

COCHIN SHIPYARD LIMITED

KOCHI 682015
(P&A Department)

No.P&A/2(239)/14

02 March 2018

SELECTION OF CSR PROJECTS MANAGER ON CONTRACT BASIS

Cochin Shipyard Limited (CSL), a listed premier Mini Ratna Company of Government of India, requires CSR Projects Manager on contract basis. The eligibility requirements are as under:

I. Name of post, Number of Vacancies, Educational Qualification and Experience

Name of Post & Number of Vacancies	Educational Qualification	Experience
CSR Projects Manager on contract basis (UR-1 post)	Post Graduate Degree in Social Work (with specialisation in any field)/Business Management/Business Administration/Human Resource Management/Mass Communication/Public Relations/Rural Development/ Environmental Science/ Developmental Studies/ Public Administration of minimum two years course from universities or institutes recognised by UGC/AICTE. Qualification in Corporate Social Responsibility or related subjects is desirable. Candidates should be proficient in Malayalam and English languages and working with computer. Knowledge of Hindi is an added advantage.	a) Minimum 10 years of post qualification experience in the areas of Social Work/Business Management/Business Administration/ Human Resource Management/Mass Communication/Public Relations/ Rural Development/ Environmental Science/ Developmental Studies/Public Administration in any large or reputed organisation in India. b) Out of these 10 years of experience, at least 3 years as head of any department or community/social/environment development projects in the respective organisation or CSR activities.

II. Period of Contract & Job Requirements

The period of contract will be for one year and may be considered for a further term based on project requirements and job performance. The incumbent will be attached to Personnel & Administration Department of CSL and will be involved with CSR related administrative works, preparation of CSR plan and projects, conducting need assessment surveys and do due diligence of various CSR proposals on behalf of CSL, liaisoning with all agencies related to CSR, training the staff and other stakeholders of CSR, preparation of CSR reports and documentation etc.

III. Remuneration

Monthly consolidated pay ₹50,000/- per month and compensation for extra hours of work limited to ₹3000/- per month depending upon work requirements.

IV. Age

Preferred age is between 45 years to 55 years as on 19 March 2018. Further relaxation up to the age of 58 years will be granted in the case of exceptionally qualified or experienced candidates.

V. Method of Selection

The method of selection will be through Personal interview. The candidates getting short-listed for interview may be required to prepare and present a suitable paper or report on environment development project at the time of interview. The selection Process will be held at Cochin Shipyard Ltd., Kochi. Date of Personal interview will be intimated through e-mail/CSL website. Only those applicants who meet the eligibility requirements will be permitted to attend the Personal interview.

VI. Conditions:

a. Reservation

- (i) Government of India guidelines on reservation applicable for SC/ST/OBC/PWD/ Ex-Servicemen candidates will apply and be strictly followed.
- (ii) In the case of Persons With 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 obtained from a notified authority by Government of India / State Government along with their application.
- (iii) Applicants belonging to SC or ST or OBC (Non - Creamy Layer), should submit a valid recent community certificate issued by the Revenue Authority not below the rank of the Tahsildar along with their application, failing which their candidature will not be considered against respective categories.

b. Qualification

- (i) Those applicants having qualifications equivalent to any of the prescribed qualifications should submit Equivalency Certificate issued by the competent authority along with their application and without such certificate, their candidature will not be considered.
- (ii) The minimum qualification stipulated for all the posts must be from a University/ Institute recognized by AICTE/ appropriate statutory authority in India/ State/ Central Government.

- (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.
- (iv) **Self-attested copies of certificates of all educational qualifications as mentioned in Clause I should be submitted by the applicants along with their application and without such certificates, their candidature will not be considered.**

c. **Experience**

- (i) Post-qualification experience will only be considered. **Period of experience will be reckoned as on 19 March 2018.**
- (ii) **Experience in NGOs/institutions registered under National CSR Hub/Indian Institute of Corporate Affairs (IICA)/ National Institution for Transforming India (NITI) Aayog and involved in activities related to Corporate Social Responsibility (CSR) and Sustainable Development projects of Government/Local Self Government/PSUs/Private companies will be preferred.**
- (iii) Applicants who are presently working should **submit copy of experience certificate or the copy of appointment / offer letter issued by the employer and copy of last drawn Pay Slip as proof of experience along with their application**, and produce the documents during the certificate verification process. For past employment, **experience certificate indicating the date of joining as well as date of relieving should be submitted.**
- (iv) Applicants who are **Ex-servicemen should submit Discharge Certificate/ Pension Payment Order from the Armed/ Paramilitary Forces as proof of experience along with their application** and produce the same during certificate verification process.
- (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. Certificates of training issued by the contractors without the endorsement of the Principal Employer will not be considered.
- (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 ₹200/- (Non- refundable) should be remitted using Online payment options (Debit card/Credit card/Internet Banking) through the Online Application facility which can be accessed through our website www.cochinshipyard.com (Careers page) from 07 March 2018 to 19 March 2018. No other mode of payment will be accepted.**
- (ii) **Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST) / Person with Disability (PWD) 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 Scheduled Caste (SC)/ Scheduled Tribe (ST) / Person with Disability (PWD), should invariably pay application fee of ₹200/- in favour of Cochin Shipyard Ltd (by means of Online mode of payment) 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 in our website www.cochinshipyard.com (Careers page) before filling the online application. Applicants should not submit more than one application. Application once submitted shall be final.**
- (ii) **Applicants meeting the requirements notified may submit their application through online from 07 March 2018 to 19 March 2018 and the facility can be accessed through our website www.cochinshipyard.com (Careers page). Application submitted direct or by any other mode will not be accepted.**
- (iii) 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.
- (iv) Application must be complete in all respects as per the Advertisement Notification. Please note that incomplete applications will not be considered.
- (v) **After submitting applications through online, applicants are required to take a print out of their online application possessing the unique registration number generated by the system. 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 job application form should be quoted for any correspondence with CSL.

- (vi) **Applicants should send print out of online application (possessing registration number) duly signed, with their recent passport size photograph affixed thereon to “The Chief General Manager (HR), Cochin Shipyard Ltd, Perumanoor P.O, Kochi-682015” by post, along with self-attested copies of certificates towards proof of age, caste, educational qualification, experience, disability (if any) etc. Applicants shall retain one copy of online application print out with them for their reference. The envelope containing the online application print out and certificates should be super scribed on top as “Application to the post of CSR Projects Manager (on contract basis), Registration No.”.**
- (vii) **It is important to note that, the candidature will be considered only on receipt of print out of online application (possessing registration number) along with self-attested copies of relevant documents/certificates as applicable by post.**
- (viii) **For applying online, the website will remain functional from 07 March 2018 to 19 March 2018.** The last date for submission of applications through online is 19 March 2018. **The last date of receipt of online application print out, self-attested copies of certificates by post is 23 March 2018.**
- (ix) Cochin Shipyard Ltd will not be responsible for any postal delay/loss in transit in submission of application within the specified time. **Applications received after the stipulated date will not be considered.**

f. General

- (i) Only those applicants meeting the eligibility requirements and short-listed based on merit, will be allowed to appear for the interview. Applicants are advised to make sure that they are meeting the eligibility requirements for the post before submitting applications through online.
- (ii) **Applicants should bring print out of online application form (possessing unique registration number) duly signed, original certificates towards proof of age, qualification, experience, caste, disability (if any) 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.
- (iii) **Applicants who fail to produce the original certificates and mark sheets during the certificate verification process will not be allowed to attend the interview.**
- (iv) Call letters will not be sent to eligible candidates by post. They will be informed to download call letter by e-mail/through CSL website.
- (v) No TA/DA will be paid to the candidates for attending the interview.
- (vi) Shipyard reserves the right to call for any additional documentary evidence in support of educational qualification and experience of the applicants indicated in their application.

- (vii) Mere submission of application through online and by post 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) Depending upon number of applications received for the post, Shipyard reserves the right to relax age and experience requirements at the discretion of Shipyard and accordingly shortlist candidates for consideration for selection.
- (ix) The vacancy is 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.
- (x) Applicants should be of sound health and satisfy the medical fitness standards as fixed by the company. The selected candidate should undergo a medical examination in the hospitals as prescribed by the company at their own expenses and medical fitness of the candidate is further subject to certification by the Company Medical Officer.
- (xi) The number of vacancies indicated will not necessarily be filled up and will be based on suitability of applicants and availability of projects and job requirement. 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.
- (xii) **No correspondence regarding the rejection of application in case of ineligibility will be entertained.**
- (xiii) 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.
- (xiv) Any amendment, modification or addition to this advertisement will be given in the CSL website only.
- (xv) For any queries please contact us at 0484-2501823, 0484-2501284 or via e-mail career@cochinshipyard.com.

VII. Important Dates

Commencement of Online Application	: 07 March 2018
Last Date of Online Application	: 19 March 2018
Last Date of receipt of Online Application print out, self-attested copies of certificates by post	: 23 March 2018

Sd/-
CHIEF GENERAL MANAGER (HR)

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