



उदुपी कोचीन शिपयार्ड लिमिटेड
UDUPI COCHIN SHIPYARD LIMITED
MALPE, KARNATAKA
Ministry of Ports, Shipping and Waterways, Govt. of India

No. UCSSL/IMS/HR/PWN/F/6- WMN/OA/AA/71

04 May 2026

**SELECTION OF OFFICE ASSISTANTS AND ADMIN ASSISTANTS FOR UDUPI
COCHIN SHIPYARD LIMITED (UDUPI CSL)**
SCHEDULE FOR OBJECTIVE TYPE TEST AND DESCRIPTIVE TYPE TEST

1. Please refer to Vacancy Notification No. UCSSL/IMS/HR/VN/F/11- WMN/OA/AA/71 dated 28 March 2026 for selection to the post of Office Assistants and Admin Assistants for Udupi Cochin Shipyards Limited (UDUPI CSL), Malpe, published on Cochin Shipyard Limited (www.cochinshipyard.in) and Udupi Cochin Shipyard Limited (www.udupicsl.com).
2. As per clause VII a) (i) of the Vacancy Notification, the method of selection shall include an **Objective Type Test** and **Descriptive Type Test**. Further details are available in the Vacancy Notification and Call Letter.
3. The offline Objective, Descriptive type tests and verification of Original Certificates, for the posts shall be held as per the details given below: -

SR. No.	Name of Post, & No. of vacancies	Date & Time	Place
1	Office Assistant 2 Posts (UR-1, OBC-1)	08 May 2026 (Friday) Reporting at 08:30 Hrs (IST)	UDUPI COCHIN SHIPYARD LIMITED Warehouse Complex, Malpe, Udupi, Karnataka Phone 0820 2538604
2	Admin Assistant 2 Posts (UR-1, SC-1)	08 May 2026 (Friday) Reporting at 13:30 Hrs (IST)	UDUPI COCHIN SHIPYARD LIMITED Warehouse Complex, Malpe, Udupi, Karnataka Phone 0820 2538604

4. The candidate should ensure that they fulfill all the eligibility requirements viz. age, qualification, experience, caste etc. as advertised vide notification No. UDUPI CSL/IMS/HR/VN/F/11- WMN/OA/AA/71 dated 28 March 2026 before appearing for the selection process. The Candidates who score minimum prescribed pass marks and above in the Selection tests shall be short-listed for verification of certificates.
5. Candidates are requested to report at the venue as per reporting time for the Verification & Selection Tests (Objective Type & Descriptive Test). No candidates shall be admitted for the selection process after the commencement of the selection process.
6. The call letters for the certificate verification and selection tests shall be sent to the email ID mentioned in the application form. Please note that the call letters shall not be sent by post.

7. All instructions related to the selection process are detailed in the call letter. Candidates are advised to go through the call letter in detail.
8. Candidates should bring two copies of the call letter, with recent passport-size photographs pasted and a valid photo identity proof (in original). ONLY a Passport/Election ID card/Aadhaar/Driving License issued by the Government shall be accepted to secure entry to the Shipyard. One copy of the call letter is to be submitted to UDUPI CSL during the selection tests. The candidates should retain the other copy of the call letter till the completion of the selection process.
9. Candidates should also produce the documents mentioned in the call letter at the time of certificate verification. Those who do not produce the call letter, valid photo identity proof (in the original) and original certificates will not be allowed to appear for the selection tests.
10. Candidature is provisional subject to verification of certificates for proof of age, qualification, experience, caste, disability etc., and meeting the notified eligibility requirements at the time of certificate verification/joining. If the candidates short-listed 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.
11. No correspondence regarding the rejection of the application in case of ineligibility shall be entertained.
12. Issue of call letter and mere 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 UDUPI CSL.
13. Please note that the request for changing the date, time, and venue of the selection process shall not be entertained.
14. UDUPI CSL reserves the right to extend the scheduled date or postpone/reschedule the certificate verification & selection process (to the following day or a later date), due to any compelling /administrative reasons / government-imposed restrictions or guidelines, and candidates are advised to plan accordingly. UDUPI CSL shall not be liable to entertain any claim arising out of the rescheduling of the selection dates.
15. **Candidates are advised to frequently visit the UCSL website (Career page ->UCSL (MALPE) for all updates related to the selection.**
16. Any changes in the above schedule shall be notified on the CSL/UDUPI CSL websites only.
17. Other terms and conditions of the vacancy Notification No. UCSL/IMS/HR/VN/F/11-WMN/OA/AA/71 dated 28 March 2026 shall apply.
18. For any further clarification, please contact us vide e-mail career@udupicsl.com

“CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION”

**Sd/-
MANAGER (HR)
UCSL**