



UDUPI COCHIN SHIPYARD LIMITED

## UDUPI COCHIN SHIPYARD LIMITED (UCSL) (Formerly Tebma Shipyards Limited)

# USER GUIDE FOR E-RECRUITMENT

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## USAGE

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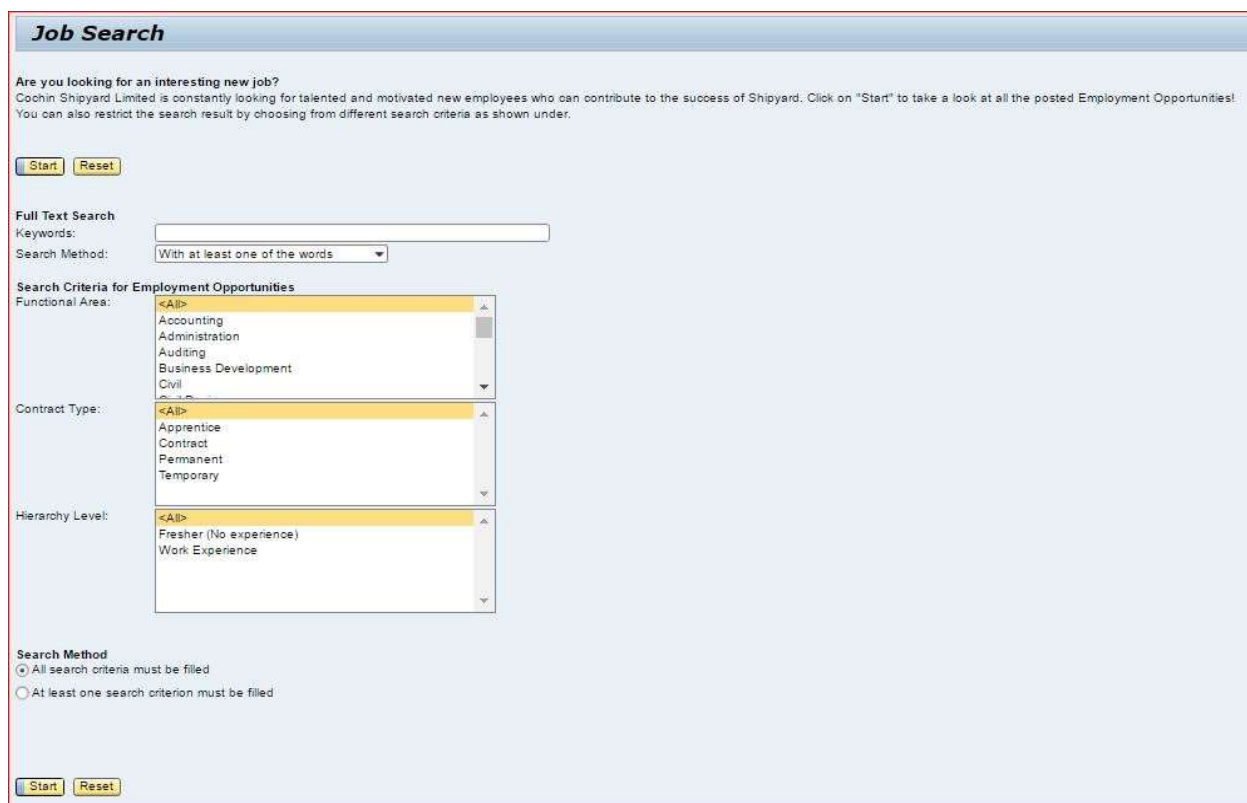
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## BROWSE VACANCIES/SEARCH FOR A POSITION

To search for a vacancy (without registering/logging in as a candidate), click on link on the website ([www.udupicsl.com/Career](http://www.udupicsl.com/Career)) or ([www.cochinshipyard.in/UCSL MALPE](http://www.cochinshipyard.in/UCSL MALPE))

\* **NOTE:** Most screens are opened and displayed in new windows. If you have suppressed the additional windows with a popup blocker, you must deactivate this for this application. The Career page will then be displayed. Choose the unit where the post is notified.

Click on “**Job Search**”. The “Job Search” page is displayed.



**Job Search**

Are you looking for an interesting new job?  
Cochin Shipyard Limited is constantly looking for talented and motivated new employees who can contribute to the success of Shipyard. Click on "Start" to take a look at all the posted Employment Opportunities! You can also restrict the search result by choosing from different search criteria as shown under.

**Full Text Search**  
Keywords:   
Search Method:

**Search Criteria for Employment Opportunities**

Functional Area:   
Accounting  
Administration  
Auditing  
Business Development  
Civil  
Electrical

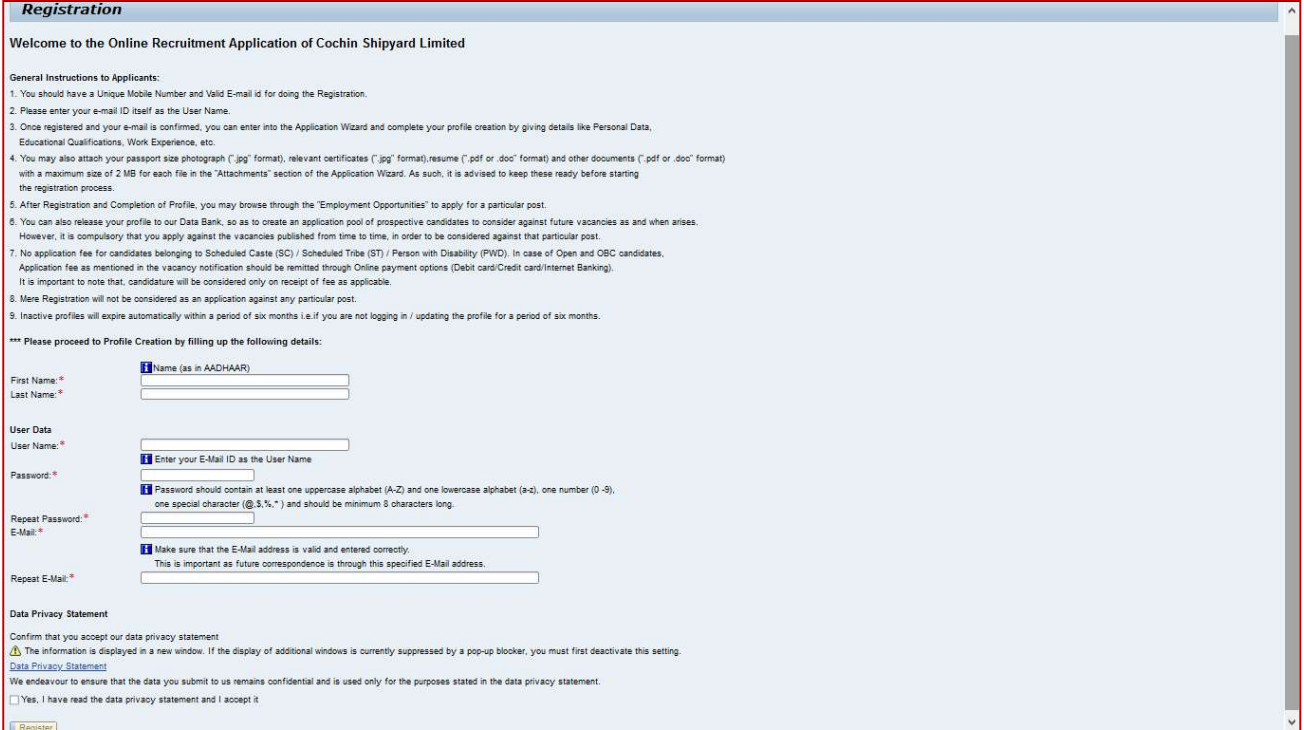
Contract Type:   
Apprentice  
Contract  
Permanent  
Temporary

Hierarchy Level:   
Fresher (No experience)  
Work Experience

**Search Method**  
 All search criteria must be filled  
 At least one search criterion must be filled

## How to register online

Click on link **“Registration”** within the page. The Registration page is displayed as follows.



**Registration**

Welcome to the Online Recruitment Application of Cochin Shipyard Limited

**General Instructions to Applicants:**

1. You should have a Unique Mobile Number and Valid E-mail id for doing the Registration.
2. Please enter your e-mail ID itself as the User Name.
3. Once registered and your e-mail is confirmed, you can enter into the Application Wizard and complete your profile creation by giving details like Personal Data, Educational Qualifications, Work Experience, etc.
4. You may also attach your passport size photograph (.jpg format), relevant certificates (.jpg format), resume (.pdf or .doc format) and other documents (.pdf or .doc format) with a maximum size of 2 MB for each file in the "Attachments" section of the Application Wizard. As such, it is advised to keep these ready before starting the registration process.
5. After Registration and Completion of Profile, you may browse through the "Employment Opportunities" to apply for a particular post.
6. You can also release your profile to our Data Bank, so as to create an application pool of prospective candidates to consider against future vacancies as and when arises. However, it is compulsory that you apply against the vacancies published from time to time, in order to be considered against that particular post.
7. No application fee for candidates belonging to Scheduled Caste (SC) / Scheduled Tribe (ST) / Person with Disability (PWD). In case of Open and OBC candidates, Application fee as mentioned in the vacancy notification should be remitted through Online payment options (Debit card/Credit card/Internet Banking). It is important to note that, candidature will be considered only on receipt of fee as applicable.
8. Mere Registration will not be considered as an application against any particular post.
9. Inactive profiles will expire automatically within a period of six months i.e. if you are not logging in / updating the profile for a period of six months.

\*\*\* Please proceed to Profile Creation by filling up the following details:

**Name (as in AADHAAR)**

First Name: \*

Last Name: \*

**User Data**

User Name: \*

**Password: \***

**Repeat Password: \***

**E-Mail: \***

**Repeat E-Mail: \***

**Data Privacy Statement**

Confirm that you accept our data privacy statement

[Data Privacy Statement](#)

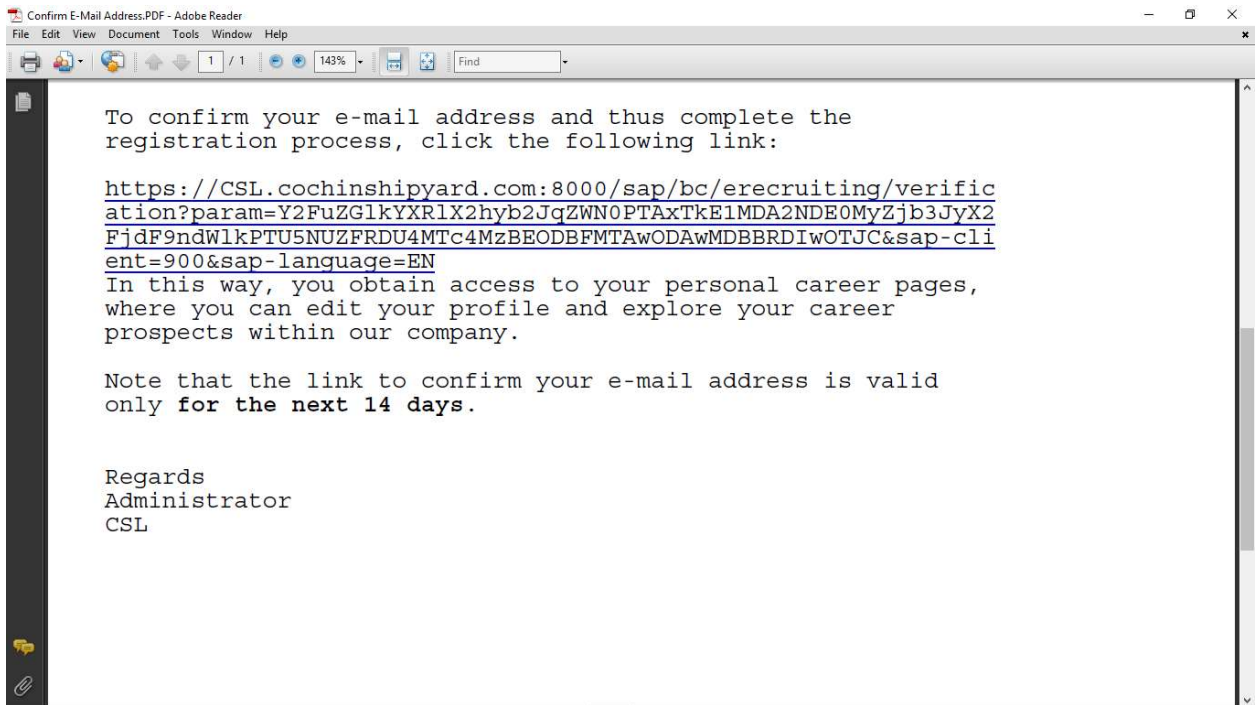
Yes, I have read the data privacy statement and I accept it

Please complete the Registration Form. The fields marked with an asterisk (\*) are mandatory, and are necessary for us to identify and contact you. Please note that once you have registered, you will use a username to access this site in future.

Your **Username** should be the **E-mail ID**.

The e-mail address that you enter must be unique to you, and should not belong to, or be used by other people. Please re-type it in the **“Repeat E-mail”** field to ensure that you have not made any typographical errors. Please **“Check”** the Instruction Statement. Once you have clicked **“Register”**, you will be advised whether your registration has been successful. If it is not, please check the information you have submitted and rectify any errors/omissions.

**If successfully registered, you will be sent an auto generated confirmation e-mail to the email address.** Open the pdf attached to the email message, which contains a link (or url) valid for 14 days. **Copy and paste the url (shown below) contained in the pdf into a web browser.**



The message “**You have confirmed your email address**” will be displayed on screen once the email address is confirmed.

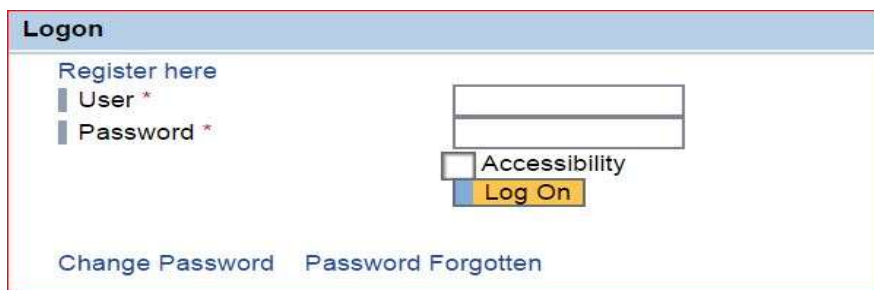
Once you have registered and confirmed your email address, you can use your login details (user name/ID and password) to log into the UCSL’s career site, which besides enabling you to apply for positions, also gives you the ability to track your application progress.

The overview page is opened with links for further navigation.

## HINTS FOR REGISTERED USERS

Once you have registered in our career website, you need not register again but sign in with the username and password you have provided. To do so, open the UCSL’s career website and the post is notified. Click on “**Sign In**” within the page.

The login screen is displayed.



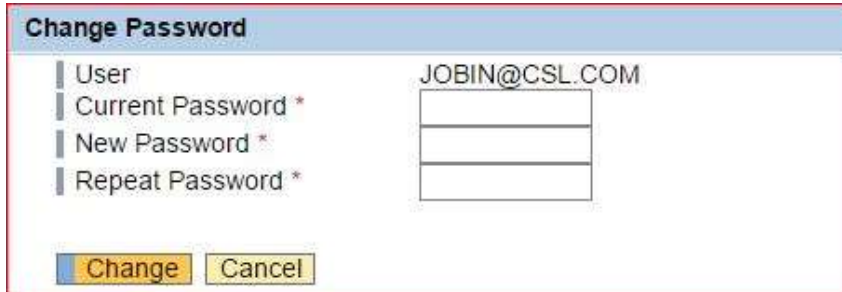
Enter your user name and password entered during registering. Click on “**Logon**” .

The “**Applicant Cockpit**” is opened.

### Changing Password

If you would like to change your password, you will click on **“Sign In”** link to get the login screen.

Enter your user name and your password. Click on **“Change Password”** link.



The screenshot shows a web form titled "Change Password". It has a light blue header. Below the header, there are four input fields: "User" with the value "JOBIN@CSL.COM", "Current Password \*", "New Password \*", and "Repeat Password \*". At the bottom of the form, there are two buttons: "Change" and "Cancel".

Enter your current password and your new password. Repeat your new password. Choose Change. The system checks your new password and saves it. From now on, you can log on using your new password only.

### Requesting an Alternative Password

If you have forgotten your username or password click on link **“Sign In”** to get the Logon screens. Click on **“Password Forgotten”** link. The forgotten password screen opens.



The screenshot shows a web form titled "Have you forgotten your password?". It has a light blue header. Below the header, there is a paragraph of text: "If you cannot remember your password, you can request that an alternative password be sent to the e-mail address that you specified in your resume. Enter your user name and/or your e-mail address and request the password". Below this text, there is a "User Name:" label and a text input field. At the bottom of the form, there are two buttons: "Request Password" and "Back to Logon".

Provide your User Name or Email Address in the given textbox, and then click on the **“Request Password”**. **An alternative password is auto-generated and auto sent to the e-mail address that you entered.** You can use the alternative password to regain access to your Applicant Cockpit.

For security reasons, you should change the alternative password immediately once you have logged on successfully.

Repeated typing of wrong password may lead to locking of the profile, and in such cases wait for the auto-generated e-mails, and/or try after some time or next day.

## HOW TO CREATE A PROFILE

To apply for a vacancy online, you need to create an electronic résumé, complete with supporting documentation. (section - **My Profile**)

1. **Personal Data:** The **“My Profile”** page allows you to add your address and contact information. You can also update this information if it has changed.

You need not re-enter data that you already entered while registering

**My Profile**

1 Personal Data | 2 Educational Qualifications | 3 Work Experience | 4 Other Certificates/ Skills | 5 Attachments | 6 Overview and Release | 7 Completed

Previous Step | Next Step

Title: Mr. | First Name: Tino | Last Name: s | Gender: Male | Nationality: Indian | Date of Birth: 01.01.1974 | Religion: Hindu | Marital Status: Single | Father/ Spouse/ Guardian Name: Father Test | Disability: Yes | Category of Disability: Visually Handicapped | Percentage of Disability: 50 | Reservation Category: ST | Ex-Service Men: Yes | Adhar No.: 123456789000 | Do you have any relatives working in CSL? No | Do you have any relatives retired from CSL? No | Service Duration (Completed Years): 20

**Copy Permanent Address to Correspondence Address**

Permanent Address  
Address Line-1: ds | Address Line-2: awed | Country: India | State: Jammu und Kashmir | City: df | Postal Code: 956324

Correspondence Address  
Address Line-1: ds | Address Line-2: awed | Country: India | State: Jammu und Kashmir | City: df | Postal Code: 956324

Which address would you prefer us to use to contact you?  
Preferred Address: Permanent Address

Communication Data  
E-Mail Address: tino@cal.com

Which telephone number would you prefer us to use to contact you?  
Residence Number: 2504215 | Office Number: 8965241538444 | Mobile Number: 8965241538 | Preferred Telephone Number: Mobile Number

**Mobile Number should be an Indian Mobile Number**

2. **Educational Qualifications:** In this page you can enter completed courses of education details.

**My Profile**

1 Personal Data | 2 Educational Qualifications | 3 Work Experience | 4 Other Certificates/ Skills | 5 Attachments | 6 Overview and Release | 7 Completed

Previous Step | Next Step

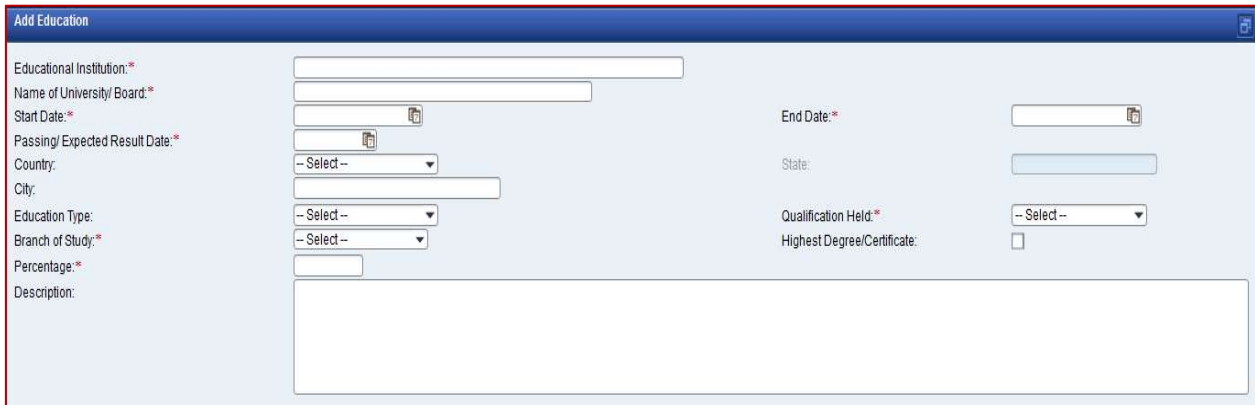
Which courses of study have you completed?

List all courses of study you have completed in the Chronological Order (Starting from the Highest Qualification to the Lowest Qualification).  
These certificates are all mandatory for a particular job.

Add | Edit | Delete

Educational Institution	Name of University/ Board	Start Date	End Date	Passing/ Expected Result Date	Country	State	City	Grade/ Percentage	Highest Degree/ Certificate	Qualification Held	Education Type	Branch of Study	Description
FISAT	MG	01.05.2012	30.05.2016	30.06.2016	India	Kerala		80		B.Tech/B.E	Full Time	Mechanical	Mechanical Engg. from FISAT
CUSAT	MG	04.05.2011	31.07.2015	31.07.2015	India	Kerala		82	<input checked="" type="checkbox"/>	B.Tech/B.E	Full Time	Electrical	

Click on the **"Add"** button to enter each Qualification separately.



Enter the details and click on OK button.

**3. Work Experience:** This page allows you to add and update your Work Experience.



What is your previous work experience?

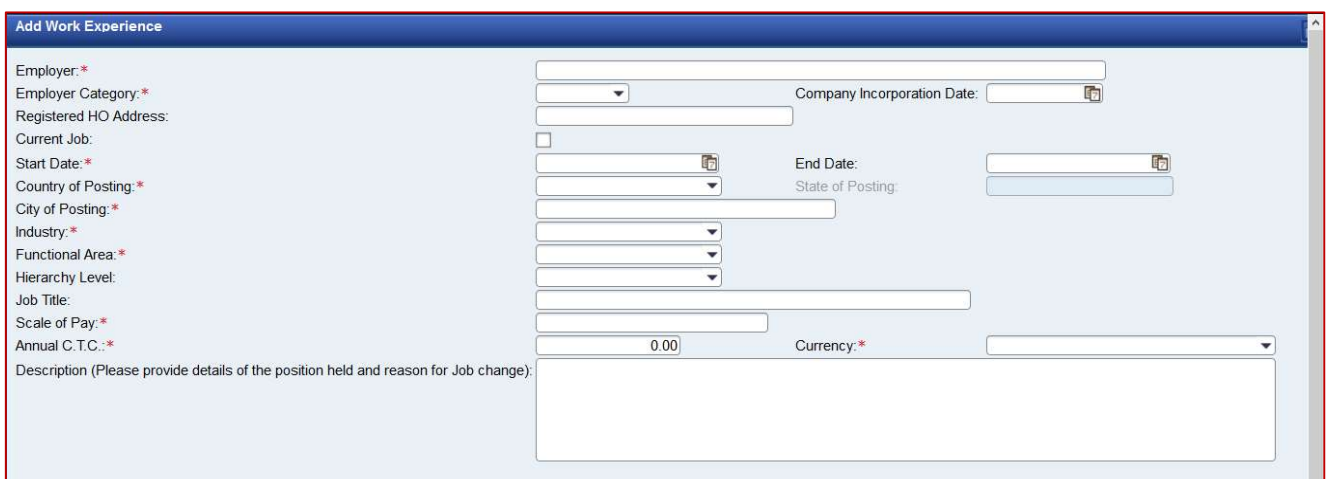
**Total Experience is 2.45 Years.**

Please enter the details starting from the Latest Employer

Buttons: Add, Edit, Delete

Employer	Start Date	End Date	Current Employer	Experience	Job Title	Functional Area	Other Functional area	Hierarchy Level	Industry	Other Industries	Scale of Pay	Annual C.T.C.	Currency	Country of Posting	State of Posting	City of Posting	Description (Positions held and Reason for job change)
ABC Comp	01.11.2017	16.08.2019		1.79 Years	Engineer	Manufacturing		Work Experience	Automotive / Rail / Aerospace and Space Technology		15000	320,000.00	Indian R...	India	Kerala	Kochi	
ABC	02.11.2015	30.06.2016		0.66 Years	TEST	Manufacturing		Work Experience	Health and Social Services		50000	600,000.00	Indian R...	India	Kerala	TVM	NA

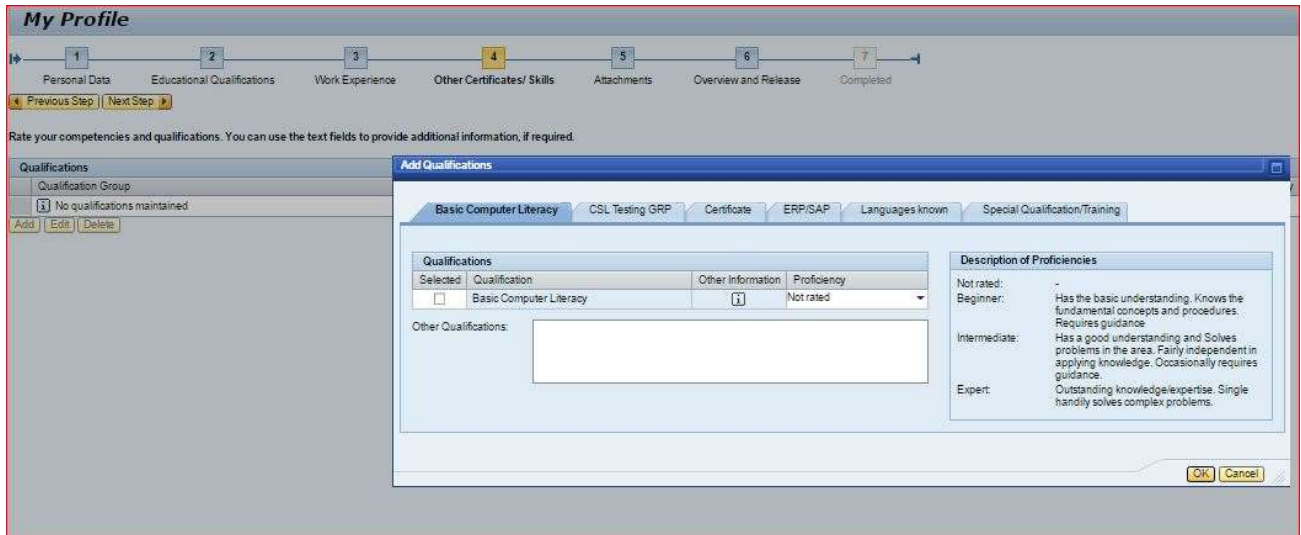
You can add each Experience details using the button **"Add"**.



Enter the details and click on OK button.

4. **Other Certificates/Skills** This page allows you to add and update your Skills / Certificates in the respective functional area.

Click on the **"Add"** button then the following window will appears. Enter the details and save.

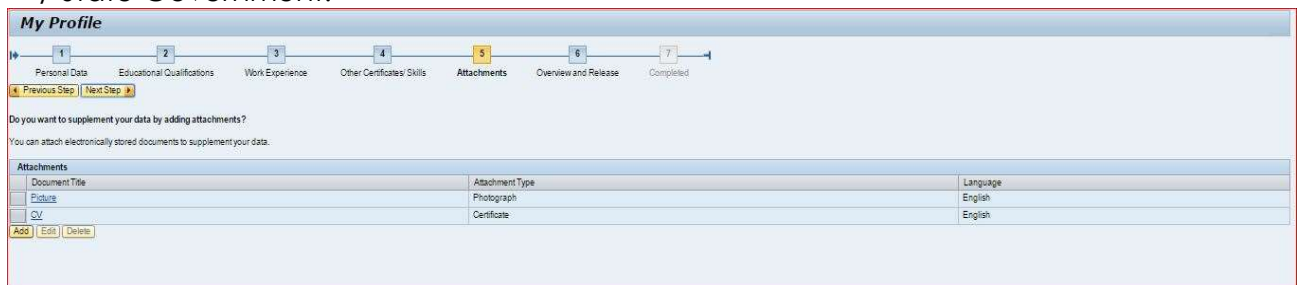


5. **Attachments:** This page allows you to upload relevant attachments to your application such as,

- Copy of SSLC/Class X/Birth certificate indicating Date of Birth.
- Copy of a **recent passport size colour photograph**.
- Copies of Mark sheets/ Certificates indicating relevant Educational Qualifications.
- Copies of Experience Certificates, indicating the date of joining as well as relieving, Appointment / Offer letter issued, latest Pay Slip / copy of last Pay drawn and CTC Certificate during the current financial year/ IT Form-16 of the previous financial year etc.
- Candidates working in Government Departments or Semi Government/ Public Sector Organisations, should upload "No Objection Certificate" from the employer or submit "No Objection Certificate" at the time of Certificate Verification/Personal Interview.
- Candidates belonging to Ex-servicemen category should upload copy of Discharge Certificate/ Pension Payment Order and all certificates indicating qualification and work experience in the relevant discipline in the Armed Forces.
- Candidates belonging to OBC (Non Creamy Layer)/SC/ST categories, should upload valid recent community certificate issued by the Revenue Authority not below the rank of the Thahsildar.
- Candidates belonging to EWS category should produce a valid Income and Asset Certificate issued by any of the following authorities in the prescribed format. This certificate shall only be accepted as proof of candidate's claim as belonging to EWS, failing which their candidature will not be considered against reservation under EWS category:



- a) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1<sup>st</sup> Class Stipendary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
  - b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
  - c) Revenue Officer not below the rank of Tahsildar and
  - d) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.
- Candidates belonging to Persons with Benchmark Disabilities, should upload valid Certificate of disability obtained from a notified authority by Government of India / State Government.



My Profile

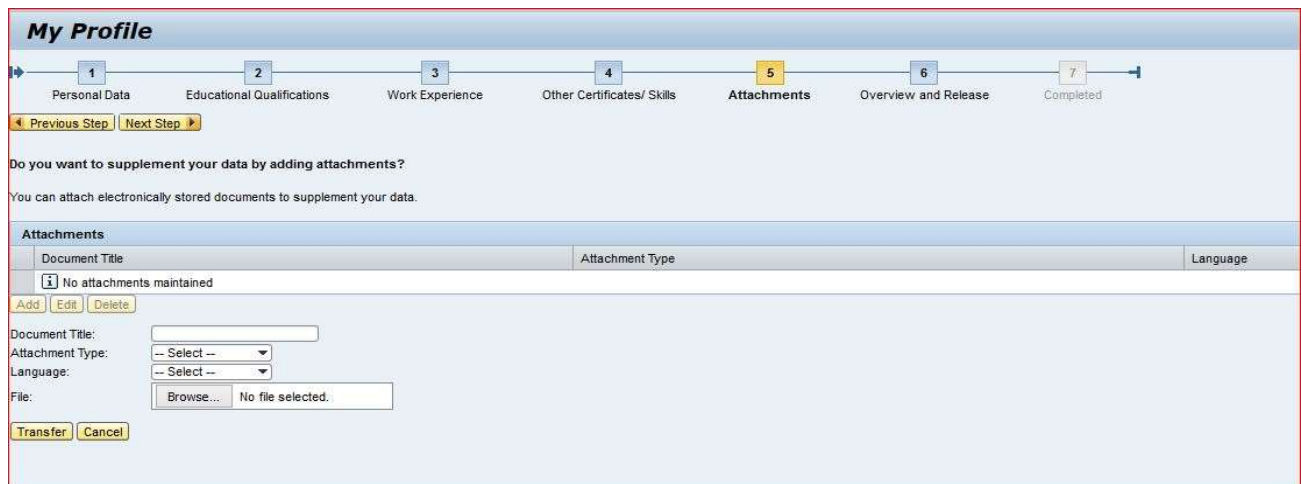
1 Personal Data 2 Educational Qualifications 3 Work Experience 4 Other Certificates/ Skills 5 Attachments 6 Overview and Release 7 Completed

Do you want to supplement your data by adding attachments?  
 You can attach electronically stored documents to supplement your data.

Document Title	Attachment Type	Language
Picture	Photograph	English
CV	Certificate	English

Add Edit Delete

Click on the **"Add"** button to upload the details. Provide relevant details and browse the file then click on **"Transfer"** button.



My Profile

1 Personal Data 2 Educational Qualifications 3 Work Experience 4 Other Certificates/ Skills 5 Attachments 6 Overview and Release 7 Completed

Do you want to supplement your data by adding attachments?  
 You can attach electronically stored documents to supplement your data.

Document Title	Attachment Type	Language
No attachments maintained		

Add Edit Delete

Document Title:

Attachment Type:

Language:

File:

Transfer Cancel

- 6. **Overview and Release:** This page allows you to review your Profile and submit. Click on **"Complete"**, if you have completed your profile.



**My Profile**

1 Personal Data    2 Educational Qualifications    3 Work Experience    4 Other Certificates/ Skills    5 Attachments    6 Overview and Release    7 Completed

← Previous Step    Complete

Do you want to be considered for open job vacancies?

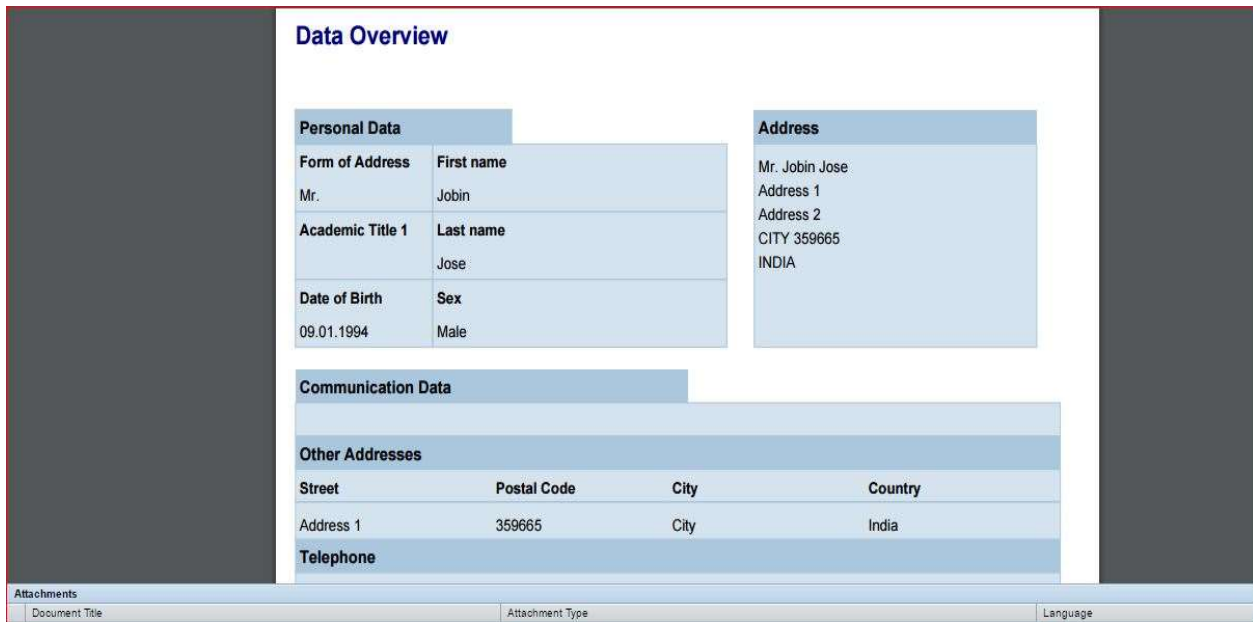
I want to release my profile in order to be considered for other employment opportunities as well.  
For this purpose, other recruiters can access my data in accordance with the data privacy statement.

Confirm that you accept our data privacy statement  
[Data Privacy Statement](#)  
We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement.

Yes, I have read the data privacy statement and I accept it

Complete

Here you can see the overview of your Profile.



**Data Overview**

Personal Data		Address	
<b>Form of Address</b>	<b>First name</b>	Mr. Jobin Jose Address 1 Address 2 CITY 359665 INDIA	
Mr.	Jobin		
<b>Academic Title 1</b>	<b>Last name</b>		
	Jose		
<b>Date of Birth</b>	<b>Sex</b>		
09.01.1994	Male		
Communication Data			
Other Addresses			
Street	Postal Code	City	Country
Address 1	359665	City	India
Telephone			
Attachments			
Document Title	Attachment Type	Language	

You may note that until you click on **“Complete”**, we cannot access your application and your application will be in locked mode.

### Employment Opportunities

You can then click on the **“Employment Opportunities”** tab to browse our available job opportunities

Click on the **“Employment Opportunities”** tab to activate the job search window. Click on the **“Start”** button to continue.

Candidate Profile | **Employment Opportunities**

**Job Search** | Application via Reference Code | Favorites | My Applications | Job Agents

## Job Search

For viewing current job openings, click on "Start" Button:

**Start** | Reset | Save Search Query | Delete Search Query | Save as Job Agent

You can save your search criteria for later reuse  
Search Query:

You can also restrict the search by specifying different search criteria as shown below:

**Full Text Search**  
Keywords:   
Search Method:

**Search Criteria for Employment Opportunities**  
Functional Area: 

- Administration
- Auditing
- Finance
- Human Resources
- Information Technology

### Job Search

To apply for a particular post, choose the respective row and click "Apply".  
Please note that the application submission will have the following stages:

1. Registration and login as a registered user.
2. Create/Update your detailed profile.
3. Search the published employment opportunities and Apply against the post.

For sending the job information to your friends, choose the respective row and click "Tell a Friend".

[Return to Search](#)

**Click on the link to apply the job. Otherwise select the row and click on "Apply" button.**

Search Criteria  
The search was not restricted

Search Result: 9 Hits

Job Posting	Functional Area	Country	Employment Start Date	Reference Code	Published
<a href="#">Assistant Manager POSTING TITLE</a>	Civil		10.02.2017	58899805-3f8e-2500-e100-80000ad20924	08.01.2017
<a href="#">SM (AUDIT)</a>	Auditing			P&A/18/188y/13	08.01.2017
<a href="#">PROJECT OFFICER - (IT/SAP_HCM)</a>	Information Technology		01.02.2017	P&A/2/234	08.01.2017
<a href="#">PROJECT OFFICER</a>	Information Technology			588e02da-0ef8-1240-e100-80000ad20924	05.01.2017
<a href="#">ASST GENERAL MANAGER</a>	Ship Building		01.03.2017	588e1588-249e-1f50-e100-80000ad20924	05.01.2017
<a href="#">Manager (Mechanical)</a>	Mechanical		18.02.2017	5844516c-7281-0f20-e100-80000ad20924	14.12.2016
<a href="#">Manager</a>	Civil			MNGR	13.12.2016
<a href="#">Security Officer</a>	Safety		24.02.2017	5846dd92-81ac-0880-e100-80000ad20924	13.12.2016
<a href="#">JCA</a>	Information Technology			JCA	09.12.2016

[Apply](#) | [Tell a Friend](#)

[Return to Search](#)

Click on the relevant job posting link to select it.

Here you can display the details of the advertised position.

**ASST GENERAL MANAGER**


You can apply for the selected job posting or go back to the search results.

[Apply](#) [Tell a Friend](#)

---

application.do 1 / 2

**Cochin Shipyards LTD.,**  
*External Publication of Job Posting 50011138*



**Job Posting Title**  
ASST GENERAL MANAGER

**Start Date**  
05.01.2017

**Reference Code**  
586e1588-249e-1f50-e100-8000ad20924

**Salary Range (Rupees)**  
43,200 - 66,000

**Job Title**

Once you have done so, click on the **“Apply”** button to start the application wizard.

**Application Wizard** [Display Job Posting "ASST GENERAL MANAGER"](#)

Welcome, Mr. Jobin Jose

Would you like to apply for another employment opportunity? You can also use for this application the resume information that you entered for the previous application. Continue with the application wizard to check your resume again or add further details.

[Continue](#)

Click on **“Continue”** button. Application Wizard window is now displayed. You can now update your application before submitting it for the position you wish to apply. Work your way through each step of the wizard to make sure that you have covered each page (steps 1 – 5) of your application.

**Application Wizard** [Display Job Posting "Manager"](#)

1

2

3

4

5

6

7

8

Personal Data

Educational Qualifications

Work Experience

Attachments

Other Certificates/ Skills

Fee Payment

Complete Application

Completed

[Previous Step](#) [Next Step](#)

Title:

First Name:

Gender:

Nationality:

Date of Birth:

Religion:

Father/ Spouse/ Guardian Name:

Disability:

Reservation Category:

Ex-Service Men:

Last Name:

Marital Status:

Fill in relevant questionnaire (if any) applicable for the notified posts.

Next will be the Fee Payment section.

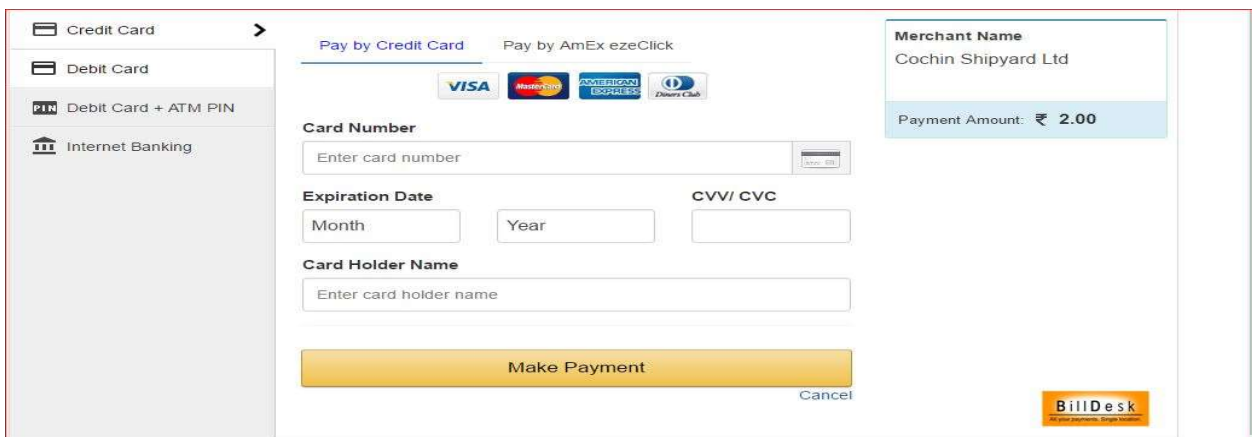


The screenshot shows the 'Application Wizard' interface for the 'PROJECT OFFICER' job posting. The progress bar indicates that the user is currently at step 6, 'Fee Payment'. The previous steps are Personal Data, Educational Qualifications, Work Experience, Attachments, and Other Certificates/ Skills. The next step is 'Complete Application', followed by 'Completed'. The 'Fee Payment' section displays the following information:

- Transaction ID: 50011192
- Application Fee: 1.00
- Currency: INR
- Payment Status: Payment Not Initiated

There are two buttons: 'Check Payment Status' and 'Proceed to Payment'.

Click on **“Proceed to Payment”** button to continue.



The screenshot shows the 'Pay by Credit Card' section of the application wizard. The user can choose between 'Pay by Credit Card' and 'Pay by AmEx ezeClick'. The 'Pay by Credit Card' option is selected, and the user is prompted to enter their card details:

- Card Number: Enter card number
- Expiration Date: Month and Year
- CVV/ CVC: Enter CVV/CVC
- Card Holder Name: Enter card holder name

There is a 'Make Payment' button and a 'Cancel' button. The merchant name is 'Cochin Shipyard Ltd' and the payment amount is ₹ 2.00. The BillDesk logo is also visible.

Here you can use **Debit Card, Credit Card** or **Internet Banking** for the Fee Payment.

**After the Payment it will go to next level “Complete Application”**



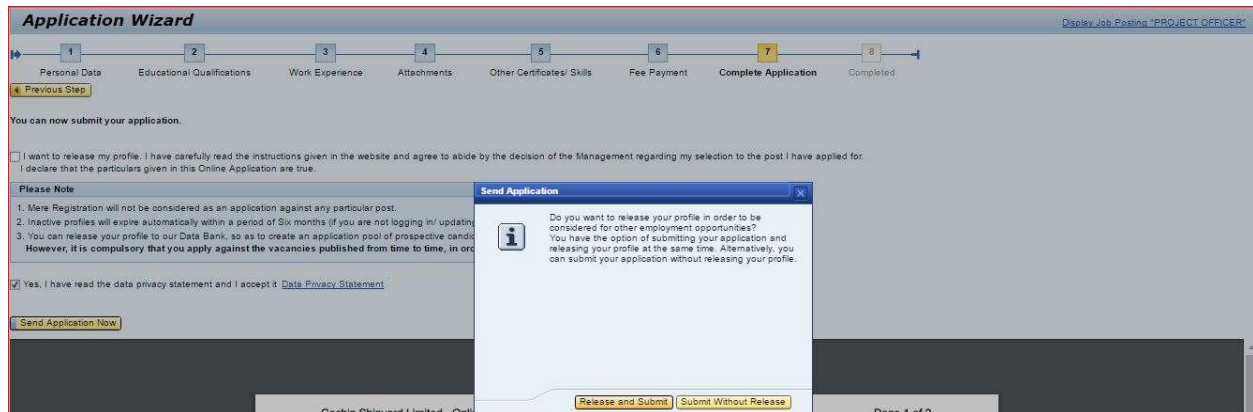
The screenshot shows the 'Application Wizard' interface for the 'PROJECT OFFICER' job posting. The progress bar indicates that the user is currently at step 7, 'Complete Application'. The previous steps are Personal Data, Educational Qualifications, Work Experience, Attachments, Other Certificates/ Skills, and Fee Payment. The next step is 'Completed'. The 'Complete Application' section displays the following information:

- You can now submit your application.
- I want to release my profile. I have carefully read the instructions given in the website and agree to abide by the decision of the Management regarding my selection to the post I have applied for. I declare that the particulars given in this Online Application are true.
- Please Note**
  - 1. Mere Registration will not be considered as an application against any particular post.
  - 2. Inactive profiles will expire automatically within a period of Six months (if you are not logging in/ updating the profile for period of Six months).
  - 3. You can release your profile to our Data Bank, so as to create an application pool of prospective candidates to consider against future vacancies as and when arises. However, it is compulsory that you apply against the vacancies published from time to time, in order to be considered against a particular post.
- Yes, I have read the data privacy statement and I accept it. [Data Privacy Statement](#)

There is a 'Send Application Now' button.

**Tick the box for releasing your profile and then Click on “Send Application Now” button.**

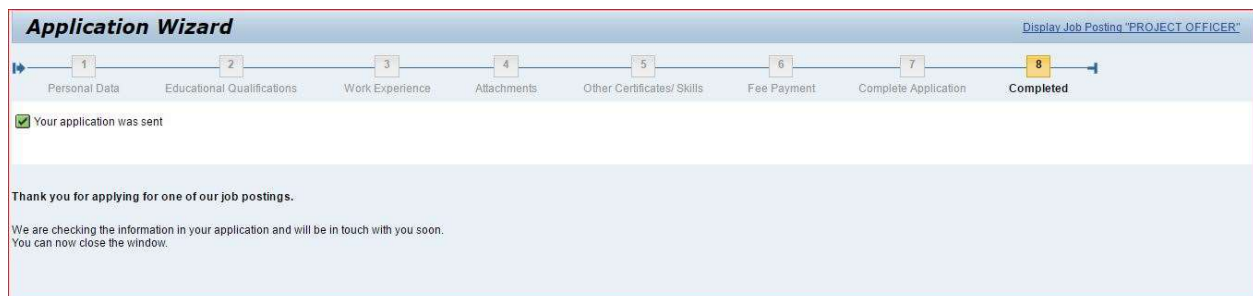
**If you have not released your profile, the following message will populated.**



The screenshot shows the 'Application Wizard' interface with a progress bar from 1 to 8. Step 7, 'Complete Application', is highlighted. A 'Send Application' dialog box is open, asking: 'Do you want to release your profile in order to be considered for other employment opportunities? You have the option of submitting your application and releasing your profile at the same time. Alternatively, you can submit your application without releasing your profile.' The main page has a checkbox for 'I want to release my profile...' and a 'Send Application Now' button.

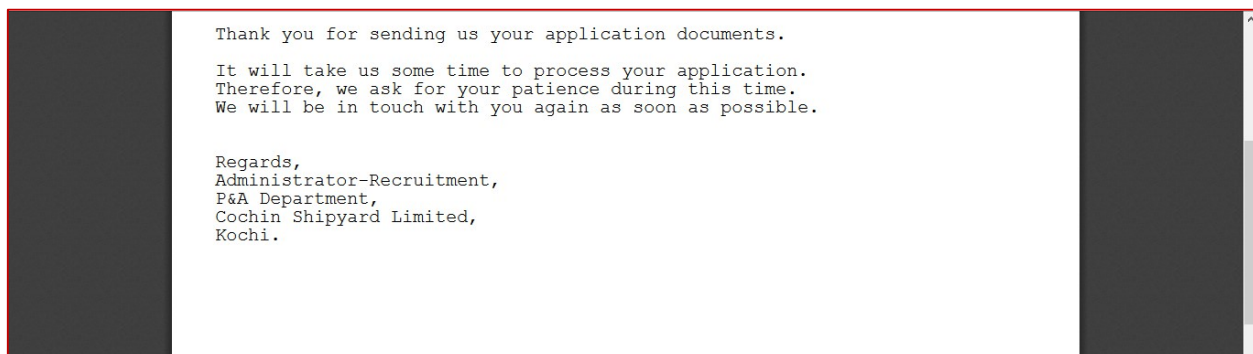
Click on “**Release and Submit**” Button.  
**Otherwise Recruiter can’t access your profile.**

Once you click on “**Send Application Now**”, the job application is completed successfully.



The screenshot shows the 'Application Wizard' interface with the progress bar at step 8, 'Completed'. A message box displays: 'Your application was sent. Thank you for applying for one of our job postings. We are checking the information in your application and will be in touch with you soon. You can now close the window.'

**If successful, an auto generated mail will be sent to your registered e-mail address: -**



The screenshot shows an email body with the following text: 'Thank you for sending us your application documents. It will take us some time to process your application. Therefore, we ask for your patience during this time. We will be in touch with you again as soon as possible. Regards, Administrator-Recruitment, P&A Department, Cochin Shipyard Limited, Kochi.'

You can see and download your Job Application Form with **Unique Registration number** from here.

Form.pdf 1 / 2

**COCHIN SHIPYARD LIMITED**  
**APPLICATION FOR PROJECT OFFICER**

Registration No : 50011192

Name : Mr. Jobin Jose  
 Mobile Number (India) : 9875625425  
 Email ID : jobin@csl.com  
 State : Kerala  
 City : City  
 Name of Father/Guardian : Jose  
 Date of Birth : 09.01.1994  
 Gender : Male  
 Age : 22 Years 11 Months 29 Days  
 Marital Status : Single  
 Category : Christian  
 Reservation - Caste : SC      Person with Disability : NA  
 Exserviceman : No      Period of service :

Attachments		
Document Title	Attachment Type	Language
Picture	Photograph	English
CV	Certificate	English

If successfully submitted, the application status in the **"My Applications"** window shall be **"In Process"**.

## HOW TO DELETE/WITHDRAW AN APPLICATION

Open your **“Employment opportunities”** Tab. Click on link **“My Applications”**.

The **“My Applications”** window is displayed.



Do you want to call an overview of your applications up to now?

These are your previous applications. You can check the status of applications, and withdraw or delete applications

Number of Applications: 7		
Job Posting	Application from	Status
<input type="checkbox"/> Security Officer		Draft
<input type="checkbox"/> Manager	14.12.2016	In Process
<input type="checkbox"/> JCA	20.12.2016	In Process
<input type="checkbox"/> Manager (Mechanical)	20.12.2016	In Process
<input type="checkbox"/> Assistant Manager POSTING TITLE		Draft
<input type="checkbox"/> ASST GENERAL MANAGER		Draft
<input type="checkbox"/> PROJECT OFFICER	07.01.2017	In Process

Click to select the **“Job Posting Selection Box”** button to highlight the application you would like to delete/withdraw. Click on the **“Delete/Withdraw”** button to withdraw your application.

If you have selected a job posting with status **“Draft”**, the system will allow you to delete the complete application. Once you withdraw your application with status **“In Process”**, then the status of your application has changed to Withdrawn.

Once you have been shortlisted for any position you cannot delete/withdraw your application.

If you are not download your Application Form, then here is a provision to download it by selecting the desired job and click on **“Download Application”**.

## HOW TO CHECK THE STATUS OF YOUR APPLICATION

Click on the **“My Applications”** link in the **“Employment opportunities ”** Tab. You can now see the status of your applications.



## HOW TO MAINTAIN YOUR PERSONAL SETTINGS

Open the **“Candidate Profile”** Tab.  
Click on the **“Personal Settings”** link to display the following window under **“Candidate Profile”**:



Overview Candidate Profile Employment Opportunities

My Profile **Personal Settings** Change User Name Delete Registration

### Personal Settings

Would you like to tailor your pages to suit your personal requirements?

**Basic Settings**  
Specify the formats in which numbers and date information is displayed Note that these settings do not take effect until you log on again

Date Format: DD.MM.YYYY  
Decimal Notation: 1,234.567,89

**General Settings**  
Data overviews can be displayed in HTML format or in Adobe Portable Document Format (PDF). To be able to display the information in PDF format, Adobe Acrobat Reader must be installed  
The preferred language specifies the language in which you want to receive and send your correspondence.

Display Format for Data Overviews: -- Select --  
Preferred Language: English

Save

Click the **“Date Format”** drop-down list button to select your preferred **“Date Format”**. You can also change the decimal notation, should you wish, by clicking on the **“Decimal Notation”** drop-down list.

The **“Preferred Language”** option allows you to select the language in which you wish to send and receive your correspondence regarding your application.

Once you have chosen, click the **“Save”** button to save the changes. The **“Personal Settings”** window will then be displayed again, and a message indicating that the data has been saved will be displayed.

## RECOMMENDATION OF JOB POSTING (TELL A FRIEND)

You can use this process to forward to other people/friends an interesting job posting that you found using the search. The recipient receives an e-mail containing a link to the relevant job posting. The recipient can display the job posting via the link and then apply online if they are interested and meet the requirements. Click on the **“Employment Opportunities”** tab to activate the Job Search window. Click on the **“Start”** button to continue.

Click on the relevant job posting link to select it. Look at the job posting and decide if it could be of interest to someone you know.

If you want to recommend, then click on **“Tell a Friend”** button.

**Job Search**

Are you looking for an interesting new job?  
Here you can submit an application directly for an employment opportunity. Choose "Apply" to start the application wizard.  
Choose "Create Favorite" to add the job posting to your list of favorites  
You can also change your entry and restart the search

[Return to Search](#)

**Search Criteria**

The search was not restricted

**Search Result: 9 Hits**

Job Posting	Functional Area	Country	Employment Start Date	Published	Favorite	Application from
Assistant Manager POSTING TITLE	Civil		10.02.2017	06.01.2017	<input type="checkbox"/>	
SM (AUDIT)	Auditing			06.01.2017	<input type="checkbox"/>	
PROJECT OFFICER - IT(SAP_HCM)	Information Technology		01.02.2017	06.01.2017	<input type="checkbox"/>	
PROJECT OFFICER	Information Technology			05.01.2017	<input type="checkbox"/>	07.01.2017
ASST GENERAL MANAGER	Ship Building		01.03.2017	05.01.2017	<input type="checkbox"/>	
Manager (Mechanical)	Mechanical		16.02.2017	14.12.2016	<input type="checkbox"/>	20.12.2016
Manager	Civil			13.12.2016	<input type="checkbox"/>	14.12.2016
Security Officer	Safety		24.02.2017	13.12.2016	<input checked="" type="checkbox"/>	
JCA	Information Technology			09.12.2016	<input type="checkbox"/>	20.12.2016

[Apply](#) [Add Favorite](#) [Save Search Query](#) [Tell a Friend](#)

[Return to Search](#)

The Tell a Friend screen opens in a new window.

**Tell a Friend**

Use this option to forward interesting employment opportunities to friends and family.  
Specify the name and the e-mail address of the recipient. You can also add a personal comment and enter your sender information.  
The recipient receives your message by mail together with a link to the employment opportunity.

First Name of Recipient:

Last Name of Recipient: \*

E-Mail Address of Recipient: \*

Message:

First Name of Sender:

Last Name of Sender:

Copy to My E-Mail Address

[Send](#) [Reset](#) [Close](#)

You can give the details of your friend here. If you tick the box **“Copy to My E-Mail Address”** then you will get the link.

After clicking on **“Send”** button, your friend receives an e-mail. This includes, among other things, the text entered by you and the link to the current job posting.

Your friend uses the link to look at the job posting and apply if interested.

## NOTIFICATION OF RELEVANT EMPLOYMENT OPPORTUNITIES (JOB AGENT )

You can use this process to receive information regularly and automatically about employment opportunities that meet the search criteria defined by you. You can also specify that the system automatically inform you about employment opportunities that meet the criteria for a new work relationship defined in your candidate profile.

Click on the **“Job Agents”** view to activate the job agents' window.



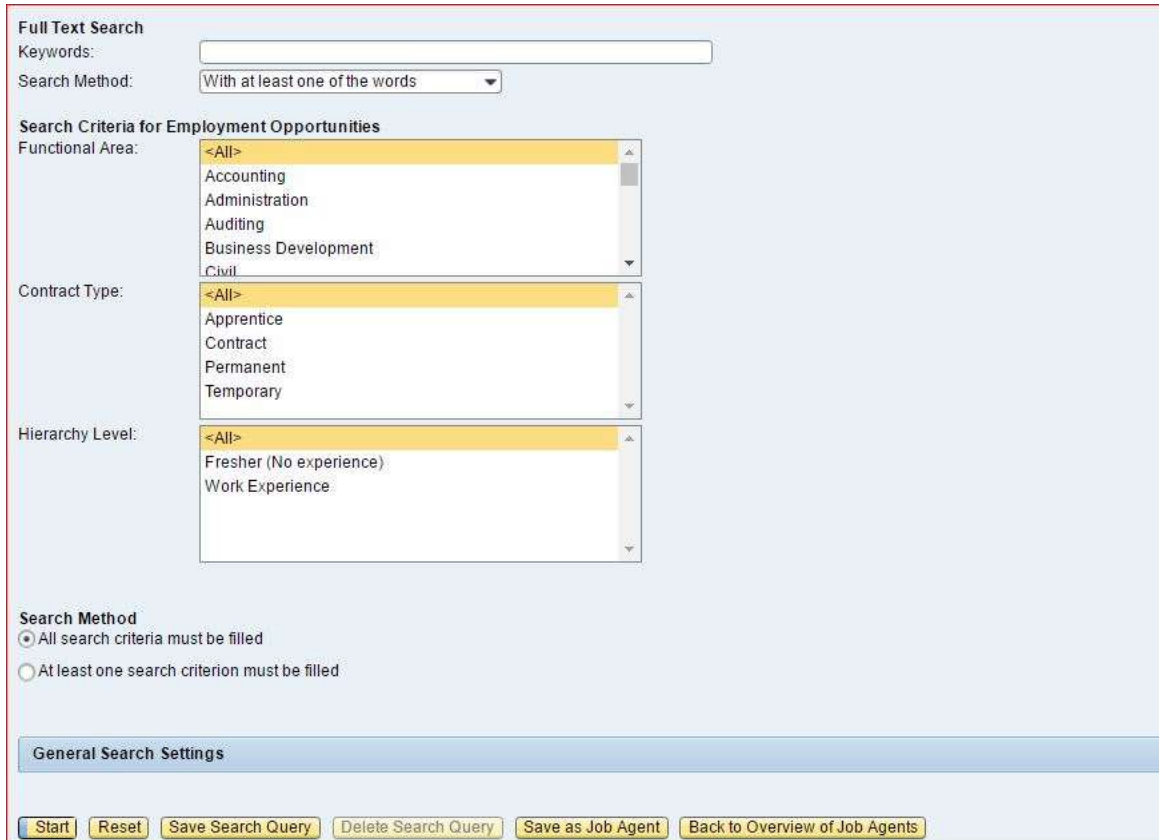
The screenshot shows the 'Job Agents' configuration page. At the top, there are navigation tabs: 'Overview', 'Candidate Profile', and 'Employment Opportunities'. Under 'Employment Opportunities', there are sub-tabs: 'Job Search', 'Application via Reference Code', 'Favorites', 'My Applications', and 'Job Agents' (which is highlighted with a red box). Below the tabs, the page title is 'Job Agents'. The main content area asks 'Would you like to receive notifications about interesting job postings?' and provides instructions: 'Here, you see the job agents that you created so you can receive notifications about interesting job postings:'. Below this is a table with the following structure:

Name of Job Agent	Job Agent Frequency	Status
The table does not contain any data		

Below the table are three buttons: 'Add', 'Edit', and 'Delete'. At the bottom, there is a checkbox labeled 'Notify me by e-mail if the requirements in a job posting match the information in my profile.' and a 'Save' button.

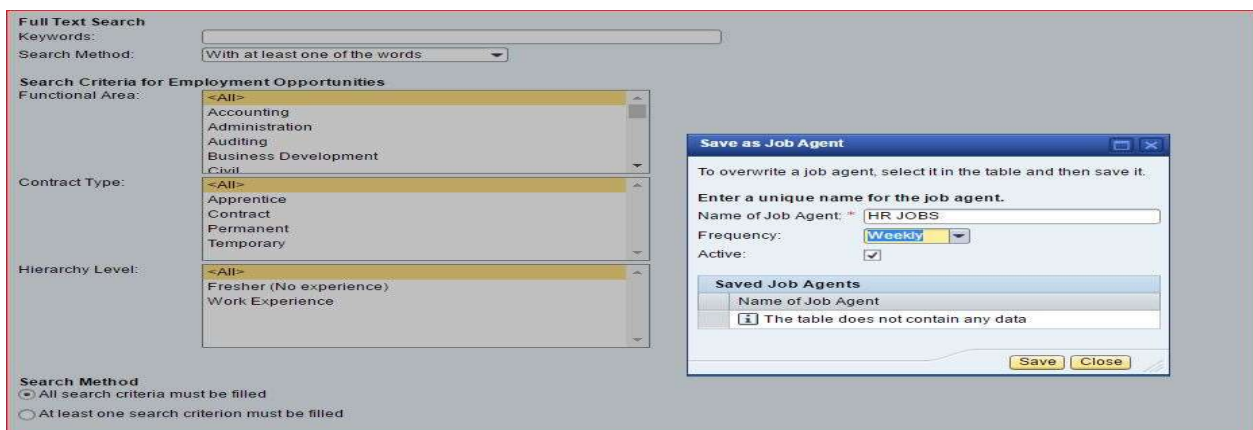
Click on **“Add”** button to create a new job agent.

The Job Search view appears.



Define your search criteria and click on **“Save as Job Agent”**.

The **“Save as Job Agent”** views opens in a new window.



Assign a name, define the frequency with which the job agent is run, activate the job agent, and save your entries by clicking on **“Save”** button.

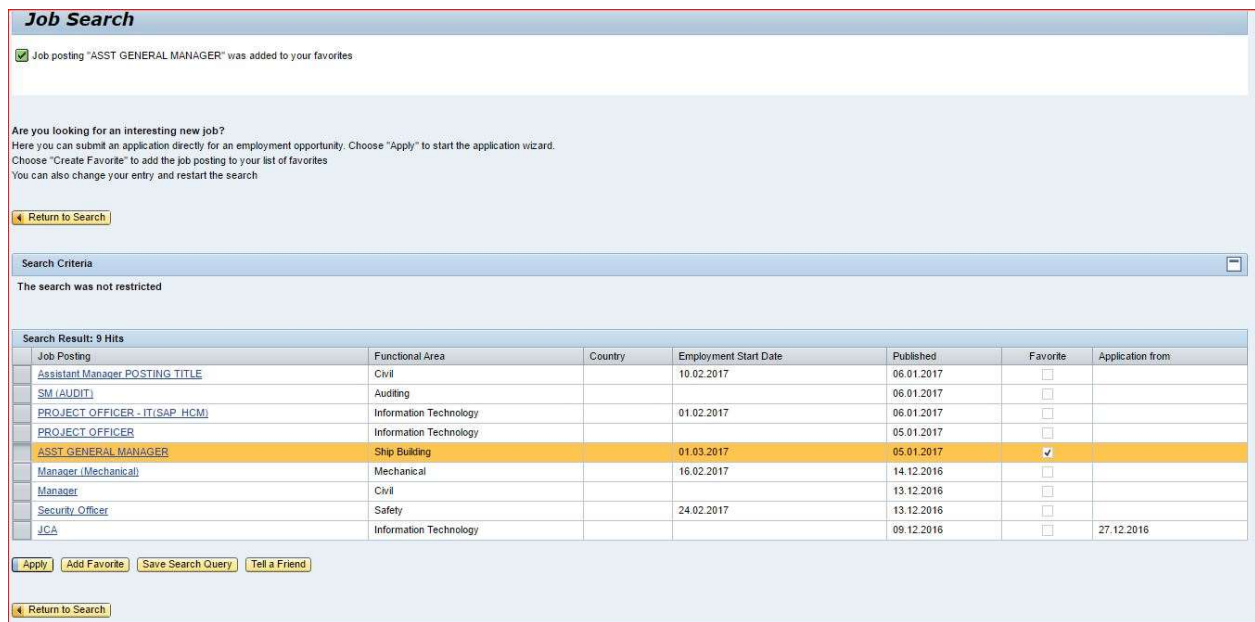
The system displays the list of all job agents already defined including the newly created one. You can adjust at any time the frequency with which the job agent searches for employment opportunities and the status of the job agent in the list. You then have to save your entries. You can select the job agent and click on **“Edit”** to change the search parameters. You can define up to a maximum of three job agents in the system.

## FAVORITES

You can create a list of favorites in which you store jobs that you have flagged as interesting. You can apply for jobs directly from these job postings without searching again. To search for jobs and mark them as favorites, click on the **“Employment Opportunities”** tab to activate the job search window.

Click on the **“Start”** button to continue.

The Employment Opportunities - Search Criteria window is now displayed.



**Job Search**

Job posting "ASST GENERAL MANAGER" was added to your favorites

Are you looking for an interesting new job?  
 Here you can submit an application directly for an employment opportunity. Choose "Apply" to start the application wizard.  
 Choose "Create Favorite" to add the job posting to your list of favorites  
 You can also change your entry and restart the search

[Return to Search](#)

**Search Criteria**

The search was not restricted

Search Result: 9 Hits

Job Posting	Functional Area	Country	Employment Start Date	Published	Favorite	Application from
Assistant Manager POSTING TITLE	Civil		10.02.2017	06.01.2017	<input type="checkbox"/>	
SM (AUDIT)	Auditing			06.01.2017	<input type="checkbox"/>	
PROJECT OFFICER - IT(SAP_HCM)	Information Technology		01.02.2017	06.01.2017	<input type="checkbox"/>	
PROJECT OFFICER	Information Technology			05.01.2017	<input type="checkbox"/>	
<b>ASST GENERAL MANAGER</b>	Ship Building		01.03.2017	05.01.2017	<input checked="" type="checkbox"/>	
Manager (Mechanical)	Mechanical		16.02.2017	14.12.2016	<input type="checkbox"/>	
Manager	Civil			13.12.2016	<input type="checkbox"/>	
Security Officer	Safety		24.02.2017	13.12.2016	<input type="checkbox"/>	
JCA	Information Technology			09.12.2016	<input type="checkbox"/>	27.12.2016

[Apply](#) [Add Favorite](#) [Save Search Query](#) [Tell a Friend](#)

[Return to Search](#)

Select the desired job and click on **“Add Favourite”** button. Then Job posting will added in to your Favourites.



Overview Candidate Profile **Employment Opportunities**

Job Search Application via Reference Code Favorites My Applications Job Agents

**Favorites**

Do you want to apply for one of the bookmarked job postings?  
 On this page, you can see all the employment opportunities you bookmarked as interesting during the search.

Favorites

Functional Area	Job Posting	Published	Country	Application from
Information Technology	PROJECT OFFICER	05.01.2017		07.01.2017

[Apply](#) [Delete](#) [Tell a Friend](#)



*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 UCSL website and submit applications well in advance before the last date. Those who apply through the SAP application portal on the last date of application may not get any troubleshooting assistance / technical support by e-mail / phone after 1630hrs on the last date.*

**FOR FURTHER CLARIFICATION/ GUIDANCE/ FEEDBACK  
CONTACT Personnel and Administration department**

For matters related to **recruitment** of regular & contractual posts,

**Email :** [career@udupicsl.com](mailto:career@udupicsl.com)

**Phone:** 0820 2538604

**Contact between 8:30AM to 4.30PM on all working days  
(All Sundays are holidays)**