

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

No.P&A/2(260)/18

02 April 2018

SELECTION OF PROJECT ASSISTANTS ON CONTRACT BASIS

Cochin Shipyard Limited, a listed premier Mini Ratna Company of Government of India invites **online applications** from applicants fulfilling the eligibility requirements, for appointment of **Project Assistants on contract basis** in the following disciplines:

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

Sl. No.	Discipline	Number of Vacancies/ Reservation	Educational Qualification	Experience
1	Mechanical	8 (UR-6, OBC-2)	Three year Diploma in respective Branch of Engineering with 60% of marks from a State Board of Technical Education.	Minimum of two years post qualification experience/ training in a Shipyard/ Marine Engineering Training Institute/Heavy Engineering Company. Proficiency and experience of working in a computerized environment would be advantageous.
2	Electrical	4 (UR-3, OBC-1)		
3	Electronics	2(UR)		
4	Civil	2(UR)		
5	Instrumentation	1(UR)		
6	Commercial	5 (UR-4, OBC-1)	Three year Diploma in Commercial Practice with 60% of marks from a State Board of Technical Education.	
7	Information Technology	1(UR)	Three year Diploma in Information Technology or Computer Engineering with 60% of marks from a State Board of Technical Education.	
8	Finance	2(UR)	Post Graduate Degree in Commerce from a recognised University.	Minimum of two years post qualification Industrial experience/ training in the finance department of government or a large private/ public sector enterprise. Proficiency and experience in working in computerized environment would be advantageous.

II. Remuneration

Period of Contract	Monthly consolidated pay	Compensation for extra hours per month
I year	₹19,200/-	₹4700/-
II year	₹19,800/-	₹4800/-
III year	₹20,400/-	₹4950/-

III. Period of Contract and Posting

- The post above is temporary in nature. The period of contract will be for a period of three years and may be considered for a further term based on project requirements and job performance.
- Depending upon specific project requirements, Project Assistants 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.

IV. Age

- Age shall not exceed 30 years as on 25 April 2018** relaxable by 5 years for SC/ST, 3 years for OBC (Non-Creamy Layer) and 10 years for Persons with Disabilities (PWD).
- 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. Age relaxation for Ex-servicemen will be as per Government of India guidelines.

V. Method of Selection

- The method of selection will be through an OMR Objective type Written Test to be held at Kochi. Marks assigned for Written test is as under:

General Knowledge	- 10 marks
General English	- 10 marks
Reasoning	- 10 marks
Quantitative Aptitude	- 10 marks
Discipline related	- <u>60 marks</u>
Total	100 marks

- Applicants will be considered for selection based on cut-off marks in the Written test as decided by the Shipyard. Further, Shipyard reserves the right to fix minimum marks / standard for pass in the test, at its sole discretion.

- c) If two or more candidates score same marks in the Written test, the candidate who has scored more marks in the Diploma/Post Graduate Degree examination will be ranked higher. If the marks scored in Diploma/Post Graduate Degree examination are also equal, then the candidate senior in age will be ranked higher.

VI. Conditions

a) Reservation

- (i) Government of India Directives on reservation applicable for SC/ST/OBC/PWD/Ex-Servicemen applicants will apply and be strictly followed.
- (ii) 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.
- (iii) In the case of Persons With Disabilities, the degree of disability should be a minimum of 40%. The candidate should possess valid Certificate of disability to this effect in the prescribed format obtained from a notified authority by Government of India / State Government.

b) Qualification

- (i) Those applicants having qualifications equivalent to any of the prescribed qualifications should submit Equivalency Certificate issued by the competent authority along with their application 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) For post at SI No.1 to 7, relaxed standards in qualification requirement (55% of marks and above in Diploma examination) will be followed in the case of SC/ST/PWD applicants, 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 25 April 2018.** The period of Apprenticeship Training in the relevant discipline under the Apprentices Act 1961, will be treated as experience.
- (ii) **Experience Certificates obtained from Shipyards/ Heavy Engineering Companies/ Private Sector Companies registered under the Companies Act 1956 or Foreign Shipyards/ Government departments will only be considered for short listing to attend the OMR Objective type Written Test.**
- (iii) Applicants who are presently working should **submit copy of experience certificate or the copy of appointment / offer letter issued by the employer and copy of last drawn Pay Slip as proof of experience along with their application**, and produce 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 along with their application and produce 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 their application or produce 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 ₹ 100/- (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 25 April 2018. No other mode of payment will be accepted.**
- (ii) **Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Persons with Disabilities (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)/PWD**, should invariably pay application fee of ₹ 100/- 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 25 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, disability(if any), educational qualification, experience 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 Project Assistant on contract basis (Discipline) and Registration No.”.**
- (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 copies of relevant documents/certificates as applicable by post.**
- (viii) **For applying online, the website will remain functional from 04 April 2018 to 25 April 2018.** The last date for submission of applications through online is 25 April 2018. The last date of receipt of online application print out, self-attested copies of certificates by post is 30 April 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) Applicants meeting the eligibility requirements and short-listed only will be allowed to appear for the Written Test. 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, disability(if any), caste etc and self-attested copies of all these certificates, at the time of certificate verification process and their candidature will be considered on the strength of those certificates. In case of failure to produce the original certificates and mark sheets, 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) 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.
- (iv) No TA/DA will be paid to the candidates for attending the Written test.
- (v) 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.
- (vi) 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.
- (vii) Depending upon number of applications received for the post, Shipyard reserves the right to stipulate a minimum mark in the qualifying examination to reduce the number of candidates to be called for the Written test.
- (viii) 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.
- (ix) 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.

- (x) 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 change the number of vacancies, restrict/alter/cancel/modify the recruitment process, if need so arises without notice or assigning any reason thereof.
- (xi) **No correspondence regarding the rejection of application in case of ineligibility will be entertained.**
- (xii) 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.
- (xiii) Any amendment, modification or addition to this advertisement will be given in the CSL website only.
- (xiv) 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	: 25 April 2018
Last Date of receipt of Online Application print out, self-attested copies of certificates by post	: 30 April 2018

Sd/-
CHIEF GENERAL MANAGER (HR)

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