



COCHIN SHIPYARD LIMITED

A GOVERNMENT OF INDIA ENTERPRISE

A MINI RATNA COMPANY UNDER THE MINISTRY OF PORTS, SHIPPING AND WATERWAYS

Vacancy Notification Ref No. CSL/P&A/RECTT/CONTRACT/MEDICAL OFFICER/2022/3
dated 21 March 2022

WALK IN SELECTION FOR MEDICAL OFFICER ON CONTRACT BASIS

Cochin Shipyard Limited (CSL), a listed premier Mini Ratna Company of Government of India, invites applications from Indian citizens fulfilling eligibility requirements, through **walk-in-selection**, for filling up of the post of **Medical officer on contract basis for CSL:-**

I. Name of Post, Educational Qualification, Experience & Duties:

TABLE 1

Name of Post	Educational Qualification, Experience & Duties
Medical officer on contract basis	<p><u>Educational Qualification:</u></p> <p>(a) MBBS Degree/Equivalent from a recognized University. (b) Permanent registration with Medical Council of India/State Medical Council.</p> <p><u>Experience:</u></p> <p>(a) Experience is not mandatory. (b) Experience preferably with Third Party Administrators (TPAs), in verification of Medical Bills.</p> <p><u>Duties:</u></p> <p>A. The primary duty will be Verification of bills received from Hospitals and confirming the eligibility as per CSL Scheme. B. The other responsibilities include the following:- a) Maintenance of health records of employees, b) Issue of Medical and Fitness certificates, c) Verifying pre-employment Medical reports, d) Consultation and Outpatient treatment to all eligible persons at CSL Medical Centre, handling medical emergencies at any time of the day, provide First-Aid treatment in case of accidents, follow up treatment with hospitals where employees or their dependants are referred/ admitted. , e) Compliance under Integrated Management System (IMS), f) Any other duties as assigned from to time.</p>

II. Important Dates:

Date of receipt of applications through Walk in : 31 March 2022

Time : 0900 Hrs to 1400 Hrs

**Venue of receipt of applications : Visitor's Facilitation Centre, Ravipuram Gate,
Cochin Shipyard Limited, Kochi - 682 015.**



III. No. of Vacancies:

TABLE 2

Name of Post	Total
Medical officer on contract basis	2

CSL reserves the right to increase / decrease the number of vacancies or not to fill up any of the vacancies or cancel the recruitment process, as per its requirement.

IV. Period of Contract:

The above post is temporary in nature and for a period of **one year**.

V. Remuneration:

- The payment applicable for the post for the one year contract shall be ₹ 50,000/- per month.
- In addition to the above, EPF contribution for ₹ 15,000/- (statutory wage limit) shall be applicable.

VI. Age:

The upper age limit prescribed for the post shall not exceed **65 years as on 31 March 2022**, i.e. applicants should be born on or after **01 April 1957**.

VII. Method of Selection & Mode of receipt of application:

- The method of selection shall be through **Personal Interview (out of 100 marks) to be held at CSL, Kochi or interview through electronic media.**
- Applicants meeting the notified requirements shall attend a **Walk in selection**, for the post from **0900 Hrs to 1400 Hrs on 31 March 2022**, and submit the applications in the prescribed format along with the self-attested copies of certificates at **Visitor's Facilitation Centre, Ravipuram Gate, Cochin Shipyard Limited, Kochi - 682 015**. Application format **Annexure - I** is given along with this advertisement on our website www.cochinshipyard.in (Career page → CSL).
- The applications shall be verified subsequently and **candidates who successfully complete the certificate verification shall only be allowed to attend the Personal Interview on the same day or on subsequent dates, depending on the number of applications.**
- Application submitted in any other mode shall not be accepted.** Application once submitted shall be final.



- e) **The applicants attending the walk-in-selection should submit the following:-**
- (i) **Application form in Annexure I with recent passport size photograph pasted on the application.**
 - (ii) **A photo - identity proof (in original).**
 - (iii) **Original & self-attested copy of Aadhaar.**
 - (iv) **Original Certificates and testimonials, in proof of age/ date of birth, educational qualifications, experience, caste, disability etc and self-attested copies of the certificates.**
 - (v) **RTPCR test results.**
- f) Application Form must be complete in all respects as per the Advertisement Notification. Please note that incomplete and unsigned applications shall not be considered. Filling of garbage / junk details in any of the fields can lead to rejection of your application.
- g) Applications that are incomplete, not in the prescribed format, not legible, without the required enclosures will be summarily rejected without assigning any reason and no correspondence in this regard will be entertained.
- h) **Original certificates** towards proof of age, qualification, caste, experience, disability etc and **self-attested copies** of all these certificates should be produced for verification and at the time of joining or at any other stage and **their candidature shall be considered on the strength of the original certificates. In case of failure to produce the original certificates, the candidature shall be rejected.**

VIII. Conditions:

(a) Reservation

- (i) Government of India Directives on reservation shall 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 issued by Competent Authority as per the Rights of Persons with Disabilities Rules, 2017.
- (iii) In case of applicants belonging to OBC (Non Creamy Layer) or SC or ST, they shall produce a valid recent community certificate in the prescribed format issued by the Revenue Authority not below the rank of the Tahsildar.



(b) Qualification:

- (i) The minimum qualification stipulated for the post must be from a University / Institute / Examination Board recognized by AICTE/ appropriate statutory authority/ State /Central Government.
- (ii) Self-attested copies of certificates of the educational qualification as mentioned in Clause I should be produced at the time of walk in selection failing which they shall not be permitted to attend the interview.

(c) General:

- (i) **Applicants are advised to make sure that they are meeting the eligibility requirements as per the vacancy notification for the post before submitting applications.**
- (ii) In the present context of Covid -19 pandemic situation, the candidates are informed to strictly abide by all safety and security instructions during the certificate verification & interview while inside the CSL premises and follow the instructions as listed under:-
 - (a) **All candidates attending the selection process should undergo RTPCR test and produce negative test result (taken within 2 days before the date of selection) for attending the selection process.**
 - (b) All candidates travelling inter-state / inter – district should strictly follow the extant guidelines of Government / ICMR prior to attending selection process at CSL.
 - (c) It is advised to avoid crowded public transport to the extent possible. Maintain social distance while using such transport and wear personal protectives like mask, goggles, gloves etc. and avoid touching the surfaces using naked hands.
 - (d) All candidates attending the walk in selection shall wear appropriate face masks properly covering their nose, mouth, chin etc. The candidates shall remove the mask at gates for identification. **THOSE APPLICANTS WITHOUT FACE MASKS SHALL NOT BE PERMITTED TO ATTEND SELECTION.**
 - (e) All candidates seeking entry into the venue have to stand in the spaces marked at the Gates, entrances etc. so that social distancing as per norms can be ensured at these locations.
 - (f) All candidates shall avoid touching any pillars, bars, hand rails etc. with the naked hands.
 - (g) All candidates should remove their jackets/overcoats etc at the gates for security check.
 - (h) Compulsory screening shall be done for all candidates entering through gates with thermal scanner.



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- (i) Wearing of masks, Social distancing and queue system shall be strictly adhered.
 - (j) **Any candidate with positive test results, or found to have fever and cough with breathing problems shall be stopped / denied entry / permission to attend the selection process.**
 - (k) All candidates shall **carry personal sanitizer (50ml)**, bring their own water bottles, preferably transparent water bottles / other refreshments and avoid sharing of personal items.
 - (l) All candidates shall bring their own stationery items and avoid sharing of such items.
 - (m) Movement to any other areas / buildings / work sites of CSL, other than the venue of walk-in selection and interview shall be strictly prohibited.
- (iii) CSL reserves the right to call for any additional documentary evidence from candidates in support of educational qualification / other notified eligibility requirements as indicated in their application, and information / replies to such queries should be only through the e-mail career@cochinshipyard.in. However, CSL 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.
- (iv) **No TA/ DA shall be paid to the candidates for attending the selection.**
 - (v) The vacancies are purely on contract basis for a specific period and CSL is not liable to offer appointment during or after the completion of contract period of the selected candidates.
 - (vi) **No correspondence regarding the rejection of application in case of ineligibility shall be entertained.**
 - (vii) Mere submission of application 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.
 - (viii) Candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by CSL. The reports of such medical examination shall be examined by Medical Officer of CSL and the appointment of the candidate shall be subject to certification of Medical fitness by Medical Officer of CSL.
 - (ix) 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.



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- (x) Rank lists shall be maintained for the post and shall be operated only in the event of occurrence of a vacancy during the validity period of the rank list. The validity period of the rank list shall be upto 18 months from the date of reporting of the last candidate, from the list of candidates advised to join on publication of the result, unless a fresh notification for the same post is issued. Vacancy which arose as stated above shall not be treated as a fresh vacancy.
- (xi) 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.
- (xii) 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.
- (xiii) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- (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) Any amendment, modification or addition to this advertisement shall be published in the CSL website only.
- (xvi) Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.
- (xvii) For any further clarification, please contact us via e-mail career@cochinshipyard.in.

“CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION”

“ONLY INDIAN NATIONALS NEED APPLY”

Sd/-
GENERAL MANAGER (HR)