

COCHIN SHIPYARD LIMITED

KOCHI 682015

(P&A Department)

No. P&A/18 (216)/2019 (A)

20 Nov 2019

Cochin Shipyard Limited, a listed premier Mini Ratna Company of Government of India invites **Online applications** from candidates fulfilling the eligibility requirements, for filling up of the following posts in the **Workmen** category for **CSL Kolkata Ship Repair Unit (CKSRU), Kolkata:-**

A. Name of Post, Educational Qualification & Experience

Sl. No	Name of Posts and Pay scale, No. of Vacancies	Educational Qualification	Experience
1	Junior Commercial Assistant- Pay scale - W7 1 Post (UR)	Pass in three year Diploma in Commercial Practice/ Computer Engineering / Information Technology securing minimum of 60% of marks from a State Board of Technical Education or equivalent qualifications in the case of Ex-servicemen.	Four years experience in matters relating to Office work, Updating ERP System, Man hour Booking, Data entry, Record and Report Generation, maintenance of files, registers and records in a Shipyard/ Heavy Engineering Company/ Government/ Semi-Government Company / Establishment and must be Computer savvy.
2	Junior Technical Assistant (Mechanical)- Pay scale - W7 2 posts (UR)	Pass in three year Diploma in Mechanical Engineering from a State Board of Technical Education securing minimum of 60% of marks or equivalent qualifications in the case of Ex-servicemen.	Four years experience relating to works in Fabrication, Manufacturing, Engineering, Stores, Material Procurement & Accounting, Estimation & Invoice Preparation, Updating ERP System, Data entry, Record and Report Generation in a Ship Building / Ship Repair Company / Marine related Engineering Company / Heavy Engineering Company / Government/ Semi-Government Company / Establishment and must be Computer savvy.
3	Store Keeper Pay scale - W7 1 Post (UR)	Graduate with Post Graduate Diploma in Materials Management or Diploma in Engineering (Mechanical/ Electrical) or equivalent qualifications in the case of Ex-servicemen.	Four years experience in storekeeping in a Shipyard/ Heavy Engineering Company/ Government/ Semi-Government Company / Establishment. Preference will be given to those having exposure in materials management/ ERP packages.

B. Scale of Pay& Place of Posting

- a) The posts are in Industrial Dearness Allowance (IDA) pattern and consist of Basic Pay, IDA, HRA and Allowances as admissible.

Pay Scale	Scale of Pay
W7	₹ 23500-77000

- b) For all posts, the posting shall be at CSL Kolkata Ship Repair Unit (CKSRU)/ any other CSL units / project sites as desired by CSL. All candidates should have good communication skills and ability to communicate in Hindi / Bengali /English is desirable.

C. Age

- a) The upper age limit prescribed for the posts **shall not exceed 35 years** as on **30 December 2019**. The upper age is relaxable by 10 years for Persons with Benchmark Disabilities (PwBD).
- b) Age relaxation of five years applicable for candidates who have been domicile of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989. Age relaxation for Ex-servicemen shall be as per Government of India guidelines, calculated by deducting the period of military service from the actual age and adding three years thereto, subject to a maximum age of 45 years.

D. Method of Selection

- a) The method of selection shall include **Phase I**, consisting of an **Objective Type Online Test - 70 marks** and **Phase II** consisting of **Descriptive type Written Test - 30 marks**.
- b) The Phase I Objective type Online test shall consist of two parts **General (Part A) and Discipline related (Part B)**. Part A comprises of General Knowledge, General English, Reasoning and Quantitative Aptitude. The pattern of the question paper, number of questions and allotment of marks is detailed under:

No. of questions in each section/ marks per section*					Total no. of questions for Objective test / Max marks
General Knowledge	General English	Reasoning	Quantitative Aptitude	Discipline related	
5	5	5	5	50	70

* Each question carries one mark. There shall be no negative marks

- c) Detailed syllabus for Part A and Part B of Phase I Objective Type Test is at **Annexure I**.
- d) Depending upon the number of online applications, the selection process shall be held at Kochi or at any other place in Kerala/ West Bengal.

- e) Discipline wise merit lists shall be prepared on the basis of marks secured by candidates in the Phase -I Objective type Online test. In case, same marks secured by more than one candidate, marks scored in the discipline part of the Objective type 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.
- f) For the certificate verification prior to Phase-II (Descriptive type Written Test), the candidates shall be short-listed in the ratio of 1:6 for each post based on the marks secured by the candidates in Phase –I Objective type Online test in the order of merit.
- g) However, CSL reserves the right to fix minimum marks for pass in the Objective type Online test for the purpose of short listing candidates for the certificate verification and in such cases, the ratio of short-listing may be less than 1:6.
- h) Only those candidates who successfully complete the certificate verification shall be allowed to attend the Phase-II (Descriptive type Written Test).
- i) A final merit list for the respective posts/ categories shall be prepared based on the marks secured by the candidates in both Phase I and Phase II tests put together.

E. Conditions

a) Reservation

- (i) Government of India Directives on reservation applicable for Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Other Backward Class (OBC)/Economically Weaker Sections (EWS) candidates shall apply subject to meeting the eligibility requirements. Relaxation in upper age limit is not extended to them.
- (ii) In the case of Persons with Benchmark Disabilities, the degree of disability should be a minimum of 40%. The applicant should submit a valid Certificate of disability to this effect in the prescribed format issued by Competent Authority as per the Rights of Persons with Disabilities Rules, 2017.

b) Physical Requirements for 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 dtd 15.01.2018	Physical Requirements
1	Junior Commercial Assistant	Categories of PwBD under clauses 2.2 (a,b,c & e)	S,ST,W,SE,RW,H,C
2	Junior Technical Assistant (Mechanical)	Categories of PwBD under clauses 2.2 (b & c)	S,ST,W,BN,KC,MF, SE, RW,H,C
3	Store Keeper	Categories of PwBD under clauses 2.2 (b,c & e)	S,ST,SE,RW,H,C

For details on categories of PwBD, refer DoPT OM No.36035/02/2017-Estt (Res) dtd 15.01.2018 (enclosed as Appendix).

Abbreviations used: S=Sitting, ST=Standing , W=Walking, BN=Bending, KC=Kneeling & Crouching, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication

c) Qualification

- (i) The minimum qualification stipulated for the posts must be from a University/ Institute recognized by the appropriate statutory authority /State/ Central Government.
- (ii) Those candidates 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/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 experience shall be reckoned as on 30 December 2019.**
- (ii) The period of Apprenticeship Training in the relevant discipline under the Apprentices Act 1961, shall be treated as experience. Period of Advanced training in CSL and any paid training shall also be treated as experience for determining eligibility.
- (iii) **Experience Certificates obtained from Companies registered under the Companies Act 1956 or Foreign Companies of equivalent status shall only be considered for shortlisting and for consideration for selection.**
- (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 as proof of experience. For past employment, experience certificate indicating the date of joining as well as relieving should be submitted. During the certificate verification process, the candidates should produce all certificates in original to establish the experience claimed in their online application, failing which they shall not be permitted to attend the Phase II.**

- (v) Work experience obtained from contractors (Proprietary Firms and Partnership Firms) engaged by registered companies may be considered based on the endorsement of the Principal Employer on the certificates issued by the contractor. Such applicants are required to submit their experience certificates along with further proof such as ESI/EPF statements. Certificates of training issued by the contractors without the endorsement of the Principal Employer shall not be considered.
- (vi) Applicants who are working in Government Departments or Semi Government/ Public Sector Organisations, should submit "No Objection Certificate" from the employer along with their application or submit "No Objection Certificate" from the employer at the time of the certificate verification, failing which their candidature shall be cancelled/ rejected. **If NOC is not produced, the candidate shall not be permitted to attend the Phase II.**
- (vii) Applicants who are Ex-servicemen should submit **Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces.** Those ex-servicemen having Diploma/ Degree endorsed in their Discharge Certificate/ Book should have working experience in the relevant discipline in the Armed Forces. Ex-servicemen claiming equivalency of Diploma/Degree 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.
- (viii) 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 02.04.1992 and 36034/1/2014-Estt (SCT) dated 14.08.2014. **All ex-servicemen shall submit an undertaking along with the online application to the effect that he has not been re-employed in Government after availing the benefits for ex-servicemen.**

e) **Application Fee**

- (i) Application fee of ₹ 200/- **(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 **27 November 2019 to 30 December 2019.** No other mode of payment shall be accepted.
- (ii) **Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Person with Benchmark Disabilities (PwBD) 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/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.com (Careers page) before filling the online application. The application consists of two phases – One time Registration and Submission of application against the post applicable. Applicants should not submit more than one application. Application once submitted shall be final.
- (ii) Applicants meeting the notified requirements may do the **One time Registration in the SAP Online portal and submit their application.** The facility to submit their application can be accessed through our website www.cochinshipyard.com (Careers page) from **27 November 2019 to 30 December 2019.** **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 shall not be considered.**
- (vii) **After applying through online, applicants should retain a soft copy/ printout of the online application containing the unique registration number generated by the system for their reference. It is important to note that, the unique registration number shall be obtained only upon successful submission of online application.** The Registration Number on the online application should be quoted for any correspondence with CSL.
- (viii) **Applicants need not send the online application print out/ certificates/ application fee in the form of DD/Challan/Cheque by post to Cochin Shipyard Ltd.**
- (ix) For applying through the SAP online application facility, the website shall remain functional from **27 November 2019 to 30 December 2019.** The last date for submission of applications through online is **30 December 2019.** In order to avoid heavy traffic in website on the last date that may result in non-submission of application, applicants are advised to log in to CSL website and submit applications well in advance before the last date. ***Those who apply on the last date of application may not get any troubleshooting assistance / technical support in the SAP application portal after 1700hrs 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
 - (vi) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.
- (iii) Shipyard reserves the right to call for any additional documentary evidence from candidates in support of educational qualification / experience / other notified eligibility requirements as indicated in their online application, and information / replies to such queries should be only through the e-mail career@cochinshipyard.com. However, Cochin Shipyard shall not be responsible for any delay/non-receipt of such e-mails within the stipulated date and time. Replies to any such queries received after the stipulated date and time shall not be considered, and no further correspondence shall be entertained in this regard.
- (iv) Candidates who fail to produce the original certificates and mark sheets during the certificate verification process prior to Phase II shall not be allowed to attend the Phase-II selection.

- (v) No travelling allowance shall be paid to any candidates for appearing for the Objective type test. However, SC/ST/PwBD candidates appearing for the Phase II shall be reimbursed single to & fro sleeper class rail/bus 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, prior to Phase II, if it is found that the candidate does not fulfill any of the notified eligibility conditions, he/she shall neither be allowed to attend Phase II nor paid any travelling allowance.
- (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 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).
- (viii) 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.
- (ix) Appointment of selected candidates shall be subject to verification of character and antecedents, and verification of caste certificates if applicable.
- (x) Candidates should be of sound health and satisfy the medical fitness standards as fixed by 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 Medical Officer of CSL.
- (xi) 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.
- (xii) Wait lists shall be maintained for all posts and shall be operated only in the event of occurrence of a vacancy caused by non-joining of a candidate from the rank list within the date of joining as stipulated in the offer of appointment issued to the candidate, OR, where a candidate joins the post and in the event of separation of a person on account of death or resignation from the post during the period of one year from the date of joining in CSL. The validity period of the wait 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.

- (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) 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.
- (xvi) Any amendment, modification or addition to this advertisement shall be published in the CSL website only.
- (xvii) For any further clarification, please contact us e-mail career@cochinshipyard.com.

F. Important Dates

Commencement of Online Application : 27 November 2019
Last Date of Online Application : 30 December 2019

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

Sd/-
CHIEF GENERAL MANAGER (HR & TRAINING)