning, Quantitative Aptitude and Subject Based. The Descriptive type test shall be of 20 marks, 45 minutes duration comprising of Subject based questions. Accordingly, weightage is assigned to the following parameters for the final selection:-

- Objective type test : 20 Marks
- Descriptive type test : 20 Marks
- Power point presentation on work experience : 30 Marks
- Group Discussion : 10 Marks
- Personal Interview : 20 Marks

III. For the posts of Supervisor :-

- a) The method of selection shall include:-

- Objective type test : 40 Marks
- Descriptive type test : 20 Marks
- Power point presentation on work experience : 40 Marks

- b) The Objective type test shall be of 45 minutes duration and consists of two parts- General (Part A) and Discipline related, based on job requirements (Part B). Part A comprises of General Knowledge, General English, Reasoning and Quantitative Aptitude. The Descriptive type test shall be of 20 marks, 45 minutes duration comprising of Subject based questions. The pattern of the question paper, number of questions and allotment of marks for Objective test is detailed under:

No. of questions in each section/ marks per section*					Total no. of questions for Objective type test / Max marks
General Knowledge	General English	Reasoning	Quantitative Aptitude	Discipline related	
5	5	5	5	20	40

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

- IV.** For the posts of Supervisor & Assistant Manager, based on the marks secured by the candidates in the tests, the candidates shall be short-listed for certificate verification in the ratio of 1:6, in the order of merit. Candidates who successfully complete the certificate verification shall only be allowed to attend the Power Point Presentation, Group discussion & Personal interview for the post of Assistant Manager or Power Point Presentation on work experience for the post of Safety Supervisor.
- V.** For the purpose of short-listing for certificate verification for the posts of Supervisor & Assistant Manager, in case, same marks secured by more than one candidate in the selection tests, marks scored in the Subject part of the Objective type test shall be considered as 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.
- VI. For the posts of workmen :-**
- a) The method of selection shall include Objective type test, followed by a Descriptive / Practical / Skill test. Accordingly, weightage is assigned to the following parameters for the final selection:
- i) Draftsman (all posts)
 - Objective test : 50 Marks
 - Practical/Skill test : 50 Marks
 - ii) Junior Technical Assistant (all posts) & Assistant
 - Objective test : 50 Marks
 - Descriptive test : 30 Marks
 - Skill test : 20 Marks
- b) The merit list for the posts of workmen shall be prepared on the basis of marks secured by candidates in the Objective type test. In case, same marks secured by more than one candidate, marks scored in the discipline part of the Objective type 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. Based on the merit lists, candidates shall be short-listed in the ratio of 1:6 for certificate verification against each post. Candidates who successfully complete the certificate verification shall only be allowed to attend the Descriptive / Practical / Skill test.
- VII.** The selection to the executive posts shall be held at Cochin Shipyard Ltd, Kochi or at TSL, Malpe, either in person or through electronic media in view of Covid-19 pandemic or at any place as decided by CSL on behalf of TSL.
- VIII.** For the posts of Assistant Manager, supervisor and workmen, where Objective / Descriptive type tests have to be conducted, depending on number of online applications, the Objective/Descriptive type/Skill tests/presentation shall be through online mode/offline mode at Kerala/Karnataka or at any place as decided by CSL on behalf of TSL.

- IX.** The syllabus for the Objective/Descriptive tests for the Supervisor & Workmen posts shall be published separately.
- X.** Rank lists shall be prepared based on the total marks secured by the candidates in various stages of selection. CSL on behalf of TSL reserves the right to fix minimum marks for pass in the selection tests, various stages and for final selection at its sole discretion.
- XI.** The parameters for selection are subject to change and the same would be notified prior to the commencement of the selection process.
- XII.** Depending upon the number of online applications received, CSL on behalf of TSL 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.

E. 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 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. 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 15 May 2021.**
- (ii) For the posts of Manager, Deputy Manager, Assistant Manager & Supervisor, 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 to attend the selection process.**
- (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. 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 shall submit their online applications 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 posts notified by CSL on behalf of TSL. Candidature of such applicants will not be considered if, objection if any, is 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 reemployment 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 (or dated 02.04.1992) 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 posts notified.

d) Application Fee:

- (i) Application fee shall be ₹ 1000/- for executive posts and ₹ 400/- for Supervisory and workmen posts. **The application fee is Non refundable with extra bank charges and should be remitted using the Online payment options (Debit card/Credit card/Internet Banking) which can be accessed through our Online application facility from 27 April 2021 to 15 May 2021.**
- (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 through the User Manual published on 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 post 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

27 April 2021 to 15 May 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 not that incomplete applications shall not be considered.**
- (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 CSL or to TSL.**
- (ix) For applying through the SAP online application facility, the website shall remain functional from **27 April 2021 to 15 May 2021**. The last date for submission of applications through online is **15 May 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 1600hrs 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
 - iii) 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;
 - iv) 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
 - v) 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 on behalf of TSL 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@cochinshipyard.com. However, CSL on behalf of TSL 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) The candidature of the applicants short-listed shall be purely provisional, subject to verification of original certificates in proof of age, qualification, experience, caste, disability etc at the time of joining. In case, the candidates are found not meeting the eligibility requirements or fail to produce certificates in original, 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 objective type test.
- (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.com. Schedule of the selection shall be intimated to the short-listed applicants through Email/CSL website (Career page).
- (ix) Mere submission of online application and Issue of call letter for the tests/ Personal Interview 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) Appointment of selected candidates shall be subject to verification of character and antecedents and verification of caste certificates if applicable.
- (xi) The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by CSL on behalf of TSL. 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 on behalf of TSL.
- (xii) The selected candidates shall be placed at the minimum of the pay scale of the posts notified.
- (xiii) There will be separate Career paths for Engineering Degree holders and Diploma Holders to regulate their career progression.
- (xiv) CSL on behalf of TSL 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.
- (xv) Rank lists shall be maintained for the posts 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.

- (xvi) Notwithstanding the above or any other conditions, CSL on behalf of TSL 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 on behalf of TSL reserves the right to restrict/ alter/cancel/modify the recruitment process, if need so arises without notice or assigning any reason thereof.
- (xvii) 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.
- (xviii) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- (xix) 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.
- (xx) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.
- (xxi) Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.
- (xxii) For any further clarification, please contact us via e-mail career@cochinshipyard.com.

F. Important Dates :

Commencement of Online Application : 27 April 2021
Last Date of Online Application : 15 May 2021

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

Sd/-
General Manager (HR),
Cochin Shipyard Limited (CSL)