

COCHIN SHIPYARD LIMITED
KOCHI-682015
(P&A Department)

No. P&A/18(211)/2019 (B)

07 Mar 2019

Cochin Shipyard Limited (CSL), a listed premier Mini Ratna Company of Government of India, invites **Online applications** from professionals, for filling up of the following post:

A. Posts, Vacancies, Educational Qualification, Experience:

| Sl No | Name of Posts, Grade and Pay scale | No. of Vacancies/ Reservation Break up | Educational Qualification and Experience | Age |
|-------|---|--|---|-------------------------|
| 1 | Manager (Security) E3 grade ₹ 60,000 – 1,80,000 | 1 (UR) | <p><u>Educational Qualification:</u> Graduation in any discipline from a university recognized by the Government of India or any equivalent qualification recognized by Central Government. Proficiency in using Computer enabled services particularly MS Excel, MS Office etc. Good command over Hindi, English and Malayalam language would be preferred.</p> <p><u>Experience:</u> Minimum of 9 years post qualification experience a) as an officer in the rank of Deputy Superintendent of Police and above or its equivalent rank in similar services, handling the security surveillance in security related services like Police/CBI/IB/RAW/NIA etc, OR b) in the Armed forces as a Commissioned Officer not below the rank of Captain in the Indian Army or equivalent rank in the Indian Navy/Indian Air Force, OR c) as an officer not below the rank of Asst. Commandant in Para Military Forces.</p> <p>Serving officers or retired officers from Armed/ Para Military Forces are eligible to apply. Out of the 9 years experience, should have atleast one year experience in a similar post in any Shipyard / Heavy Engineering Company/ Public Sector Undertaking/ Commercial Establishment. Experience of working in a computerised environment is desirable.</p> <p><u>Job requirements:</u> Overall Security Management, co-ordination with CISF deployed at CSL, conduct of day to day security surveillance, ensuring controlled & smooth entry / exit of personnel/ vehicles/ materials etc through the authorized means / gates, liaisoning with Police and other security</p> | Not to exceed 40 years. |

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|-------|------------------------------------|--|--|-----|
| | | | officials, providing special security coverage for important projects under construction, conduct investigation and analysis of security related incidents & issues in tandem with CISF, Police, CSL Vigilance and other related agencies, carry out all supervisory nature assignments like certification/ endorsement of bills and claims by CISF, process all files pertaining to any payment to CISF in accordance with the extant terms & conditions and any other works in CSL as detailed by Superiors from time to time. Shall be willing to work in any other projects undertaken by CSL anywhere in the country. | |

B. Benefits

In addition to Basic Pay, the Executives are eligible for Industrial DA as applicable, HRA @ of 16% 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 etc as admissible. Table below indicates the CTC at the minimum of scale as on date:

| Grade | Pay scale | CTC (approx) |
|-------|-------------------|--------------|
| E3 | ₹ 60000-3%-180000 | ₹ 17 lakhs |

C. Age Relaxation

- a) **The upper age limit prescribed for the post shall be as on 16 April 2019.** The upper age limit is relaxable by 10 years for Persons with Benchmark Disabilities (PwBD).
- b) Age relaxation of five years is applicable for candidates who have been domicile of J&K during the period 01.01.1980 to 31.12.1989. Age relaxation for Ex-servicemen will be as per Government of India guidelines. However, in no case, age limit after applying all age relaxations shall exceed 56 years.

D. Method of Selection

- a) The selection process will be held at Kochi.
- b) The method of selection will include a Power Point Presentation prepared by the candidates highlighting experience in handling security related work (duration of not more than ten minutes). This will be followed by a Group discussion & Personal Interview. Accordingly, weightage is assigned to the following parameters for the final selection:

- i) Work Experience in the relevant job/area : 60% Marks
 - ii) Power Point Presentation : 10% Marks
 - iii) Group Discussion : 10% Marks
 - iv) 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 will apply.
- (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 obtained from a notified authority by Government of India / State Government.
- (iii) Candidates belonging to SC or ST or 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 will not be considered for extending reservation.
- (iv) Candidates belonging to EWS category should produce a valid Income and Asset Certificate issued by any of the following authorities in the prescribed format as given in **Annexure-I**. This certificate shall only be accepted as proof of candidate's claim as belonging to EWS, failing which their candidature will not be considered against reservation under EWS category:
 - a) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
 - b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
 - c) Revenue Officer not below the rank of Tahsildar and
 - d) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

b) Qualification:

- (i) The minimum qualification stipulated for the post must be from a University/ Institute recognized by AICTE/ appropriate statutory authority in India.
- (ii) 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.

c) Experience:

- (i) **Experience acquired after the date of passing of the qualification stipulated as per item A above will only be considered. Period of post qualification experience will be reckoned as on 16 April 2019.**
- (ii) **Experience Certificates obtained from Companies registered under the Companies Act 1956 or Foreign Companies of equivalent status will only be considered for short listing to attend the selection process.**
- (iii) Candidates 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. 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 will not be permitted to attend the Personal interview.**
- (iv) In case of candidates working in Government Departments or Semi Government/ Public Sector Organisations, they should submit "No Objection Certificate" from the employer along with the online application or should submit "No Objection Certificate" from the employer at the time of the Personal Interview. **If NOC is not produced, the candidate shall not be permitted to attend the interview.**
- (v) In case of candidates belonging to Ex-servicemen category, they should submit copy of the **Discharge Certificate/ Book / Pension Payment Order from the Armed/ Para Military Forces** and all certificates indicating qualification and work experience in the relevant discipline in the Armed Forces. They should submit experience certificate from the authorities concerned, failing which their candidature will not be considered.

d) 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 **13 March 2019 to 16 April 2019.**
- (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 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) Candidates should go through the User Manual published in our website www.cochinshipyard.com (Careers page) before filling the online application. Candidates should not submit more than one application. Application once submitted shall be final.
- (ii) Candidates meeting the notified requirements may submit their application online through the SAP online application facility from 13 March 2019 and 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) Before doing 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) Candidates 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 before doing the final submission of the online application.
- (v) After applying through online, candidates 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 will be obtained only upon successful submission of online application. The Registration Number on the online application should be quoted for any correspondence with CSL.
- (vi) 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.
- (vii) For applying through the SAP online application facility, the website will remain functional from 13 March 2019 to 16 April 2019. The last date for submission of applications through online is 16 April 2019.

f) **General:**

- (i) Depending upon number of online applications received for the post, CSL reserves the right to short-list candidates based on the details of work experience entered by the candidates in their online application to CSL and only short-listed candidates based on the notified eligibility requirements may be called for consideration for selection.
- (ii) Candidates are advised to make sure that they are meeting the eligibility requirements as per the vacancy notification for the post before submitting the applications.
- (iii) Candidates 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 will not be considered and will be rejected.

- (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@cochinshipyard.com. However, Cochin Shipyard will 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 will not be considered, and no further correspondence shall be entertained in this regard.
- (v) Candidates 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 the Advertisement Notification. **Please note that incomplete applications will not be considered.**
- (vii) 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.
- (viii) **Candidates short-listed for the Personal Interview should bring a photo identity proof (in original) like PAN Card, Aadhar, Driving Licence etc, print out of online job application form (possessing unique registration number) duly signed, and all original certificates towards proof of age, qualification, experience, caste, disability etc along with self-attested copies of these certificates, for verification, and their candidature will be considered on the strength of the original certificates. In case of failure to produce the original certificates, the candidature will be rejected.**
- (ix) **Candidates who fail to produce the original certificates and mark sheets during verification will not be allowed to attend the Personal Interview.**
- (x) Candidates appearing for the Personal Interview shall be reimbursed single to & fro 3rd AC rail fare as admissible for the post as per CSL rules by the shortest route from the mailing address mentioned in their online application submitted to Cochin Shipyard Ltd, Kochi on production of proof. However, at the time of verification, if it is found that the candidate does not fulfill any of the eligibility conditions, he will neither be allowed to attend the Personal Interview nor be paid any Travelling Allowance. 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 will be credited to their mentioned account through NEFT. Reimbursement of travel fare will only be considered to those candidates who submit the above details.
- (xi) No correspondence regarding the rejection of application in case of ineligibility will be entertained.
- (xii) **Call letters will not be sent to short-listed candidates by post.** They will be informed to download call letter by email/SMS/through CSL website www.cochinshipyard.com. Schedule of the selection will be intimated to the short-listed applicants through SMS/E-mail/CSL website (Careers page).

- (xiii) Mere submission of online application and Issue of call letter for the Personal Interview shall not confer any right to the candidate of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion.
- (xiv) Appointment of selected candidates will be subject to verification of character and antecedents and verification of caste certificates if applicable.
- (xv) Candidates should be of sound health and satisfy the medical fitness standards as fixed by 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 Medical Officer of CSL.
- (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) The selected candidate shall be placed at the minimum of the pay scale of Manager E3 grade (₹ 60,000 – 1,80,000).
- (xviii) 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.
- (xix) There will be no wait list of candidates after filling up of the notified vacancies.
- (xx) CSL reserves the right not to fill up the vacancy notified. Further, the filling up of the notified vacancy will 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.
- (xxi) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.
- (xxii) For any further clarification, please contact us via e-mail career@cochinshipyard.com

F. Important Dates

Commencement of Online Application : 13 March 2019
Last Date of Online Application : 16 April 2019

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

Sd/-
CHIEF GENERAL MANAGER (HR & TRNG)