Cochin Shipyard Ltd.

USER GUIDE FOR E-RECRUITMENT

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USAGE

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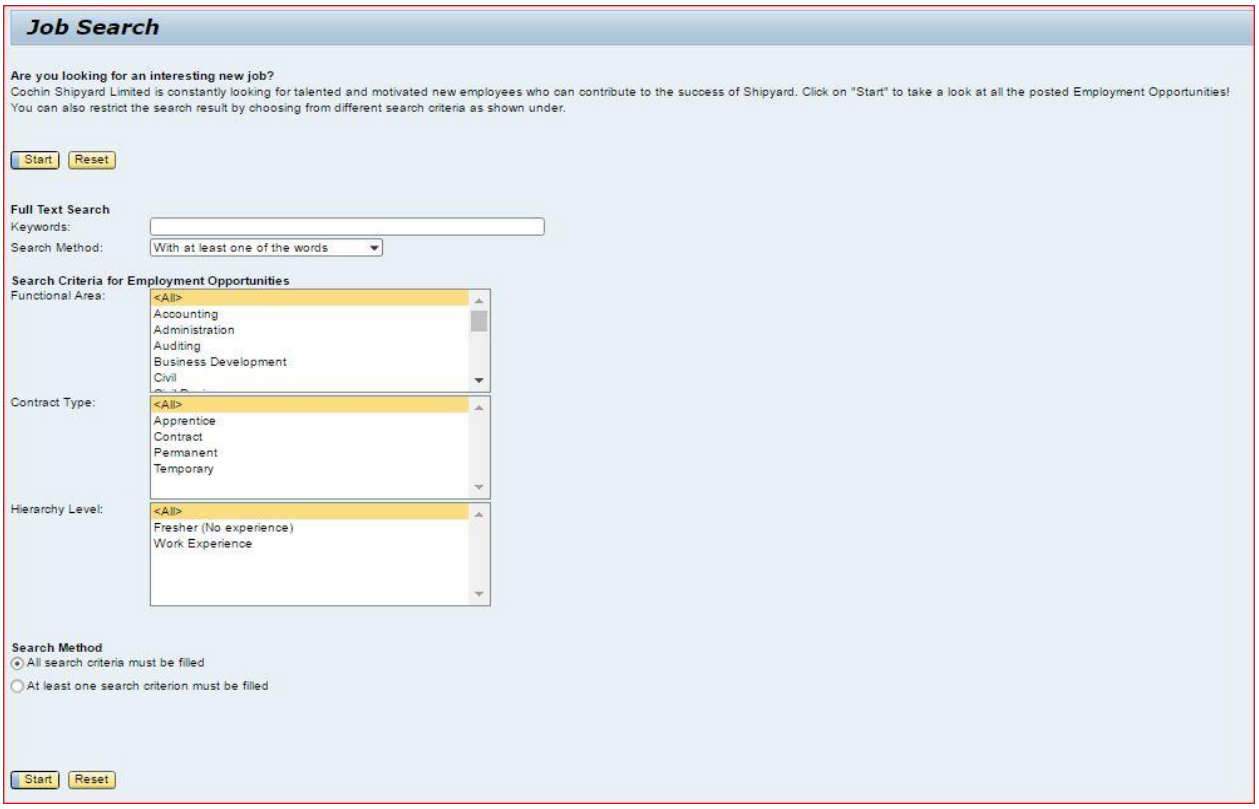
BROWSE VACANCIES/SEARCH FOR A POSITION

To search for a vacancy (without registering/logging in as a candidate), click on link on the website (www.cochinshipyard.in/Career)

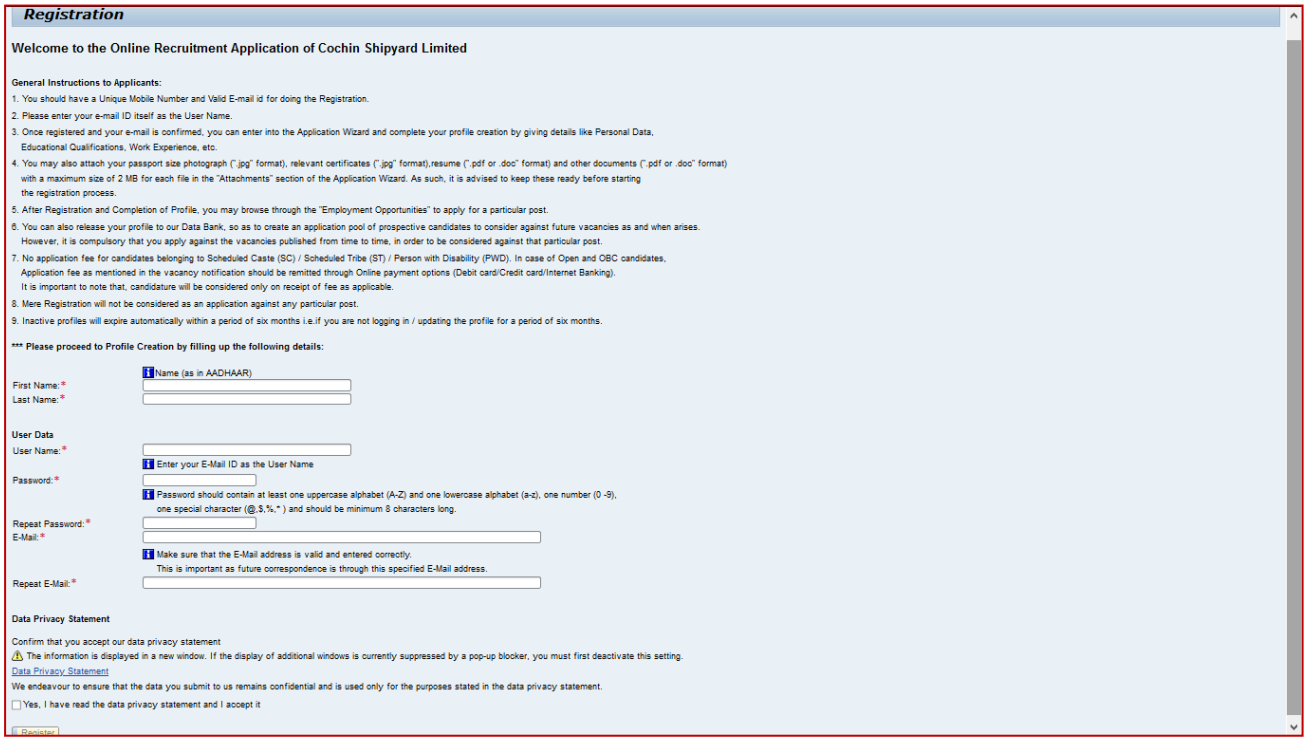
*** NOTE:** Most screens are opened and displayed in new windows. If you have suppressed the additional windows with a popup blocker, you must deactivate this for this application. The Career page will then be displayed. Choose the unit where the post is notified.

Click on "**Job Search**". The "Job Search" page is displayed.



How to register online

Click on link **"Registration"** within the page. The Registration page is displayed as follows.



Registration

Welcome to the Online Recruitment Application of Cochin Shipyard Limited

General Instructions to Applicants:

1. You should have a Unique Mobile Number and Valid E-mail id for doing the Registration.
2. Please enter your e-mail ID itself as the User Name.
3. Once registered and your e-mail is confirmed, you can enter into the Application Wizard and complete your profile creation by giving details like Personal Data, Educational Qualifications, Work Experience, etc.
4. You may also attach your passport size photograph (".jpg" format), relevant certificates (".jpg" format),resume (".pdf or .doc" format) and other documents (".pdf or .doc" format) with a maximum size of 2 MB for each file in the "Attachments" section of the Application Wizard. As such, it is advised to keep these ready before starting the registration process.
5. After Registration and Completion of Profile, you may browse through the "Employment Opportunities" to apply for a particular post.
6. You can also release your profile to our Data Bank, so as to create an application pool of prospective candidates to consider against future vacancies as and when arises. However, it is compulsory that you apply against the vacancies published from time to time, in order to be considered against that particular post.
7. No application fee for candidates belonging to Scheduled Caste (SC) / Scheduled Tribe (ST) / Person with Disability (PWD). In case of Open and OBC candidates, Application fee as mentioned in the vacancy notification should be remitted through Online payment options (Debit card/Credit card/Internet Banking). It is important to note that, candidature will be considered only on receipt of fee as applicable.
8. Mere Registration will not be considered as an application against any particular post.
9. Inactive profiles will expire automatically within a period of six months i.e.if you are not logging in / updating the profile for a period of six months.

***** Please proceed to Profile Creation by filling up the following details:**

Name (as in AADHAAR)

First Name:*

Last Name:*

User Data

User Name:*

Enter your E-Mail ID as the User Name

Password:*

Password should contain at least one uppercase alphabet (A-Z) and one lowercase alphabet (a-z), one number (0 -9), one special character (@,$,%,*) and should be minimum 8 characters long.

Repeat Password:*

E-Mail:*

Make sure that the E-Mail address is valid and entered correctly. This is important as future correspondence is through this specified E-Mail address.

Repeat E-Mail:*

Data Privacy Statement

Confirm that you accept our data privacy statement

The information is displayed in a new window. If the display of additional windows is currently suppressed by a pop-up blocker, you must first deactivate this setting.

Data Privacy Statement

We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement.

Yes, I have read the data privacy statement and I accept it

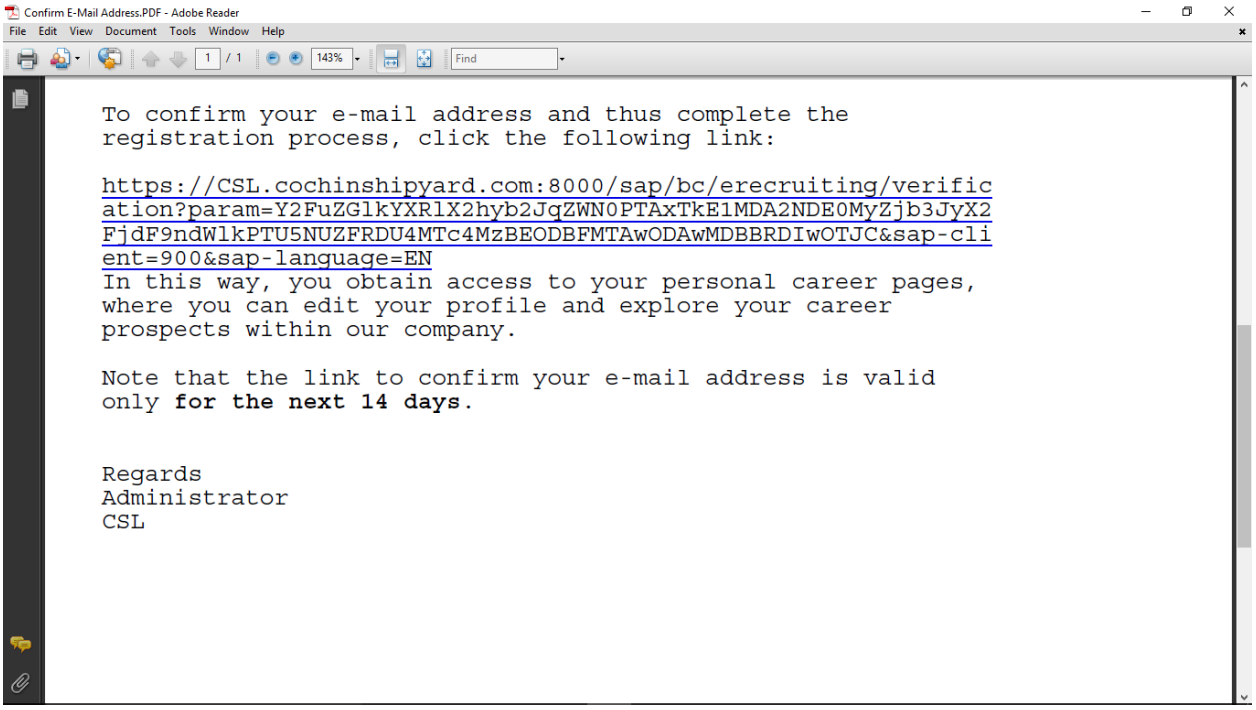
Register

Please complete the Registration Form. The fields marked with an asterisk (*) are mandatory, and are necessary for us to identify and contact you. Please note that once you have registered, you will use a username to access this site in future.

Your **Username** should be the **E-mail ID**.

The e-mail address that you enter must be unique to you, and should not belong to, or be used by other people. Please re-type it in the **"Repeat E-mail"** field to ensure that you have not made any typographical errors. Please **"Check"** the Instruction Statement. Once you have clicked **"Register",** you will be advised whether your registration has been successful. If it is not, please check the information you have submitted and rectify any errors/omissions.

If successfully registered, you will be sent an *auto generated* confirmation e-mail to the email address. Open the pdf attached to the email message, which contains a link (or url) valid for 14 days. **Copy and paste the url (shown below) contained in the pdf into a web browser.**



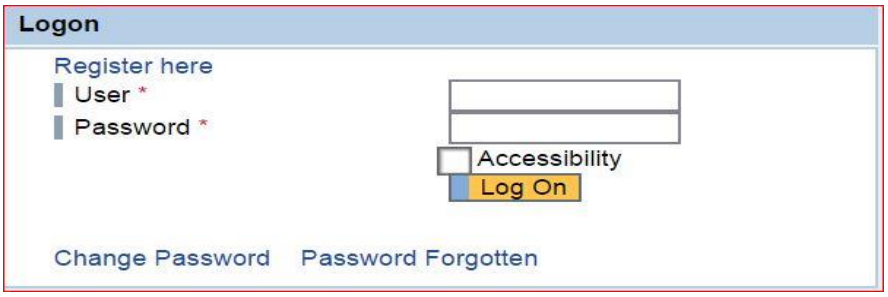
The message "**You have confirmed your email address**" will be displayed on screen once the email address is confirmed.

Once you have registered and confirmed your email address, you can use your login details (user name/ID and password) to log into the CSL's career site, which besides enabling you to apply for positions, also gives you the ability to track your application progress.
The overview page is opened with links for further navigation.

HINTS FOR REGISTERED USERS

Once you have registered in our career website, you need not register again but sign in with the username and password you have provided. To do so, open the CSL's career website and the unit where the post is notified. Click on **"Sign In"** within the page.

The login screen is displayed.



Enter your user name and password entered during registering. Click on **"Logon"** .

The **"Applicant Cockpit"** is opened.

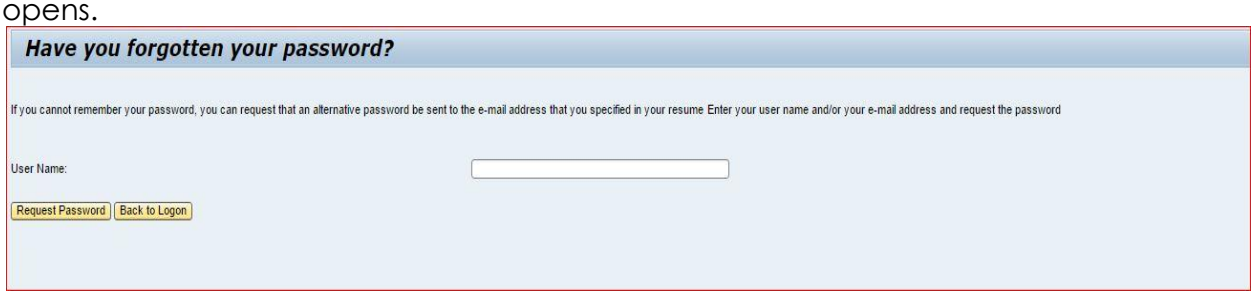
Changing Password

If you would like to change your password, you will click on **"Sign In"** link to get the login screen.
Enter your user name and your password. Click on **"Change Password"** link.

Enter your current password and your new password. Repeat your new password. Choose Change. The system checks your new password and saves it. From now on, you can log on using your new password only.

Requesting an Alternative Password

If you have forgotten your username or password click on link **"Sign In"** to get the Logon screens. Click on **"Password Forgotten"** link. The forgotten password screen opens.



Provide your User Name or Email Address in the given textbox, and then click on the **"Request Password"**. **An alternative password is auto-generated and auto sent to the e-mail address that you entered.** You can use the alternative password to regain access to your Applicant Cockpit.

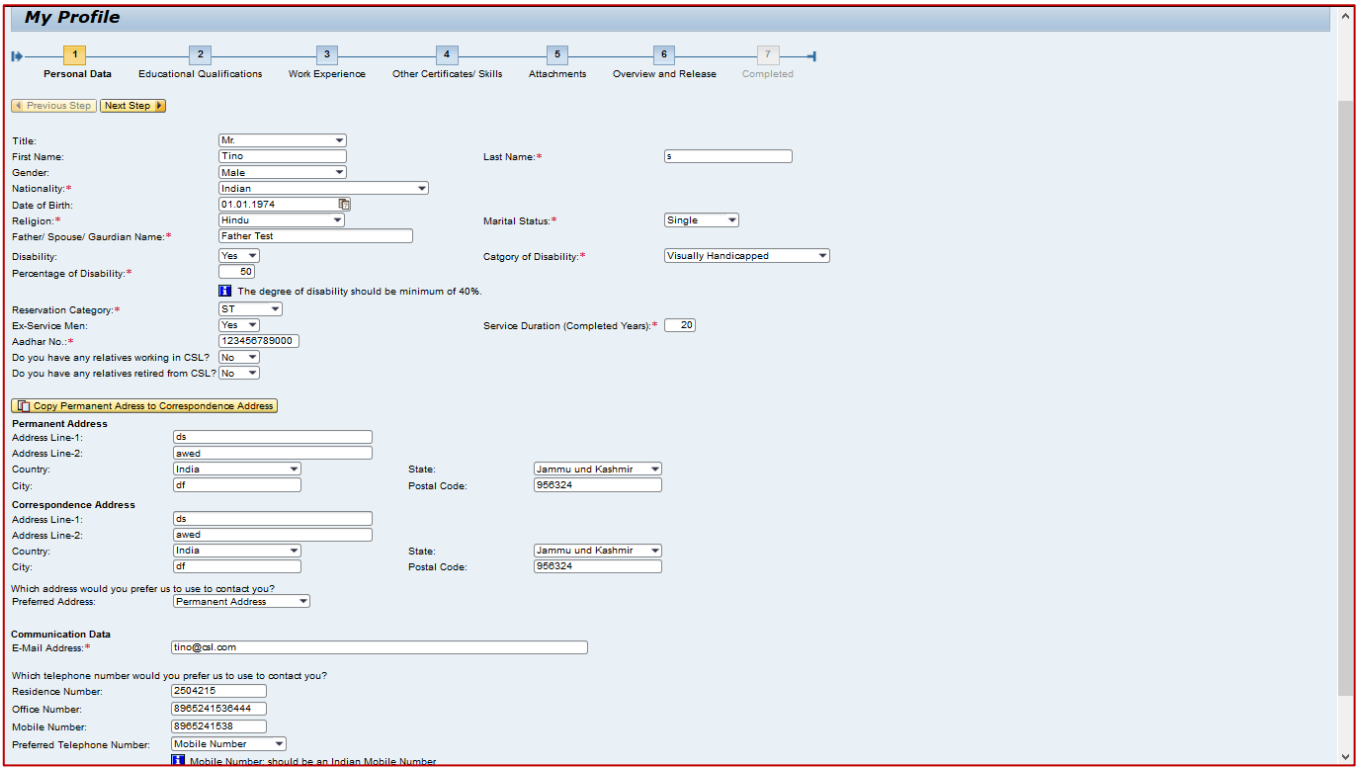
For security reasons, you should change the alternative password immediately once you have logged on successfully.
Repeated typing of wrong password may lead to locking of the profile, and in such cases wait for the auto-generated e-mails, and/or try after some time or next day.

HOW TO CREATE A PROFILE

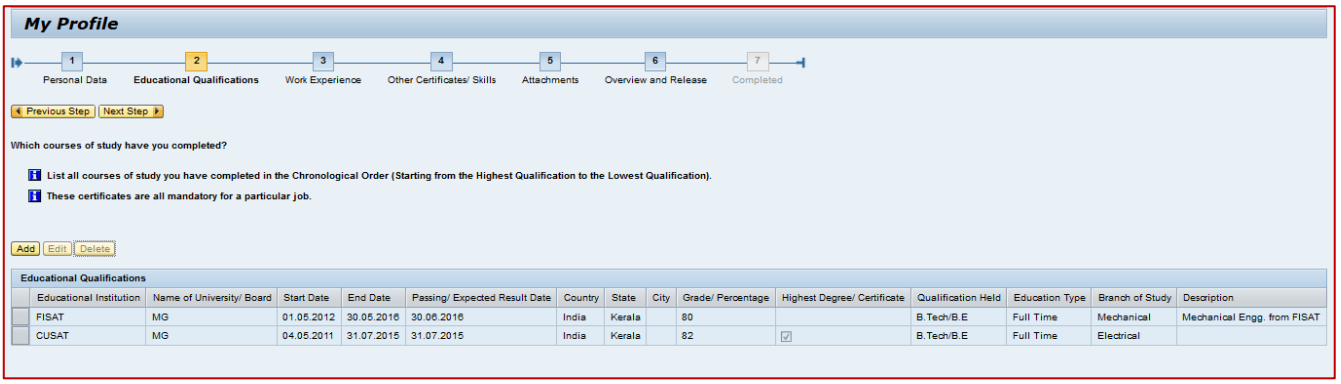
To apply for a vacancy online, you need to create an electronic résumé, complete with supporting documentation. (section - **My Profile**)

1. **Personal Data:** The "**My Profile**" page allows you to add your address and contact information. You can also update this information if it has changed.

You need not re-enter data that you already entered while registering

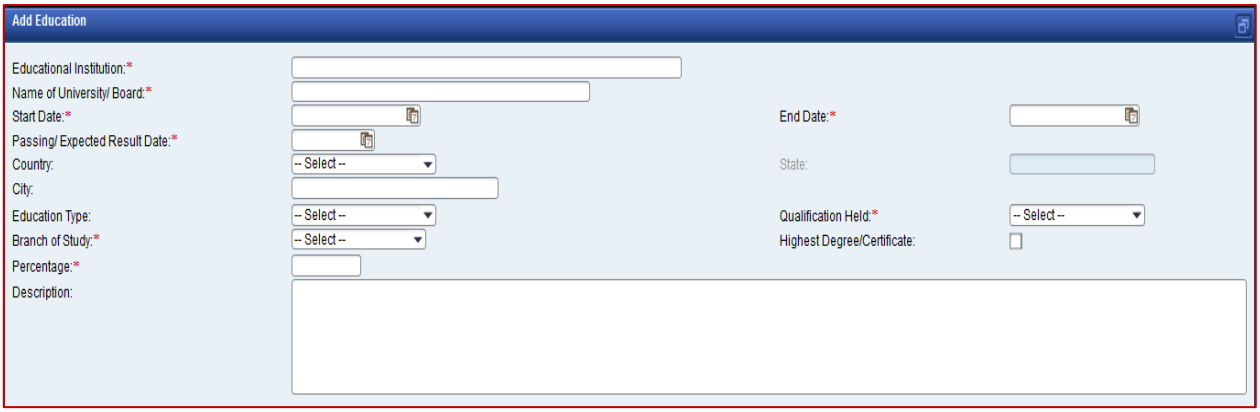


2. **Educational Qualifications:** In this page you can enter completed courses of education details.



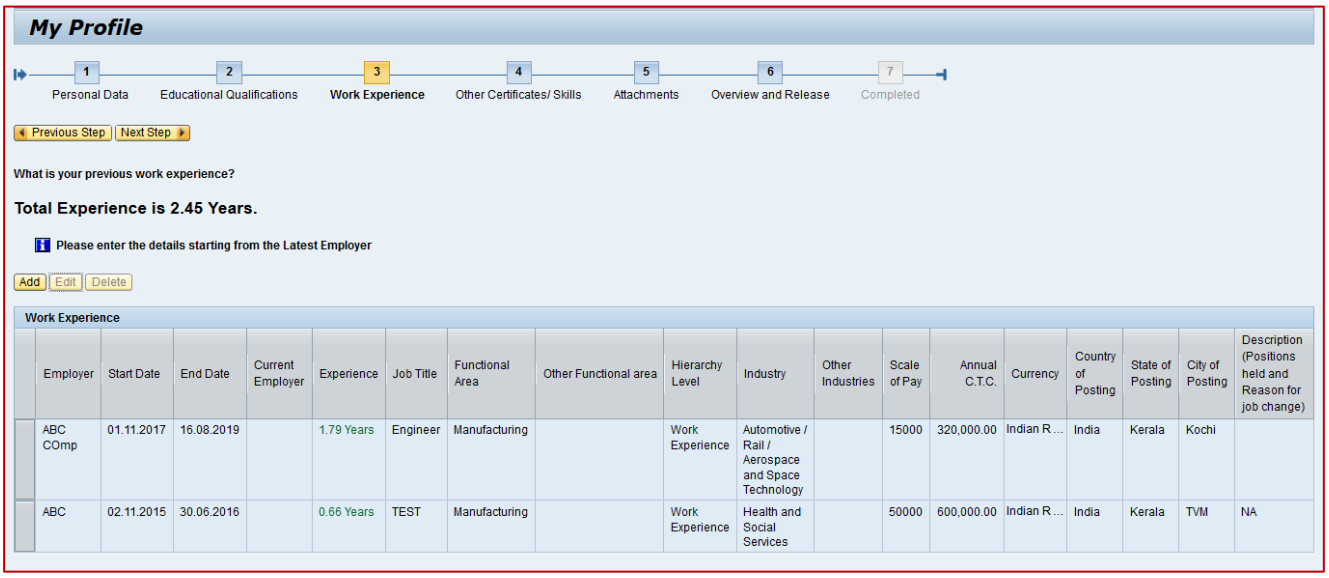
Educational Institution	Name of University/ Board	Start Date	End Date	Passing/ Expected Result Date	Country	State	City	Grade/ Percentage	Highest Degree/ Certificate	Qualification Held	Education Type	Branch of Study	Description
FISAT	MG	01.05.2012	30.05.2016	30.06.2016	India	Kerala		80		B.Tech/B.E	Full Time	Mechanical	Mechanical Engg. from FISAT
CUSAT	MG	04.05.2011	31.07.2015	31.07.2015	India	Kerala		82	☑	B.Tech/B.E	Full Time	Electrical	

Click on the "**Add**" button to enter each Qualification separately.



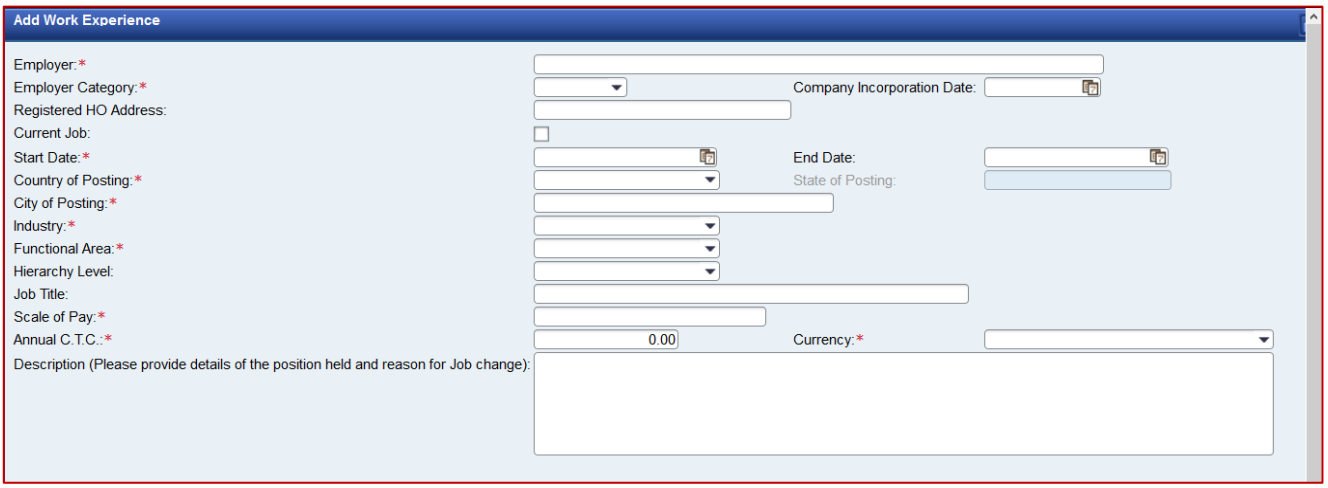
Enter the details and click on OK button.

3. **Work Experience:** This page allows you to add and update your Work Experience.



	Employer	Start Date	End Date	Current Employer	Experience	Job Title	Functional Area	Other Functional area	Hierarchy Level	Industry	Other Industries	Scale of Pay	Annual C.T.C.	Currency	Country of Posting	State of Posting	City of Posting	Description (Positions held and Reason for job change)
	ABC COmp	01.11.2017	16.08.2019		1.79 Years	Engineer	Manufacturing		Work Experience	Automotive / Rail / Aerospace and Space Technology		15000	320,000.00	Indian R ...	India	Kerala	Kochi	
	ABC	02.11.2015	30.06.2016		0.66 Years	TEST	Manufacturing		Work Experience	Health and Social Services		50000	600,000.00	Indian R ...	India	Kerala	TVM	NA

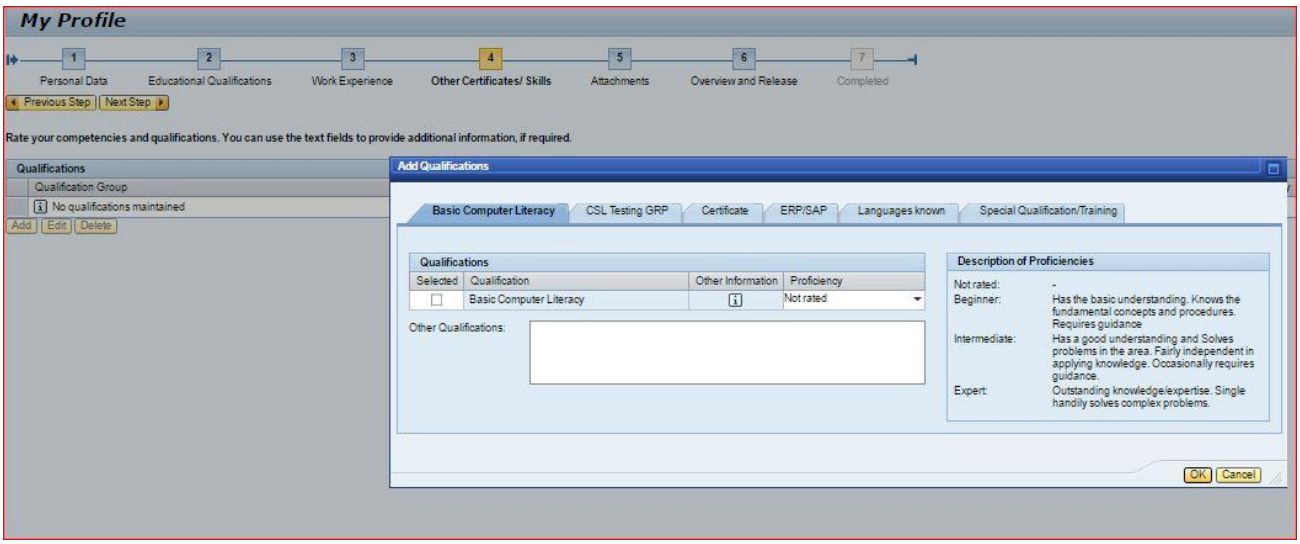
You can add each Experience details using the button **"Add"**.



Enter the details and click on OK button.

4. **Other Certificates/Skills** This page allows you to add and update your Skills / Certificates in the respective functional area.

Click on the **"Add"** button then the following window will appears. Enter the details and save.



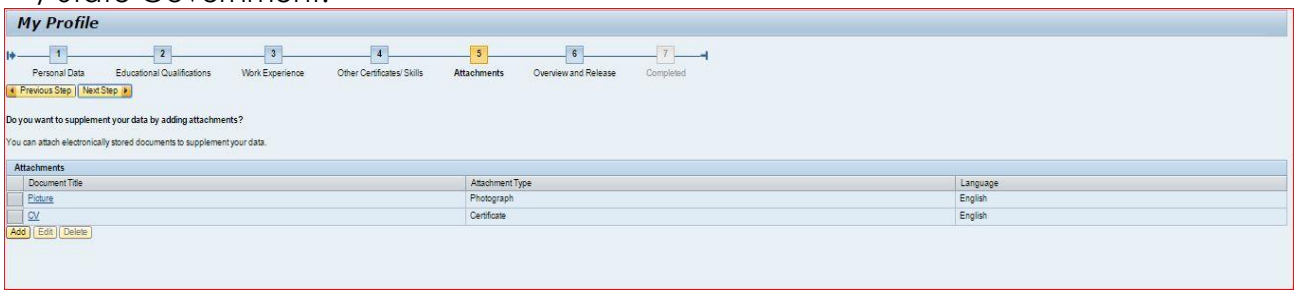
5. **Attachments:** This page allows you to upload relevant attachments to your application such as,

- Copy of SSLC/Class X/Birth certificate indicating Date of Birth.
- Copy of a **recent passport size colour photograph**.
- Copies of Mark sheets/ Certificates indicating relevant Educational Qualifications.
- Copies of Experience Certificates, indicating the date of joining as well as relieving, Appointment / Offer letter issued, latest Pay Slip / copy of last Pay drawn and CTC Certificate during the current financial year/ IT Form-16 of the previous financial year etc.
- Candidates working in Government Departments or Semi Government/ Public Sector Organisations, should upload "No Objection Certificate" from the employer or submit "No Objection Certificate" at the time of Certificate Verification/Personal Interview.
- Candidates belonging to Ex-servicemen category should upload copy of Discharge Certificate/ Pension Payment Order and all certificates indicating qualification and work experience in the relevant discipline in the Armed Forces.
- Candidates belonging to OBC (Non Creamy Layer)/SC/ST categories, should upload *valid recent community certificate* issued by the Revenue Authority not below the rank of the Thahsildar.
- Candidates belonging to EWS category should produce a *valid Income and Asset Certificate* issued by any of the following authorities in the prescribed format. This certificate shall only be accepted as proof of candidate's claim as belonging to

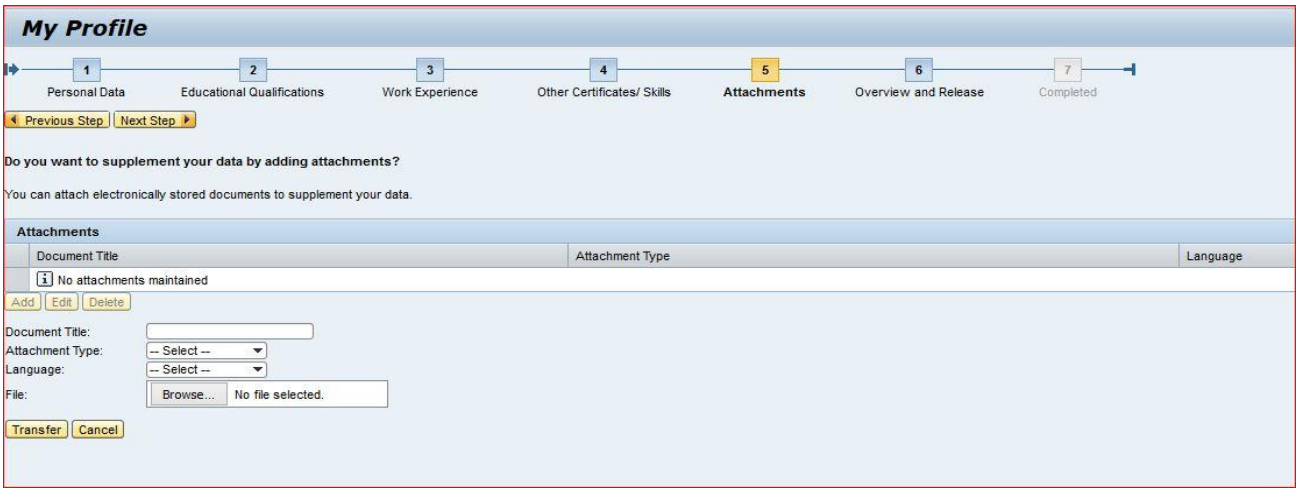
EWS, failing which their candidature will not be considered against reservation under EWS category:

a) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
c) Revenue Officer not below the rank of Tahsildar and
d) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

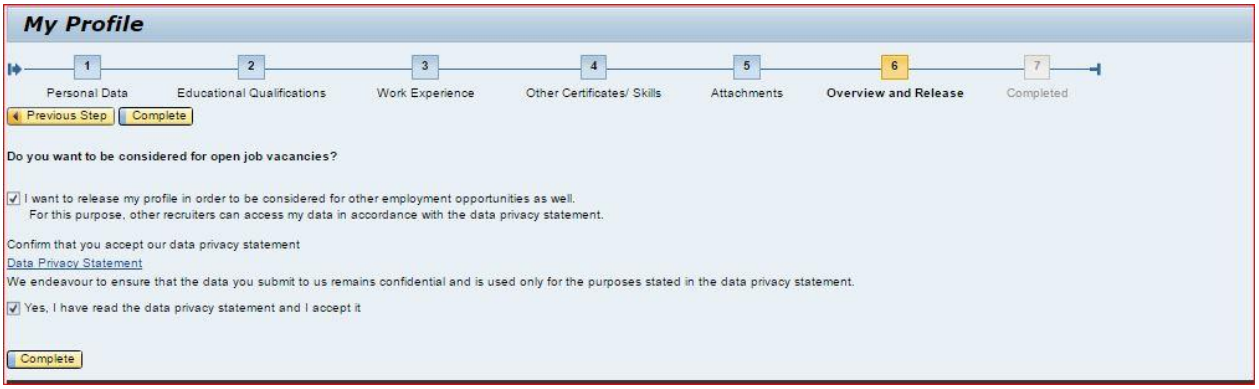
- Candidates belonging to Persons with Benchmark Disabilities, should upload *valid Certificate of disability* obtained from a notified authority by Government of India / State Government.



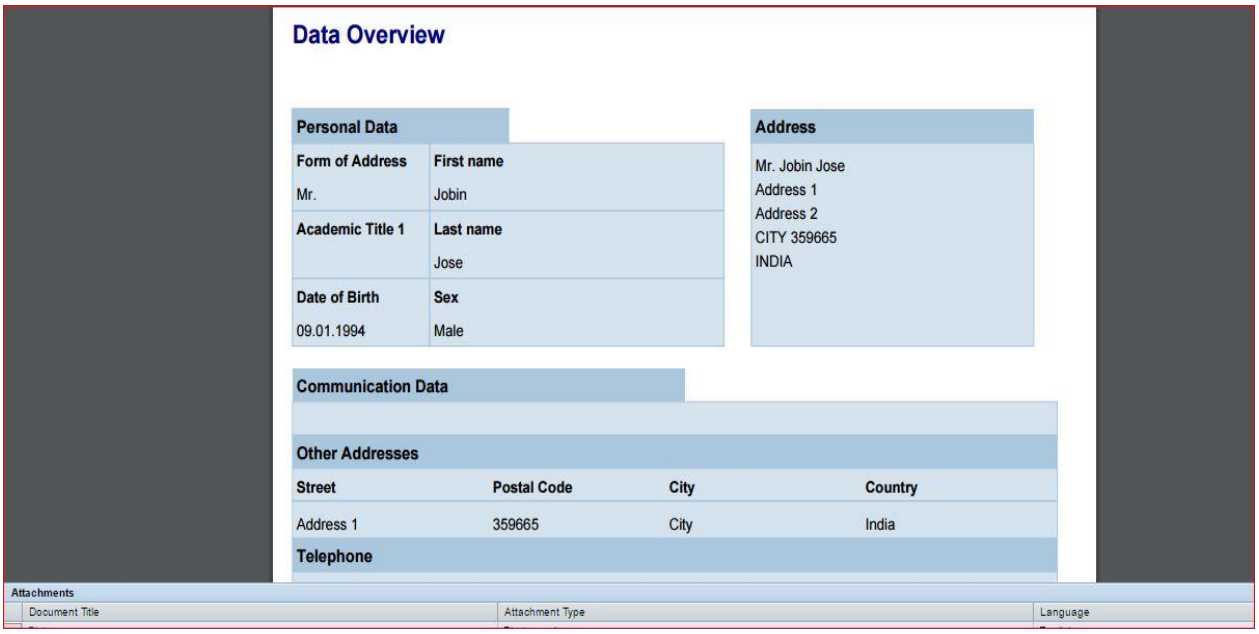
Click on the **"Add"** button to upload the details. Provide relevant details and browse the file then click on **"Transfer"** button.



6. **Overview and Release:** This page allows you to review your Profile and submit. Click on **"Complete"**, if you have completed your profile.



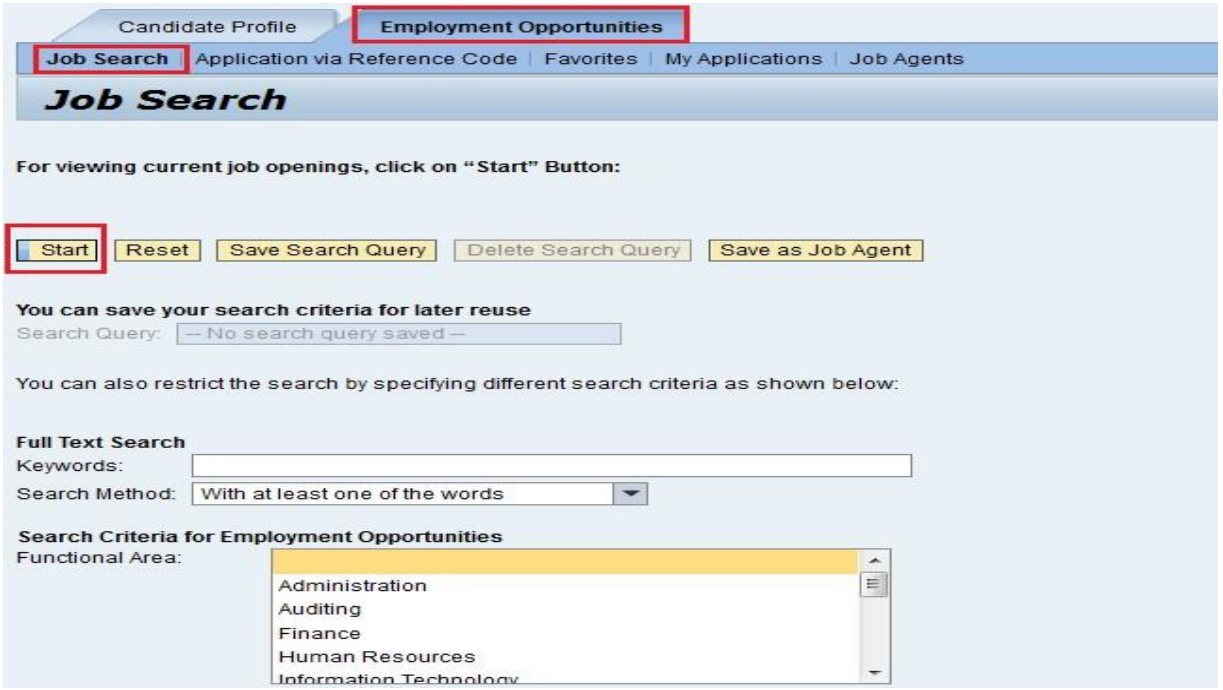
Here you can see the overview of your Profile.

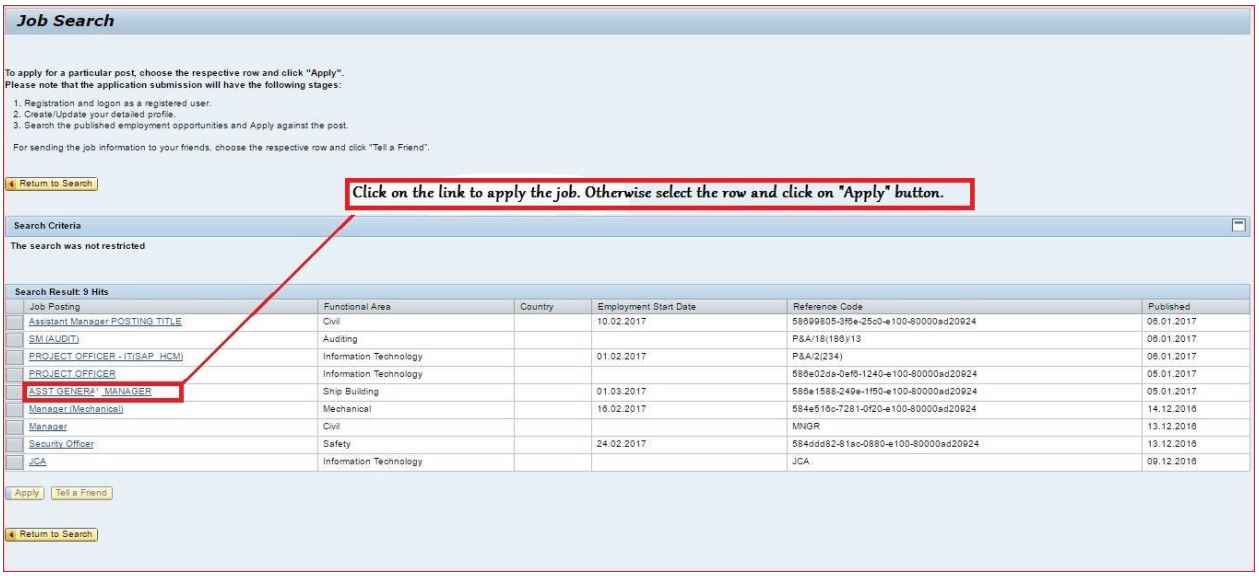


You may note that until you click on **"Complete"**, we cannot access your application and your application will be in locked mode.

Employment Opportunities

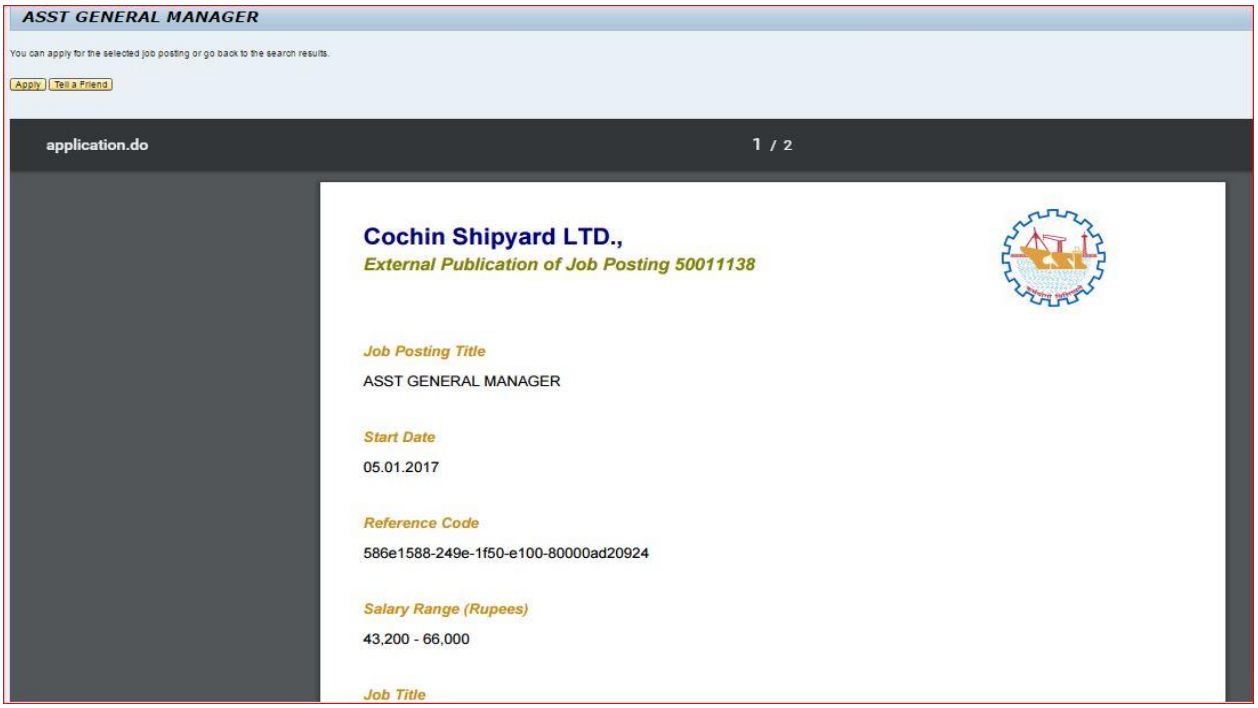
You can then click on the **"Employment Opportunities"** tab to browse our available job opportunities
Click on the **"Employment Opportunities"** tab to activate the job search window. Click on the **"Start"** button to continue.





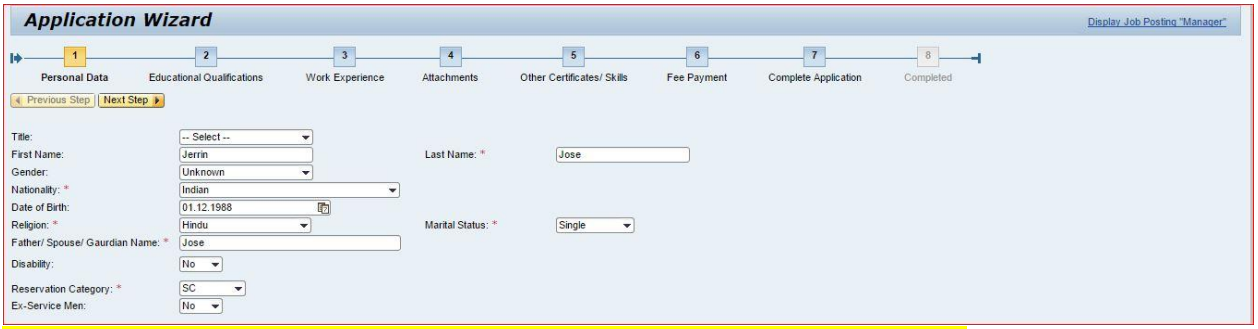
Click on the relevant job posting link to select it.

Here you can display the details of the advertised position.



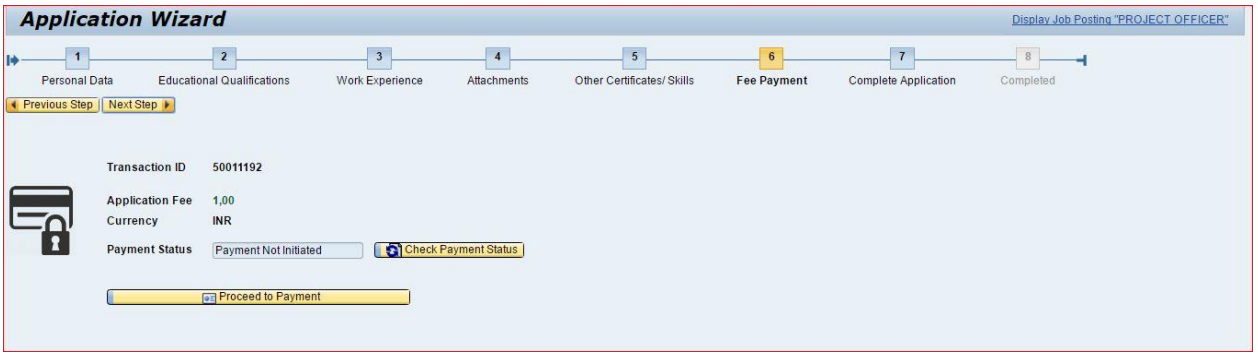
Once you have done so, click on the **"Apply"** button to start the application wizard.

Click on **"Continue"** button. Application Wizard window is now displayed.
You can now update your application before submitting it for the position you wish to apply.
Work your way through each step of the wizard to make sure that you have covered each page (steps 1 – 5) of your application.

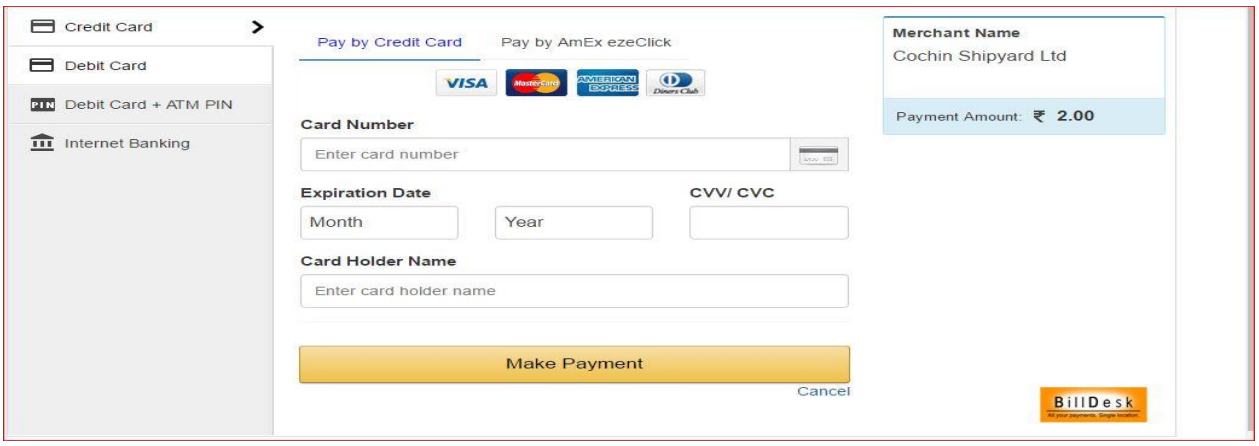


Fill in relevant questionnaire (if any) applicable for the notified posts.

Next will be the Fee Payment section.



Click on **"Proceed to Payment"** button to continue.

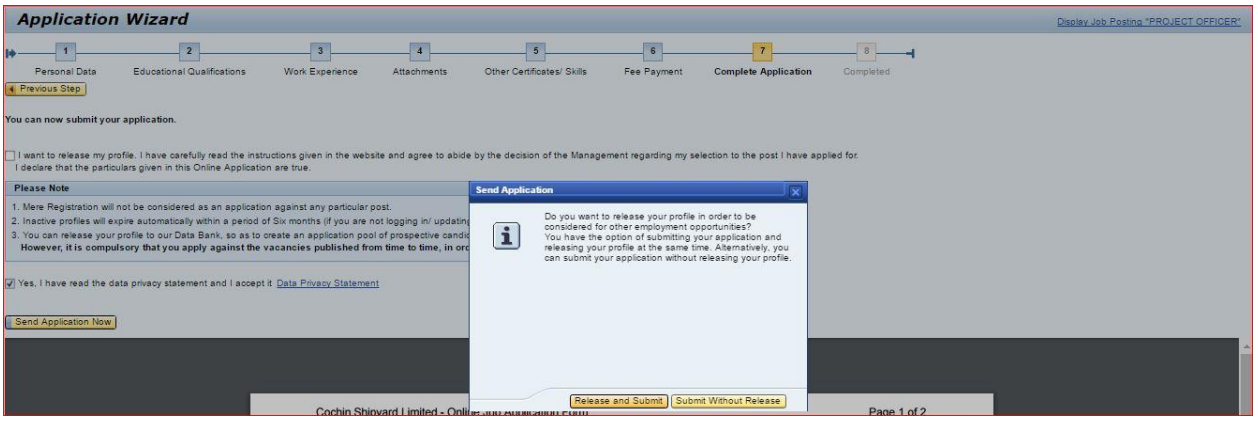


Here you can use Debit Card, Credit Card or Internet Banking for the Fee Payment.

After the Payment it will go to next level "Complete Application"

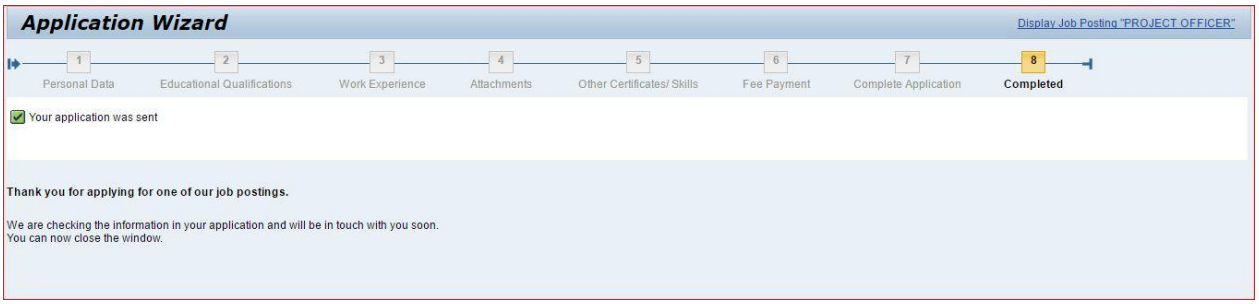
Tick the box for releasing your profile and then Click on "Send Application Now" button.

If you have not released your profile, the following message will populated.

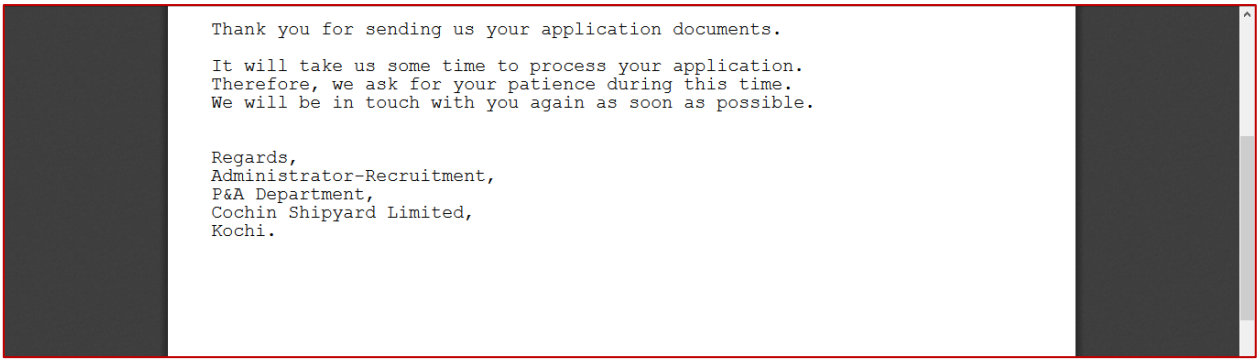


Click on **"Release and Submit"** Button.
Otherwise Recruiter can't access your profile.

Once you click on **"Send Application Now"**, the job application is completed successfully.



If successful, *an auto generated mail* will be sent to your registered e-mail address: -



Thank you for sending us your application documents.

It will take us some time to process your application.
Therefore, we ask for your patience during this time.
We will be in touch with you again as soon as possible.

Regards,
Administrator-Recruitment,
P&A Department,
Cochin Shipyard Limited,
Kochi.

You can see and download your Job Application Form with Unique Registration number from here.

Form.pdf 1 / 2

COCHIN SHIPYARD LIMITED
APPLICATION FOR PROJECT OFFICER

Registration No : 50011192

Name	: Mr. Jobin Jose		
Mobile Number (India)	: 9875625425		
Email ID	: jobin@csl.com		
State	: Kerala		
City	: City		
Name of Father/Guardian	: Jose		
Date of Birth	: 09.01.1994		
Gender	: Male		
Age	: 22 Years 11 Months 29 Days		
Marital Status	: Single		
Category	: Christian		
Reservation - Caste	: SC	Person with Disability	: NA
Exserviceman	: No	Period of service	:

Attachments

Document Title	Attachment Type	Language
Picture	Photograph	English
CV	Certificate	English

If successfully submitted, the application status in the "**My Applications**" window shall be "**In Process**".

HOW TO DELETE/WITHDRAW AN APPLICATION

Open your **"Employment opportunities"** Tab. Click on link **"My Applications"**.

The **"My Applications"** window is displayed.

Click to select the **"Job Posting Selection Box"** button to highlight the application you would like to delete/withdraw. Click on the **"Delete/Withdraw"** button to withdraw your application.

If you have selected a job posting with status **"Draft"**, the system will allow you to delete the complete application. Once you withdraw your application with status **"In Process"** , then the status of your application has changed to Withdrawn.

Once you have been shortlisted for any position you cannot delete/withdraw your application.

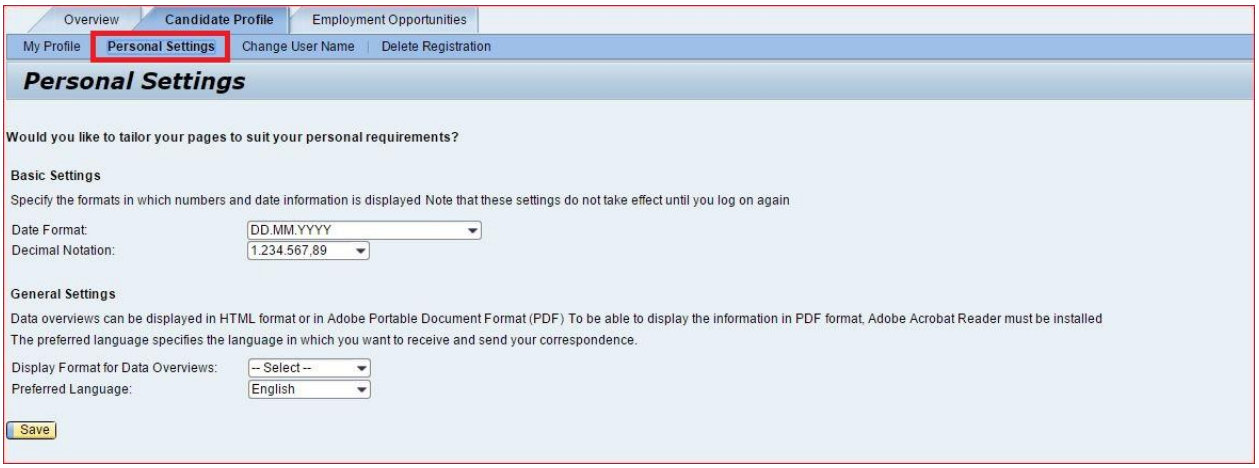
If you are not download your Application Form, then here is a provision to download it by selecting the desired job and click on "Download Application".

HOW TO CHECK THE STATUS OF YOUR APPLICATION

Click on the **"My Applications"** link in the **"Employment opportunities "** Tab. You can now see the status of your applications.

HOW TO MAINTAIN YOUR PERSONAL SETTINGS

Open the **"Candidate Profile "** Tab.
Click on the **"Personal Settings"** link to display the following window under **"Candidate Profile"**:



Click the **"Date Format"** drop-down list button to select your preferred **"Date Format"**. You can also change the decimal notation, should you wish, by clicking on the **"Decimal Notation"** drop-down list.

The "Preferred Language" option allows you to select the language in which you wish to send and receive your correspondence regarding your application.

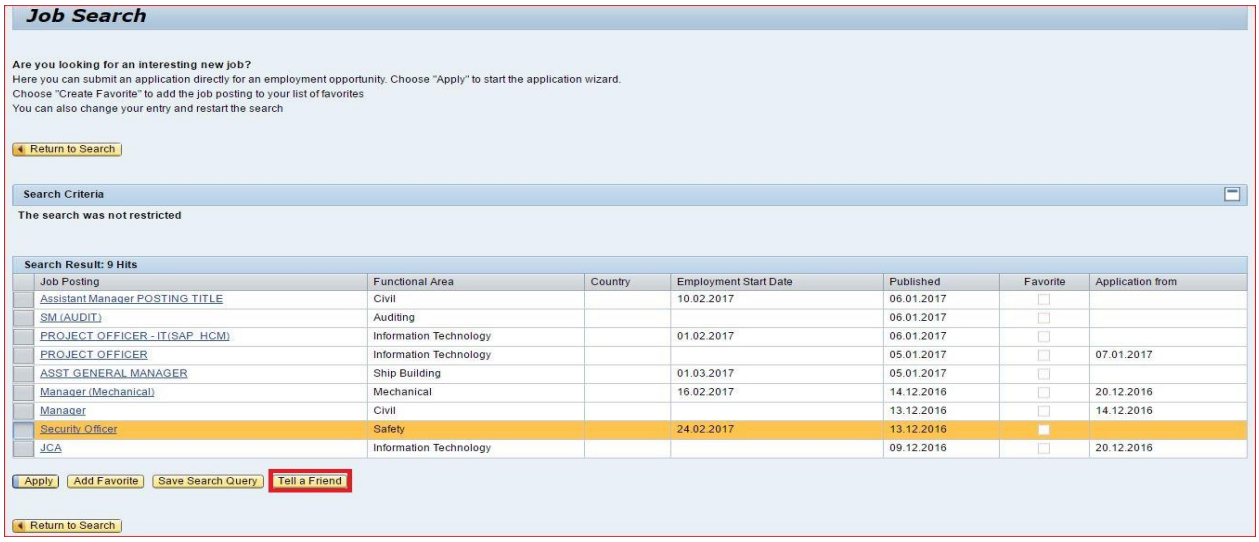
Once you have chosen, click the **"Save"** button to save the changes. The **"Personal Settings"** window will then be displayed again, and a message indicating that the data has been saved will be displayed.

RECOMMENDATION OF JOB POSTING (TELL A FRIEND)

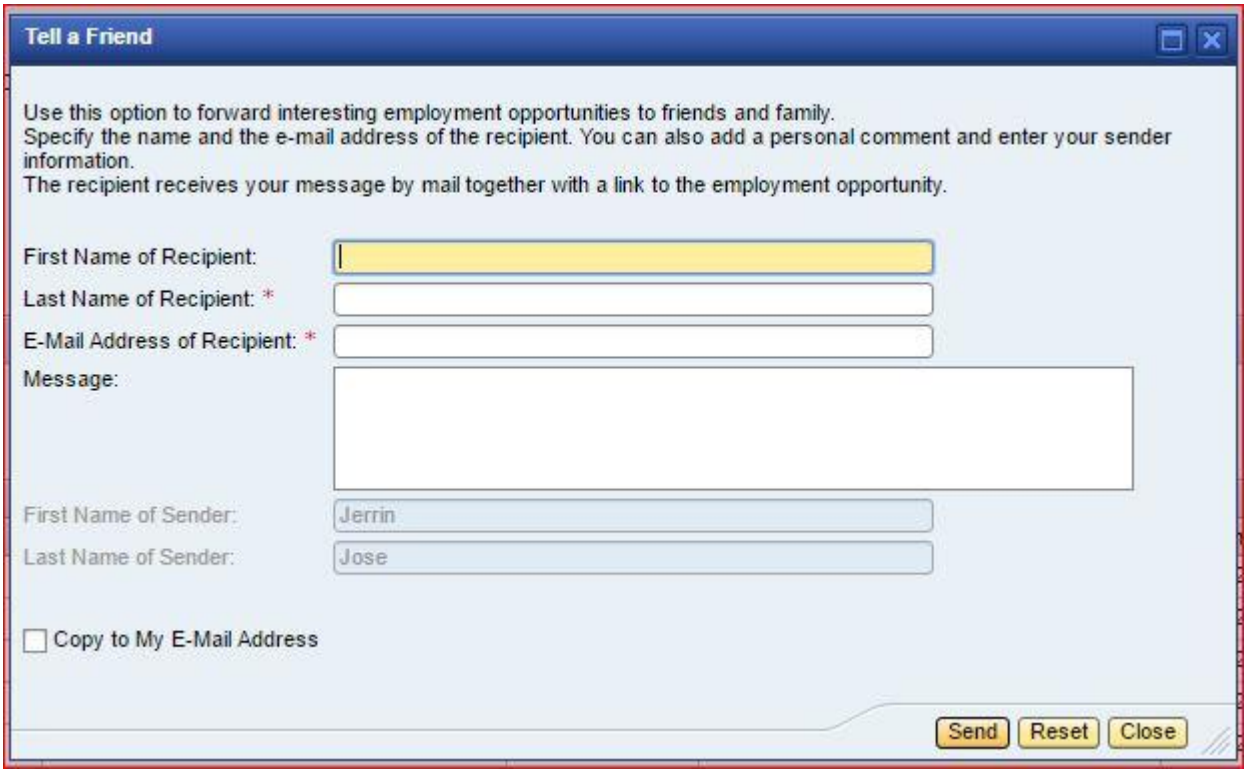
You can use this process to forward to other people/friends an interesting job posting that you found using the search. The recipient receives an e-mail containing a link to the relevant job posting. The recipient can display the job posting via the link and then apply online if they are interested and meet the requirements. Click on the **"Employment Opportunities"** tab to activate the Job Search window. Click on the **"Start"** button to continue.

Click on the relevant job posting link to select it. Look at the job posting and decide if it could be of interest to someone you know.

If you want to recommend, then click on **"Tell a Friend"** button.



The Tell a Friend screen opens in a new window.



You can give the details of your friend here. If you tick the box **"Copy to My E-Mail Address"** then you will get the link.
After clicking on **"Send"** button, your friend receives an e-mail. This includes, among other things, the text entered by you and the link to the current job posting.

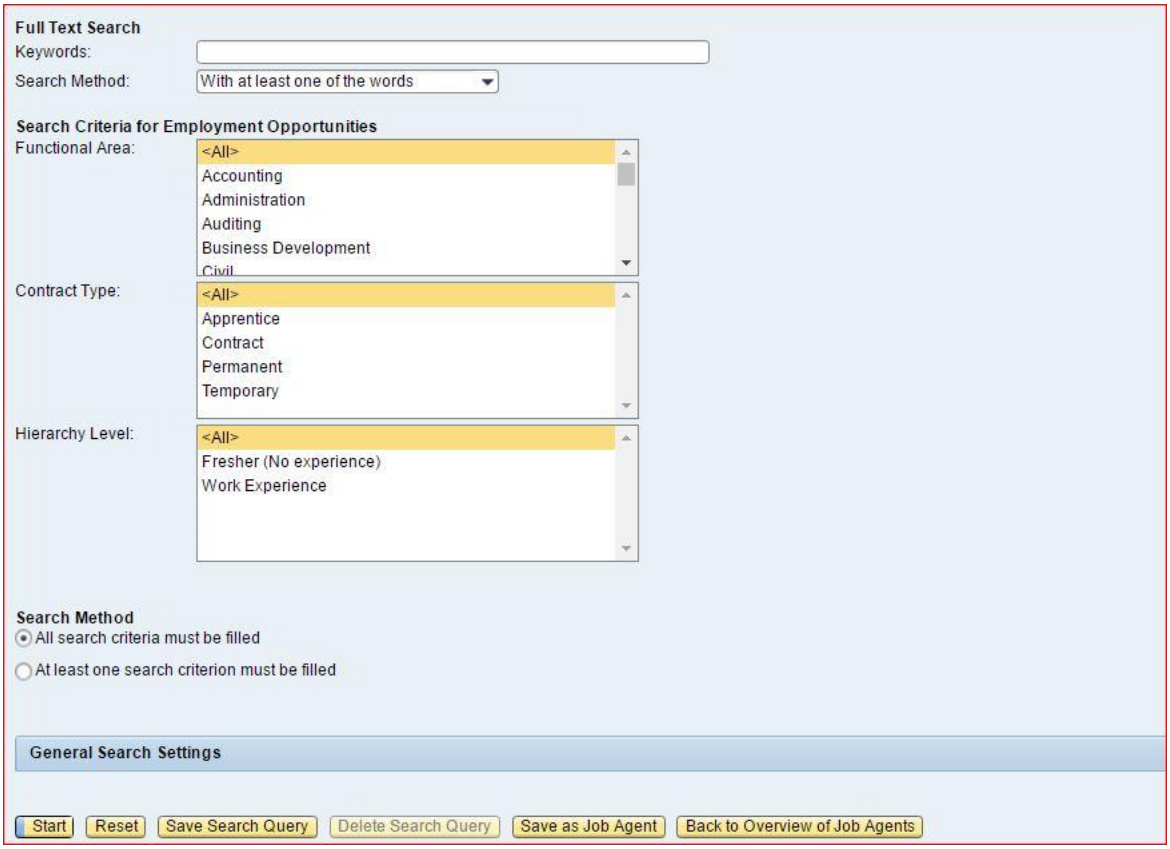
Your friend uses the link to look at the job posting and apply if interested.

NOTIFICATION OF RELEVANT EMPLOYMENT OPPORTUNITIES (JOB AGENT)

You can use this process to receive information regularly and automatically about employment opportunities that meet the search criteria defined by you. You can also specify that the system automatically inform you about employment opportunities that meet the criteria for a new work relationship defined in your candidate profile.
Click on the **"Job Agents"** view to activate the job agents' window.

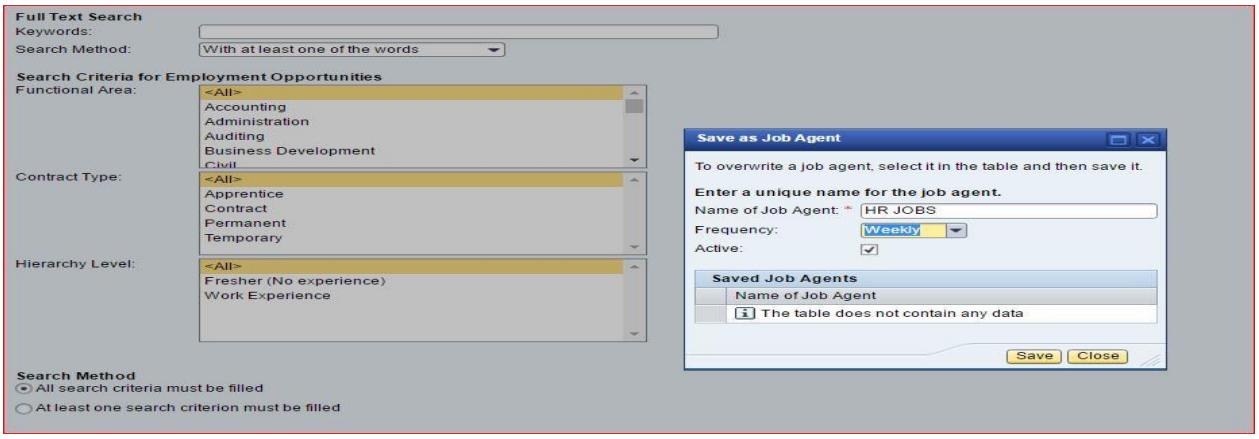
Click on **"Add"** button to create a new job agent.

The Job Search view appears.



Define your search criteria and click on **"Save as Job Agent"**.

The **"Save as Job Agent"** views opens in a new window.



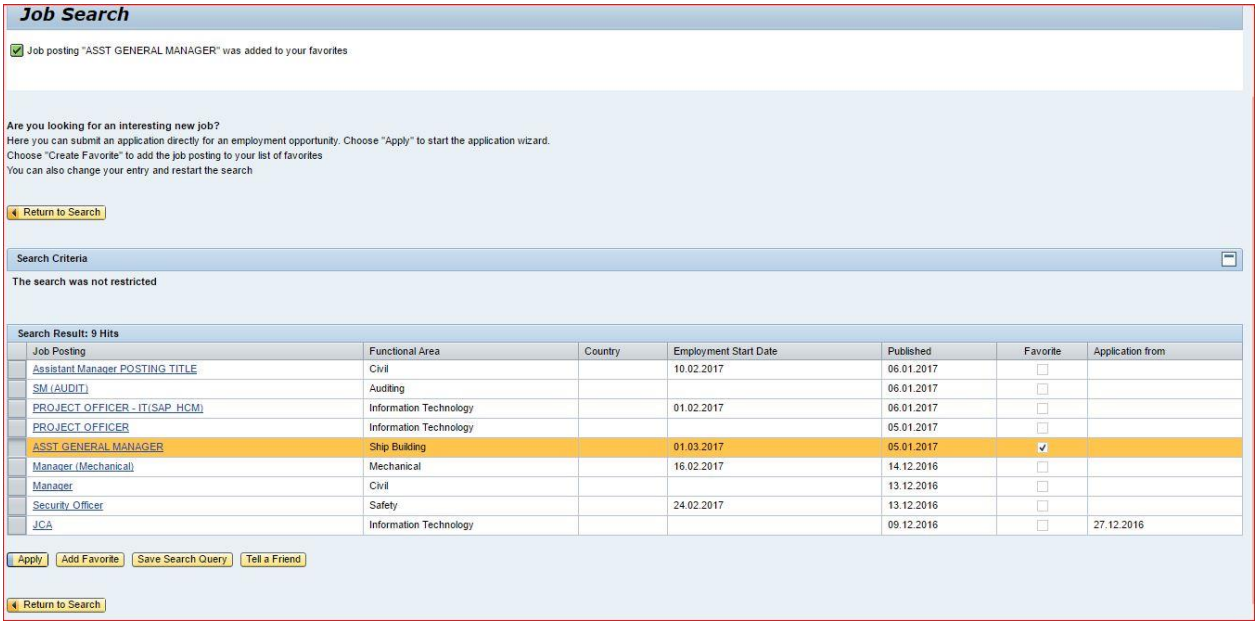
Assign a name, define the frequency with which the job agent is run, activate the job agent, and save your entries by clicking on **"Save"** button.

The system displays the list of all job agents already defined including the newly created one. You can adjust at any time the frequency with which the job agent searches for employment opportunities and the status of the job agent in the list. You then have to save your entries. You can select the job agent and click on **"Edit"** to change the search parameters. You can define up to a maximum of three job agents in the system.

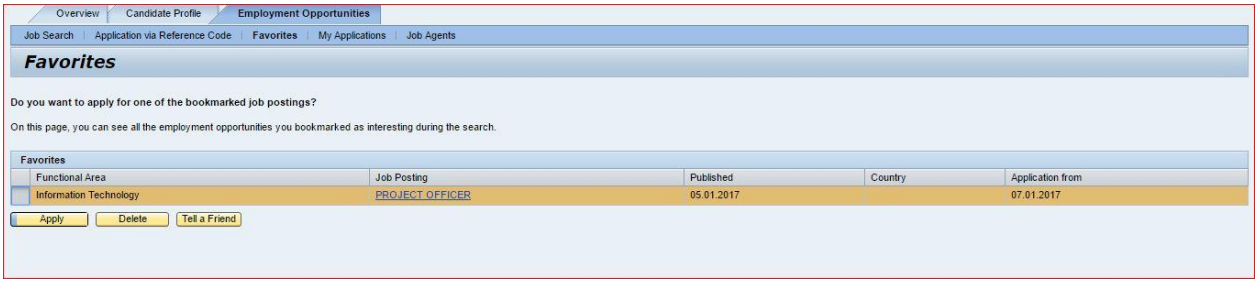
FAVORITES

You can create a list of favorites in which you store jobs that you have flagged as interesting. You can apply for jobs directly from these job postings without searching again. To search for jobs and mark them as favorites, click on the **"Employment Opportunities"** tab to activate the job search window.

Click on the **"Start"** button to continue.
The Employment Opportunities - Search Criteria window is now displayed.



Select the desired job and click on **"Add Favourite"** button. Then Job posting will added in to your Favourites.



In order to avoid heavy traffic in website on the last date that may result in non-submission of application, candidates are advised to log in to CSL website and submit applications well in advance before the last date. Those who apply through the SAP application portal on the last date of application may not get any troubleshooting assistance / technical support by e-mail / phone after 1600hrs on the last date.

FOR FURTHER CLARIFICATION/ GUIDANCE/ FEEDBACK CONTACT Personnel and Administration department

a) For matters related to **apprenticeship training**,
Email : apprenticeship@cochinshipyard.in
Phone: 0484 -250 1985

b) For matters related to **recruitment** of regular & contractual posts,
Email : career@cochinshipyard.in
Phone: 0484 -250 1221

c) For matters related to **joining formalities of regular executive & supervisory** posts,
Email : career.regular@cochinshipyard.in
Phone: 0484 -250 1985

d) For matters related to **joining formalities of regular workmen** posts,
Email : career.regular@cochinshipyard.in
Phone: 0484 -250 1284

e) For matters related to **joining formalities of contractual executive & supervisory** posts,

Email : career.contract@cochinshipyard.in
Phone: 0484 -250 1985

f) For matters related to **joining formalities of contractual workmen** posts,

Email : career.contract@cochinshipyard.in
Phone: 0484 -250 1284

Contact between 8:30AM to 3.30PM on all working days
(All Sundays, Second & Fourth Saturdays are holidays)