

COCHIN SHIPYARD LIMITED
KOCHI-15
(P&A DEPARTMENT)

No.P&A/18(125)/16

02 April 2018

**SELECTION OF SENIOR PROJECT OFFICERS AND
PROJECT OFFICERS ON CONTRACT BASIS**

Cochin Shipyard Limited (CSL), a listed premier Mini Ratna Company of Government of India, invites **online applications** for appointment of **Senior Project Officers and Project Officers on contract basis** in the following disciplines:-

I. Discipline, Number of Vacancies, Educational Qualification and Experience

Sl No	Discipline	Number of Vacancies	Educational Qualification	Experience	Period of contract
(A) SENIOR PROJECT OFFICERS ON CONTRACT BASIS					
1	Mechanical	12 (UR-8, OBC-3, SC-1)	Degree in Mechanical/ Electrical/Electronics/ Civil Engineering with 60% of marks from a recognized University.	Minimum of four years post qualification experience/ training in a Shipyard/ Port/ Marine Engineering Training Institute/Heavy Engineering Company. Proficiency and experience of working in a computerized environment would be advantageous.	Three years
2	Electrical	4 (UR-3, OBC-1)			
3	Electronics	2(UR)			
4	Civil	2(UR)			
(B) PROJECT OFFICERS ON CONTRACT BASIS					
1	Mechanical	10 (UR-7, OBC-2, SC-1)	Degree in Mechanical/ Electrical/ Electronics/ Civil/Instrumentation Engineering with 60% of marks from a recognized University.	Minimum of two years post qualification experience/ training in a Shipyard/ Port/ Marine Engineering Training Institute/Heavy Engineering Company. Proficiency and experience of working in a computerized environment would be advantageous.	Two years
2	Electrical	6 (UR-5, OBC-1)			
3	Electronics	3 (UR)			
4	Civil	2(UR)			
5	Instrumentation	1(UR)			

II. Period of Contract and Posting:

- a) For all the posts, the period of contract may be considered for a further term based on organizational/project requirements and job performance.
- b) Depending upon specific project requirements, Senior Project Officers and Project Officers may be posted in any of the divisions/departments in CSL or at any of its project sites like Mumbai, Kolkata, International Ship Repair Facility (ISRF) Kochi, Andaman etc.

III. Remuneration:

Name of Post	Contract Period	Consolidated Pay (per month)	Compensation for Extra Hours of Work (per month)
Senior Project Officers on contract	First year	₹38,000/-	₹3000/-
	Second year	₹39,000/-	
	Third year	₹40,000/-	
Project Officers on contract	First year	₹30,000/-	
	Second year	₹31,000/-	

Rates Indicated above are under revision.

IV. Age:

- a) For the post of Senior Project Officers on contract basis, **age shall not exceed 35 years as on 30 April 2018** relaxable by 5 years for SC/ST, 3 years for OBC(Non-Creamy Layer), 10 years for Persons with Disabilities (PWD).
- b) For the post of Project Officers on contract basis, **age shall not exceed 30 years as on 30 April 2018** relaxable by 5 years for SC/ST, 3 years for OBC(Non-Creamy Layer), 10 years for Persons with Disabilities (PWD).
- c) Age relaxation of 5 years applicable for applicants who have been domicile of J&K during the period 01.01.1980 to 31.12.1989.

V. Method of Selection:

Through a Personal Interview to be held at Cochin Shipyard Limited, Kochi.

VI. General Conditions:

a) **Reservation**

- (i) Government of India Directives on reservation applicable for SC/ST/OBC/PWD/ Ex-Servicemen candidates will apply and be strictly followed.

- (ii) In the case of Persons With 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 obtained from a notified authority by Government of India / State Government along with their application.
- (iii) Applicants belonging to SC or ST or OBC (Non - Creamy Layer), should submit a valid recent community certificate issued by the Revenue Authority not below the rank of the Tahsildar along with their application, failing which their candidature will not be considered against respective categories.

b) Qualification

- (i) Those applicants having qualifications equivalent to any of the prescribed qualifications should possess Equivalency Certificate issued by the competent authority and without such certificate, their candidature will not be considered.
- (ii) The minimum qualification stipulated for all the posts must be from a University/ Institute recognized by AICTE/ appropriate statutory authority in India/ State/ Central Government.
- (iii) Some Universities/Institutes do not award Class or Percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI, etc.). In case University/Institute defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the same will be accepted. However, where the University/ Institute does not define criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the Aggregate Grade Points may be multiplied by 10 to get the required percentage of marks.
- (iv) In case of SC/ST/PWD candidates, those who have secured 55% marks and above in the qualifying examination will also be considered, provided they satisfy all other requirements.
- (v) **Self-attested copies of certificates of all educational qualifications as mentioned in Clause I should be submitted by the applicants along with their application and without such certificates, their candidature will not be considered.**

c) Experience

- (i) Post-qualification experience will only be considered. **Period of experience will be reckoned as on 30 April 2018.** The period of Apprenticeship Training in the relevant discipline under the Apprentices Act 1961 or any period of Management/Executive training undergone in a Company will be treated as experience.
- (ii) **Experience Certificates obtained from Shipyards/ Ports/ Heavy Engineering Companies registered under the Companies Act 1956 will only be considered for short listing to attend the interview.**

- (iii) Applicants who are presently working should **submit copy of experience certificate or the copy of appointment / offer letter issued by the employer along with the copy of last drawn Pay Slip** as proof of experience, and submit the documents **during the certificate verification process**. For past employment, **experience certificate indicating the date of joining as well as date of relieving** should be submitted.
- (iv) Applicants who are **Ex-servicemen should submit Discharge Certificate/ Pension Payment Order from the Armed/ Paramilitary Forces** as proof of experience and submit the same during certificate verification process.
- (v) Work experience obtained from contractors (Proprietary Firms and Partnership Firms) engaged by Shipyard or Engineering 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 will not be considered.
- (vi) Applicants who are working in Government Departments/Semi Government or Public Sector Organisations should submit **“No Objection Certificate (NOC)”** from the employer along with the online application or submit NOC from the employer at the time of certificate verification, failing which their candidature will be cancelled/ rejected.

d) Application fee

- (i) **Application fee of ₹200/- (Non - refundable) should be remitted using Online payment options (Debit card/Credit card/Internet Banking)** through the Online Application facility which can be accessed through our website www.cochinshipyard.com (Careers page) from **04 April 2018 to 30 April 2018**. **No other mode of payment will be accepted.**
- (ii) **Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Persons with Disability (PWD) 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 **Scheduled Caste (SC)/ Scheduled Tribe (ST) / Person with Disability (PWD)**, should invariably pay application fee of ₹200/- in favour of Cochin Shipyard Ltd (by means of Online mode of payment) as stipulated in clause d (i) above. **It is important to note that, their candidature will be considered only on receipt of application fee.**

e) 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.** Applicants should not submit more than one application. Application once submitted shall be final.

- (ii) **Applicants meeting the requirements notified may submit their application through online from 04 April 2018 to 30 April 2018 and the facility can be accessed through our website www.cochinshipyard.com (Careers page). Application submitted direct or by any other mode will not be accepted.**
- (iii) 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.
- (iv) Application must be complete in all respects as per the Advertisement Notification. Please note that incomplete applications will not be considered.
- (v) **After submitting applications through online, applicants are required to take a print out of their online application possessing the unique registration number generated by the system. It is important to note that, the unique registration number will be obtained only upon successful submission of online application.** The Registration Number on the online job application form should be quoted for any correspondence with CSL.
- (vi) **Applicants should send print out of online application (possessing registration number) duly signed, with their recent passport size photograph affixed thereon to “The Chief General Manager (HR), Cochin Shipyard Ltd, Perumanoor P.O, Kochi-682015” by post, along with self-attested copies of certificates towards proof of age, caste, educational qualification, experience, disability (if any) etc. Applicants shall retain one copy of online application print out with them for their reference. The envelope containing the online application print out and certificates should be super scribed on top as “Application to the post of Senior Project Officer (Discipline)/ Project Officer (Discipline) on contract basis, Registration Number.....”.**
- (vii) **It is important to note that, the candidature will be considered only on receipt of print-out of online application (possessing registration number) along with self-attested copies of relevant documents/certificates as applicable by post.**
- (viii) **For applying online, the website will remain functional from 04 April 2018 to 30 April 2018.** The last date for submission of applications through online is **30 April 2018.** The last date of receipt of online application print out, self-attested copies of certificates by post is **04 May 2018.**
- (ix) Cochin Shipyard Ltd will not be responsible for any postal delay/loss in transit in submission of application within the specified time. **Applications received after the stipulated date will not be considered.**

f) General

- (i) Only those applicants meeting the eligibility requirements and short-listed based on merit, will be allowed to appear for the interview. Applicants are advised to make sure that they are meeting the eligibility requirements for the post before submitting applications through online.

- (ii) **Applicants should bring print out of online application form (possessing unique registration number) duly signed, original certificates towards proof of age, qualification, experience, caste, disability (if any) etc and self-attested copies of all these certificates, for verification at the time of interview and their candidature will be considered on the strength of those certificates. In case of failure to produce the original certificates, the candidature will be rejected.** 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.
- (iii) **Applicants who fail to produce the original certificates and mark sheets during the certificate verification process will not be allowed to attend the interview.**
- (iv) Call letters will not be sent to eligible candidates by post. They will be informed to download call letter by e-mail/through CSL website.
- (v) No TA/DA will be paid to the candidates for attending the interview.
- (vi) Shipyard reserves the right to call for any additional documentary evidence in support of educational qualification and experience of the applicants indicated in their application.
- (vii) Mere submission of application through online and by post 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.
- (viii) Depending upon number of online applications received for all the posts, Shipyard reserves the right to stipulate a minimum mark in the qualifying examination to reduce the number of candidates to be called for interview.
- (ix) The vacancies are purely on contract basis for a specific period and Shipyard is not liable to offer appointment during or after the completion of contract period of the selected candidates.
- (x) Applicants should be of sound health and satisfy the medical fitness standards as fixed by the company. The selected candidates should undergo a medical examination in the hospitals as prescribed by the company at their own expenses and medical fitness of all candidates is further subject to certification by the Company Medical Officer.
- (xi) The number of vacancies indicated will not necessarily be filled up and will be based on suitability of applicants and availability of projects and job requirement. Further, Cochin Shipyard Ltd, reserves the right to restrict/alter/cancel/modify the recruitment process, if need so arises without notice or assigning any reason thereof.
- (xii) **No correspondence regarding the rejection of application in case of ineligibility will be entertained.**
- (xiii) 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.

- (xiv) Any amendment, modification or addition to this advertisement will be given in the CSL website only.
- (xv) For any queries please contact us at 0484-2501823, 0484-2501284 or via e-mail career@cochinshipyard.com.

VII. Important Dates

Commencement of Online Application	: 04 April 2018
Last Date of Online Application	: 30 April 2018
Last Date of receipt of Online Application print out, self-attested copies of certificates by post	: 04 May 2018

Sd/-
CHIEF GENERAL MANAGER (HR)

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