

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

No.P&A/18(186)/13-Vol II

21 Aug 2018

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 posts:

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 | Assistant General Manager (Marine), E-5 Grade, ₹ 80000-220000 | 1 (OBC) | <p><u>Educational Qualification:</u> Degree in Marine Engineering with a minimum of 60% marks from a recognized University. OR Degree in Mechanical Engineering with a minimum of 60% marks from a recognized University, along with pass in one year Graduate Marine Engineering course (pre-sea training) conducted by Directorate General of Shipping, Govt. of India.</p> <p><u>Experience :</u> Minimum of 15 years post qualification managerial experience in Shipbuilding/ Ship repair/ Ports/ Heavy Engineering company/ Offshore Fabrication/ Other Marine Installations / Classification Societies and Marine related Engineering companies in the areas of Design/ Procurement/ Planning/ Production Engineering/ Fabrication / Outfitting/ Repairs/ Quality Assurance/ Installation and Commissioning of Power Generation and Distribution/Project Execution, of which at least one year in the immediate lower scale of pay in case of PSUs in the regular cadre or in equivalent immediate lower scale of pay in case of Government /Autonomous bodies or having an equivalent CTC in case of Private companies. Experience of working in an ERP/ SAP/ computerised environment desirable.</p> | Not to exceed 53 years, for OBC (NCL) candidates. |

| Sl No | Name of Posts, Grade and Pay scale | No. of Vacancies/ Reservation Break up | Educational Qualification and Experience | Age |
|-------|--|--|--|-------------------------|
| 2 | Senior Manager (Marketing - Marine), E-4 Grade, ₹ 70000-200000 | 1 (UR) | <p><u>Educational Qualification:</u></p> <p>a) Degree in Marine Engineering with a minimum of 60% marks from a recognized University.</p> <p>OR</p> <p>Degree in Mechanical Engineering with a minimum of 60% marks from a recognized University, along with pass in one year Graduate Marine Engineering course (pre-sea training) conducted by Directorate General of Shipping, Govt. of India.</p> <p>b) Post Graduate Degree / Diploma in Business Administration with Marketing Management as specialization would be an added advantage.</p> <p><u>Experience:</u></p> <p>Minimum of 10 years post qualification managerial experience of which at least 5 years in a Shipyard/Marine Engineering Company / Marine related offshore Company/ Classification Society/ Ship owners etc. Should possess adequate knowledge and exposure in dealing with Market Research/ Planning/ Business Development/Contract Management/ Budgeting & Cost Estimation in Marine related industry such as a Ship Builder, Ship operator or Class Society representative. Experience obtained from leading companies having international exposure with good track record shall be specially considered. Out of the above total experience, should have at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government /Autonomous bodies or having an equivalent CTC in case of Private companies. Experience of working in an ERP/ SAP/ computerised environment desirable.</p> <p><u>Job Requirements:</u></p> <p>Should be a good team player, willingness to travel at short notice, good communication skills in project sales catering to national &</p> | Not to exceed 40 years. |

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|-------|--|--|--|-------------------------|
| | | | international clients, willing to take responsibility to work against the set targets within the time frame etc. | |
| 3 | Manager (Marine), E-3 Grade, ₹ 60000-180000 | 2 (1-UR, 1-OBC) | <p><u>Educational Qualification:</u> Degree in Marine Engineering with a minimum of 60% marks from a recognized University.</p> <p>OR Degree in Mechanical Engineering with a minimum of 60% marks from a recognized University, along with pass in one year Graduate Marine Engineering course (pre-sea training) conducted by Directorate General of Shipping, Govt. of India.</p> <p><u>Experience:</u> Atleast II class MOT Certificate of Competency (Motor) issued under Merchant Shipping Act 1958 and minimum of 9 years post qualification experience on board ships with atleast 3 years experience as Independent Watch Keeping Engineer on board ships. Out of the above, at least one year in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government/ Autonomous bodies or having an equivalent CTC in case of Private companies in India. Experience of 9 years will be relaxable at the discretion of Shipyard by a maximum of two years in case sufficient candidates with notified eligibility requirements are not available.</p> | Not to exceed 40 years. |
| 4 | Deputy Manager (CSR) E-2 Grade, ₹ 50000 – 160000 | 2 (UR) | <p><u>Educational Qualification:</u> (i) Degree in any discipline from a recognized University. (ii) Post Graduate Degree in Social Work (with specialisation in any field) / Rural Development/ Developmental Studies, from a recognized University.</p> <p><u>Experience:</u> Minimum seven years of post qualification</p> | Not to exceed 35 years. |

| Sl No | Name of Posts, Grade and Pay scale | No. of Vacancies/ Reservation Break up | Educational Qualification and Experience | Age |
|-------|------------------------------------|--|--|-----|
| | | | <p>working experience in the field of social work, community development, ecological development, sustainable development and rural development activities in a Government Establishment/ Local Self Government/ Public Sector Undertaking/ Private Company/ Non-Governmental Organization, out of which a minimum of three years experience should be in handling Corporate Social Responsibility (CSR) activities preferably in a Public Sector Undertaking.</p> <p>Fluency in written and spoken Malayalam is essential. Knowledge of Hindi is desirable.</p> <p><u>Job Requirements:</u></p> <p>Key member in CSR team responsible for effective implementation of CSL CSR policies / projects. Responsible for all administrative, liaison works related to selection and implementation of CSR projects undertaken by CSL. Monitoring and evaluating various CSR projects, preparing reports and presentations to the CSR Board level / Below Board Level Committees etc. Willingness to travel and work in any CSR projects undertaken by CSL at any location as required.</p> | |

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) |
|-------|-------------------|--------------|
| E5 | ₹ 80000-3%-220000 | ₹ 18.3 lakhs |
| E4 | ₹ 70000-3%-200000 | ₹ 16 lakhs |
| E3 | ₹ 60000-3%-180000 | ₹ 13.7 lakhs |
| E2 | ₹ 50000-3%-160000 | ₹ 11.4 lakhs |

C. Age

- a) **The upper age limit prescribed for the posts shall be as on 03 October 2018.** The upper age limit is relaxable by 3 years for OBC (Non-Creamy Layer) candidates, 5 years for SC/ST candidates and 10 years for Persons with Disabilities (PWD).
- 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 work experience, projects handled etc (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:

| Sl No. of Posts | Total 100 Marks | | | | |
|-----------------------|--|--|--------------------------|------------------|--------------------|
| | 20% Marks | 40% Marks | 10% Marks | 10% Marks | 20% Marks |
| Posts at Sl No. 1,2,3 | Qualifying Engineering Degree Marks | Work Experience in the relevant job/area | Power Point Presentation | Group Discussion | Personal Interview |
| Post at Sl No. 4 | Marks in Post Graduate Degree in Social Work/ Rural Development/ Developmental Studies | | | | |

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 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 against the reserved posts.
- (iv) 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) The minimum qualification stipulated for the posts 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 experience will be reckoned as on 03 October 2018.**
- (ii) **For posts at Sl nos. 1, 2 and 3, experience Certificates obtained from Shipbuilding / Ship repair/ Heavy Engineering company/ Offshore Fabrication/ Other Marine Installations / Classification Societies and Marine related Engineering companies registered under the Companies Act 1956 or Foreign Shipyards/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.** 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.
- (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 **29 August 2018 to 03 October 2018.**

- (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 **29 August 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 take a printout of the application containing 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.**
- (iv) For applying online the website will remain functional from **29 August 2018 to 03 October 2018.** The last date for submission of applications through online is **03 October 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 etc, to The Chief General Manager (HR & Training), 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 at CSL & Registration No."**.
- (vi) **Candidates are required to ensure that all certificates/ documents towards proof of age, qualification, experience, caste, disability 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 **08 October 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 posts, 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 posts before submitting the applications.**
- (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 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.**
- (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.
- (vii) **Candidates who fail to produce the original certificates and mark sheets during verification will not be allowed to attend the Personal Interview.**
- (viii) Candidates appearing for the Personal Interview shall be reimbursed single to & fro 3rd AC rail fare as admissible for the posts as per company 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 reimbursement 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) 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 Shipyard website www.cochinshipyard.com

- (xi) 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.
- (xii) Appointment of selected candidates will be subject to verification of character and antecedents and verification of caste certificates if applicable.
- (xiii) Candidates should be of sound health and satisfy the medical fitness standards as fixed by the company. The candidates short-listed for appointment after interview should undergo a medical examination in the hospitals as prescribed by Shipyard at their own expenses and medical fitness further subject to certification by the Company Medical Officer.
- (xiv) 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.
- (xv) Pay protection for candidates working in Government Departments / Public Sector Organisations will be considered in accordance with the DPE guidelines. Fixation of pay in case of candidates from Private Sector will be at the minimum of the pay scale.
- (xvi) 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.
- (xvii) There will be no wait list of candidates after filling up of the notified vacancies.
- (xviii) Cochin Shipyard 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.
- (xix) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.
- (xx) For any further clarification, please contact us via e-mail career@cochinshipyard.com

F. Important Dates

Commencement of Online Application : 29 August 2018
Last Date of Online Application : 03 October 2018
Last Date of receipt of Online print out,
Self-attested copies of certificates by post : 08 October 2018

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

Sd/-
CHIEF GENERAL MANAGER (HR & TRNG)