

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

No.P&A/18 (204)/2018

22 April 2019

**SELECTION OF CHIEF OPERATIONS OFFICER ON CONTRACT BASIS  
FOR CSL MUMBAI SHIP REPAIR UNIT (CMSRU)**

Cochin Shipyard Limited (CSL), a listed premier Mini Ratna Company of Government of India, invites **Online applications** to the following post for appointment on contract basis in CSL Mumbai Ship Repair Unit (CMSRU), Mumbai:

**I. Name of the post, Number of Vacancies/Reservation, Educational Qualification and Experience:**

Name of the post	Number of Vacancies/ Reservation	Educational Qualification & Experience
Chief Operations Officer (on Contract Basis)	1 post (UR)	<b><u>Educational Qualification</u></b> Degree in Mechanical/ Production/ Marine/ Electrical Engineering with a minimum of 60% of marks from a recognized University. <b><u>Experience</u></b> Minimum of 25 years post qualification managerial experience in a Shipyard / Marine Engineering Company/ Marine related offshore Company etc. Should possess adequate knowledge and exposure in Ship Repair Management with proven ability in project initiation, planning, execution, monitoring & control and closing of projects without time and cost overruns. Out of the above total experience, should have atleast 4-5 years experience at senior level of operations in Ship Repair / Ship Building and having an equivalent CTC of ₹ 20-25 lakhs in case of Government/ Autonomous Bodies / Private companies. Experience of working in an ERP / SAP/ computerized environment desirable.

The posting will be at CSL Mumbai Ship Repair Unit (CMSRU), Mumbai. Candidate should have good communication skills. Knowledge in Marathi / Hindi is desirable.

## II. **Period of Contract:**

The period of contract will be for a maximum of five years subject to project requirements, and performance of the incumbent.

## III. **Remuneration:**

Consolidated salary ₹ 2,50,000/-pm.

## IV. **Age:**

**Age shall not exceed 55 years as on 15 May 2019.**

## V. **Method of Selection:**

The method of selection will be through a **Personal Interview** to be held at Cochin Shipyard Limited, Kochi.

## VI. **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)/ Persons with Benchmark Disabilities (PwBD)/ Ex-servicemen (ESM) candidates will apply.
- (ii) In the case of Persons with Benchmark Disabilities, the degree of benchmark 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.
- (iii) Applicants 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 Tahsildar, failing which their candidature will not be considered for extending reservation.
- (iv) Applicants belonging to EWS category should produce a valid Income and Asset Certificate issued by any of the following authorities in the prescribed format as given in **Annexure-I**. This certificate shall only be accepted as proof of candidate's claim as belonging to EWS, failing which their candidature will not be considered against reservation under EWS category:
  - a) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
  - b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
  - c) Revenue Officer not below the rank of Tahsildar and
  - d) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

**b) Qualification**

- (i) The educational qualification must be from University/ Institute recognized by AICTE/ appropriate statutory authority in India/ State/ Central Government.
- (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 will not be considered.
- (iii) 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 I above will only be considered. Period of post qualification experience will be reckoned as on 15 May 2019.**
- (ii) **Experience Certificates obtained from Shipyard/ Marine Engineering Company/ Marine related Offshore Companies etc 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) 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 candidate should produce all certificates in original to establish the experience claimed in his/her online application, failing which he/she will not be permitted to attend the **Personal Interview**.
- (iv) Applicants who are **Ex-servicemen should submit Discharge Certificate/ Pension Payment Order from the Armed/ Paramilitary Forces** and all certificates indicating qualification and work experience in the relevant discipline in the Armed Forces, as proof of experience and produce the same during certificate verification process. They should submit experience certificate from the authorities concerned, failing which their candidature will not be considered.
- (v) Work experience obtained from contractors (Proprietary Firms and Partnership Firms) engaged by Shipyard or Engineering companies may be considered based

on the endorsement of the Principal Employer on the certificates issued by the contractor. Such applicants are required to submit their experience certificates along with further proof such as ESI/EPF statements/ Pay slips/ IT returns etc.

- (vi) Applicants who are working in Government Departments/Semi Government or Public Sector Organisations should submit **“No Objection Certificate (NOC)”** from the employer along with their application or produce NOC from the employer at the time of certificate verification, failing which their candidature will be cancelled/ rejected.

**d) Application Fee**

- (i) Application fee of ₹ 500/- **(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 April 2019 to 15 May 2019**. No other mode of payment will 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 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) **Applicants should go through the User Manual published on our website [www.cochinshipyard.com](http://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 requirements notified may do the **One time Registration in the SAP Online portal and submit their application.** The facility to submit their application can be accessed through our website [www.cochinshipyard.com](http://www.cochinshipyard.com) (Careers page) from **29 April 2019 to 15 May 2019. Application submitted direct or by any other mode will not be accepted.**
- (iii) **Before doing the online application, soft copies of 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 before doing the final submission of the online application.**

- (v) **After submitting applications through online, candidates 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 will be obtained only upon successful submission of online application.** The registration number on the online application should be quoted in 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 Cochin shipyard ltd.**
- (vii) For applying through the SAP online application facility, the website will remain functional from **29 April 2019 to 15 May 2019.** The last date for submission of applications through online is **15 May 2019.**

**f) General:**

- (i) Depending upon number of online applications received for the post, Shipyard reserves the right to stipulate 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 post before submitting the applications.**
- (iii) **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.**
- (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](mailto:career@cochinshipyard.com). However, Cochin Shipyard will 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 will not be considered, and no further correspondence shall be entertained in this regard.
- (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 the Advertisement Notification. **Please note that incomplete applications will not be considered.**

- (vii) 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.
- (viii) **Candidates short-listed for the certificate verification / 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.**
- (ix) **Candidates who fail to produce the original certificates and mark sheets during the certificate verification process will not be allowed to attend the Personal Interview.**
- (x) **Call letters will not be sent to short-listed candidates by post.** Candidates will be informed to download call letter by e-mail/SMS/through CSL website. Schedule of the selection will be intimated to the short-listed applicants through SMS/E-mail/CSL website (Careers page).
- (xi) No TA/DA will be paid to the candidates for attending the selection.
- (xii) Mere submission of application through online 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.
- (xiii) The vacancies are purely on contract basis for a specific period and Shipyard is not liable to offer appointment during or after the completion of contract period of the selected candidate.
- (xiv) Candidates should be of sound health and satisfy the medical fitness standards as fixed by the company. The candidate short-listed for appointment 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.
- (xv) CSL reserves the right not to fill up the vacancy notified. Further, the filling up of the notified vacancy will 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.
- (xvi) No correspondence regarding the rejection of application in case of ineligibility will be entertained.
- (xvii) 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.

(xviii) Any amendment, modification or addition to this advertisement will be given in the CSL website only.

(xix) For any further clarification, please contact us via e-mail [career@cochinshipyard.com](mailto:career@cochinshipyard.com).

**VII. Important Dates:**

**Commencement of Online Application : 29 April 2019**

**Last Date of Online Application : 15 May 2019**

**“CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION”**

**“ONLY INDIAN NATIONALS NEED APPLY”**

Sd/-

CHIEF GENERAL MANAGER (HR & TRG)