

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

No.PERL/2(235)/17-Vol I

25 April 2018

Cochin Shipyard Limited (CSL), 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:

A. Name of Post, Vacancy, Educational Qualification, Experience:

Sl No	Name of Posts, Grade and No. of Vacancy / Reservation	Educational Qualification and Experience
1	Assistant Engineer (Information Technology) PS-I Grade (1 Post - OBC)	Educational Qualification: a) Pass in three year Degree in Computer Science / Information Technology / Computer Application securing minimum of 60% marks from a recognised University OR b) Pass in three year Diploma in Computer Engineering / Information Technology securing minimum of 60% marks from a State Board of Technical Education OR c) Equivalent qualifications in the case of Ex-servicemen. Experience: Seven years post qualification experience in IT department / section of a Government Establishment / Public Sector Undertaking or Private Company with a minimum turnover of ₹ 100 crores. Experience should be in the following areas: a) Operation, management and support of IT systems including OS, hardware, software, peripheral devices, video conferencing, access / security surveillance system. b) Administration of Servers and storage systems. c) General administration, installing, configuring and maintaining network for LAN and WAN including routers, network switches etc. d) Trouble shooting and support of IT systems e) Windows Active Directory Domain Systems, User creation and authorization management, configuration and management of security policies. f) Installation, debugging maintenance and updating of various application software. g) Analyzing the IT requirements and prepare specification for the procurement of IT assets and equipment as per suitable industry standards.

Sl No	Name of Posts, Grade and No. of Vacancy / Reservation	Educational Qualification and Experience
		<p>h) Conduct periodical and regular check-up of all IT resources as required.</p> <p>i) Ensure, verify and log all the backup activities to take the online backup of all critical resources.</p> <p>j) Managing all AMC related contracts.</p> <p>k) Experience in managing IT support Staff.</p> <p>l) Ensuring trouble free operations as per Information Security Standards and related practices.</p> <p>Out of the above experience, atleast two years experience should be in a Supervisory Grade in case of Government Establishments / Public Sector Undertakings or should have managed a team of 5-10 members for atleast two years in case of Private Companies.</p>
2	Accountant PS-I Grade (4 Posts - 2UR,1 OBC,1 ST)	<p>Educational Qualification & Experience:</p> <p>Graduate with M.Com and Seven years experience in Finance/Accounting in a Government Establishment / Public or Private Sector Undertaking OR</p> <p>Graduate with a Pass in CA/ICWA intermediate examination with Five years experience in Finance/Accounting in a Government Establishment/ Public or Private Sector Undertaking.</p> <p>Out of the above experience, two years experience should be in a Supervisory Grade. Experience of working in a computerised environment would be an added advantage.</p>

B. Scale of Pay

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
PS-I	₹ 28000-110000

C. Age

- Age as on **22 May 2018** shall not exceed 40 years, relaxable by 3 years for OBC, 5 years for SC/ST, 10 years for Persons with Disabilities (PWD) and for Ex-servicemen, 45 years or the period of military service plus three years. 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.
- However, in no case, age limit after applying all age relaxations shall exceed 50 years.

D. Method of Selection

- a) Depending upon the number of candidates eligible/ short-listed, the selection process will be held at Cochin Shipyard Limited, Kochi or at any other place in Kochi/ Kerala.
- b) The method of selection will include **Phase I, consisting of an Objective type written test (70 marks) and Phase II (30 marks), consisting of Descriptive type written Test.**
- c) **The Phase I Objective type written test will be of 75 minutes duration. In Phase I, the question paper for Objective type written test consists 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 type written test / Max marks
General Knowledge	General English	Reasoning	Quantitative Aptitude	Discipline related**	
5	5	5	5	50	70

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

**Syllabus for Part A and Part B attached separately as Annexure 1. Please note that the syllabus is only indicative and not exhaustive.

- d) Based on the marks secured in the Phase I written test, the candidates will be short-listed according to the cut-off marks and / or in the ratio of 1:7 for attending Phase II. Further, Shipyard reserves the right to fix minimum marks / standard for pass in the tests, at its sole discretion.

E. Conditions

a) Reservation:

- (i) Only Indian Nationals are eligible to apply.
- (ii) Government of India Directives on reservation applicable for Scheduled caste (SC)/ Scheduled Tribe (ST)/ Other Backward Class (OBC)/ OBC (Minority)/ Persons with Disabilities (PWD)/ Ex-servicemen (ESM) candidates will apply and be strictly followed.
- (iii) Candidates 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 Thahsildar, along with the application failing which their candidature will not be considered against reservation.
- (iv) In the case of Persons With Disabilities, the degree of disability should be a minimum of 40%. The candidate should submit 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) The minimum qualification stipulated for the posts must be from a University/ Institute recognized by State/ Central Government / 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.
- (iii) 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 will not be considered.**

c) Experience:

- (i) **Post qualification experience i.e. experience acquired after the date of passing of the qualification stipulated as per item A above will only be considered. Period of experience will be reckoned as on 22 May 2018.**
- (ii) The period of Apprenticeship Training in the relevant trade under the Apprentices Act 1961, will be treated as experience. Period of Advanced training in Cochin Shipyard Ltd will be treated as experience for determining eligibility.
- (iii) Experience Certificates obtained from Shipyards/ Government Establishments/ Engineering Companies/ Private sector companies registered under the Companies Act 1956 or Foreign Shipyards/Companies of equivalent status will only be considered for short listing and for consideration for selection.
- (iv) Candidates who are presently working in any company (Private/ Public Sector/ Govt), should submit either the **copy of experience certificate or the copy of appointment / offer of appointment issued by the company along with the latest Pay Slip / copy of last Pay drawn** as proof of work experience, along with the online application. **For past employment, experience certificate indicating the date of joining as well as relieving should be submitted.** If selected, the candidates should produce all certificates in original to establish the experience claimed in their online application, failing which the offer letter issued to them will be treated as cancelled.
- (v) Work experience obtained from contractors (Proprietary Firms and Partnership Firms) engaged by Shipyards/Ports/Government Establishments/Heavy Engineering Companies may be considered based on the endorsement of the Principal Employer or Labour Enforcement Authorities, on the certificates issued by the contractor. Such candidates are required to submit further proof such as ESI/EPF statements to substantiate their claims. Certificates of training issued by contractors (Proprietary Firms and Partnership Firms) will not be considered.

- (vi) Candidates 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 will be cancelled/ rejected.**
- (vii) Ex-servicemen having equivalent certificates should have work experience in the relevant discipline in the Armed Forces. **They should submit copy of the Discharge Certificate/ Book / pension payment order from the Armed Para Military Forces and copies of all certificates indicating qualification and Experience Certificate from the authorities concerned, failing which their candidature will not be considered.**

d) 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 25 April 2018 to 22 May 2018. No other mode of payment will be accepted.**
- (ii) **No application fee for candidates belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST) / Person with Disability (PWD).** 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/PWD, 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 requirements notified may submit their application through online from **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) **After applying through online, candidate should ensure to retain a copy of the application printout 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 job application form should be quoted for any correspondence with CSL.**
- (iv) For applying online the website will remain functional from **25 April 2018 to 22 May 2018.** The last date for submission of applications through online is **22 May 2018.**

- (v) **After applying through online**, the print out of the **Confirmation Page of the application** with unique Registration Number should be taken, affix a recent passport size photograph, sign the application and **send the same by post along with self-attested copies of all certificates/ documents in proof of age, qualifications, mark sheets, experience, caste, disability (if any) etc**, to **The Chief General Manager (HR & TRG), Cochin Shipyard Ltd, Perumanoor P.O, Kochi-682015**. The envelope containing the print out of the online application and certificates should be super scribed on top as **“Application for the post of & Registration No.”**.
- (vi) **Candidates are required to ensure that all certificates/ documents towards proof of age, qualification, experience, caste, disability (if any) etc are submitted along with signed copy of online application with recent passport size colour photograph pasted, failing which their candidature will not be considered and will be rejected. It is important to note that, the candidature will be considered only on receipt of the online application print out (Confirmation page) with Registration number along with copies of relevant certificates as applicable by post.**
- (vii) Last Date of receipt of Online Application Print Out, self-attested copies of certificates/mark sheets by post is **29 May 2018**.
- (viii) **Cochin Shipyard 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) Depending upon number of online applications received for the post, Shipyard reserves the right to stipulate a higher cut off mark than the minimum eligibility marks stipulated in the qualifying examinations and accordingly short-list candidates 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 application.**
- (iii) 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.
- (iv) Application must be complete in all respects as per the Advertisement Notification. **Please note that incomplete applications will not be considered.**
- (v) **Candidates short-listed when called for the certificate verification 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 (if any) 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 at the time of verification, the candidature will be rejected.**

- (vi) 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, without notice.
- (vii) **Candidates who fail to produce the original certificates and mark sheets during verification will not be allowed to attend further selection process.**
- (viii) SC/ST/PWD Candidates appearing for the certificate verification 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 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 further selection process 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.**
- (ix) **No correspondence regarding the rejection of application in case of ineligibility will be entertained.**
- (x) Shipyard reserves the right to conduct additional examination/ test or call for any additional documentary evidence in support of educational qualification / experience of the candidates indicated in their online application.
- (xi) **Call letters will not be sent to eligible candidates by post.** They will be informed to download call letter by email/SMS/through CSL website. The registration numbers of only short-listed candidates will be published on career page of Shipyard website www.cochinshipyard.com.
- (xii) Mere submission of application through online and by post and Issue of call letter shall not confer any right to the candidate of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion.
- (xiii) Appointment of selected candidates will be subject to verification of character and antecedents and verification of caste certificates if applicable.
- (xiv) Candidates 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 Shipyard at their own expenses and medical fitness of all candidates are further subject to certification by the Company Medical Officer.
- (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) There will be no wait list of candidates after filling up of the notified vacancies.
- (xvii) Cochin Shipyard Ltd reserves the right to change the number of vacancies, and the vacancies notified may not be filled up. 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.
- (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 0484-2501823, 0484-2501284 or via e-mail career@cochinshipyard.com.

F. Important Dates:

Commencement of Online Application	: 25 April 2018
Last Date of Online Application	: 22 May 2018
Last Date of receipt of Online Application print out, self-attested copies of certificates by post	: 29 May 2018

Sd/-
CHIEF GENERAL MANAGER (HR & TRG)

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

DETAILED SYLLABUS OF PART A

Particulars	Syllabus - General (Part A)
General Knowledge	<ul style="list-style-type: none"> • Facts about India and other countries: Basic facts / Geography / Tourism / Transport systems / Personalities / Places / History / Constitution / Economy / Writers / Literatures / Indian States & Union Territories / International Organizations. • General Science : Branches of studies / Scientific instruments and appliances / Physics / Chemistry / Biology • Sports & Games • Important Events/ Movements / Leaders / Places / Years • Writers – Authors – Biography - Autobiography • Abbreviations
General English	<ul style="list-style-type: none"> • Spotting Errors / Vocabulary usage / Sentence Completion / Synonyms / Antonyms / Reconstruction of sentences / One word substitution / Idioms & Phrases / Grammar / Correct usage of Articles / Prepositions / Singular and Plural
Reasoning	<ul style="list-style-type: none"> • Analogy / Classification / Series Completion / Coding-Decoding / Blood Relation / Direction Sense Test / Alphabet Test / Number and Ranking / Puzzle Test / Odd Man out / General Intelligence
Quantitative Aptitude	<ul style="list-style-type: none"> • Number system / Fraction and Decimals / Simplification / Volume and surface areas / Square roots and Cube roots / Problems based on numbers, Speed, Time and Distance, Simple Interest / Compound Interest / Boats and Streams / Problems on Trains / Percentage - Interest / HCF and LCM / Average / Ratio and Proportion / Time and Work / Problems based on ages / Profit, Loss and Discount, Statistics / Permutations & Combinations / Probability.

DETAILED SYLLABUS OF PART B

Sl No	Name of Post	Syllabus - Discipline related (Part B)
1	Assistant Engineer (Information Technology)	<p><u>Theoretical and application knowledge on</u></p> <ol style="list-style-type: none"> 1) System Administration and management 2) Operating systems – UNIX, LINUX and Windows 3) Network administration and Management 4) Database Management systems 5) ERP systems management 6) Website management 7) Management of PCs and peripheral devices 8) Various types of IT systems management 9) Programming languages including Scripting languages 10) Information security practices and Cyber laws
2	Accountant	<ul style="list-style-type: none"> • Basic knowledge of computer applications • <u>Theoretical and application knowledge on</u> • Financial Accounting • Trading & Profit & Loss Accounts and Balance Sheet

Sl No	Name of Post	Syllabus - Discipline related (Part B)
		<ul style="list-style-type: none"> • Bank Reconciliation Statement • Depreciation, Reserves and Reserve Funds, Ratio Analysis • Capital and Revenues, Revenue Accounts, Receipts & payments Accounts, Income & Expenditure Accounts • Company Accounts • Financial Statements and Reporting • Cost Accounting, Cost Records and Cost Audit • Direct and Indirect Taxes- Income Tax Act, Central Sales Tax Act, Service Tax Act, Central Excise Act • Contracts Act, Payment of Gratuity Act, Payment of Bonus Act, ESI Act, EPF Act. • Companies Act, Factories Act, ID Act • FEMA, SCRA and SEBI Act. <p>Company Audit, preparation of Auditors Report and other requirements.</p>