

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

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

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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 Executive posts for **CSL:-**

A. Name of 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	Deputy Manager (Electronics), E-2 Grade ₹ 50000 - 160000	1 post (UR)	<p><u>Educational Qualification:</u> <u>Essential:-</u> Degree in Electronics / Electronics & Communication / Electronics & Instrumentation Engineering with minimum of 60% marks from a recognized University. <u>Desirable :-</u> Qualifications/training related to installation/repairs of weapons & sensors including commissioning. <u>Experience:</u> Minimum of seven years post qualification experience in Marine Shipbuilding/Ship Repair/Heavy Engineering company and related Engineering companies / Government / Semi-Government Companies / Establishments in the areas of Electronics Equipment / integration/ Equipment Design/Procurement/ Installation/ Repair of Ship related electronics, Navigation and Communication Equipments, Equipment Controls & Instrumentation and Project Execution in related field, 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. Experience in handling Naval weapon systems would be preferable. Experience of working in an ERP/SAP/computerized environment desirable. <u>Job Requirements:</u> Overall Management, co-ordination with ship staff, Project management and co-ordinate with class/MMD surveyor and complete the job of the vessel assigned and prove to the satisfaction of the owner.</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
2	Assistant Manager (Design-IT), E-1 Grade ₹ 40000 – 140000	2 posts (UR)	<p><u>Educational Qualification:</u> Degree in Engineering with minimum of 60% marks from a recognized University.</p> <p><u>Experience:</u> Minimum of three years post qualification experience in C++/CAA with good programming skills. Understanding of 3DEXPERIENCE Shipbuilding Platform (CATIA, DELMIA, ENOVIA, SIMULIA) knowledge based engineering EKL, Knowledge suite (action, check, rule, template, catalog, part/product family) are added advantages. Good analytical and problem solving skills are mandatory. Experience of working in an ERP/SAP/computerized environment desirable.</p> <p><u>Job Requirements:</u> Required skill and knowledge of using 3D Experience software and shall work with Design people who are having core knowledge of Ship Design for application development and customisation as per requirement.</p>	Not to exceed 30 years.

B. Scale of Pay, Benefits & Place of Posting:

- a) 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)
E2	₹ 50000-3%-160000	₹ 15.8 lakhs
E1	₹ 40000-3%-140000	₹ 12.7 lakhs

C. Age:

- a) **The upper age limit prescribed for the posts shall be as on 27 December 2019.**
- 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 & Persons with Benchmark Disabilities (PwBD) shall be as per Government of India guidelines. However, in no case, age limit after applying all age relaxations shall exceed 45 years for the post of Deputy Manager (Electronics) and 40 years for the post of Assistant Manager (Design-IT).

D. Method of Selection:

- a) The selection process shall be held at Kochi.
- b) For the post of Deputy Manager (Electronics), the method of selection shall include a Power Point Presentation prepared by the candidates highlighting work experience, projects handled etc (duration of not more than ten minutes). This shall be followed by a Group discussion & Personal Interview. Accordingly, weightage is assigned to the following parameters for the final selection:-
- | | | |
|---|----------|------------------|
| (i) Qualifying Engg Degree Marks | : | 20% Marks |
| (ii) Work Experience in the relevant job/ area: | : | 40% marks |
| (iii) Power Point Presentation | : | 10% marks |
| (iv) Group Discussion | : | 10% marks |
| (v) Personal Interview | : | 20% marks |
| Total | : | 100 Marks |
- c) For the post of Assistant Manager (Design-IT), the method of selection shall include Objective type Test, Descriptive type Test, followed by Personal Interview. The details are as under:-
- (i) The Objective type Test shall be of 30 marks, 30 minutes duration comprising of 30 Multiple-choice questions in the areas of General Knowledge, General English, Reasoning, Quantitative Aptitude and Subject Based. The Descriptive type test shall be of 30 marks comprising Subject based questions. Accordingly, weightage is assigned to the following parameters for the final selection:-
- | | | |
|--------------------------------|----------|------------------|
| ➤ Qualifying Engg Degree Marks | : | 20% Marks |
| ➤ Objective type test Marks | : | 30% Marks |
| ➤ Descriptive type test Marks | : | 30% Marks |
| ➤ Personal Interview | : | 20% Marks |
| Total | : | 100 Marks |
- (ii) Based on the marks secured by the candidates in the Objective type test, the candidates shall be short-listed for certificate verification in the ratio of 1:6, in the order of merit. Candidates who successfully complete the certificate verification shall only be allowed to attend the Descriptive type Test / Personal interview. In case, same marks secured by more than one candidate in the Objective type test, marks scored in the Subject part of the Objective type test shall be considered as the basis of determining the order of merit list. In case of a tie thereafter, relative merit shall be decided based on seniority in age.
- (iii) However, CSL reserves the right to fix minimum marks for pass in the Objective type test for the purpose of short listing candidates for the certificate verification and in such cases, the ratio of short-listing may be less than 1:6.

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) candidates shall apply subject to meeting the eligibility requirements. Relaxation in upper age limit is not extended to them.

- (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.

c) Qualification:

- (i) The minimum qualification stipulated for the posts must be from a University/ Institute/Examination Board recognized by AICTE/ appropriate statutory authority in India.
- (ii) Those applicants having qualifications equivalent to any of the prescribed qualifications should submit Equivalency Certificate issued by the Competent Authority and without such certificate, their candidature shall not be considered.
- (iii) Some Universities/Institutes/ Examination Boards do not award Class or Percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI, etc.). In case University/Institute/Examination Board defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the same shall be accepted. However, where the University/ Institute/Examination Board 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.

d) Experience:

- (i) **Experience acquired after the date of passing of the qualification stipulated as per item A above shall only be considered. Period of post qualification experience shall be reckoned as on 27 December 2019.**
- (ii) **Experience Certificates obtained from Companies registered under the Companies Act 1956 or Foreign Companies of equivalent status shall only be considered for short listing to attend the selection process.**
- (iii) Applicants 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 Test/Personal interview.**
- (iv) Applicants who are 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 test/interview.**

- (v) Applicants who are Ex-servicemen should submit **Discharge Certificate/ Book/ Pension Payment Order from the Armed 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 shall not be considered.
- (vi) Those ex-servicemen, on re-employment in any Government job on civil side after availing of the benefits given to him as an ex-serviceman, his ex-serviceman status for the purpose of re-employment in Government shall be governed by DoPT OM Nos. 36034/27/84-Estt(SCT) dated 02.05.1985, 36034/6/90-Estt(SCT) dated 10.10.1994 and 36034/1/2014-Estt (SCT) dated 14.08.2014. **All ex-servicemen shall submit an undertaking along with the online application to the effect that he has not been re-employed in Government after availing the benefits for ex-servicemen.**

e) 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 **20 November 2019 to 27 December 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 e(i) above. **It is important to note that their candidature shall be considered only on receipt of application fee.**

f) 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. The application consists of two phases – One time Registration and Submission of application against the post applicable. Applicants should not submit more than one application. Application once submitted shall be final.**
- (ii) **Applicants meeting the notified requirements do the One Time Registration in the SAP Online portal and submit their application may submit their application.** The facility to submit their application can be accessed through our website www.cochinshipyard.com (Careers page) from **20 November 2019 to 27 December 2019. Application submitted direct or by any other mode will not be accepted.**
- (iii) **Before filling up 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) **Applicants 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 shall not be considered and shall be rejected.**
- (v) 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.
- (vi) Application must be complete in all respects as per this Advertisement Notification. **Please note that incomplete applications shall not be considered.**
- (vii) **After applying through online, applicants 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 shall be obtained only upon successful submission of online application.** The Registration Number on the online application should be quoted for any correspondence with CSL.
- (viii) **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.**
- (ix) For applying through the SAP online application facility, the website shall remain functional from **20 November 2019 to 27 December 2019**. The last date for submission of applications through online is **27 December 2019**. **In order to avoid heavy traffic in website on the last date that may result in non-submission of application, applicants are advised to log in to CSL website and submit applications well in advance before the last date. Those who apply on the last date of application may not get any troubleshooting assistance / technical support in the SAP application portal after 1700hrs on the last date.**

g) 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 examination and accordingly short-list candidates for consideration for selection.
- (ii) **Applicants 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) Definition of Ex-serviceman:- Ex-serviceman is a person
 - (i) Who has served in any rank whether as combatant or non-combatant in a Regular Army, Navy and Air Force of the Indian Union, and
 - a) Who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
 - b) Who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
 - c) Who has been released from such service as a result of reduction in establishment;
 - (ii) Who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes

- personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service; Or
- (iii) Personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension; Or
 - (iv) Personnel, who were on deputation in Army Postal Service for more than six months prior to 14th April, 1987; Or
 - (v) Gallantry award winners of the Armed Forces including personnel of Territorial Army; Or
 - (vi) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.
- (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 shall 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 shall not be considered, and no further correspondence shall be entertained in this regard.
- (v) **Candidates short-listed for the Test/Personal Interview should bring a photo identity proof (in original) like 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 shall be considered on the strength of the original certificates. In case of failure to produce the original certificates, the candidature will be rejected.**
- (vi) **Candidates who fail to produce the original certificates and mark sheets during verification shall not be allowed to attend the Test/Personal Interview.**
- (vii) For the post of Deputy Manager (Electronics), candidates appearing for the Personal Interview and for the post of Assistant Manager (Design-IT), SC/ST/PwBD candidates appearing for the Written Test /Personal Interview shall be reimbursed single to & fro 3rd AC rail fare as admissible for the posts 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. In case of Unreserved / OBC candidates, reimbursement shall be given only to candidates appearing for the Personal Interview. 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.
- (viii) No correspondence regarding the rejection of application in case of ineligibility will be entertained.

- (ix) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed by e-mail/SMS/through CSL website www.cochinshipyard.com to download call letter. Schedule of the selection shall be intimated to the short-listed applicants through SMS/E-mail/CSL website (Careers page).
- (x) Mere submission of online application and Issue of call letter for the Test/Personal Interview shall not confer any right to the applicant of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion.
- (xi) Appointment of selected candidates will be subject to verification of character and antecedents and verification of caste certificates if applicable.
- (xii) Candidates should be of sound health and satisfy the medical fitness standards as fixed by the 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.
- (xiii) The selected candidates shall be placed at the minimum of the pay scale of the posts notified.
- (xiv) 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.
- (xv) Wait lists shall be maintained for the posts and shall be operated only in the event of occurrence of a vacancy caused by non-joining of a candidate from the rank list within the date of joining as stipulated in the offer of appointment issued to the candidate, OR, where a candidate joins the post and in the event of separation of a person on account of death or resignation from the post during the period of one year from the date of joining in CSL. The validity period of the wait list shall be upto one year from date of publication of results or date of joining as stipulated in the offer of appointment issued to the candidates, whichever is earlier, unless a fresh notification for the same post is issued. Vacancy which arose as stated above shall not be treated as a fresh vacancy and the actual number of posts filled up against this notification shall under no circumstances exceed the number of vacancies indicated in this notification.
- (xvi) Notwithstanding the above or any other conditions, CSL reserves the right not to fill up the vacancies notified. Further, the filling up of the notified vacancies shall 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.
- (xvii) 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.
- (xviii) 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.

(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 : 20 November 2019

Last Date of Online Application : 27 December 2019

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

Sd/-
CHIEF GENERAL MANAGER (HR & TRNG)