

COCHIN SHIPYARD LIMITED
KOCHI-682015
(P&A Department)

P&A/18(216)/2019

09 Jan 2020

**SELECTION OF PROJECT ASSISTANTS ON CONTRACT BASIS
FOR CSL KOLKATA SHIP REPAIR UNIT (CKSRU)**

Cochin Shipyard Limited (CSL), a listed premier Mini Ratna Company of Government of India, invites **Online applications** to the following post of **Project Assistant for appointment on contract basis for CSL Kolkata Ship Repair Unit(CKSRU), Kolkata:-**

I. Name of post, Number of Vacancies/ Reservation, Educational Qualification and Experience

Sl. No.	Name of post & No. of Vacancies/ Reservation	Educational Qualification	Experience
1	Project Assistant (Commercial) 2 posts (UR)	Three year Diploma in Commercial Practice / Computer Engineering/ Information Technology with 60% of marks from a State Board of Technical Education. OR Degree in Arts (other than Fine Arts/ Performing Arts)/ Science/ Mathematics / Commerce/ Computer Applications / Business Administration with 60% of marks from a recognized University.	Minimum of two years post qualification experience/ training in matters relating to Office/clerical work, Data entry, Record and Report Generation, maintenance of files, registers and records in a computerized environment in: i. Engineering Company or ii. Public Sector Companies/Enterprises or iii. Commercial Establishment or iv. Central / State Government Establishments/ Local Self Government bodies/Autonomous bodies or v. Co-operative establishments registered under concerned State/Central Co-operative Act or vi. Contractors (Proprietary Firms and Partnership Firms) engaged by registered companies based on endorsement of Principal Employer on certificates issued by contractor and ESI, EPF statements. In case of Sl No. i to iii above, Companies registered under the Companies Act 1956 or Foreign Companies of equivalent status shall only be considered.

All candidates should have good communication skills and ability to communicate in Bengali/ Hindi is desirable.

II. Period of Contract

- a) The above posts are temporary in nature and for a maximum period of three years subject to project requirements and performance.
- b) The posting shall be at CSL Kolkata Ship Repair Unit (CKSRU)/ any other CSL units / project sites as desired by CSL.

III. Remuneration

Period of Contract	Monthly Consolidated pay	Compensation for extra hours per month
First year	₹ 19,200/-	₹ 4700/-
Second year	₹ 19,800/-	₹ 4800/-
Third year	₹ 20,400/-	₹ 4950/-

IV. Age

- a) **The upper age limit prescribed for the post shall be 30 years as on 31 January 2020.** The upper age is relaxable by 10 years for Persons with Benchmark Disabilities (PwBD).
- b) Age relaxation for Ex-servicemen shall be as per Government of India guidelines, calculated by deducting the period of military service from the actual age and adding three years thereto, subject to a maximum age of 45 years.

V. Method of Selection

- a) The method of selection for the post shall be through **Objective/Descriptive Type Test** which shall be conducted out of 100 marks and marks awarded accordingly. Depending on the number of online applications, the Objective type Test shall be through Online /or Offline mode as per the discretion of CSL.
- b) Depending upon number of online applications received, the Objective Type test shall be held at Kochi or at any other place in Kerala/ West Bengal as decided by CSL.
- c) The Objective Type Test shall be of **90 Minutes duration comprising of 80 Multiple Choice Questions** in the following areas. Each question carries one mark and there shall be no negative marks. The details of Objective/ Descriptive type test are as under:-

(i) PART A (Objective Type Test)

General Knowledge	-	5 Marks
Reasoning	-	5 Marks
Quantitative Aptitude	-	10 Marks
General English	-	10 Marks

(ii) PART B

Discipline related (Objective Type Test)	-	50 Marks
Writing skills (English) (Descriptive Type Test)	-	<u>20 Marks</u>
Total	-	100 marks

- d) Merit lists shall be prepared on the basis of marks secured by the candidates in the Objective/Descriptive Type Test and the candidates shall be short listed for the certificate verification based on the marks secured in the Objective/ Descriptive Type Test, in the order of merit. 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.
- e) CSL reserves the right to fix minimum marks for pass in the tests at its sole discretion.
- f) Those candidates who successfully complete certificate verification shall be provisionally considered for selection against the notified posts in the order of merit, subject to Medical fitness.
- g) Detailed Syllabus for Part A and Part B of Objective/Descriptive type Test is at **Annexure I**.

VI. Conditions

a) Reservation

- (i) Government of India Directives on reservation applicable for Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Other Backward Class (OBC)/Economically Weaker Sections (EWS) candidates shall apply subject to meeting the eligibility requirements. Relaxation in upper age limit is not extended to them.
- (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/ Examination Board recognized by AICTE/ appropriate statutory authority in India.
- (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) 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 does not define criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the Aggregate Grade Points may be multiplied by 10 to get the required percentage of marks.

c) Experience

- (i) **Experience acquired after the date of passing of the qualification stipulated as per item I above shall only be considered. Period of post qualification experience shall be reckoned as on 31 January 2020.**
- (ii) The period of Apprenticeship Training in the relevant discipline under the Apprentices Act 1961, shall be treated as experience. Any training with remuneration shall also be treated as experience.
- (iii) Applicants who are presently working in any company (Private / Public Sector / Govt), in the absence of experience certificate, should submit copy of **Appointment / Offer letter issued by the company, latest Pay Slip / copy of last Pay drawn** as proof of experience. **For past employment, experience certificate indicating the date of joining as well as relieving should be submitted. During the certificate verification process, the candidates should produce all certificates in original to establish the experience claimed in their online application, failing which their candidature shall be cancelled and they shall not be considered for further selection.**
- (iv) Applicants who are Ex-servicemen should submit Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces. Those ex-servicemen having Diploma/Degree endorsed in their Discharge Certificate/ Book should have working experience in the relevant discipline in the Armed Forces. Ex-servicemen claiming equivalency of Diploma/Degree 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 during certificate verification process. They should produce experience certificate from the authorities concerned, failing which their candidature shall not be considered.

d) Application Fee

- (i) **Application fee of ₹ 100/- (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 our Online application facility from 15 January 2020 to 31 January 2020. No other mode of payment shall be accepted.**

- (ii) **Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Person with Benchmark Disabilities (PwBD) need not pay application fee. They are exempted from payment of application fee.**
- (iii) All applicants for whom the fee is applicable, (i.e. except those belonging to SC/ST/PwBD, should pay the application fee as stipulated in clause d(i) above. **It is important to note that their candidature shall be considered only on receipt of application fee.**

e) How to apply

- (i) **Applicants should go through the User Manual and FAQ published in the link www.cochinshipyard.com (Careers 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 (Careers page) from **15 January 2020 to 31 January 2020.** **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 note 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 Cochin Shipyard Ltd.**
- (ix) For applying through the SAP online application facility, the website shall remain functional from **15 January 2020 to 31 January 2020**. The last date for submission of applications through online is **31 January 2020**. 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 1700hrs on the last date.

f) General

- (i) Depending upon number of online applications received for the posts, Shipyard reserves the right to stipulate a higher cut off mark than the minimum eligibility marks stipulated in the qualifying examination for the posts and accordingly short-list candidates for consideration for selection.
- (ii) **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.**
- (iii) 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.
- (iv) Shipyard 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, Cochin Shipyard 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.
- (v) **Applicants who fail to produce the original certificates and mark sheets during the certificate verification process shall not be considered for selection.**
- (vi) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed to download call letter by e-mail/SMS/through CSL website www.cochinshipyard.com. Schedule of the selection shall be intimated to the short-listed applicants through SMS/Email/CSL website (Careers page).
- (vii) No TA/DA shall be paid to the candidates for attending the Test/Certificate verification.
- (viii) Mere submission of application through online and Issue of call letter for selection shall not confer any right to the applicant of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion.
- (ix) The vacancies are purely on contract basis for a specific period at CKSRU, Kolkata and Shipyard is not liable to offer appointment in the regular cadre during or after the completion of contract period of the selected candidates.
- (x) Candidates should be of sound health and satisfy the medical fitness standards as fixed by the shipyard. The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by Shipyard and medical fitness further subject to certification by the Medical Officer of CSL.
- (xi) No correspondence regarding the rejection of application in case of ineligibility shall be entertained.
- (xii) Wait lists 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 in CKSRU of CSL. The validity period of the wait list shall be upto one year from date of publication of results or date of joining as stipulated in the offer of appointment issued to the candidates, whichever is earlier, 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.

- (xiii) Notwithstanding the above or any other conditions, CSL reserves the right not to fill up the vacancies notified. Further, the filling up of the notified vacancies shall be subject to the suitability of candidates in the rank list, availability of projects and job requirements. CSL reserves the right to restrict/ alter/cancel/modify the recruitment process, if need so arises without notice or assigning any reason thereof.
- (xiv) 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.
- (xv) 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.
- (xvi) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.
- (xvii) For any queries, please contact us via e-mail career@cochinshipyard.com.

VII. Important Dates

Commencement of Online Application	: 15 January 2020
Last Date of Online Application	: 31 January 2020

“CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION”

“ONLY INDIAN NATIONALS NEED APPLY”

Sd/-

CHIEF GENERAL MANAGER (HR & TRAINING)