

COCHIN SHIPYARD LIMITED
KOCHI-682015
(P&A Department)

No. P&A/18(220)/2020

28 Feb 2020

Cochin Shipyard Limited (CSL), a listed premier Mini Ratna Company of Government of India, invites **Online Applications** from young professionals, for filling up the post of **Executive Trainee** in the following discipline:

A. Discipline, Vacancies and Educational Qualification

Sl. No	Discipline	No. of vacancies/ Reservation Breakup	Educational Qualification
1.	Information Technology	4 posts (1 UR, 1 EWS, 1 OBC, 1 ST)	Essential:- Degree in Engineering in Computer Science/ Information Technology with 65% marks from a recognized university OR Masters Degree in Computer Applications/ Computer Science/ Information Technology with minimum of 65% marks from a recognized university. Desirable:- Valid Certification from reputed agencies/organizations on Programming Language/DBMS/Networking/ERP Systems.

The candidates after appointment are liable to be posted in Kochi /anywhere in projects in India or abroad.

B. Compensation and Benefits

The candidate selected as Executive Trainee shall have to undergo one year training during which the trainee shall be paid a consolidated monthly stipend of ₹ 50,000/-. If required, the trainee would be retained for extra hours of training beyond normal working hours and on closed holidays, and in such cases would be paid an additional stipend limited to a maximum of ₹ 3000/-pm. On successful completion of one year training, the Executive Trainees shall be considered for appointment as Assistant Manager in E-1 Grade in the scale of pay of ₹ 40000-3%-140000 and pay fixed at the start of the scale. In addition to Basic Pay, the candidate shall be eligible for Industrial Dearness Allowance as applicable, HRA @ 16% of Basic pay, Perks upto 35% of Basic Pay, Contributory Provident Fund Scheme, Accident Insurance coverage, Leave Encashment, Reimbursement of Medical expenses under the Contributory Medical Insurance policy, Performance Payment etc as admissible. The CTC per annum at the minimum of the scale as on date works out to ₹ 12 Lakhs approx.

C. Age limit as on 08 April 2020

- (i) **The upper age limit prescribed for the post shall be 27 years as on 08 April 2020.** The upper age limit is relaxable by 3 years for OBC (Non Creamy Layer) candidates and 5 years for ST candidates in post reserved for them. The upper age is relaxable by 10 years for Persons with Benchmark Disabilities (PwBD).

- (ii) The date of birth as recorded in the Birth Certificate/Matriculation/Secondary Examination Certificate/Aadhar Card/Passport shall only be accepted. In case of discrepancy in date of birth recorded in other certificates, the Date of Birth recorded in Aadhar Card shall be taken.

D. Method of Selection

- (i) The selection process comprises of two phases:

(a) **Phase-I - Objective Type Online Test (60 marks)**

The Online Test shall be of **60 Minutes duration comprising of 60 Multiple Choice Questions** in the areas of General Awareness (5 Marks), English Language (5 marks), Numerical Ability (5 marks), Reasoning Ability (5 marks) and Subject Based (40 marks). Each question carries one mark and there shall be no negative marks.

(b) **Phase-II - Group Discussion (GD), Writing Skills and Personal Interview (40 marks)**

- (ii) Marks are assigned to the following parameters for preparing the merit list of selection:

(a)	Objective Type Online Test	:	60 marks
(b)	Group Discussion (GD)	:	10 marks
(c)	Writing Skills	:	10 marks
(d)	Personal Interview	:	20 marks

Total : 100 marks

- (iii) Depending upon the number of online applications, the selection process shall be held at Cochin Shipyard Limited, Kochi or at any other place in Kochi/ Kerala.
- (iv) For the certificate verification prior to Phase-II (GD, Writing Skills and Personal Interview), candidates shall be short listed in the ratio of 1:6 for each post based on the marks secured by the candidates in online test in the order of merit/reservation of post. Discipline wise merit lists shall be prepared on the basis of marks secured by candidates in the online test. In case, same marks secured by more than one candidate, marks scored in the subject part of the online test shall be 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.
- (v) However, CSL reserves the right to fix minimum marks for pass in the online test for the purpose of short listing candidates for the Group Discussion / Personal Interview and in such cases, the ratio of short-listing may be less than 1:6.

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) candidates shall apply.

- (ii) Candidates belonging to ST or OBC (Non Creamy Layer), applying against reserved vacancies, should produce a valid community certificate issued by the Revenue Authority not below the rank of the Tahsildar, failing which their candidature shall not be considered against the reserved post, and for other concessions/relaxations applicable to the categories.
- (iii) In the case of Persons With Benchmark Disabilities, the degree of disability should be minimum of 40%. The candidate should upload valid Certificate of disability to this effect in the prescribed format obtained from a notified authority by Government of India / State Government.
- (iv) 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 shall not be considered against reservation under EWS category:
- 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.
 - Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
 - Revenue Officer not below the rank of Tahsildar and
 - Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

b. Physical Requirements for Persons with Benchmark Disabilities (PwBD) for the post:

Sl. No	Discipline	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)	Information Technology	Categories of PwBD under clauses 2.2 (a, b, c & e)	S, ST, RW, MF, SE, H

Abbreviations used: S=Sitting, ST=Standing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing

c. Qualification:

- (i) The minimum qualification stipulated for the post must be from a University/ Institute recognized by AICTE/ appropriate statutory authority in India.
- (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) Some Universities/Institutes do not award Class or Percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI, etc.). In case University/Institute 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 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. The candidate should specifically indicate the percentage of marks obtained (calculated to the nearest two decimals). Candidate shall have to produce equivalent certificate/document issued by the University evidencing equivalent percentage of marks when called for certificate verification.
- (iv) Students appearing for Final year/semester of the Qualifying course indicated at Para A above, can also apply by giving their aggregate marks scored in all the previous semesters. Such candidates, if shortlisted, after the online test should submit documentary proof of having completed the qualifying degree with required percentage of marks specified in this Advertisement at the time of certificate verification. Date of verification of certificates / GD/ interview shall be notified on CSL Website in due course.

d. Service Agreement:

- (i) The selected candidates are required to execute a Service Agreement to serve CSL at least for a period of five years after successful completion of the training and execute a Service Agreement to pay an amount of ₹ 5 Lakhs (Rupees Five lakhs) to CSL for violation of the agreement as liquidated damages.

e. Documents to be uploaded Online:

- (i) Candidates are required to ensure that all certificates towards proof of age, qualification, caste, disability etc and a recent passport size colour photograph, signature are ready for uploading before commencement of the online application process. **Copies of certificates / mark sheets in proof of all relevant educational qualifications, certificates in proof of age, caste, disability etc should be uploaded, failing which their candidature shall not be considered.**
- (ii) In case of candidates working in Government Departments or Semi Government/ Public Sector Organisations, they should follow rules / procedures applicable in their organisations for applying for outside employment. Such candidates if selected, should join for duty on the date specified in the offer of appointment after being relieved by the employer.

f. Application fee:

- (i) Application fee of ₹ 750/-**(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 the Online application portal from **04 March 2020 to 08 April 2020. No other mode of payment shall be accepted.**
- (ii) **No application fee for candidates belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST) / Person with Benchmark Disability (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. **It is important to note that their candidature shall be considered only on receipt of application fee.**

g. How to Apply:

- (i) Applicants should go through the User Manual and FAQ published in 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 may submit their application. The facility to submit their application can be accessed through our website www.cochinshipyard.com (Careers page) from 04 March 2020 to 08 April 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, 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, 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 note that incomplete applications shall not be considered.**
- (vii) After applying through online, candidates 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 for the purpose of submitting applications from 04 March 2020 and the last date for submission of applications through online is 08 April 2020. 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 on the last date of

application may not get any troubleshooting assistance / technical support in the SAP application portal after 1700hrs on the last date.

h. General:

- (i) **Depending upon number of online applications received for the post, Shipyard reserves the right to stipulate a higher cut off mark than the minimum eligibility marks stipulated in the qualifying examination for the post and accordingly short-list candidates for consideration for selection.**
- (ii) **Candidates are advised to make sure that they are meeting the eligibility requirements as per the vacancy notification for the post before submitting the applications.**
- (iii) Shipyard reserves the right to call for any additional documentary evidence from candidates in support of educational qualification/ 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) Application must be complete in all respects as per this Notification vis-a-vis other instructions issued by CSL. **Please note that incomplete applications shall not be considered.**
- (v) Candidates belonging to PwBD and requiring the service of scribe for attending the online test should bring valid certificate issued by notified authority for proof of disability.
- (vi) Candidates should bring a photo identity proof (in original) like Aadhar, Driving Licence, Voter ID etc, print out of online job application form (possessing unique registration number) duly signed, and all original certificates towards proof of age, qualification, caste, disability etc along with self-attested copies of these certificates, for verification at the time of Interview/GD and their candidature shall be considered on the strength of the original certificates. In case of failure to produce the original certificates at the time of verification, the candidature shall be rejected.
- (vii) Candidates who are working in Government Departments or Semi Government/ Public Sector Organisations, should submit **“No Objection Certificate”** from the employer at the time of the certificate verification /interview, **failing which they shall not be allowed to attend the interview and their candidature shall be cancelled/ rejected.**
- (viii) Candidates who fail to produce the original certificates and mark sheets during the certificate verification process shall not be allowed to attend the Group Discussion (GD), Writing Skills and Personal Interview (Phase-II).
- (ix) No travelling allowance shall be paid to any candidates for appearing for the Objective type test. However, SC/ST/PwBD candidates appearing for the certificate verification

- shall be reimbursed single to & fro third AC rail fare as admissible for the post as per company rules by the shortest route from the mailing address mentioned in their online application form to Cochin Shipyard Ltd, Kochi on production of proof. Candidates claiming travel re-imburement are required to submit the copy of front page of Savings bank passbook with account number and IFSC code, at the time of certificate verification and the eligible amount of reimbursement shall be credited to their bank account through NEFT. Reimbursement of travel fare shall only be made to those candidates who submit the above details. However, at the time of certificate verification, if it is found that the candidate does not fulfil any of the notified eligibility conditions, he/she shall neither be allowed to Phase II nor paid any travelling allowance.
- (x) No correspondence regarding the rejection of application in case of ineligibility shall be entertained.
 - (xi) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed by e-mail/SMS/through CSL website www.cochinshipyard.com to download call letter. Schedule of the selection shall be intimated to the short-listed applicants through SMS/ E-mail/CSL website (Careers page).
 - (xii) Mere submission of application through online and Issue of call letter shall not confer any right to the applicant of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion.
 - (xiii) Appointment of selected candidates shall be subject to verification of character and antecedents, and verification of caste certificates if applicable.
 - (xiv) Candidates should be of sound health and satisfy the medical fitness standards as fixed by the company. The candidates short-listed for appointment 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. Candidates who do not meet the medical fitness standards shall not be considered for appointment.
 - (xv) CSL shall not bear any liability on account of salary/leave salary/gratuity/pension contribution etc, if any of previous employment of any candidate already working in Government/Public Sector Undertakings.
 - (xvi) 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 in CSL. The validity period of the rank list shall be upto one year from date of publication of results or date of joining as stipulated in the offer of appointment issued to the candidates, whichever is earlier, 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.
 - (xvii) 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.

(xviii) 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.

(xix) **Candidates should ensure that all certificates towards proof of age, educational qualification, 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.**

(xx) 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.

(xxi) Any change, amendment, modification or addition to this advertisement shall be given in the CSL website only.

(xxii) For any further clarification, please contact us via e-mail career@cochinshipyard.com.

F. Important Dates:

Commencement of Online Application	: 04 March 2020
Last Date of Online Application	: 08 April 2020

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

Sd/-
CHIEF GENERAL MANAGER (HR & TRG)