

COCHIN SHIPYARD LIMITED  
KOCHI 682015  
(P&A Department)

No.P&A/18(184)/12

20 Dec 2016

**SPECIAL RECRUITMENT DRIVE FOR FILLING UP OF RESERVED POSTS (ST/PWD)**

Cochin Shipyard Limited, premier Mini Ratna Company of Government of India, invites applications to the following posts from among applicants belonging to reserved categories of Scheduled Tribes (ST) and Persons with Disabilities - PWD (Visually Handicapped VH/ Hearing Handicapped HH/ Orthopaedically Handicapped OH):-

**A. Name of Posts, Vacancies, Qualification & Experience**

Sl No	Name of Posts, Grade and Pay scale, No. of Vacancies	Educational Qualification and Experience
1	Junior Technical Assistant Pay Scale-W7 (2 Posts)  Mechanical-1 post [PWD VH] Electrical-1 post [ST]	Pass in three year Diploma in Mechanical/Electrical Engineering from a State Board of Technical Education securing minimum of 60% of marks or equivalent qualifications in the case of Ex-servicemen. Four years experience relating to works in Hull, Engineering and Electrical. Preparation of Reports, Stores and Material Accounting, Updating ERP System, Man hour Booking, Record and Report Generation, Invoice preparation in a Shipyard/Heavy Engineering Company and must be Computer savvy.
2	Senior Ship Draftsman Pay Scale-W7 (2 Posts)  [Mechanical- ST-1, PWD HH-1]	Pass in SSLC and Three year Diploma in Mechanical Engineering from a State Board of Technical Education securing minimum of 60% of marks or equivalent qualifications in the case of Ex-Servicemen. Two years experience/training as Draftsman in a Shipyard or Heavy Engineering Company or Government Establishment and must be Computer savvy.
3	Junior Commercial Assistant Pay Scale-W7 (2 Posts- PWD VH)	Pass in three year Diploma in Commercial Practice/Computer Science/ Information Technology securing minimum of 60% of marks from a State Board of Technical Education or equivalent qualifications in the case of Ex-servicemen. Four years experience in matters relating to Office work, Updating ERP System, Man hour Booking, Data entry, Record and Report Generation, maintenance of files, registers and records in a Shipyard/Heavy Engineering Company and must be Computer savvy.
4	Welder Cum Fitter Pay Scale-W6  9 Posts-*(Welder-4 (PWD VH), Fitter Structural-1 (PWD VH), Fitter Pipe-2(PWD HH-1, ST-1), Fitter Engineering-2(PWD OH-1, ST-1)	Pass in SSLC, ITI (National Trade Certificate) and All India National Trade Test (National Apprenticeship Certificate) in any one of the following trades or equivalent qualifications in the case of Ex-Servicemen. a) Fitter Structural/ Pipe(Plumber)/ Sheet Metal Worker/ Welder (Gas & Electrical) or b) Fitter or Mechanic (Motor Vehicle/Diesel /Tractor/ Earth Moving Machinery)

Sl No	Name of Posts, Grade and Pay scale, No. of Vacancies	Educational Qualification and Experience
	*Posts in the respective categories may vary, depending upon Shipyard requirements	Five years experience in the following areas in a Shipbuilding/ Ship repair yard or Heavy Engineering Company. i) Gas cutting and welding (gas and electric, manual, automatic, MIG/ semi-automatic special welding), gouging, gas and electric brazing, flame heating, chipping and grinding, staging and handling, etc. or ii) Structural work using machines like bending machine, shearing machine, hydraulic presses etc and /or in repair and maintenance of heavy duty cranes, hydraulic presses, compressors, pneumatic tools etc. or iii) Erection, repair and maintenance of pumps, generators, compressors, marine engines, thermal power station auxiliaries etc. or iv) Experience as Pipe Fitter including pipe shop experience such as cutting, bending, fabrication, welding, pressure testing, surface treatment etc.
5	Fitter (Electrical) Pay Scale-W6 (1 Post- ST)	Pass in SSLC, ITI (National Trade Certificate) and All India National Trade Test (National Apprenticeship Certificate) in the trade of Electrician or equivalent qualification in the case of Ex-Servicemen. Five years experience as Mechanic or Electrician looking after the operation of Sub station, installation of HT/LT switchgears, transformers, maintenance of electrical equipments in a Shipbuilding/ Ship repair yard or Heavy Engineering Company.
6	Painter Pay Scale-W6 (1 Post- ST)	Pass in SSLC, ITI (National Trade Certificate) with All India National Trade Test (National Apprenticeship Certificate) in the trade of Painter (Marine/General)/Fitter/Sheet Metal Worker or equivalent qualification in the case of Ex-Servicemen. Five years experience as Painter (Marine) in Shipbuilding/ Ship repair yard or Heavy Engineering Company.
7	Shipwright Wood Pay Scale-W6 (1 Post- ST)	Pass in SSLC, ITI (National Trade Certificate) and All India National Trade Test (National Apprenticeship Certificate) in the trade of Shipwright Wood (Carpenter) or equivalent qualifications in the case of Ex-Servicemen. Five years experience as Carpenter in Shipbuilding/ Ship repair yard or Heavy Engineering Company.

### **B. Pay Scale and Benefits**

All the posts are in Industrial Dearness Allowance (IDA) pattern and Components of pay include Basic Pay, Industrial Dearness Allowance (IDA), House Rent Allowance (HRA) and Allowances as admissible.

Pay Scale	Scale of Pay
W7	₹ 9300-22200
W6	₹ 8900-18500

### C. Age

Age as on **31 Jan 2017 shall** not exceed 35 years, relaxable by 5 years for SC/ST candidates, 15 years for PWD (SC/ST) candidates, 13 years for PWD (OBC) candidates and 10 years for PWD (unreserved) candidates. Age relaxation of five years applicable for candidates who have been domicile of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989. Maximum age limit after applying relaxation in age will be 50 years.

### D. Method of Selection

- (i) For all posts, depending upon the number of candidates eligible/ short-listed, the selection process will be held at Cochin Shipyard Limited, Kochi or at any other place in Kochi/ Kerala on dates notified by Shipyard. Request for change in venue/dates of tests will not be entertained. The method of selection for all posts will include **Phase I**, consisting of an Objective type written test and **Phase II** consisting of Descriptive / Skill / Practical Test.

<b>Post code</b>	<b>Method of Selection &amp; Marks</b>
Sl No. 1 and 3	<b>Phase I</b> : Objective type Written Test - <b>70 marks</b> <b>Phase II</b> : Descriptive type Written Test - <b>30 marks</b>  <b>Total-100 marks</b>
Sl No. 2	<b>Phase I</b> : Objective type Written Test - <b>70 marks</b> <b>Phase II</b> : Skill Test (CAD Drawing) - <b>30 marks</b>  <b>Total-100 marks</b>
Sl No. 4 to 7	<b>Phase I</b> : Objective type Written Test - <b>30 marks</b> <b>Phase II</b> : Practical Test in the relevant trade - <b>70 marks</b>  <b>Total-100 marks</b>

- (ii) For all posts, based on the marks secured in the Phase I written test, the candidates will be short-listed according to the cut-off marks and / or in the ratio of 1:7 for attending Phase II. Syllabus for Phase II selection is same as that of Phase I. Further details of Phase II selection will be communicated to the short-listed candidates separately.
- (iii) A final merit list for the respective posts shall be prepared based on the marks secured by the candidates in both Phase I and Phase II tests put together. **Only candidates who secure a minimum of 33.33% in the aggregate, will be ranked and considered for selection in the order of merit/ reservation as applicable.**

### E. Syllabus

- (i) In **Phase I**, the question paper for Objective type written test consists of two parts- **General (Part A) and Trade/ Discipline related (Part B). Part A comprises of General Knowledge, General English, Reasoning and Quantitative Aptitude.** The pattern of the question paper, number of questions and allotment of marks is detailed under:

Post Code	Name of post	No. of questions in each section/ marks per section*					Total no. of questions for test / Max marks
		General Knowledge	General English	Reasoning	Quantitative Aptitude	Trade/ Discipline related	
1	Junior Technical Assistant	5	5	5	5	50	70
2	Senior Ship Draftsman	5	5	5	5	50	70
3	Junior Commercial Assistant	5	5	5	5	50	70
4	Welder Cum Fitter	5			5	20	30
5	Fitter (Electrical)	5			5	20	30
6	Painter	5			5	20	30
7	Shipwright Wood	5			5	20	30

\*Each question carries one mark. There will be no negative marks

(ii) **Detailed Syllabus of Part A:**

Particulars	Syllabus - General (Part A)
General Knowledge	<ul style="list-style-type: none"> <li>• Facts about India and other countries: Basic facts / Geography / Tourism / Transport systems / Personalities / Places / History / Constitution / Economy / Writers / Literatures / Indian States &amp; Union Territories / International Organizations.</li> <li>• General Science : Branches of studies / Scientific instruments and appliances / Physics / Chemistry / Biology</li> <li>• Sports &amp; Games</li> <li>• Important Events/ Movements / Leaders / Places / Years</li> <li>• Writers – Authors – Biography - Autobiography</li> <li>• Abbreviations</li> </ul>
General English	<ul style="list-style-type: none"> <li>• Spotting Errors / Vocabulary usage / Sentence Completion / Synonyms / Antonyms / Reconstruction of sentences / One word substitution / Idioms &amp; Phrases / Grammar / Correct usage of Articles / Prepositions / Singular and Plural</li> </ul>
Reasoning	<ul style="list-style-type: none"> <li>• Analogy / Classification / Series Completion / Coding-Decoding / Blood Relation / Direction Sense Test / Alphabet Test / Number and Ranking / Puzzle Test / Odd Man out / General Intelligence</li> </ul>
Quantitative Aptitude	<ul style="list-style-type: none"> <li>• Number system / Fraction and Decimals / Simplification / Volume and surface areas / Square roots and Cube roots / Problems based on numbers, Speed, Time and Distance, Simple Interest / Compound Interest / Boats and Streams / Problems on Trains / Percentage - Interest / HCF and LCM / Average / Ratio and Proportion / Time and Work / Problems based on ages / Profit, Loss and Discount, Statistics / Permutations &amp; Combinations / Probability.</li> </ul>

(iii) **Detailed Syllabus of Part B:**

Sl No	Name of Post	Syllabus - Trade / Discipline related (Part B)
1	Junior Technical Assistant [Mechanical, Electrical]	Attached as Annexure II (1)
2	Senior Ship Draftsman [Mechanical]	Attached as Annexure II (2)
3	Junior Commercial Assistant	Attached as Annexure II (3)
4	Welder Cum Fitter (Welder, Fitter Structural, Fitter Pipe, Fitter Engineering, Fitter Maintenance)	Attached as Annexure II (4)
5	Fitter (Electrical)	Attached as Annexure II (5)
6	Painter	Attached as Annexure II (6)
7	Shipwright Wood	Attached as Annexure II (7)

(iv) Please note that the given syllabus is only indicative and not exhaustive.

**F. Application Fee**

Nil.

**G. Conditions**

**i) Reservation:**

- a) 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.
- b) 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 Tahsildar, failing which their candidature will not be considered against the reserved posts.
- c) In the case of Persons with Disabilities, the degree of disability should be 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.

- ii) Physical requirements:** The physical requirement for the posts reserved for Persons with Disabilities include ST, S, W, BN, L, SE, KC, MF, H, RW and PP (ST-Standing, S-Sitting, W-Walking, BN-Bending, L-Lifting, SE-Seeing, KC-Kneeling & Crouching, MF-Manipulating with Fingers, H-Hearing, RW-Reading & Writing, PP-Pulling and Pushing).

**iii) Qualification:**

- a) Those candidates having qualifications equivalent to any of the prescribed qualifications should enclose Equivalency Certificate issued by the competent authority along with their application and **without such certificate, their candidature will not be considered.**
- b) For posts at SI No. 1 to 3, relaxed standards in qualification requirement (55% of marks and above in qualifying examination) will be followed, provided they satisfy all other requirements.
- c) The educational qualifications must be regular/full time courses from a University/Institution. The courses should be recognized by the appropriate statutory authority/ State/ Central Government.
- d) Certain Universities/Institutes/Board of Technical Education do not award Class or Percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI etc). In case, the University/Institute/Board defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks in the candidates' mark lists, the same will be accepted. However, where the University/ Institute/ 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.

**iv) Experience:**

- a) **Post qualification experience only will be considered. Period of experience will be reckoned as on 31 January 2017.**
- b) The period of Apprenticeship Training in the relevant trade under the Apprentices Act 1961, will be treated as experience. Period of Advanced/ADS training in Cochin Shipyard will also be treated as experience for determining eligibility. Experience Certificates obtained from Shipyards/ Ports/ Dockyards/ Government Establishments /Heavy Engineering Companies/Private sector companies registered under the Companies Act or Foreign Shipyards/Companies of equivalent status will only be considered for short- listing and for consideration for selection. Any paid training will also be treated as experience.
- c) Work experience obtained from contractors (Proprietary Firms and Partnership Firms) engaged by Shipyards/Ports/ Dockyards / Government Establishments/Heavy Engineering Companies/Private sector companies may be considered **based on the endorsement of the Principal Employer or Labour Enforcement Authorities, on the certificates issued by the contractor.** Such candidates are required to **produce further proof such as ESI/EPF statements** to substantiate their claims. Certificates of training issued by contractors (Proprietary Firms and Partnership Firms) will not be considered.
- d) Ex-servicemen having NTC and NAC equivalent certificates should have working experience in the relevant trade in the Armed Forces. **They should produce Discharge Certificate/ Book and all certificates indicating qualification and work experience in the relevant discipline in the Armed Forces.** They should

produce experience certificate from the authorities concerned, **failing which their candidature will not be considered.**

- e) Experience requirement will be relaxed at the discretion of the Shipyard, if sufficient number of candidates in these categories are not available to fill up the vacancies reserved for them.
- f) Candidates who are presently working in any company (Private/ Public Sector/ Govt) should enclose either the **copy of experience certificate** or the **copy of appointment / offer of appointment issued by the company along with the copy of last drawn Pay Slip** as proof of experience, with the application format sent by post. For past employment, **experience certificate indicating the date of joining as well as date of relieving** should be produced. If selected, the candidates should produce all certificates in original to establish the experience claimed in their application format, failing which the offer letter issued to them will be treated as cancelled.
- g) In case of candidates who are working in Government Departments or Semi Government/Public Sector Organisations, their applications **should either be received at Cochin Shipyard Ltd through proper channel or they should submit "No Objection Certificate"** from the employer along with the application, or should produce "No Objection Certificate" from their employer at the time of certificate verification, failing which their candidature will be cancelled/ rejected.
- v) **General:**
  - a) **Applications received from candidates belonging to respective categories (ST/PWD) as per item A, will only be considered.**
  - b) **Candidates are advised to make sure that they are meeting the eligibility requirements as per the notification for the posts, before submitting their applications.**
  - c) Depending upon number of applications received for all posts, **the candidates will be called for certificate verification either before or after Phase I selection.** Accordingly, Shipyard reserves the right to restrict number of candidates for Phase I selection.
  - d) **Candidates called for certificate verification should bring a photo identity proof (in original) like PAN Card, Aadhar, Driving Licence, Election ID card etc, original certificates towards proof of age, qualification, experience, caste, disability etc and self-attested copies of certificates and mark sheets, for verification, and their candidature will be considered on the strength of those certificates. *In case of failure to produce the original certificates and marksheets, the candidates will not be allowed to attend the Phase I selection and their candidature will be rejected.***
  - e) 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.

- f) No correspondence regarding the rejection of application in case of ineligibility will be entertained.
- g) ST/PWD candidates appearing for Phase I and Phase II shall be reimbursed single to & fro sleeper class rail fare, as applicable by the shortest route from the mailing address mentioned in their application form to Cochin Shipyard Ltd, Kochi on production of proof and as per rules. Candidates claiming travel re-imburement are required to submit the copy of front page of bank passbook with account number and IFSC code, at the time of Phase I / Phase II selection and the eligible amount of reimbursement will be credited to their mentioned account through NEFT. Reimbursement of travel fare will only be made to those candidates who submit the above details. **However, at the time of certificate verification, if it is found that the candidate does not fulfill any of the eligibility conditions, he/she will neither be allowed to attend the Phase I and Phase II nor be paid any Travelling Allowance.**
- h) Shipyard reserves the right to conduct additional examination/skill test or call for any additional documentary evidence in support of educational qualification and experience of the candidates indicated in their application.
- i) Shipyard reserves the right to fix minimum pass mark for Written/Skill/Practical tests at its sole discretion.
- j) Submission of application and Issue of admit card for the selection shall not confer any right to the candidate of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion.
- k) Applicants 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 and medical fitness of selected candidates are further subject to verification by the Company Medical Officer.
- l) Appointment of selected candidates will be subject to verification of character and antecedents and verification of caste certificates if applicable.
- m) Cochin Shipyard reserves the right to change the number of vacancies, and to restrict/alter/cancel/modify the recruitment process, if need so arises without notice or assigning any reason thereof.
- n) 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.
- o) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.



vi) **How to Apply:**

- a) Application format may be downloaded from our website [www.cochinshipyard.com](http://www.cochinshipyard.com). (Annexure - I).
- b) Candidates should ensure that all the entries have been correctly filled in and application submitted is duly signed.
- c) Candidates should **enclose self attested copies of certificates in proof of age, qualification, experience, disability and caste** and their candidature will be considered on the strength of those certificates and information provided in the application. In case, any information furnished is found to be false or not in conformity with the eligibility requirements as per the notification, candidature will be cancelled/rejected.
- d) Applications not received in the prescribed format and without self attested copies of certificates will be rejected. **Filling of garbage/junk details in any of the fields can lead to rejection of the application.**
- e) Application Form must be complete in all respects as per the Vacancy Notification. **Please note that incomplete applications will not be considered.**
- f) Those fulfilling the prescribed qualification and experience requirements may please forward their applications in the prescribed form affixing recent passport size photograph, supported by self attested copies of certificates to prove age, qualifications (with mark lists), experience, caste, disability etc to **THE CHIEF GENERAL MANAGER (HR), COCHIN SHIPYARD LIMITED, PERUMANOOR P O, KOCHI-682015**. The envelope containing the application should be **super scribed on top as "Special Recruitment Drive for Reserved Posts (ST/PWD)- Application for the post of .....(Name of the post/Discipline)"**.
- g) It is important to note that, the candidature will be considered only on receipt of the application along with copies of relevant certificates as applicable.
- h) **Applications received after the stipulated date will not be considered.** Cochin Shipyard will not be responsible for any postal delay/loss in transit in submission of application within the specified time.

vii) **Last Date for Receipt of Applications by post: 31 January 2017.**

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

Sd/-  
CHIEF GENERAL MANAGER (HR)