



COCHIN SHIPYARD LIMITED

A GOVERNMENT OF INDIA ENTERPRISE

A MINI RATNA COMPANY UNDER THE MINISTRY OF SHIPPING

Perumanoor P O, Kochi - 682015, Kerala, India

Vacancy Notification Ref No. P&A/18(204)/2018 VOL IV- dated 06 Oct 2020

SELECTION OF EXECUTIVES – SENIOR MANAGER (HR and ADMINISTRATION) and DEPUTY MANAGER (ADMINISTRATION)

Cochin Shipyard Limited (CSL), a listed premier Mini Ratna Company of Government of India, invites **Online Applications** from professionals, for filling up the posts of Senior Manager (Human Resource and Administration) and Deputy Manager (Administration) for **CSL Mumbai Ship Repair Unit (CMSRU), Mumbai.**

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

S. No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification and Experience	Age
1	Senior Manager (Human Resource and Administration), E-4 Grade, ₹70000 - 200000	1 post (UR)	<p><u>Educational Qualification:</u></p> <ul style="list-style-type: none">• Master Degree in Business Administration with specialization in HR with minimum of 60% marks or• Post Graduate Degree/Post Graduate Diploma (Two Years) with specialization in HR with minimum of 60% marks or• Post Graduate Degree with specialization in Personnel Management & Industrial Relations with minimum of 60% marks or• Post Graduate Degree in Personnel Management/ Human Resource Management with minimum of 60% marks. <p>Preference will be given to candidates with additional qualification of LLB Degree with Labour Laws as elective subject.</p> <p><u>Essential Experience:</u></p> <p>Minimum of 10 years post qualification managerial experience in Human Resource/ Administration in</p> <ul style="list-style-type: none">• Public Sector Undertaking or• Engineering Company or• Commercial Organisation or• Government / Semi-Government Companies / Establishments. <p>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</p>	Not to exceed 40 years.



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S. No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification and Experience	Age
			<p>pay or equivalent.</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of rules related to labour applicable to the state of Maharashtra • Proficiency in Computer Applications like SAP, Timekeeping software, MS Office etc. <p>Job Requirements:</p> <p>HR operations and administration, personnel administration, organizational management, manpower planning and recruitment, employee welfare and people management, career development, performance management, HR Data/MIS management, industrial relations, payroll administration, time and attendance management, records management, statutory and legal compliance, grievance management, liaison and coordination with various agencies, HR policies creation and implementation, application of modern HR practices like PCMM, Working knowledge / Experience in labour laws, quick and prompt support to all day to day administrative & HR services and ensure smooth operation of the Yard, strict compliance to yard Quality Management and HSE Systems etc.</p>	
2	Deputy Manager (Administration), E-2 Grade, ₹ 50000 – 160000	1 post (UR)	<p>Educational Qualification:</p> <ul style="list-style-type: none"> • Master Degree in Business Administration with minimum of 60% marks or • Post Graduate Degree or Post Graduate Diploma in Business Administration/Management (Two years) with minimum of 60% marks <p>Essential Experience:</p> <p>Minimum of 7 years post qualification managerial experience in Administration areas in</p> <ul style="list-style-type: none"> • Public Sector Undertaking or • Engineering Company or 	Not to exceed 35 years.



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S. No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification and Experience	Age
			<ul style="list-style-type: none">Commercial Organisation orGovernment / Semi-Government Companies / Establishments. <p>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.</p> <p>Desirable:</p> <ul style="list-style-type: none">Knowledge of rules relating to Estate matters etc as applicable to the state of MaharashtraProficiency in Computer Applications like SAP, Timekeeping software, MS Office etc. <p>Job Requirements:</p> <p>General administration of the organisation, estate management, maintenance and implementation of employee welfare benefits/schemes, payroll and time administration, quarters, guest house and canteen management, records management, security management, transport, office utilities, logistics arrangements, facilities maintenance, statutory and legal compliance, conduct of timely meetings, materials management, vendor management, issuing of necessary office orders, circulars and notices, monitoring work of outsourced staff, liaisoning and coordination with internal and external stakeholders, compliance to yard Quality Management and HSE Systems etc.</p>	

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

- (i) In addition to Basic Pay, the Executives are eligible for Industrial DA as applicable, HRA @ of 24% of Basic pay, Perks upto 35 % of Basic Pay, 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. Table below indicates the current CTC at the minimum of scale:-



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Grade	Pay scale	CTC (approx)
E2	₹ 50000-3%-160000	₹ 15.50 lakhs
E4	₹ 70000-3%-200000	₹23.28 lakhs

(ii) The Posting will be at CSL Mumbai Ship Repair Unit (CMSRU)/ any other CSL units/project sites as desired by CSL. All candidates should have good communication skills and ability to communicate in Marathi/Hindi is desirable.

C. Age:

(i) **The upper age limit prescribed for the posts shall be as on 19 October 2020.**

(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 50 years for the post of Senior Manager and 45 years for the posts of Deputy Manager.

D. Method of Selection:

(i) The selection process shall be through electronic media in view of Covid-19 pandemic issues.

(ii) The method of selection shall include a Power Point Presentation prepared by the candidates highlighting work experience, projects handled etc (duration of not more than ten minutes). This shall be followed by a Group discussion & Personal Interview. Accordingly, weightage is assigned to the following parameters for the final selection:

a) Qualifying PG Degree/PG Diploma Marks	:	20% Marks
b) Work Experience in the relevant job/ area	:	40% marks
c) Power Point Presentation	:	10% marks
d) Group Discussion	:	10% marks
e) Personal Interview	:	20% marks
Total		: 100 Marks

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)/Ex-servicemen (ESM) candidates 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.

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

Sl. No.	Name of Posts	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)	Senior Manager (HR and Administration)	Categories of PwBD under clauses 2.2 (a, b, c & e)	S, ST, H, RW
(ii)	Deputy Manager (Administration)	Categories of PwBD under clauses 2.2 (a, b, c & e)	S, ST, H, RW

Abbreviations used: S=Sitting, ST=Standing, RW=Reading & Writing, H=Hearing

c) Qualification:

- (i) The minimum qualification stipulated for the posts must be from a University/Institute/Examination Board recognized by UGC/AICTE/ appropriate statutory/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) 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 19 October 2020.**
- (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) Candidates in regular Government service or in Government owned industrial or other similar organizations should submit their applications online directly to CSL. However, such candidates 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 if any 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 Degree endorsed in their Discharge Certificate/ Book should have working experience in the relevant discipline in the Armed Forces. Ex-servicemen claiming equivalency of Degree in discipline 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.



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- (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.**

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 **07 October 2020 to 19 October 2020.**
- (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.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 **07 October 2020 to 19 October 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, experience, caste, disability etc and a recent passport**



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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 **07 October 2020 to 19 October 2020**. The last date for submission of applications through online is **19 October 2020**. **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 1600hrs on the last date.**

g) General:

- (i) Depending upon number of online applications received for the posts, Shipyard reserves the right to stipulate a higher cut off mark in the qualifying examination for the posts and accordingly short-list candidates for consideration for selection.



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- (ii) **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.**
- (iii) 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.
- (iv) 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.regular@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.



- (v) **The candidature of the applicants short-listed for the Personal Interview 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.**
- (vi) No TA/DA shall be paid to the candidates for attending the selection.
- (vii) No correspondence regarding the rejection of application in case of ineligibility shall be entertained.
- (viii) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed to download call letter by e-mail/SMS/through CSL website www.cochinshipyard.com . Schedule of the selection shall be intimated to the short-listed applicants through SMS/E-mail/CSL website (Careers page).
- (ix) Mere submission of online application and Issue of call letter for the Personal Interview shall not confer any right to the applicant of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion.
- (x) Appointment of selected candidates shall be subject to verification of character and antecedents and verification of caste certificates if applicable.
- (xi) Candidates should be of sound health and satisfy the medical fitness standards as fixed by the CSL. The candidates short-listed for appointment after interview 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.
- (xii) The selected candidates shall be placed at the minimum of the pay scale of the posts notified.
- (xiii) CSL shall not bear any liability on account of salary/leave salary/gratuity/pension contribution etc, related to previous employment of any candidate already working in Government/Public Sector Undertakings.
- (xiv) 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



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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, 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.

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

F. **Important Dates:**

Commencement of Online Application : 07 October 2020

Last Date of Online Application : 19 October 2020

“CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION”

“ONLY INDIAN NATIONALS NEED APPLY”

Sd/-
CHIEF GENERAL MANAGER (HR & TRNG)