

INDIA SHIP TECHNOLOGY CENTRE

(A Company incorporated under Section 8 of the Companies Act, 2013
under the aegis of the Ministry of Ports, Shipping and Waterways, Government of India)

Vacancy Notification Ref No. ISTC / HR / 01 / 2026-27 / RECRUITMENT PH. 1
Dated 23 October 2026

India Ship Technology Centre (ISTC), a Company incorporated under Section 8 of the Companies Act, 2013, under the aegis of the Ministry of Ports, Shipping and Waterways, Government of India, invites **Online Applications** from Indian citizens fulfilling the eligibility requirements, for filling up of the following post for ISTC :-

I. Name of Post & Educational Qualification

TABLE 1

<u>Name of Post</u>	<u>Educational Qualification</u>
Personal Secretary (Trainee)	<u>Educational Qualification:</u> <u>Essential:</u> Pass in three years Bachelor's Degree in Arts (other than fine arts/performing arts) or Commerce or Science or Computer Applications or Business Administration with minimum 75% of marks from a recognized university. <u>Desirable:</u> Proficiency in Computer Applications like SAP, MS Project, MS Office etc.

II. Important Dates:

Commencement of Online Application : 23 October 2026

Last Date of Online Application : 04 November 2026

III. No. of Vacancies:

TABLE 2

<u>Name of Post</u>	<u>Vacancies</u>
Personal Secretary (Trainee)	2

- a) ISTC 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.

IV. Period of Contract & Place of Posting:

- a) The period of training shall be for one year. Depending upon organisational requirements, availability of vacancies and individual performance, successful candidates may be considered for contractual posts for a maximum period of **five years**, extendable for a further period subject to organizational requirements and individual performance.
- b) The posting shall be at ISTC, Kochi.

INDIA SHIP TECHNOLOGY CENTRE

*(A Company incorporated under Section 8 of the Companies Act, 2013
under the aegis of the Ministry of Ports, Shipping and Waterways, Government of India)*

V. Stipend:

- a) The consolidated stipend during the first year of training will be ₹ 20,000/ per month.

VI. Age:

- a) **The upper age limit prescribed shall not exceed 25 years as on 04 November 2026, i.e. applicants should be born on or after 05 November 2001.**
- b) Age relaxation for Persons with Benchmark Disabilities (PwBD) shall be as per Government of India Guidelines.

VII. Method of Selection:

- a) The method of selection shall be through **Objective Type Online test, Descriptive Type Online Test and Skill Test** and total marks for the tests shall be 100.
- b) Depending upon the number of online applications, the tests shall be held at various test centres in Kerala or at Kochi as decided by ISTC. The applicants have the option to choose test centres in Kerala for the online test while completing their online application. The allocation of examination centre shall be at the sole discretion of ISTC.
- c) The answer sheets of the Descriptive Test of only those candidates who are shortlisted based on their marks in the objective type test in the order of merit shall be evaluated.
- d) ISTC reserves the right to fix minimum pass marks in the Selection tests for the purpose of short-listing of candidates for verification of certificates. The selection shall be subject to verification of eligibility requirements (age, educational qualification and reservation etc.) for which the candidate should produce the original certificates in proof of age, educational qualification and certificates for reservation categories etc. along with self-attested copies at the time of Certificate Verification, failing which they shall not be considered for further selection.
- e) **Only those candidates who successfully complete the certificate verification shall be provisionally considered for selection against the notified post in the order of merit, subject to medical fitness.**
- f) Rank list shall be prepared based on the aggregate marks secured by the candidates in the Objective Type Online Test, Descriptive Type Online Test and Skill Test and meeting the notified eligibility requirements. 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 Rank list. In case of a tie thereafter, relative merit shall be decided based on seniority in age.

INDIA SHIP TECHNOLOGY CENTRE

*(A Company incorporated under Section 8 of the Companies Act, 2013
under the aegis of the Ministry of Ports, Shipping and Waterways, Government of India)*

VIII. Conditions:

a) Qualification

- (i) The minimum qualification stipulated for the post must be from an 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) **Applicants without prescribed qualification, but having higher qualifications such as B. Tech, M. Sc etc. shall not be considered.**
- (iv) 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.

b) Application Fee

- (i) Application fee of ₹ 600/- (**Non refundable, plus bank charges extra**) should be remitted using **the Online payment options (Debit card/Credit card/Internet Banking)** which can be accessed through online application facility **from 23 October 2026 to 04 November 2026. No other mode of payment shall be accepted.**
- (ii) **Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Persons 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 the above clause. **It is important to note that their candidature shall be considered only on receipt of application fee.**

c) How to apply

- (i) Applicants should go to the website <https://istcindia.org> (Career page→ ISTC) and proceed to the link for online application. The application consists of two phases - **Registration** and **Submission of application**. Applicants should not submit more than one application. Application once submitted shall be final.

INDIA SHIP TECHNOLOGY CENTRE

(A Company incorporated under Section 8 of the Companies Act, 2013

under the aegis of the Ministry of Ports, Shipping and Waterways, Government of India)

- (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 **23 October 2026** and the facility can be accessed through website (**Career page→ ISTC**). Application submitted 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) Applicants are required to ensure that all certificates towards proof of age, qualification, caste, disability etc., a recent passport size colour photograph, and signature are ready for uploading before commencement of the online application process. **Copies of certificates / mark sheets in proof of all relevant educational qualifications, certificates in proof of age, caste, disability etc. should be uploaded**, as per guidelines provided in the online application portal, **failing which their candidature will not be considered**.
- (v) **Application must be complete in all respects as per this Advertisement Notification. Please note that incomplete applications shall not be considered.**
- (vi) **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 application number will be obtained only upon successful submission of online application.** The Registration Number on the online application should be quoted for any correspondence with ISTC.
- (vii) **Applicants need not send the online application print out/ certificates/ application fee in the form of DD/Challan/Cheque by post to ISTC.**
- (viii) The website will remain functional for the purpose of submitting applications **from 23 October 2026** and the last date for submission of applications through online is **04 November 2026**. 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 ISTC 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.**

INDIA SHIP TECHNOLOGY CENTRE

*(A Company incorporated under Section 8 of the Companies Act, 2013
under the aegis of the Ministry of Ports, Shipping and Waterways, Government of India)*

d) General

- (i) **Applicants are advised to make sure that they are meeting the eligibility requirements as per the vacancy notification for the post before submitting the applications.**
- (ii) ISTC reserves the right to call for any additional documentary evidence from candidates in support of educational qualification or other notified eligibility requirements as indicated in their application, and information / replies to such queries should be only through the e-mail career@istcindia.org / info@istcindia.org. However, ISTC 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.
- (iii) **Original Certificates of the short-listed candidates shall be verified at the time of joining or at any other stage as decided by ISTC.** Candidature is purely provisional subject to verification of original certificates in proof of age, qualification, caste, disability, medical fitness etc. and meeting the notified eligibility requirements. At the time of certificate verification/joining, if the candidates shortlisted 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 or there has been suppression of facts and information, the candidate shall not be considered for selection and candidature/ appointment will be cancelled/rejected without further notice.
- (iv) **No correspondence regarding the rejection of application in case of ineligibility shall be entertained.**
- (v) **No TA/DA shall be paid to the candidates for attending the selection process.**
- (vi) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed by e-mail/through ISTC website to download call letter. **Schedule of the selection process shall be intimated to the shortlisted applicants through E-mail.** Candidates are requested to frequently check the above website for updates related to the selection.
- (vii) 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 or does not constitute an offer of appointment, and will not entitle the applicant to any claim for employment in ISTC.
- (viii) The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by ISTC. The reports of such medical examination may be examined by a Medical Officer authorised by ISTC and the appointment of the candidate is subject to certification of Medical fitness.

INDIA SHIP TECHNOLOGY CENTRE

(A Company incorporated under Section 8 of the Companies Act, 2013

under the aegis of the Ministry of Ports, Shipping and Waterways, Government of India)

- (ix) ISTC shall not bear any liability on account of salary/leave salary/gratuity/pension contribution etc., if any of previous employment of any candidate already working in Government/Public Sector Undertakings.
- (x) Rank lists shall be maintained for the post and the validity period of the rank list shall be up to 18 months from the date of reporting of the last candidate, from the list of candidates advised to join on publication of the result, or until a fresh notification for the same post is issued. The rank list may be operated if a vacancy occurs either due to non-joining of a candidate advised to join from the rank list or due to the subsequent separation of a candidate selected from the rank list. The rank list may also be used to fill up future vacancies that arise during the validity of the rank list, with specific approval from competent authority.
- (xi) The number of post indicated in this notification 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 ISTC.
- (xii) Notwithstanding the above or any other conditions, ISTC 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. ISTC reserves the right to restrict/ alter/cancel/modify the recruitment process, if need so arises.
- (xiii) Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.
- (xiv) The selected candidate is required to give an undertaking to comply with ISTC policy on usage of smart phones at work place.
- (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 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 ISTC website only.
- (xviii) For any technical queries related to the online application process, please contact us via email istchelpdesk@gmail.com.

INDIA SHIP TECHNOLOGY CENTRE

*(A Company incorporated under Section 8 of the Companies Act, 2013
under the aegis of the Ministry of Ports, Shipping and Waterways, Government of India)*

- (xix) For any further clarification related to the advertisement and conduct of selection, please contact us via e-mail career@istcindia.org.

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

Sd/-
Chief Executive Officer (ISTC)