

Vacancy Notification Ref No. CSL/P&A/RECTT/CONTRACT/LIAISON REP/2025/1
Dated 24 March 2025

Cochin Shipyard Limited (CSL), a listed premier Miniratna Schedule 'A' Company of Government of India, invites **Online Applications** from Indian citizens fulfilling eligibility requirements, for filling up of the following post **on contract basis for Cochin Shipyard Limited:-**

I. Name of Post, Educational Qualification & Experience:-

TABLE 1

Name of Post	Educational Qualification	Experience
Liaison Representative & Technical Support Manager on contract basis	a) Degree in Mechanical Engineering with minimum of 60% marks with One year Pre Sea Training course OR b) Degree in Marine Engineering with minimum of 60% marks OR c) Certification in Marine Engineering specialisation from Indian Navy.	<u>Experience:</u> <u>Essential:</u> Minimum of 36 months sea time during sailing on board Merchant/Navy Vessel. <u>Note:</u> Should not be below the rank of Second Engineer, in the case of Merchant vessels. <u>Desirable:</u> a) Experience of working in an ERP/SAP/computerized environment. b) Experience in Marketing & Liaison activity.

Job requirements are mentioned at Annexure I.

II. Important Dates :

Commencement of Online Application : 26 March 2025
Last Date of Online Application : 09 April 2025

III. No. of Vacancies & Reservation:

TABLE 2

Name of Post	UR
Liaison Representative & Technical Support Manager	1

- CSL reserves the right to increase / decrease the number of vacancies or not to fill up any of the vacancies or cancel the recruitment process, as per its requirement.
- Due to the frequent visits to yards and vessels inherent in the nature of the employment, the post is not identified for Persons with Benchmark Disabilities (PwBD).

IV. Period of Contract & Place of Posting:

- a) The post above is for a period of **five years**, subject to project requirements and individual performance.
- b) The posting shall be at Chennai & Kochi project site.

V. Remuneration:

Monthly remuneration shall be negotiable.

VI. Age:

The upper age limit prescribed for the post shall not exceed 55 years as on 09 April 2025 i.e. applicants should be born on or after 10 April 1970.

VII. Method of Selection:

- a) The method of selection shall be through **Personal Interview (out of marks 100)**.
- b) The selection process for the post shall be held at Kochi or Chennai as decided by CSL or through electronic media.
- c) Depending upon the number of online applications received, CSL reserves the right to scrutinise applications for the post and prepare shortlist of candidates based on meeting eligibility requirements ascertained through the certificates uploaded by the applicants in the online application portal and only such shortlisted candidates may be permitted to attend the selection process.
- d) Candidates who successfully complete the certificate verification may only be allowed to attend the Personal Interview.

VIII. Conditions:

A. Reservation:

- i) Government of India Directives on reservation shall apply.

B. Qualification:

- i) The minimum qualification stipulated for the post must be from a University/ Institute/ Examination Board recognized by AICTE/ appropriate statutory authority in India/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) Original certificates & Self-attested copies of certificates of the educational qualification as mentioned in this notification should be produced at the time of selection process failing which they shall not be permitted to attend the selection.

C. Experience:

- i) **Experience acquired after the date of passing of the qualification stipulated as per the above requirements shall only be considered. Period of post qualification experience shall be reckoned as on 09 April 2025.**
- ii) Applicants who are presently working in any company (Private / Public Sector / Govt), in the absence of experience certificate, should submit copy of **Appointment Order or Offer letter issued by company, latest Pay Slip / copy of last Pay drawn as proof of experience. For past employment, experience certificate indicating the date of joining as well as relieving should be submitted.**
- iii) Applicants who are Ex-servicemen should submit **Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces.** Those applicants having qualification endorsed in their Discharge Certificate/ Book should have working experience in the relevant discipline in the Armed Forces. Such qualification acquired during service period shall also be considered for calculation of post qualification experience. Those applicants claiming equivalency of qualification should produce the certificate of equivalency or endorsement in the Discharge certificate of the same with authority (refer order issued by the Govt of India), should produce certificates indicating qualification and work experience in the relevant discipline in the Armed Forces, as proof of experience and produce the same during certificate verification process. They should produce experience certificate from the authorities concerned, failing which their candidature shall not be considered.
- iv) During the certificate verification process, the candidates should produce all certificates in original to establish the experience claimed in their application, failing which they may not be permitted to attend the selection process.
- v) Applicants should clearly specify the nature of work performed and duties, responsibilities handled in the respective jobs, as well as experience certificate in proof of the same shall be uploaded while submitting their online application for the posts notified.

D. Application Fee:

- i) Application fee of **₹ 400/-** (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 **26 March 2025 to 09 April 2025.** No other mode of payment shall be accepted.
- ii) **Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST) need not pay application fee.** 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 should pay the application fee as stipulated above. It is important to note that their candidature shall be considered only on receipt of application fee.**

E. How to Apply:

- (i) Applicants should go through the User Manual and FAQ published in the link www.cochinshipyard.in (Career page→ CSL, Kochi) before filling the online application. The application consists of two phases – One time Registration and submission of application against the post. 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.in (Career page→ CSL, Kochi) from **26 March 2025 to 09 April 2025.** **Application submitted direct or by any other mode shall not be accepted.**
- (iii) Applicants should ensure that all certificates towards proof of age, educational qualification, experience 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.
- (iv) Applicants should ensure that all the entries in the online application have been correctly filled in and application submitted successfully. Change in the data provided in the application after final submission of the same through online will not be considered. Filling of garbage/junk details in any of the fields can lead to rejection of application.
- (v) Application must be complete in all respects as per this Advertisement Notification. **Please note that incomplete applications/withdrawn applications/ applications in draft status shall not be considered.** On successful submission of the application, the status of the application shall be shown as **"In process"**. After submission of the application, the candidate shall log in to My Applications and ensure that the application status is **"In process"** to ensure the process is complete. No refund of fees shall be considered after successful submission of application or withdrawal of application.
- (vi) **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.
- (vii) **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.**
- (viii) The website will remain functional for the purpose of submitting applications from **26 March 2025** and the last date for submission of applications through online is **09 April 2025.** In order to avoid heavy traffic in website on the last date that may result in the 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 SAP application portal by email/phone after 1600 hrs on the last date.***

F. General:

- i) **Applicants are advised to make sure that they are meeting the eligibility requirements as per the vacancy notification.**
- 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) CSL 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 application, and information / replies to such queries should be only through the e-mail career@cochinshipyard.in. However, CSL 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) **No TA/DA shall be paid to the candidates for attending the selection process.**
- v) The vacancy is purely on contract basis for a specific period and CSL is not liable to offer appointment during or after the completion of contract period of the selected candidates.
- vi) Original Certificates of the short-listed candidates shall be verified at the time of joining or at any other stage as decided by CSL. Candidature is purely provisional subject to verification of original certificates in proof of age, qualification, experience, medical fitness etc. and meeting the notified eligibility requirements. At the time of certificate verification/joining, if the candidates shortlisted are found not meeting the eligibility requirements or fail to produce certificates in original or if at any stage, it is found that any information furnished by the candidate is false/incorrect or there has been suppression of facts and information, the candidate shall not be considered for selection and candidature/ appointment will be cancelled/rejected without further notice.
- vii) The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by CSL. The reports of such medical examination may be examined by Medical Officer of CSL and the appointment of the candidate may be subject to certification of Medical fitness.
- viii) The selected candidate is required to give an undertaking to comply with CSL policy on usage of smart phones at work place.
- ix) 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.
- x) Rank list shall be maintained for the post and the validity period of the rank list shall be up to 18 months from the date of reporting of the last candidate, from the list of candidates advised to join on publication of the result, or until a fresh notification for the same post is issued. The rank list may be operated if a vacancy occurs either due to non-joining of a candidate advised to join from the rank list or due to the subsequent separation of a candidate selected from the rank list. The rank list may also be used to fill up future vacancies that arise during the validity of the rank list, with specific approval from competent authority.
- xi) The number of posts indicated in this notification is based on existing requirement and shall vary depending on the future requirements, and the vacancies that may arise during the validity period of the rank lists may be filled up from that rank lists at the discretion of CSL.
- xii) 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.
- xiii) Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.



COCHIN SHIPYARD LIMITED

A GOVERNMENT OF INDIA ENTERPRISE

A MINIRATNA SCHEDULE A COMPANY UNDER
THE MINISTRY OF PORTS, SHIPPING AND WATERWAYS

- xiv) **No correspondence regarding the rejection of application in case of ineligibility shall be entertained.**
- xv) Mere submission of application through online, and Issue of call letter for the selection process shall not confer any right to the applicant of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion or does not constitute an offer of appointment, and will not entitle the applicant to any claim for employment in CSL.
- xvi) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed to download call letter by e-mail/through CSL website www.cochinshipyard.in. **Schedule of the selection process shall be intimated to the short-listed applicants through E-mail/CSL website (Career page→ CSL, Kochi).** Candidates are requested to frequently check the above website (Career page→ CSL, Kochi) for updates related to the selection.
- xvii) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- xviii) Any legal proceedings in respect of any claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in the Courts/Tribunals/Forums at Ernakulam and such Courts/ Authorities shall have sole and exclusive jurisdiction.
- xix) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.
- xx) For any further clarification related to the advertisement and conduct of selection, please contact us via e-mail career@cochinshipyard.in.

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

Sd/-
GENERAL MANAGER (HR & LD)