

HOOGLHY COCHIN SHIPYARD LIMITED
(A WHOLLY OWNED SUBSIDIARY OF COCHIN SHIPYARD LIMITED)
KOLKATA - 700017

No. HCSL/PROJ/HR/01/18-19 Vol-III

31 October 2020

Hooghly Cochin Shipyard Limited (HCSL), a Wholly Owned Subsidiary of Cochin Shipyard Limited invites **Online applications** from experienced professionals for filling up of the following positions at Kolkata. Cochin Shipyard Limited (CSL) shall coordinate all recruitment related activities on behalf of HCSL. However, appointment to all posts in HCSL shall be done by the Competent Authority of HCSL and CSL does not assume any responsibility/liability regarding appointment/postings/service conditions of the selected candidates.

A. Posts, Vacancies, Educational Qualification, Experience, Job Requirements and Age:

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
1	Assistant General Manager (Ship Building & Ship Repair) E-5 Grade ₹80000-220000	1 post (UR)	<p><u>Educational Qualification:</u> <u>Essential:</u> Degree in Mechanical/ Naval Architecture/Marine Engineering with minimum of 60% marks from a recognized University. <u>Desirable :</u> Proficiency in Computer Applications like AutoCAD, MS Project, MS Office, Primavera etc.</p> <p><u>Experience:</u> <u>Essential:</u> Minimum of 15 years post qualification managerial experience in</p> <ul style="list-style-type: none"> • Shipbuilding or • Ship repair or • Engineering company or • Offshore Fabrication or • Marine related Engineering Companies or • Government/Semi-Government Companies / Establishments. <p>Experience shall be in the areas of Planning/ Production / Procurement / Fabrication /Outfitting/ Repairs/ Quality Assurance/ Installation /Project Management/ Commercial / Marketing.</p>	Not to exceed 50 years.

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
			<p>In case of candidates working in PSUs/ Government / Autonomous bodies in the regular cadre, one year experience shall be in the immediate lower scale of pay or equivalent.</p> <p><u>Desirable :</u> Experience of working in an ERP/ SAP/ computerised environment. The candidate should have good communication skills and working knowledge in Hindi / Bengali.</p> <p><u>Job Requirements:</u> Will be responsible for all works and assignments connected with the overall execution of the HCSL project and Ship Repair and Ship Building Operations. Will be responsible for execution of the HCSL Project and Building/ Repair Projects Management, related contract management, sub-contracting, liaisoning and interaction with clients, classification societies and various government agencies / statutory institutions etc. This will include revamping of existing infrastructure & systems as well as new infrastructure & systems. Physical implementation of the yard augmentation & Modernisation. Should be willing to travel at short notice, willing to take responsibility to work against the set targets within the time frame etc. Should be a team builder and shall demonstrate professionalism in all official activities. Regular meetings with consultants and contractors to ensure compliance of quality, conformity with standards, specifications and drawings etc. Review of technical details / BOQs etc, verification and certification of bills. Developing SOPs and record maintenance procedures etc. Not limited to the above, the officer shall be liable to undertake any other duties as directed by HCSL Management.</p>	

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
2	Manager (Mechanical) E-3 Grade ₹ 60000-180000	1 post (UR)	<p><u>Educational Qualification:</u> <u>Essential :</u> Degree in Mechanical Engineering with minimum of 60% marks from a recognized University.</p> <p><u>Desirable :</u> Proficiency in Computer Applications like AutoCAD, MS Project, MS Office etc.</p> <p><u>Experience:</u> Minimum of 9 years post qualification managerial experience in</p> <ul style="list-style-type: none"> • Shipbuilding or • Ship repair or • Engineering company or • Offshore Fabrication and Other Marine related Engineering companies or • Government / Semi-Government Companies / Establishments. <p>Experience shall be in the areas of Planning/ Production/ Procurement / Fabrication/ Outfitting/ Repairs/ Quality Assurance/ Installation/ Project Management/ Commercial/ Marketing.</p> <p>In case of candidates working in PSUs/ Government / Autonomous bodies in the regular cadre, one year experience shall be in the immediate lower scale of pay or equivalent.</p> <p><u>Desirable :</u> Experience of working in an ERP/ SAP/ computerised environment. The candidate should have good communication skills and working knowledge in Hindi / Bengali.</p> <p><u>Job Requirements:</u> Should be a good team player and shall demonstrate professionalism in official activities. Should be willing to travel at short notice, willing to take responsibility to work against the set targets within the time frame etc. Planning, organizing and co-ordinating the</p>	Not to exceed 40 years

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
			<p>activities of Commercial/ Procurement/ Operation sections, Execution and timely completion of all works related to ship repair/ ship building, co-ordinate with project team, clients, vendors & contractors during project execution as well as during invoice settlement, liaising with vendors in procurement of materials, co-ordinate with contractors for subcontract work packages, executing repair scope of work as per agreed defect list, AWRF, GWRP etc, ensure strict compliance to yard Quality Management and HSE Systems. Not limited to the above, the officer shall be liable to undertake any other duties as directed by HCSL Management.</p>	
3	<p>Manager (Materials) E-3 Grade ₹ 60000-180000</p>	<p>1 post (UR)#</p>	<p><u>Educational Qualification:</u> <u>Essential :</u> Graduate in Engineering in any discipline with minimum of 60% marks from a recognized university. <u>Desirable :</u> a) Post Graduate Qualification in Business Management with specialization in Materials Management. b) Proficiency in Computer Applications like AutoCAD, MS Project, MS Office etc.</p> <p><u>Experience:</u> <u>Essential :</u> Minimum of 9 years post qualification managerial experience in the field of Materials Management or Contract management of a</p> <ul style="list-style-type: none"> • Shipyard or • Marine Engineering Company or • Marine related offshore Company or • Classification Society/ Ship owner or • Government / Semi- Government Company / Establishment. 	<p>Not to exceed 40 years</p>

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
			<p>In case of candidates working in PSUs/ Government / Autonomous bodies in the regular cadre, one year experience shall be in the immediate lower scale of pay or equivalent.</p> <p><u>Desirable :</u></p> <p>a) Shall be conversant with various Materials Management or contract management activities like supply chain/ inventory management, purchase procedures, import and clearance procedures.</p> <p>b) Experience in a Public Sector Undertaking.</p> <p>c) Knowledge of supply chain management (SCM), supply relationship management (SRM), store management, auditing, e-tendering, e-procurement and government tendering process.</p> <p>d) Experience of working in an ERP/SAP/ computerized environment.</p> <p>e) The candidate should have good communication skills and working knowledge in Hindi / Bengali.</p> <p><u>Job Requirements:</u></p> <p>Should be a good team player and shall demonstrate professionalism in official activities. Should be willing to travel at short notice, willing to take responsibility to work against the set targets within the time frame etc. Liaisoning with various government/ statutory agencies. 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</p>	

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
			<p>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 suppliers, internal teams such as store, planning, marketing, design, customers etc so that procurement objectives are met. Responsible for IMS activities in area assigned. Not limited to the above, the officer shall be liable to undertake any other duties as directed by HCSL Management.</p>	
4	<p>Manager (Naval Architecture) E-3 Grade ₹ 60000-180000</p>	<p>1 post (UR)</p>	<p><u>Educational Qualification:</u> <u>Essential :</u> a) Degree in Naval Architecture Engineering with minimum of 60% marks from a recognized University, OR b) Degree in Mechanical / Marine / Civil Engineering with minimum of 60% marks from a recognized University, and having qualification in Ship Construction / Naval Architecture like PG in Naval Architecture or Diploma in Naval Architecture or Diploma in Naval Construction, of minimum one year duration. <u>Desirable :</u> Proficiency in Computer Applications like AutoCAD, SAP, MS Project etc. <u>Experience:</u> <u>Essential :</u> Minimum of 9 years post qualification managerial experience in a</p> <ul style="list-style-type: none"> • Shipyard or • Dockyard or • Marine Engineering Company or • Marine related offshore Company or 	<p>Not to exceed 40 years</p>

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
			<ul style="list-style-type: none"> • Classification Society/ Ship owners etc. Should possess adequate knowledge and exposure in Design / Planning/ Ship Hull Construction or Repair. Experience in Docking or Undocking related operations of ships / vessels in a Shipyard/ Dockyard is preferable. In case of candidates working in PSUs/ Government / Autonomous bodies in the regular cadre, one year experience shall be in the immediate lower scale of pay or equivalent. <p><u>Desirable :</u> Experience of working in an ERP/SAP/ computerized environment. The candidate should have good communication skills and working knowledge in Hindi / Bengali.</p> <p><u>Job Requirements:</u> Should be a good team player and shall demonstrate professionalism in official activities. Should be willing to travel at short notice, willing to take responsibility to work against the set targets within the time frame etc. Responsible for creating basic designs of various ships and interaction with Business Development, Design and Ship Building Departments. Will also be responsible for naval architectural and structural designs, interacting and working with National Authorities, Classification Societies etc. Should be willing to travel at short notice, good communication skills in project sales catering to national & international clients, willing to take responsibility to work against the set targets within the time frame etc. Liaisoning with various government/ statutory agencies. Not limited to the above, the officer shall be liable to undertake any other duties as directed by HCSL Management.</p>	

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
5	Deputy Manager (Materials) E-2 Grade ₹ 50000-160000	1 post (UR)#	<p><u>Educational Qualification:</u> <u>Essential :</u> Graduate in Engineering in any discipline with minimum of 60% marks from a recognized university. <u>Desirable :</u> a) Post Graduate Qualification in Business Management with specialization in Materials Management. b) Proficiency in Computer Applications like AutoCAD, SAP, MS Project etc.</p> <p><u>Experience:</u> <u>Essential :</u> Minimum of 7 years post qualification managerial experience in the field of Materials Management or Contract management of a</p> <ul style="list-style-type: none"> • Shipyard or • Marine Engineering Company or • Marine related offshore Company or • Classification Society/ Ship owner or • Government / Semi- Government Company / Establishment. <p>In case of candidates working in PSUs/ Government / Autonomous bodies in the regular cadre, one year experience shall be in the immediate lower scale of pay or equivalent.</p> <u>Desirable :</u> a) Experience in a Public Sector Undertaking. b) Knowledge of supply chain management (SCM), supply relationship management (SRM), store management, auditing, e-tendering, e-procurement and government tendering process. c) Experience of working in an ERP/SAP/ computerized environment. d) The candidate should have good communication skills and working knowledge in Hindi / Bengali.	Not to exceed 35 years

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
			<p><u>Job Requirements:</u> Should be a good team player and shall demonstrate professionalism in official activities. Should be willing to travel at short notice, willing to take responsibility to work against the set targets within the time frame etc. Liaisoning with various government/ statutory agencies. 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 suppliers, internal teams such as store, planning, marketing, design, customers etc so that procurement objectives are met. Responsible for IMS activities in area assigned. Not limited to the above, the officer shall be liable to undertake any other duties as directed by HCSL Management.</p>	
6	Deputy Manager (Mechanical) E-2 Grade ₹ 50000-160000	2 posts (UR)	<p><u>Educational Qualification:</u> <u>Essential :</u> Degree in Mechanical Engineering with minimum of 60% marks from a recognized University. <u>Desirable :</u> Proficiency in Computer Applications like AutoCAD, MS Project, MS Office etc.</p>	Not to exceed 35 years

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
			<p><u>Experience:</u> <u>Essential :</u> Minimum of 7 years post qualification managerial experience in</p> <ul style="list-style-type: none"> • Shipbuilding or • Ship repair or • Engineering company or • Offshore Fabrication and Other Marine related Engineering companies or • Government / Semi-Government Companies / Establishments. <p>Experience shall be in the areas of Planning/ Production/ Procurement / Fabrication/ Outfitting/ Repairs/ Quality Assurance/ Installation/ Project Management/ Commercial/ Marketing.</p> <p>In case of candidates working in PSUs/ Government / Autonomous bodies in the regular cadre, one year experience shall be in the immediate lower scale of pay or equivalent.</p> <p><u>Desirable :</u> Experience of working in an ERP/ SAP/ computerised environment. The candidates should have good communication skills and working knowledge in Hindi / Bengali.</p> <p><u>Job Requirements:</u> Should be a good team player and shall demonstrate professionalism in official activities. Should be willing to travel at short notice, willing to take responsibility to work against the set targets within the time frame etc. Planning, organizing and co-ordinating the activities of Commercial / Procurement/ Operation sections, Execution and timely completion of all works related to ship repair/ ship building, co-ordinate with project team, clients, vendors & contractors during project execution as well as during invoice settlement,</p>	

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
			liaising with vendors in procurement of materials, co-ordinate with contractors for subcontract work packages, executing repair scope of work as per agreed defect list, AWRF, GWRP etc, ensure strict compliance to yard Quality Management and HSE Systems. Not limited to the above, the officer shall be liable to undertake any other duties as directed by HCSL Management.	
7	Deputy Manager (Electronics) E-2 Grade ₹ 50000-160000	1 post (UR)	<p><u>Educational Qualification:</u> <u>Essential :</u> Degree in Electronics / Electronics & Communication / Electronics & Instrumentation Engineering with minimum of 60% marks from a recognized University. <u>Desirable :</u> Proficiency in Computer Applications like AutoCAD, SAP, MS Project, MS Office etc.</p> <p><u>Experience:</u> <u>Essential :</u> Minimum of 7 years post qualification managerial experience in</p> <ul style="list-style-type: none"> • Shipbuilding or • Ship Repair or • Engineering company or • Government / Semi-Government Companies / Establishments. <p>Experience shall be in the areas of Electronics Equipment /integration /Equipment Design/Procurement / Installation/ Repair of Ship related electronics, Navigation and Communication Equipments, Equipment Controls & Instrumentation and Project Execution in related field. In case of candidates working in PSUs/ Government/Autonomous bodies in the regular cadre, one year experience shall be in the immediate lower scale of pay or equivalent.</p>	Not to exceed 35 years

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
			<p><u>Desirable :</u> Experience of working in an ERP/ SAP/ computerised environment. The candidates should have good communication skills and working knowledge in Hindi / Bengali.</p> <p><u>Job Requirements:</u> Should be a good team player and shall demonstrate professionalism in official activities. Should be willing to travel at short notice, willing to take responsibility to work against the set targets within the time frame etc. Planning, organizing and co-ordinating the activities of Commercial/ Procurement/ Operation/ QC / Maintenance sections, execution and timely completion of all electronics, communication, electrical & IT system works related to ship building and ship repair, yard activities, co-ordinate with project team, clients, vendors & contractors during project execution as well as during invoice settlement, liaising with vendors in procurement of materials, co-ordinate with contractors for subcontract work packages, executing repair scope of work as per agreed defect list, AWRP, GWRP etc, ensure strict compliance to yard Quality Management and HSE Systems. Not limited to the above, the officer shall be liable to undertake any other duties as directed by HCSL Management</p>	
8	Deputy Manager (Quality Control) E-2 Grade ₹ 50000-160000	1 post (UR)	<p><u>Educational Qualification:</u> <u>Essential :</u> Degree in Mechanical Engineering with minimum of 60% marks from a recognized University.</p> <p><u>Desirable :</u> Proficiency in Computer Applications like AutoCAD, SAP, MS Project etc.</p>	Not to exceed 35 years

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
			<p><u>Experience:</u> <u>Essential :</u> Minimum of 7 years post qualification managerial experience in Hull and Engineering in Ship Construction and repair procedures with familiarity of Ship Building Quality Standards</p> <p style="text-align: center;">OR</p> <p>Minimum of 7 years post qualification managerial experience in Quality Assurance (QA)/Quality Control (QC) in Engineering company. In case of candidates working in PSUs/ Government / Autonomous bodies in the regular cadre, one year experience shall be in the immediate lower scale of pay or equivalent.</p> <p><u>Desirable :</u> Experience of working in an ERP/SAP/ computerized environment. Experience in Quality circle/ Lab & NDT. The candidate should have good communication skills and working knowledge in Hindi / Bengali.</p> <p><u>Job Requirements:</u> Should be a good team player and shall demonstrate professionalism in official activities. Should be willing to travel at short notice, willing to take responsibility to work against the set targets within the time frame etc. Liaisoning with various government/ statutory agencies. Management of Customer/Surveyor requirements. Review of technical details/BOQs, drawings etc, verification and certification of bills. Responsible for IMS activities. Not limited to the above, the officer shall be liable to undertake any other duties as directed by HCSL Management.</p>	

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
9	Deputy Manager (Company Secretary) E-2 Grade ₹ 50000-160000	1 post (UR)#	<p><u>Educational Qualification:</u> <u>Essential :</u> Degree with minimum of 60% marks from a recognized University and Associate membership of the Institute of Company Secretaries of India.</p> <p><u>Desirable :</u> a) Additional Qualification in Law (LLB/LLM), MBA Finance, CFA, CA, ICWA or other certifications post ICSI membership. b) The candidates should have good communication skills and working knowledge in Hindi/ Bengali.</p> <p><u>Experience:</u> <u>Essential :</u> Minimum 7 years post qualification managerial experience out of which five years experience shall be as whole time Company Secretary in a company with a paid up capital of Rs. 10 crore or above. In case of candidates working in PSUs/ Government / Autonomous bodies in the regular cadre, one year experience shall be in the immediate lower scale of pay or equivalent.</p> <p><u>Desirable :</u> Experience of working in an ERP/ SAP/ computerized environment.</p> <p><u>Job Requirements:</u> Should be willing travel at short notice, willing to take responsibility to work against set targets within the time frame etc. Liaisoning with various government/statutory agencies. Not limited to the above, the officer shall be liable to undertake any other duties as directed by HCSL Management.</p>	Not to exceed 35 years
10	Assistant Manager (Electrical) E-1 Grade ₹ 40000- 140000	1 post (UR)	<p><u>Educational Qualification:</u> <u>Essential :</u> Degree in Electrical Engineering with minimum of 60% marks from a recognized University.</p>	Not to exceed 30 years

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
			<p><u>Desirable :</u> Proficiency in Computer Applications like AutoCAD, SAP, MS Project, MS office etc.</p> <p><u>Experience:</u> <u>Essential :</u> Minimum three years post qualification managerial experience in</p> <ul style="list-style-type: none"> • Shipbuilding or • Ship Repair or • Engineering company or • Offshore Fabrication/ Other Marine Installations or • Classification Societies/ Other Marine related Engineering companies <p>Experience shall be in the areas of Electrical Equipment Installation / Outfitting/ Repairs/ Quality Assurance/ Installation and commissioning of Power Generation and Distribution/ Project Management.</p> <p><u>Desirable :</u> Experience of working in an ERP/SAP/ computerized environment. Experience in SCADA / Substation management/Energy management. The candidate should have good communication skills and working knowledge in Hindi / Bengali.</p> <p><u>Job Requirements:</u> Should be a good team player and shall demonstrate professionalism in official activities. Should be willing to travel at short notice, willing to take responsibility to work against the set targets within the time frame etc. Liaisoning with various government/ statutory agencies. Review of technical details/BOQs etc, verification and certification of bills. Responsible for energy conservation activities. Not limited to the above, the officer</p>	

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
			shall be liable to undertake any other duties as directed by HCSL Management.	
	Total	11 Posts (UR)		

One post out of the 3 posts (at Sl. No. 3, 5 & 9) is earmarked for Persons with Benchmark Disabilities (PwBD). The detailed physical requirements for the 3 posts and categories identified are at clause E (b).

B. Scale of Pay & Benefits & Place of Posting:

- a) In addition to Basic Pay, the Executives are eligible for Industrial DA as applicable, HRA @ of 24% of Basic pay, Perks upto 35 % of Basic Pay, Contributory Provident Fund Scheme, Accident Insurance coverage, Reimbursement of Medical expenses under the Contributory Medical Insurance policy, Leave encashment etc as admissible.
- b) Table below indicates the CTC at the minimum of scale as on date:

Grade	Pay scale	CTC (approx)
E5	₹80000-3%-220000	₹ 21.7 lakhs
E3	₹60000-3%-180000	₹ 16.4 lakhs
E2	₹50000-3%-160000	₹ 13.8 lakhs
E1	₹40000-3%-140000	₹ 11.2 lakhs

- c) For all posts, the posting shall be at Hooghly Cochin Shipyard Limited (HCSL), Kolkata/ other project sites as desired by HCSL.

C. Age

- a) **The upper age limit prescribed for the posts shall be as on 30 November 2020.**
- b) Age relaxation for Ex-servicemen & Persons with Benchmark Disabilities (PwBD) shall be as per Government of India guidelines. However, in no case, age limit after applying all age relaxations shall exceed 55 years for the post of Assistant General Manager, 50 years for the posts of Manager, 45 years for the posts of Deputy Manager and 40 years for the post of Assistant Manager.

D. Method of Selection

- a) The selection process shall be held at Cochin Shipyard Ltd, Kochi or interview through electronic media in view of Covid-19 pandemic issues or at any place as decided by CSL.
- b) For the posts of Assistant General Managers, Managers & Deputy Managers, the method of selection shall include a Power Point Presentation, Group discussion 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 Group discussion and Personal Interview. Only candidates who are meeting the notified work experience and job requirements shall be permitted to attend Group discussion & Personal Interview. The marks shall be assigned to the short-listed candidates based on the following parameters for selection:-

- a) Work Experience in the relevant job/ area : 40% marks
- b) Power Point Presentation on work experience : 30% marks
- c) Group Discussion : 10% marks
- d) Personal Interview : 20% marks

c) For the post of Deputy Managers, depending on number of online applications, Objective/Descriptive type Tests may be conducted.

d) For the post of Assistant Manager (Electrical), the method of selection shall include Objective type Test, Descriptive type Test, followed by a Group Discussion & Personal Interview. The details are as under:-

(i) Depending on number of online applications, the Objective/Descriptive type Tests shall be through online/offline mode.

(ii) The Objective type Test shall be of 40 marks, 45 minutes duration comprising of 40 Multiple-choice questions in the areas of General Knowledge, General English, Reasoning, Quantitative Aptitude and Subject Based. The Descriptive type test shall be of 30 marks, 90 minutes duration comprising of Subject based questions. Accordingly, weightage is assigned to the following parameters for the selection:-

- Objective type test Marks : 40% Marks
- Descriptive type test Marks : 30% Marks
- Group Discussion : 10% marks
- Personal Interview : 20% Marks

(iii) Based on the marks secured by the candidates in the Objective type test, the candidates shall be short-listed for certificate verification in the ratio of 1:6, in the order of merit. Candidates who successfully complete the certificate verification shall only be allowed to attend the Descriptive type Test followed by a Group discussion & Personal interview. In case, same marks secured by more than one candidate in the Objective type test, marks scored in the Subject part of the Objective type test shall be considered as 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.

(iv) However, CSL reserves the right to fix minimum marks for pass in the Objective type test for the purpose of short listing candidates for the certificate verification and in such cases, the ratio of short-listing may be less than 1:6. CSL also reserves the right to fix minimum marks for pass in the Descriptive type Test at its sole discretion.

e) The parameters for selection are subject to change and the same would be informed to the candidates prior to the commencement of the selection process.

E. Conditions

a) Reservation:

- (i) Government of India Directives on reservation applicable for Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Other Backward Class (OBC)/ OBC (Minority)/ Economically Weaker Sections (EWS)/Persons with Benchmark Disabilities (PwBD)/Ex-servicemen (ESM) candidates shall apply subject to meeting the eligibility requirements.
- (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) Physical Requirements for candidates belonging to Persons with Benchmark Disabilities (PwBD) for the posts:

Sl. No	Name of Posts	Categories of Persons with Benchmark Disabilities (PwBD) as per clause 2.2 of DoPT OM No.36035/02/ 2017-Estt (Res) dated 15.01.2018	Physical Requirements
(i)	Manager (Materials)	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, RW, SE, C
(ii)	Deputy Manager (Materials)	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, RW, SE, C
(iii)	Deputy Manager (Company Secretary)	Categories of PwBD under clauses 2.2 (b, c & e)	S, ST, W, RW, MF, C, SE

Abbreviations used: S=Sitting, ST=Standing, W=Walking, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, C=Communication

c) 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.

d) 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 30 November 2020.**
- (ii) Training period in any organisation 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 CSL. However, such applicants are required to upload a declaration (**as per Annexure - I**) that they have informed in writing to their employer that they have applied for the posts notified by CSL. 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 Degree endorsed in their Discharge Certificate/ Book should have working experience in the relevant discipline in the Armed Forces. Ex-servicemen claiming equivalency of Degree in discipline 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 re-employment 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 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.**

e) Application Fee:

- (i) Application fee of ₹ 1000/- (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 13 November 2020 to 30 November 2020.
- (ii) No application fee for candidates belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST) / Person with Benchmark Disabilities (PwBD). 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 e(i) above. **It is important to note that their candidature shall be considered only on receipt of application fee.**

f) How to Apply:

- (i) Applicants should go through the User Manual published on our website 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 13 November 2020 to 30 November 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 not 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 **13 November 2020 to 30 November 2020**. The last date for submission of applications through online is **30 November 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 1600hrs on the last date.**

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) 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.

- (iv) The candidature of the applicants short-listed for the tests/ Personal Interview 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 TA/DA shall be paid to the candidates for attending the selection.
- (vi) No correspondence regarding the rejection of application in case of ineligibility shall be entertained.
- (vii) **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/E-mail/CSL website (Careers page).
- (viii) 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.
- (ix) Appointment of selected candidates shall be subject to verification of character and antecedents and verification of caste certificates if applicable.
- (x) Candidates should be of sound health and satisfy the medical fitness standards as fixed by CSL. The candidates short-listed for appointment after interview should undergo a medical examination in the hospitals as prescribed by Shipyard and medical fitness further subject to certification by the Chief Medical Officer of CSL on behalf of HCSL.
- (xi) The selected candidates shall be placed at the minimum of the pay scale of the posts notified.
- (xii) CSL on behalf of HCSL 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.
- (xiii) Rank lists shall be maintained for the posts 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 CSL. The validity period of the rank list shall be upto 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.

- (xiv) 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.
- (xv) 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.
- (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 Ernakulam 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 website only.
- (xviii) For any further clarification, please contact us via e-mail career@cochinshipyard.com.

F. Important Dates

Commencement of Online Application : 13 November 2020
Last Date of Online Application : 30 November 2020

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

Sd/-
CHIEF EXECUTIVE OFFICER, HCSL