



**Vacancy Notification Ref No. CSL/P&A/RECTT/CONTRACT/Attendant & Housekeeping Staff/2022/16 (A) dated 10 August 2022**

Cochin Shipyard Limited (CSL), a listed premier Mini Ratna Company of Government of India, invites **Online Applications** from Indian citizens fulfilling the eligibility requirements, for filling up of the post of **Office Attendant on contract basis in CSL:-**

**A. Name of Post, Educational Qualification, Experience & Job Requirements:**

**TABLE 1**

<b>Name of Post</b>	<b>Educational Qualification</b>	<b>Experience &amp; Job Requirements</b>
Office Attendant on contract basis	<p><b><u>Essential:</u></b> Pass in VII Standard and upto XII Standard.</p> <p><b><u>Desirable:</u></b> Knowledge in Malayalam Language.</p>	<p><b><u>Experience:</u></b> Experience is not mandatory. <i>Preference shall be given to those having relevant experience on the job.</i></p> <p><b><u>Job requirements:</u></b></p> <ul style="list-style-type: none"><li>• Physical maintenance of records/files,</li><li>• Sorting of records/files,</li><li>• General cleanliness &amp; upkeep of the section including office furniture, equipment, fixtures etc.,</li><li>• Support in shifting of records, office furniture, equipment etc.,</li><li>• Carrying and delivering letters, files etc inside or outside CSL,</li><li>• Photocopying, sending of Fax etc.,</li><li>• Opening and closing of rooms, halls etc.,</li><li>• Assisting in routine office work like despatch, including use of computer,</li><li>• Preparing tea, arranging refreshments and serving them during official functions,</li><li>• Respond positively, politely, and promptly to all office requirements and carry out the duties in a professional and courteous manner,</li><li>• Follow all appropriate safety measures and follow company rules,</li><li>• Other non-clerical works assigned by the superiors,</li><li>• Any other work assigned from time to time.</li></ul>

**B. Important Dates:**

**Commencement of Online Application : 17 August 2022**

**Last Date of Online Application : 31 August 2022**



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## C. No. of Vacancies and Reservation :

**TABLE 2**

UR	OBC	SC	EWS	Total
9	3	1	1	14

- a) 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.
- b) The posts are identified for applicants with bench mark disabilities as below:-

**TABLE 3**

Category	Bench Mark Disability
Category (a)	Blind and Low Vision
Category (b)	Deaf and Hard of Hearing
Category (c)	One Arm, One Leg, One Arm and One Leg, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims
Category (d)	Autism Spectrum Disorder (Mild, Moderate), Intellectual Disability, Specific Learning Disability, Mental Illness
Category (e)	Multiple Disabilities involving (a) to (d) above

## D. Period of Contract

- a) The above post is temporary in nature and for a maximum period of **three years** subject to project requirements and individual performance.

## E. Remuneration & Place of Posting:

- a) The remuneration details for the post are as under:-

**TABLE 4**

Contract Period	Consolidated pay (per month)	Compensation for Extra Hours of Work (per month)
First Year	₹ 20, 200/-	₹ 3,600/-
Second Year	₹ 20, 900/-	₹ 3,700/-
Third Year	₹ 21, 600/-	₹ 3,800/-

- b) The posting shall be at CSL/any other CSL units/project sites as desired by CSL. However, depending upon project requirements, the candidates are liable to be transferred within different units of CSL. The appointment to the posts carries with it the obligation to serve in any department of CSL or on-board ships or in any of the units / work sites/ projects undertaken in any part of India or abroad as the case may be.



## COCHIN SHIPYARD LIMITED

A GOVERNMENT OF INDIA ENTERPRISE

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

### F. Age

- a) **The upper age limit prescribed for the post shall not exceed 30 years as on 31 August 2022. i.e. applicants should be born on or after 01 September 1992.**
- b) The upper age limit is relaxable by 3 years for OBC (Non-Creamy Layer) candidates & 5 years for SC candidates in posts reserved for them.
- c) The upper age limit shall be relaxable for Persons with Benchmark Disabilities (PwBD) & Ex-servicemen as per Government of India guidelines. However, in no case, age limit after applying all age relaxations shall exceed 45 years.

### G. Method of Selection

- a) The method of selection shall include **Phase I Objective Type Online Test & Phase II Practical Test** as under :-

Phase I-Objective Type Online Test	-	50 Marks
Phase II-Practical Test	-	50 Marks
<b>Total</b>	-	<b>100 Marks</b>
- b) The Objective type Online test shall be of 60 minutes duration comprising of 50 Multiple Choice Questions and consists of two parts – General Questions (40 marks) and Quantitative Aptitude (10 marks). **Medium of the test shall be in English and Malayalam Language.** Each question carries one mark. There shall be no negative marks.
- c) The Phase I Objective Type Online Test shall be held at various test centres in Kerala or at Kochi as decided by CSL. The applicants have the option to choose test centres in Kerala for the online test while completing their online application. The allocation of examination centre shall be at the sole discretion of CSL.
- d) The minimum pass mark each for Phase I Objective type online test as well as Phase II Practical test shall be as below:-  
For unreserved posts & for EWS candidates– 50% of Total Marks of each test,  
For OBC Candidates – 45% of Total Marks of each test only for vacancies reserved for OBC,  
For SC Candidates – 40% of Total Marks of each test only for vacancies reserved for SC,  
For PwBD Candidates - 40% of Total Marks of each test.
- e) Mark list for the post shall be prepared on the basis of marks secured by the candidates in the Phase I Objective type online test. Candidates who score minimum pass marks and above in the Phase I Objective type online test shall be shortlisted for certificate verification.
- f) Candidates who successfully complete the certificate verification shall be shortlisted to attend Phase II Practical Test, on a later date. The Phase II Practical Test shall be held at CSL, Kochi.



## COCHIN SHIPYARD LIMITED

A GOVERNMENT OF INDIA ENTERPRISE

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

- g) Rank list for the post shall be prepared based on marks secured by the candidates meeting the notified eligibility requirements and who pass in both Phase I Objective Type Online Test and Phase II Practical Test. In case, same aggregate marks are secured by more than one candidate, marks scored in the Objective Type Online Test shall be the basis of determining the order of rank list. In case of a tie thereafter, relative merit shall be decided based on seniority in age.
- h) Depending upon the number of online applications received, CSL reserves the right to scrutinise applications for the post and prepare shortlist of candidates based on meeting eligibility requirements ascertained through the certificates uploaded by the applicants in the online application portal and only such shortlisted candidates may be permitted to attend the selection process.

### H. Conditions

#### a) Reservation

- (i) Government of India Directives on reservation shall apply.
- (ii) Applicants belonging to EWS category should produce a valid Income and Asset Certificate issued by any of the following authorities in the prescribed format. This certificate shall only be accepted as proof of applicant's claim as belonging to EWS, failing which their candidature shall not be considered against reservation under EWS category:-
- District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1<sup>st</sup> Class Stipendary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
  - Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
  - Revenue Officer not below the rank of Tahsildar and
  - Sub-Divisional Officer or the area where the candidate and/or his family normally resides.
- (iii) Applicants belonging to SC or OBC (Non Creamy Layer), should produce a valid recent community certificate issued by the Revenue Authority not below the rank of the Tahsildar, failing which their candidature shall not be considered against the reserved posts, and for other concessions/relaxations applicable to the categories.
- (iv) In the case of Persons with Benchmark Disabilities (PwBD), 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.



## COCHIN SHIPYARD LIMITED

A GOVERNMENT OF INDIA ENTERPRISE

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

### b) Qualification:

- i) The minimum qualification stipulated for the post must be from an Institute/ Examination Board recognized by AICTE/ appropriate statutory authority /State/Central Government.
- ii) **Applicants without prescribed qualification, but having higher qualifications such as Diploma, Graduation etc. shall not be considered.**

### c) Experience

- i) Experience is not mandatory for the post. Applicants who have experience in the notified job should clearly specify the nature of work performed and duties, responsibilities handled in the respective jobs, as well as experience certificate in proof of the same shall be uploaded while submitting their online application for the post notified. They should produce all certificates in original during certificate verification to establish the experience claimed in their online application.
- ii) **Applicants who are in the final year of contract on rolls of CSL as on date of this vacancy notification are also eligible to apply, subject to meeting all other notified requirements. Those who are in the first year and second year of contract are not eligible to apply for the same post.**

### d) Application fee

- (i) Application fee of ₹ 300/- **(Non refundable, plus bank charges extra)** should be remitted using **the Online payment options (Debit card/Credit card/Internet Banking/Wallets/ UPI etc)** which can be accessed through our Online application facility from **17 August 2022 to 31 August 2022. No other mode of payment shall be accepted.**
- (ii) **Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Person with Benchmark Disabilities (PwBD) 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 SC/ST/PwBD should pay the application fee as stipulated above. It is important to note that their candidature shall be considered only on receipt of application fee.

### e) How to apply

- (i) Applicants should go to the website [www.cochinshipyard.in](http://www.cochinshipyard.in) **(Career page→ CSL, Kochi)** and proceed to the link for online application. The application consists of two phases – **Registration** and **Submission of application**. Applicants should not submit more than one application to the same post. Application once submitted shall be final.





## COCHIN SHIPYARD LIMITED

A GOVERNMENT OF INDIA ENTERPRISE

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

- (ii) Applicants meeting the notified requirements may go through the instructions on the online application page, complete the Registration and submit their application online through the online application facility from **17 August 2022** and the facility can be accessed through our website [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page → CSL, Kochi). Application submitted direct or by any other mode shall not be accepted.
- (iii) Applicants should ensure that all the entries in the online application have been correctly filled in and application submitted successfully. Change in the data provided in the application after final submission of the same through online will not be considered. Filling of garbage/junk details in any of the fields can lead to rejection of application.
- (iv) Application must be complete in all respects as per this Advertisement Notification. **Please note that incomplete applications shall not be considered.**
- (v) **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.
- (vi) **Applicants need not send the online application print out/ certificates/ application fee in the form of DD/Challan/Cheque by post to CSL.**
- (vii) The website will remain functional for the purpose of submitting applications from **17 August 2022** and the last date for submission of applications through online is **31 August 2022**. In order to avoid heavy traffic in website on the last date that may result in non-submission of application, candidates 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 online application portal by email/phone after 1600 hrs on the last date.***

### f) **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 the applications.**
- (ii) Definition of Ex-serviceman:- Ex-serviceman is a person
  - (a) 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
    - (i) 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



## COCHIN SHIPYARD LIMITED

A GOVERNMENT OF INDIA ENTERPRISE

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

- (ii) 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
  - (iii) Who has been released from such service as a result of reduction in establishment;
  - (b) 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
  - (c) 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
  - (d) Personnel, who were on deputation in Army Postal Service for more than six months prior to 14<sup>th</sup> April, 1987; Or
  - (e) Gallantry award winners of the Armed Forces including personnel of Territorial Army; Or
  - (f) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.
- (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 online application and information / replies to such queries should be only through the e-mail [career@cochinshipyard.in](mailto: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) Original Certificates of the short-listed candidates shall be verified at the time of joining or at any other stage as decided by CSL. Candidature is purely provisional subject to verification of original certificates in proof of age, qualification, caste, disability, medical fitness etc and meeting the notified eligibility requirements. At the time of certificate verification/joining, if the candidates short-listed are found not meeting the eligibility requirements or fail to produce certificates in original or if at any stage, it is found that any information furnished by the candidate is false/incorrect or there has been suppression of facts and information, the candidate shall not be considered for selection and candidature/ appointment will be cancelled/rejected without further notice.
- (v) **No correspondence regarding the rejection of application in case of ineligibility shall be entertained.**
- (vi) **No TA/DA shall be paid to the candidates for attending the selection process.**



## COCHIN SHIPYARD LIMITED

A GOVERNMENT OF INDIA ENTERPRISE

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

- (vii) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed by e-mail/through CSL website to download call letter from [www.cochinshipyard.in](http://www.cochinshipyard.in). **Schedule of the selection shall be intimated to the shortlisted applicants through E-mail/CSL website (Career page → CSL, Kochi).** Candidates are requested to frequently check the above website (Career page → CSL, Kochi) for updates related to the selection.
- (viii) Mere submission of application through online, and Issue of call letter for the selection process shall not confer any right to the applicant of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion or does not constitute an offer of appointment, and will not entitle the applicant to any claim for employment in CSL.
- (ix) 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.
- (x) The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by CSL. The reports of such medical examination may be examined by Medical Officer of CSL and the appointment of the candidate is subject to certification of Medical fitness.
- (xi) 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.
- (xii) 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.
- (xiii) The number of posts indicated in this notification is based on existing requirement and shall vary depending on the future requirements, and the vacancies that may arise during the validity period of the rank list shall be filled up from that rank list at the discretion of the CSL.
- (xiv) 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.





## COCHIN SHIPYARD LIMITED

A GOVERNMENT OF INDIA ENTERPRISE

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

- (xv) Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.
- (xvi) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- (xvii) 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.
- (xviii) Any amendment, modification or addition to this advertisement shall be published in the CSL website only.
- (xix) For any further clarification related to the advertisement and conduct of selection, please contact us e-mail [career@cochinshipyard.in](mailto:career@cochinshipyard.in).

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

Sd/-  
GENERAL MANAGER (HR)