



UDUPI COCHIN SHIPYARD LIMITED (UCSL)
(Formerly Tebma Shipyards Limited)
Ministry of Ports, Shipping and Water, Government of India
MALPE, KARNATAKA

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RECRUITMENT OF MANAGER (MATERIALS) DEPUTY MANAGER (MACHINERY OUTFIT) FOR UCSL

Udupi Cochin Shipyard Limited (UCSL), Malpe in Karnataka State is a wholly owned subsidiary company of Cochin Shipyard Limited (CSL) invites applications from experienced professionals for filling up of **Manager (Materials) & Deputy Manager (Machinery outfit)**, at Malpe, as per details below:

I Name of Posts, Vacancies, Educational Qualification, Experience, Job Requirements & Age:

Sl No	Name of Post, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
1.	Manager (Materials) TE-3 Grade 60000 -180000	1 post (UR)	<u>Educational Qualification:</u> <u>Essential:</u> a) Graduate in Engineering in any discipline with minimum of 60% marks from a recognized university. OR b) Three-year Diploma in Mechanical/ Marine/Electrical/Electronic Engineering from a State Board of Technical Education along with Post Graduate Qualification in Business Management with specialization in Materials Management. OR c) Two years Post Graduate Degree or Post Graduate Diploma in Materials Management. <u>Desirable:</u> a) Proficiency in Computer Applications like AutoCAD, MS Project, MS Office, SAP and procedures related to import of materials etc. b) Good communication skills and working knowledge in English/Kannada/Hindi	Not to exceed 40 years for Engineering Graduates And Not to Exceed 45 years for Engineering Diploma holders and post graduates.

		<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) and C) 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 both indigenous and import procurement.</p> <ul style="list-style-type: none"> • Ship building or • Ship repair or • Manufacturing company or • Engineering company or • Government / Semi-government Defense / Engineering / Infrastructure Development Establishment. <p><u>Job Requirements:</u></p> <p>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 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</p>	
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			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 and Liaison with Customs for renewal of Import Export Code and Bonded Warehouse License.	
02	Deputy Manager (Machinery Outfit) TE-2 Grade 50000-160000	1 post (UR)	<p><u>Educational Qualification:</u> <u>Essential:</u></p> <p>a) Degree in Mechanical/ Naval Architecture/ Marine Engineering with minimum of 60% marks from a recognized University. OR b) Three-year Diploma in Mechanical/Marine Engineering from a State Board of Technical Education.</p> <p><u>Experience:</u> <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. ii) <u>For the essential educational qualification at Sl. No. b) above</u> Minimum of 10 years post qualification managerial experience. 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 Auto CAD/ SAP/ MS Project, MS Office, computerised environment.</p>	<p>Not to exceed 38 years for Engineering Graduates</p> <p>and 45 years for Engineering Diploma holders.</p>

			<p>b) good communication skills and working knowledge in English/Kannada/Hindi.</p> <p>Job Requirements: 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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A. Scale of Pay & Benefits & Place of Posting:

a. Executive

i. Grade and Pay scale for Executives: -

Grade	Pay scale
Manager - TE-3	60,000-1,80,000
Deputy manager -TE-2	50,000-1,60,000

ii. Monthly Emoluments of Executives at the minimum of the pay scale are as under: -

Sl. No	Wage type	Amount (₹)	
		TE-3	TE-2
1	Basic pay	60,000	50,000
2	DA (at present 34.8%)	20,880	17,400
3	HRA (at present 9 %)	5,400	4,500
	Total	86,280	71,900

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. Age:

a. The upper age limit prescribed for the post shall be as on 18.11.2022.

C. Method of Selection:

I. For the post of Manager & Deputy manager: -

- a) The method of selection shall include a Power Point Presentation 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 Personal Interview. Only candidates who are meeting the notified work experience and job requirements shall be permitted to attend Personal Interview.
- b) The marks shall be assigned to the short-listed candidates based on the following parameters for final selection: -

Power Point Presentation on work experience	: 80 Marks
Personal Interview	: 20 Marks

- II. The selection to the executive post shall be held at Udupi Cochin Shipyard Limited, Malpe, either in person or through electronic media at any place as decided by UCSL.
- III. Rank lists shall be prepared based on the total marks secured by the candidates in various stages of selection. UCSL reserves the right to fix minimum marks for pass in the selection tests, various stages and for final selection at its sole discretion.
- IV. The parameters for selection are subject to change and the same would be notified prior to the commencement of the selection process.
- V. Depending upon the number of applications received, UCSL reserves the right to scrutinize applications for post 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.

D. Conditions:

a. 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.

b. 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 **18.11.2022**.
- (ii) Applicants, Training period in any Organization 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 UCSL. However, such applicants are required to upload a declaration (as per Annexure – II) that they have informed in writing to their employer that they have applied for the posts notified by UCSL. 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 application for the posts notified.

c. Application Fee: **Not Applicable.**

E. How to Apply:

- (i) Applicants should fill in the application form (**Annexure I**) with **recent passport size photograph pasted and e-mail the scanned copies of signed application form** along with supporting documents to the e-mail id career@udupicsl.com.
- (ii) **The Checklist of documents to be submitted along with the application form are as under: -**
 - (a) Scanned copy of Aadhaar Card. (Compulsory)
 - (b) Relevant Certificates to prove age (Birth Certificate/SSLC or SSC/Passport). (Compulsory)
 - (c) All Qualifying Degree Certificates. (Compulsory)
 - (d) Consolidated Mark Sheets / All Semester Mark Sheets. (Compulsory)
 - (e) Experience certificates. (Compulsory)
 - (f) Disability Certificate (if applicable).
 - (g) Caste Certificate (if applicable).
- (iii) **Applicants should ensure that the scanned copy of application form (Signed with photo pasted) & all certificates towards proof of age, educational qualification, experience, caste, disability etc are sent through e-mail, failing which their candidature shall not be considered and shall be rejected.**
- (iv) Application Form must be complete in all respects as per the Advertisement Notification. Applicants should ensure that all the entries have been correctly filled in. Filling of garbage / junk details in any of the fields can lead to rejection of your application. Applications that are incomplete, not in the prescribed format, not legible, without the required enclosures or

unsigned, will be summarily rejected without assigning any reason and no correspondence in this regard will be entertained.

- (v) The last date for receipt of applications through **e-mail: career@udupicsl.com** is **05.12.2022 latest by 2359hrs (IST)**. Application submitted direct or by any other mode shall not be accepted.
- (vi) Applicants should ensure that their application has been received at UCSL by getting acknowledgement via e-mail career@udupicsl.com via telephone (**0820 2538604**).

F. General:

- (i) Applicants are advised to make sure that they are meeting the eligibility requirements as per the vacancy notification for the posts before submitting the applications.
- (ii) Definition of Ex-serviceman: - Ex-serviceman is a person
 - a) who has served in any rank whether as combatant or non-combatant in a Regular Army, Navy and Air Force of the Indian Union, and
 - i) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or;
 - ii) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
 - iii) who has been released from such service as a result of reduction in establishment;
 - b) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service; Or
 - c) personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension; Or
 - d) Personnel, who were on deputation in Army Postal Service for more than six months prior to 14th April, 1987; Or
 - e) Gallantry award winners of the Armed Forces including personnel of Territorial Army; or
 - f) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.
- (iii) UCSL 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@udupicsl.com UCSL 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 correspondence regarding the rejection of application in case of ineligibility shall be entertained.
- (vi) Call letters shall not be sent to short-listed candidates by post. They shall be informed to download call letter by e-mail career@udupicsl.com Schedule of the selection shall be intimated to the short-listed applicants through Email/CSL website (Career page UCSL).
- (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 UCSL. The reports of such medical examination shall be verified by UCSL.
- (xii) The selected candidate shall be placed at the minimum of the pay scale of the post notified.
- (xiii) UCSL 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.
- (xiv) Rank list shall be maintained for the post and shall be operated only in the event of occurrence of a vacancy caused by non-joining of a candidate from the rank list within the date of joining as stipulated in the offer of appointment issued to the candidate, OR, where a candidate joins the post and in the event of separation of a person on account of death or resignation from the post during the period of one year from the date of joining. The validity period of the rank list shall be up to 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.
- (xv) Notwithstanding the above or any other conditions, UCSL reserves the right not to fill up the vacancy notified. Further, the filling up of the notified vacancy shall be subject to the suitability of candidate in the rank list, availability of projects and job requirements. UCSL reserves the right to restrict/ alter/cancel/modify the recruitment process, if need so arises without notice or assigning any reason thereof.
- (xvi) 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.

- (xvii) All documents related to this selection shall be preserved for a period of one year from the date of publication of results.
- (xviii) 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 Udupi and such Courts/Authorities shall have sole and exclusive jurisdiction.
- (xix) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.
- (xx) Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.
- (xxi) For any further clarification, please contact us via e-mail career@udupicsl.com

G. Important Dates:

Commencement of Online Application: 18.11.2022

Last Date of Online Application : 05.12.2022

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

Sd/-
MANAGER - HR