

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

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Cochin Shipyard Limited (CSL), premier Mini Ratna Company of Government of India, invites applications from professionals, for filling up of the following posts:

A. Post, Vacancies, Educational Qualification, Experience and Job Requirements:

Sl No	Name of Post, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
1	Deputy General Manager (Ship repair - ISRF) E-6 Grade, ₹ 36600-62000	1 (UR)	<u>Educational Qualification:</u> Degree in Mechanical/ Naval Architecture / Marine Engineering with a minimum of 60% marks from a recognized University. <u>Experience:</u> Minimum of 18 years of post qualification managerial experience of which at least 5 years experience as in-charge of the Ship Repair Section / Department of a Shipyard/Marine related offshore company of a similar stature. Should possess adequate knowledge and exposure in handling a wide variety of ship repair operations, in dealing with marine related Engineering works, contract management, sub-contracting, ship repair project management techniques, project planning, resource planning etc. Experience gained particularly in Shipbuilding/ Ship repair/ Offshore Projects/ Marine related Engineering companies / Government Department preferably in a Public Sector Undertaking would be an added advantage. Out of the above period of experience stipulated, 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. Experience obtained from leading shipyards in India / Middle-east / Far-east countries with good track record shall be specially considered.	Not to exceed 52 years.

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			<p>Experience of working in an ERP/ SAP computerised environment desirable.</p> <p><u>Job Requirements:</u> Will be heading the Ship Repair department at International Ship Repair Facility (ISRF) of CSL at Willingdon Island. Responsible for execution of Ship Repair Projects, contract management, sub-contracting and interaction with clients, classification societies etc for execution of projects.</p>	
2	Assistant General Manager (Marine), E-5 Grade, ₹ 32900-58000	1 (OBC)	<p><u>Educational Qualification:</u> Degree in Marine Engineering with a minimum of 60% marks from a recognized University.</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.
3	Senior Manager (Audit), E-4 Grade, ₹ 29100-54500	1 (UR)	<p><u>Educational Qualification:</u> Degree with a minimum of 60% marks from a recognized University and pass in the final examination of the Institute of Chartered Accountants of India/Institute of Cost Accountants of India.</p>	Not to exceed 40 years.

Sl No	Name of Post, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements	Age
			<p><u>Experience:</u> Minimum of 10 years post qualification experience in the executive grade in the Finance department of a large Public Sector Undertaking / Government/ Autonomous bodies/ Heavy Engineering Company. Out of the ten years of post qualification experience, at least 4 years must be in audit preferably internal audit. Should have in-depth knowledge of Generally Accepted Accounting principles (GAAP) guidelines, Auditing principles, Ind-AS, Tax, legal updates etc. Should possess strong background and experience in audit methodologies and techniques, Liaisoning with statutory and Government audit, Governance, Risk and Control (GRC) application etc. Out of the ten years, 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 a computerised environment/ ERP/ SAP is desirable.</p>	

B. Benefits.

In addition to Basic Pay the Executives are eligible for Industrial DA as applicable, HRA @ of 20% of Basic pay, Perks upto 49 % 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 scales as on date:

Grade	Pay scale	CTC (approx)
E6	₹ 36600-3%-62000	₹ 16 lakhs
E5	₹ 32900-3%-58000	₹ 14.5 lakhs
E4	₹ 29100-3%-54500	₹ 12.8 lakhs

C. Age

- a) **The upper age limit prescribed for all posts shall be as on 28 February 2017.** 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

For all the posts, selection process will be held at Kochi. 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:

- (i) Qualifying 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

E. General 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.
- (v) Copies of caste/ disability certificates should be uploaded by the candidates while submitting the online application.

b) Qualification:

- (i) The minimum qualification stipulated for all the posts must be from a University/ Institute recognized by AICTE/ appropriate statutory authority in India and should be regular/full time courses.
- (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) **Post qualification experience only will be considered. Period of experience will be reckoned as on 28 February 2017.**
- (ii) **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) Shipyard reserves the right to relax experience requirements by one year, for those who have experience of working in Shipbuilding / Ship repair/ Heavy Engineering company/Offshore Fabrication/ Other Marine Installations / Classification Societies and Marine related Engineering companies in the regular cadre.

d) General:

- (i) **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.**
- (ii) **Candidates short-listed for the Personal Interview should bring a photo identity proof (in original) like PAN Card, Aadhar, Driving Licence etc, original certificates towards proof of age, qualification, experience, caste, disability etc and self-attested copies of 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.**
- (iii) **Candidates who fail to produce the original certificates and mark sheets during verification will not be allowed to attend the Personal Interview.**
- (iv) Candidates appearing for the Personal Interview shall be reimbursed single to & fro 3rd AC 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 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.
- (v) If at any stage, it is found that any information furnished is false / incorrect or the candidate does not satisfy the eligibility requirements, the candidature is liable to be cancelled / rejected, without notice.
- (vi) No correspondence regarding the rejection of application in case of ineligibility will be entertained.

- (vii) 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.
- (viii) 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.
- (ix) Appointment of selected candidates will be subject to verification of character and antecedents and verification of caste certificates if applicable.
- (x) 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 the company at their own expenses and medical fitness of all candidates is further subject to certification by the Company Medical Officer.
- (xi) 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.
- (xii) 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. However, a higher start may be considered in cases of deserving candidates as approved by the Competent Authority of Cochin Shipyard.
- (xiii) There will be no wait list of candidates after filling up of the notified vacancies.
- (xiv) 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.
- (xv) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.

e) Application Fee and How to Apply:

- (i) **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.
- (ii) **In case of Open and OBC candidates, Application fee of ₹ 500/- (Non refundable, plus bank charges extra) should be remitted through Online payment options (Debit card/Credit card/Internet Banking). It is important to note that, candidature will be considered only on receipt of application fee.**
- (iii) **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.**

- (iv) Candidates meeting the requirements notified may submit their application through online from **25 January 2017** and the facility can be accessed through our website www.cochinshipyard.com (Careers page). **Candidates are required to ensure that all certificates towards proof of age, qualification, experience, caste, disability etc and a recent passport size colour photograph are ready for uploading before commencement of the online application process. Application submitted direct or by any other mode will not be accepted.**
- (v) Candidates who are presently working in any company (Private or Govt), in the absence of experience certificate, should upload 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, along with the online application. **For past employment, experience certificate indicating the date of joining as well as relieving should be uploaded.**
- (vi) In case of candidates working in Government Departments or Semi Government/ Public Sector Organisations, they should upload “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.**
- (vii) In case of candidates belonging to Ex-servicemen category, they should upload copy of the **Discharge Certificate/ Book** and all certificates indicating qualification and work experience in the relevant discipline in the Armed Forces. They should upload experience certificate from the authorities concerned, failing which their candidature will not be considered.
- (viii) 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.
- (ix) Application must be complete in all respects as per the Advertisement Notification. Please note that incomplete applications will not be considered.
- (x) **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.**
- (xi) **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.**
- (xii) Candidates should bring print out of online job application form (possessing unique registration number) duly signed, original certificates towards proof of age, qualification, experience, caste, disability etc and self-attested copies of all these certificates, for verification at the time of interview and their candidature will be considered on the strength of those certificates. In case of failure to produce the original certificates, the candidature will be rejected. 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) The website will remain functional for the purpose from **25 January 2017 to 28 February 2017**. The last date for submission of applications through online is **28 February 2017**.

F. Important Dates

Commencement of Online Application : 25 January 2017
Last Date of Online Application : 28 February 2017

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

Sd/-
CHIEF GENERAL MANAGER (HR)