



Vacancy Notification Ref No. CSL/P&A/Rectt/Permanent/Executives/2021/7
Dated 28 July 2021

Cochin Shipyard Limited (CSL), a listed premier Mini Ratna Company of Government of India, invites **Online applications** from candidates fulfilling the eligibility requirements, to the following **Executive Posts in CSL, Kochi: -**

A. Name of Posts, Vacancies, Educational Qualification, Experience, Job Requirements & Age:

| Sl No | Name of Posts, Grade and Pay scale | No. of Vacancies/ Reservation Break up | Educational Qualification, Experience & Job Requirements | Age |
|-------|--|--|--|------------------------|
| 1. | Deputy Manager (Administration-Canteen) E-2 Grade ₹50000 -160000 | 1 post (UR) | <u>Educational Qualification:</u> <u>Essential:</u> a) Graduate in Hotel Management from a recognized university OR b) Equivalent Degree issued by the Armed Forces. <u>Desirable:</u> a) Post graduation in Hotel Management, Catering Technology & Applied Nutrition from a recognized University. b) Certificate in Industrial/ Institutional Food Service Management. <u>Experience:</u> <u>Essential:</u> a) Minimum of seven years post qualification managerial experience in canteen (catering) management in a <ul style="list-style-type: none">• Government / Semi-Government establishment or• Public / Private Sector Company or• Armed Forces or• Commercial organization. b) 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. <u>Desirable:</u> Experience of working in a computerized environment. | Not to exceed 35 years |



| Sl No | Name of Posts, Grade and Pay scale | No. of Vacancies/ Reservation Break up | Educational Qualification, Experience & Job Requirements | Age |
|-------|---|--|--|------------------------|
| | | | <u>Job Requirements:</u> Schedule shifts and coordinate food preparation and serving as per Company timings, administrative functioning and managerial execution of the CSE canteen, monitoring tender preparation, vendor identification and procurement, accounts keeping, maintenance of files and registers, maintain expense reports, Coordinate monthly/weekly reports for progress reports and general duties, ensure compliance under FSA and IMS, grievance handling of employees, Train and manage canteen employees, overseeing cooking, serving, cleaning and waste management, determining requirements in ingredients and set portions, ensure safe running of canteen as per safety norms, Implementation of modern food process methods. | |
| 2. | Assistant Manager (Commercial) E-1 Grade ₹40000 -140000 | 5 Posts (4 UR, 1 OBC) | <u>Educational Qualification:</u> <u>Essential:</u> Degree in Mechanical Engineering / Electrical Engineering / Naval Architecture Engineering / Marine Engineering with minimum of 60% of marks from a recognized University. <u>Experience:</u> <u>Essential:</u> Minimum of three years post qualification managerial experience in estimation /tender preparation of repair or conversion or new building of various types of ships/ jack-up rigs / new fabrication of offshore structures in the Commercial/ Marketing department of a <ul style="list-style-type: none">• Shipyard or• Marine related Engineering Company or• Government/Semi-Government Establishment. <u>Desirable:</u> Experience of working in an ERP/SAP/computerized environment. <u>Job Requirements:</u> Should be a good team player and shall demonstrate professionalism in official activities. Should be willing to | Not to exceed 30 years |



COCHIN SHIPYARD LIMITED

A GOVERNMENT OF INDIA ENTERPRISE

A MINI RATNA COMPANY UNDER THE MINISTRY OF PORTS, SHIPPING AND WATERWAYS

| Sl No | Name of Posts, Grade and Pay scale | No. of Vacancies/ Reservation Break up | Educational Qualification, Experience & Job Requirements | Age |
|--------------|------------------------------------|--|---|-----|
| | | | travel at short notice, willing to take responsibility to work against the set targets within the time frame etc. Liaising with various government/ statutory agencies. Preparation of accurate cost estimation of the tender enquiry within the deadline, prepare quotations and submit it with necessary documents/attachments. If deemed necessary, ship visit to be carried out prior preparation of cost estimate. Preparation of Additional quotations & Cost Update during execution of jobs. Cost monitoring & cost control during the execution of projects. Concurrence of purchase proposals with respect to budgetary provisions. Preparation of invoices/bills for the ship repair works / shipbuilding / new fabrication works & preparation of clarifications on invoice scrutiny. Onboard ship visits as required during the course of repairs. Co-ordination with Operation department and attending production meeting for monitoring the overall progress of works. Liaise with the project team for preparing the work completion certificates. Attend Negotiation Meetings with the Clients to conclude the Contracts, Project Review Meetings, Settlement of Invoices & Signing of Settlement Sheets. Follow-up with the Clients on regular basis for payment collection. Evaluation of sub-contractor bills with respect to WCCs. Responsible for IMS activities in area assigned. | |
| Total | | 6 Posts (5 UR, 1 OBC) | | |

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

(i) Grade and Pay scale:-

| Grade | Pay scale |
|-------|-------------------|
| E2 | ₹ 50000-3%-160000 |
| E1 | ₹ 40000-3%-140000 |



(ii) Monthly Emoluments as on date:-

| Sl No | Wage Type | <u>Deputy Manager (Administration- Canteen)</u> | <u>Assistant Manager (Commercial)</u> |
|-------|--------------------------|---|---|
| 1 | Basic pay | ₹ 50000 | ₹ 40000 |
| 2 | DA (at present 18.4%) | ₹ 9200 | ₹ 7360 |
| 3 | HRA (at present 16%) | ₹ 8000 | ₹ 6400 |
| 4 | Perks & Allowances (35%) | ₹ 17500 | ₹ 14000 |
| | Total | ₹ 84700 | ₹ 67760 |

- (iii) The other benefits include Pension Benefits, Contributory Provident Fund Scheme, Accident Insurance coverage, Reimbursement of Medical expenses under the Contributory Medical Insurance policy, Leave encashment, Performance Payment, other allowances etc as admissible.
- (iv) The posting shall be at CSL/any other CSL units/project sites as desired by CSL.
- (v) Selected candidates shall be placed in the minimum of the pay scale and pay protection will not be considered for candidates from other PSU/Government/Government establishments.

C. Age:

- (i) **The upper age limit prescribed for the posts shall be as on 27 August 2021.** Age shall be relaxable by three years for OBC candidates for the vacancy of AM (Commercial) reserved for the category.
- (ii) 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 45 years for the post of Deputy Manager and 43 years for the post of Assistant Manager.

D. Method of Selection:

- (i) The selection process for the posts shall be held at Cochin Shipyard Limited, Kochi or at any other location as decided by CSL or through electronic media in view of Covid-19 pandemic issues.
- (ii) For the post of Deputy Manager (Administration-Canteen), the method of selection shall include a Power Point Presentation, Group discussion and Personal Interview. Candidates who are provisionally short-listed for the post 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 final 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

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

- a) Depending on number of online applications, the Objective/Descriptive type Tests shall be through online/offline mode.
- b) 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 final selection:-
 - Objective type test Marks : 40% Marks
 - Descriptive type test Marks : 30% Marks
 - Group Discussion : 10% Marks
 - Personal Interview : 20% Marks
- c) Based on the marks secured by the candidates in the Objective type test, the candidates shall be short-listed for certificate verification/ Descriptive type test in the ratio of 1:6, in the order of merit/ reservation of posts notified. 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 mark list. In case of a tie thereafter, relative merit shall be decided based on seniority in age.
- d) However, CSL reserves the right to fix a cut off marks for pass in the Objective type test (subject to minimum 33.33% marks) for the purpose of short listing candidates for the certificate verification/ Descriptive type test and in such cases, the ratio of short-listing may be less than 1:6.
- e) The minimum marks for pass in Descriptive type test shall be fixed as 33.33% of total marks of the Descriptive type test.
- f) Only those candidates who successfully complete the certificate verification and secure pass marks in the tests will be allowed to attend the Group discussion & Personal interview.

(iv) 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.



- (v) Depending upon the number of online applications received, CSL reserves the right to scrutinise applications for the posts 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.

E. Conditions:**a) Reservation:**

- (i) Government of India Directives on reservation 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.
- (iii) Applicants belonging to OBC (Non Creamy Layer), should produce a valid recent community certificate issued by the Revenue Authority not below the rank of the Thahsildar, failing which their candidature shall not be considered against the reserved post.

b) Physical Requirements for candidates belonging to Persons with Benchmark Disabilities (PwBD) for the posts:

| Sl. No. | Name of Post | 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) | Deputy Manager (Administration-Canteen) | Categories of PwBD under clauses 2.2 (a, b & c) | S, RW, BN, MF, SE, ST |
| (ii) | Assistant Manager (Commercial) | Categories of PwBD under clauses 2.2 (b & c) | S, ST, W, RW, MF, CL, SE, C |

For details on categories of PwBD, refer DoPT OM 36035/02/2017-Estt (Res) dated 15.01.2018 (Career Page).

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



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 27 August 2021.**
- (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 should submit their applications online 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 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 qualification endorsed in their Discharge Certificate/ Book should have working experience in the relevant discipline in the Armed Forces. Ex-servicemen 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. 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.**
- (viii) 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.

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 04 August 2021 to 27 August 2021.**
- (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 in our website www.cochinshipyard.in (Career 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.in (Career page) **from 04 August 2021 to 27 August 2021. 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 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.



- (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 04 August 2021 to 27 August 2021**. The last date for submission of applications through online is **27 August 2021**. **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 by email/phone after 1600 hrs 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) 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 online application, and information / replies to such queries should be only through the e-mail career@cochinshipyard.in. 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 selection process 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 tests.
- (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/through CSL website www.cochinshipyard.in. Schedule of the selection shall be intimated to the short-listed applicants through E-mail/CSL website (Career page).
- (viii) Mere submission of online application 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.
- (ix) Appointment of selected candidates shall be subject to verification of character and antecedents and verification of caste certificates if applicable.



- (x) The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by CSL. The reports of such medical examination shall be examined by Medical Officer of CSL and the appointment of the candidate shall be subject to verification of Medical fitness by the Medical Officer of CSL.
- (xi) CSL 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.
- (xii) 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. 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.
- (xiii) 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.
- (xiv) 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.
- (xv) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- (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.in.



COCHIN SHIPYARD LIMITED

A GOVERNMENT OF INDIA ENTERPRISE

A MINI RATNA COMPANY UNDER THE MINISTRY OF PORTS, SHIPPING AND WATERWAYS

F. Important Dates:

Commencement of Online Application : 04 August 2021

Last Date of Online Application : 27 August 2021

“CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION”

“ONLY INDIAN NATIONALS NEED APPLY”

Sd/-
GENERAL MANAGER (HR)

