



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

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13.09.2023

RECRUITMENT OF ASSISTANT GENERAL MANAGER 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 **Assistant General Manager (Design)**, at Malpe, as per details below:

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

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
01	Assistant General Manager (Design) TE-5 Grade 80000-220000	01 (UR)	<u>Educational qualification/Experience Essential</u> Degree in Mechanical/Electrical & Electronics Engineering or Naval Architecture with minimum 60 % marks. 15 years of Managerial Experience in a Shipyard/ Ship Design house/government department related to marine engineering of ship design/ Design of offshore installations and platforms/Plan Approval department of classification societies, etc out of which at least recent 7 years should be as Team lead, with both technical and administrative functions in Design department itself. (Please note that this 7 years of Managerial experience in other disciplines of above industries/departments will not be considered as sufficient to qualify for this post) Hands on experience in 3D ship design software's like Neupas Cad Matic, Aviva, Proficiency in in AutoCAD. <u>Educational Qualification/Experience Desirable</u> Post graduate degree in Engineering/Naval Architecture/Management Experience in working in a SAP environment. <u>Job Profile.</u> The selected candidate will be responsible for leading a team of design engineers and draftsmen at the shipyard. The selected candidate should have in depth knowledge about classification rules and requirements, statutory regulations, marine safety and technical codes and other relevant engineering standards applicable to ships. The shipyard is engaged in construction/repair of Tugs, Small to medium size fishing vessels, and other ocean-going ships,	Not to exceed 50 years

			<p>for both domestic and export markets; medium size ships for Indian Navy/Coast guard.</p> <p>The shipyard will be partnering with leading design houses/yard's parent company Cochin Shipyard Limited for obtaining basic designs.</p> <p>The design contingent in the yard will be responsible for</p> <ol style="list-style-type: none"> 1. Preparing concept design drawings and details for Business development as needed 2. Design and issue of drawings for small craft like fishing boats, pilot launches etc. 3. Outsourcing of 3d modelling of the vessels as needed, along with supply of production drawings for various disciplines, other design related documentation and assistance, as decided for each project. 4. Verification of the drawings produced by the outsourced agency and clearing the same for presenting for class approval as needed/issuing to production. 5. Managing design change requests, Non conformities in drawings, Managing revisions 6. Providing assistance to site production team in respect of drawings. 7. Routing of piping, cabling etc for vessels, where the same is not outsourced to a design partner 8. Liaisoning with ship owners, classification societies, statutory bodies etc in respect of vessels under construction. 9. Preparation of dock trial and sea trial documents 10. Conducting inclining experiment, Light ship survey etc. 11. Preparation of delivery documents and as fitted drawings. 	
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B. Scale of Pay & Benefits & Place of Posting:

1. Executive

a. Grade and Pay scale for Executives: -

Grade	Pay scale
Assistant General Manager – TE - 5	80,000-2,20,000

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

Sl. No	Wage type	Amount (₹)
		TE - 5

1	Basic pay	80,000
2	DA (at present 39.2%)	31,360
3	HRA (at present 9 %)	7,200
4	Perks and Allowances (35%BP)	28,000
	Total	1,46,560

- c. In addition to (b), the other benefits include, Contributory Provident Fund Scheme, Accident Insurance Coverage, Reimbursement of Medical expenses under the Contributory Medical Insurance Policy, Leave Encashment, etc.
2. Selected candidates shall be placed in the minimum of the pay scale and Pay protection will not be considered for candidates from other PSU/Government/Government establishments.
 3. For all posts, the posting shall be at Udupi Cochin Shipyard Limited (UCSL), Malpe or its other project sites anywhere in India or abroad as decided by UCSL.

C. Age:

1. The upper age limit prescribed for the post shall be as on 13.09.2023.
2. UCSL reserves the right to relax the upper age limit for right candidate with right qualification.

D. Method of Selection:

- a) The method of selection for the post of Executives shall be through **Power Point Presentation** and **Personal Interview**. The weightages are assigned to the following parameters for the final selection:

➤ Work Experience	- 80% weightage
➤ Personal Interview	- 20% weightage
Total	- 100 Marks
- b) The marks for work experience shall be awarded based on the relevance of experience to the post.
- c) Applicants meeting the requirements shall be shortlisted and will be called for Personal Interview on stipulated date. UCSL reserves the right to modify the method of selection. Based on the number of candidates a written test may also be conducted to short list of candidates for interview/skill test.
- d) The rank list for the post shall be prepared on the basis of marks secured by candidates in the selection process. In case, same marks secured by more than one candidate, the relative merit shall be decided based on seniority in age.
- e) The parameters for selection may be subject to change and the same would be notified prior to commencement of the selection process.

E. 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 **13.09.2023**
- (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.**

F. 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 hr@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: hr@udupicsl.com is **23.09.2023 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 hr@udupicsl.com via telephone (0820 2538604).

G. 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 hr@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 hr@udupicsl.com Schedule of the selection shall be intimated to the short-listed applicants through Email/CSL website (Career page UCSL), UCSL website (Career page).
- (vii) 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.
- (viii) Appointment of selected candidates shall be subject to verification of character and antecedents and verification of caste certificates if applicable.
- (ix) 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.
- (x) The selected candidate shall be placed at the minimum of the pay scale of the post notified.
- (xi) 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.
- (xii) 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.

- (xiii) 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.
- (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) All documents related to this selection shall be preserved for a period of one year from the date of publication of results.
- (xvi) Any legal proceedings in respect of any claim or dispute arising out of this advertisement and/or an application in response thereto 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.
- (xvii) Any amendment, modification or addition to this advertisement shall be given in the CSL/UCSL websites only.
- (xviii) Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.
- (xix) For any further clarification, please contact us via e-mail hr@udupicsl.com

H. Important Dates:

Commencement of Online Application:	13.09.2023
Last Date of Online Application :	23.09.2023

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

Sd/-
MANAGER - HR