



COCHIN SHIPYARD LIMITED

A GOVERNMENT OF INDIA ENTERPRISE

A MINIRATNA COMPANY UNDER

THE MINISTRY OF PORTS, SHIPPING AND WATERWAYS

Vacancy Notification Ref No. CSL/P&A/HRM/HRM GENERAL/APPOINTMENT/2022/48

(C) Dated 09 June 2023

WALK-IN SELECTION AT COCHIN SHIPYARD LIMITED (CSL)

FOR MEDICAL OFFICER ON CONTRACT BASIS

Cochin Shipyard Limited (CSL), a listed premier Miniratna Company of Government of India, invites applications from Indian citizens through **Walk-in-selection**, for filling up of the post of **Medical Officer on contract basis for CSL:-**

I. Name of Post, No. of Vacancies, Educational Qualification, Experience & Duties:

TABLE 1

<u>Name of Post & No. of Vacancies</u>	<u>Educational Qualification</u>	<u>Experience & Duties</u>
Medical Officer on Contract Basis – 1 post	<u>Essential :-</u> a) MBBS Degree/Equivalent from a recognized University. b) Permanent registration with Medical Council of India/State Medical Council.	<u>Experience:</u> a) Experience is not mandatory. b) Experience preferably with Third Party Administrators (TPAs), in verification of Medical Bills. <u>Duties:</u> A. The primary duty will be Verification of bills received from Hospitals and confirming the eligibility as per CSL Scheme. B. The other responsibilities include the following:- a) Maintenance of health records of employees, b) Issue of Medical and Fitness certificates, c) Verifying pre-employment Medical reports, d) Consultation and Outpatient treatment to all eligible persons at CSL Medical Centre, handling medical emergencies at any time of the day, provide First-Aid treatment in case of accidents, follow up treatment with hospitals where employees or their dependants are referred/ admitted, e) Compliance under Integrated Management System (IMS), f) Any other duties as assigned from to time.



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II. Important Date, Time & Venue:

Date of receipt of applications through Walk-in at CSL : 20 June 2023
Time : 0900 Hrs to 1300 Hrs
Venue of receipt of applications : Visitor's Facilitation Centre,
Ravipuram Gate,
Cochin Shipyard Limited
Kochi -682 015.

III. Period of Contract:

The above post is temporary in nature and for a period of **one year**.

IV. Remuneration:

a) The remuneration details for the post are as under:

TABLE 2
Monthly Salary

Consolidated Pay	Compensation for Extra Hours of Work on Weekly off/ Holidays
₹ 50,000/-	₹ 3000/-

b) In addition to the above, EPF contribution for ₹ 15,000/- (statutory wage limit) shall be applicable.

V. Age:

a) **The upper age limit prescribed for the post shall not exceed 65 years as on 20 June 2023 i.e. applicants should be born on or after 21 June 1958.**

VI. Method of Selection & Mode of receipt of application:

- a) The method of selection shall be through **Personal Interview (Out of 100 marks)** to be held at CSL, Kochi or interview through electronic media.
- b) Applicants meeting the notified requirements shall attend **Walk in selection** with their **ORIGINAL CERTIFICATES**, for the post **from 0900 Hrs to 1300 hrs on 20 June 2023** and submit their applications in the prescribed format along with the self-attested copies of certificates at **Visitor's Facilitation Centre, Ravipuram Gate, Cochin Shipyard Limited, Kochi - 682015**. Application format **Annexure - I** is given along with this advertisement on our CSL website www.cochinshipyard.in (Career page → CSL, Kochi).
- c) The applications shall be verified with their original certificates and **candidates who successfully complete the certificate verification and shortlisted, shall only be allowed to attend the personal interview on subsequent dates, which shall be communicated separately to the shortlisted candidates through e-mail/CSL website.**



- d) **Application submitted in any other mode shall not be accepted.** Application once submitted shall be final.
- e) **The applicants attending the walk-in-selection should submit the following:-**
 - i) Application form in **Annexure I** with recent passport size photograph pasted on the application.
 - ii) **A photo-identity proof (in original)**
 - iii) **Original & self attested copy of Aadhaar.**
 - iv) **Original Certificates and testimonials, in proof of age/date of birth, educational qualifications, experience, caste and disability etc and self attested copies of the certificates.**
- f) Application Form must be complete in all respects as per the Advertisement Notification. Please note that incomplete and unsigned applications shall not be considered. **Filling of garbage/junk details in any of the fields can lead to rejection of your application.**
- g) **Application that are incomplete, not in the prescribed format, not legible, without the required enclosures will be summarily rejected without assigning any reason and no correspondence in this regard will be entertained.**
- h) **Original certificates** towards proof of age, qualification, experience, caste, disability etc and **self-attested copies** of all these certificates should be produced for verification and at the time of joining or at any other stage and **their candidature shall be considered on the strength of the original certificates. In case of failure to produce the original certificates, the candidature shall be rejected.**

VII. Conditions:

a) Reservation

- i) Government of India Directives on reservation shall apply.
- ii) In the case of Persons with Benchmark Disabilities (PwBD), 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.
- iii) In case of applicants belonging to OBC (Non Creamy Layer) or SC or ST, they shall produce a valid recent community certificate in the prescribed format issued by the Revenue Authority not below the rank of the Tahsildar.

b) Qualification

- i) The minimum qualification stipulated for the post 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) Original Certificates and Self-attested copies of certificates of the educational qualification as mentioned in Clause I of this notification should be produced at the time of walk-in-selection failing which they shall not be permitted to attend the selection process.

c) 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 application.**
- 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 14 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) In the context of Covid-19, the candidates are informed to strictly abide by all safety and security instructions while inside the CSL premises and follow the instructions as listed under:-
- a) All candidates travelling inter-state/inter-district should strictly follow the extant guidelines of the Governments/district administration/ICMR prior to attending selection process at CSL.
 - b) It is advised to avoid crowded public transport to the extent possible. Maintain social distance while using such transport and wear personal protectives like mask, goggles, gloves etc. and avoid touching the surfaces using naked hands.



- c) All candidates attending the walk in selection shall wear appropriate face masks properly covering their nose, mouth, chin etc. The applicants shall remove the mask at gates for identification. **THOSE CANDIDATES WITHOUT FACE MASKS SHALL NOT BE PERMITTED ENTRY INTO CSL.**
- d) All candidates seeking entry into the venue have to stand in the spaces marked at the Gates, entrances etc. so that social distancing as per norms can be ensured at these locations. **NO CROWDING AT GATES FOR ENTRY/EXIT SHALL BE PERMITTED.**
- e) All candidates shall avoid touching any pillars, bars, hand rails etc.
- f) All candidates should remove their jackets/overcoats etc at the gates for security check.
- g) Compulsory screening shall be done for all candidates entering through gates with thermal scanner.
- h) Wearing of masks, Social distancing and queue system shall be strictly adhered.
- i) Any candidate found to have fever and cough with breathing problems are liable to be stopped / denied entry / permission to attend the selection process.
- j) All candidates shall bring their own mask, personal sanitizer (50ml), transparent water bottles / other refreshments and avoid sharing of personal items.
- k) Candidates should bring own stationery items and avoid sharing of such items.
- l) Movement to any other areas / buildings/ work sites of CSL, other than the venue of walk in selection shall be strictly prohibited.
- iv) CSL 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 application, and information / replies to such queries should be only through the e-mail career@cochinshipyard.in. However, CSL 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) Original Certificates of the short-listed candidates shall be verified at the time of joining or at any other stage as decided by CSL. Candidature is purely provisional subject to verification of original certificates in proof of age, qualification, experience, 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.
- vi) **No TA/DA shall be paid to the candidates for attending the selection.**



- vii) The vacancies are purely on contract basis for a specific period and CSL is not liable to offer appointment during or after the completion of contract period of the selected candidates.
- viii) **No correspondence regarding the rejection of application in case of ineligibility shall be entertained.**
- ix) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed to download call letter by e-mail /through CSL website www.cochinshipyard.in. **Schedule of the selection process shall be intimated to the short-listed applicants through Email/CSL website (Career page→CSL, Kochi).** Candidates are requested to frequently check the above website (Career Page→CSL, Kochi) for updates related to the selection.
- x) Mere submission of application and Issue of call letter and attending 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 CSL.
- xi) The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by CSL. The reports of such medical examination may be examined by Medical Officer of CSL and the appointment of the candidate is subject to certification of Medical fitness.
- xii) CSL 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.
- xiii) Rank lists shall be maintained for the post and shall be operated only in the event of occurrence of a vacancy during the validity period of the rank list. The validity period of the rank list shall be upto 18 months from the date of reporting of the last candidate, from the list of candidates advised to join on publication of the result, unless a fresh notification for the same post is issued. Vacancy which arose as stated above shall not be treated as a fresh vacancy.
- xiv) CSL 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.
- xv) 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 CSL.
- xvi) 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.
- xvii) Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.



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- xviii) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- xix) Any legal proceedings in respect of any claim or dispute arising out of this advertisement and/or an application in response thereto and selection process thereafter can be instituted only in the Courts/Tribunals/Forums at Ernakulam and such Courts/Authorities shall have sole and exclusive jurisdiction.
- xx) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.
- xxi) For any further clarification related to the advertisement and conduct of selection, please contact us via e-mail career@cochinshipyard.in.

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

Sd/-
GENERAL MANAGER (HR & TRG)