

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

No. P&A/2(265)/18

17 Dec 2018

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

A. Posts, Vacancies, Educational Qualification, Experience:

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification and Experience	Age
1	Manager (SAP-HCM) E3 grade ₹ 60,000 – 1,80,000	1 (UR)	<p><u>Educational Qualification:</u> Degree in Engineering in Computer Science/ Information Technology / Electronics Engineering with a minimum of 60% marks from a recognized University.</p> <p><u>Experience:</u> Minimum of 9 years post qualification experience in the IT sector of which atleast 7 years managerial experience in handling the development of SAP-HCM Module and IT operations starting from infrastructure, database, development upto operations, managing SAP applications, appraisal of business needs and trouble shooting for any Shipyard/Heavy Engineering Company preferably a Public Sector Undertaking. Out of the above total experience, should have at least one year experience 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.</p>	Not to exceed 40 years.

B. Benefits.

In addition to Basic Pay, the Executives are eligible for Industrial DA as applicable, HRA @ of 16% of Basic pay, Perks upto 35 % 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 scale as on date:

Grade	Pay scale	CTC (approx)
E3	₹ 60000-3%-180000	₹ 14 lakhs

C. Age

- a) **The upper age limit prescribed for the post shall be as on 21 January 2019.** 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 Benchmark Disabilities (PwBD).
- 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

- a) The selection process will be held at Kochi.
- b) 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:

Total 100 Marks				
20% Marks	40% Marks	10% Marks	10% Marks	20% Marks
Qualifying Engineering Degree Marks	Work Experience in the relevant job/area	Power Point Presentation	Group Discussion	Personal Interview

E. 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 (PwBD)/ Ex-servicemen (ESM) candidates will apply and be strictly followed.
- (iii) Candidates 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 Thahsildar, failing which their candidature will not be considered for extending reservation.
- (iv) In the case of Persons With Disabilities, the degree of disability should be a minimum of 40%. The candidate should submit valid Certificate of disability to this effect in the prescribed format obtained from a notified authority by Government of India / State Government.

b) Qualification:

- (i) The minimum qualification stipulated for the post must be from a University/ Institute recognized by AICTE/ appropriate statutory authority in India.

- (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) **Experience acquired after the date of passing of the qualification stipulated as per item A above will only be considered. Period of post qualification experience will be reckoned as on 21 January 2019.**
- (ii) **Experience Certificates obtained from Companies registered under the Companies Act 1956 or Foreign Companies of equivalent status will only be considered for short listing to attend the selection process.**
- (iii) Candidates 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.** If selected, the candidates should produce all certificates in original to establish the experience claimed in their online application, failing which the offer letter issued to them will be treated as cancelled.
- (iv) In case of candidates working in Government Departments or Semi Government/ Public Sector Organisations, they should submit "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.**
- (v) In case of candidates belonging to Ex-servicemen category, they should submit copy of the **Discharge Certificate/ Book / Pension Payment Order from the Armed Para Military Forces** and all certificates indicating qualification and work experience in the relevant discipline in the Armed Forces. They should submit experience certificate from the authorities concerned, failing which their candidature will not be considered.

d) Application Fee:

- (i) Application fee of **₹ 1000/- (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 **19 December 2018 to 21 January 2019.**
- (ii) **No application fee for candidates belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST) / Person with Benchmark Disabilities (PwBD).** 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) 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.
- (ii) Candidates meeting the notified requirements may submit their application online through the SAP online application facility from 19 December 2018 and 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) Before doing the online application, 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) **Candidates 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 applying 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 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 Cochin Shipyard Ltd.**
- (vii) For applying through the SAP online application facility, the website will remain functional from 19 December 2018 to 21 January 2019. The last date for submission of applications through online is 21 January 2019.

f) General:

- (i) Depending upon number of online applications received for the post, Shipyard reserves the right to stipulate a higher cut off mark than the minimum eligibility marks stipulated in the qualifying examination and accordingly short-list candidates for consideration for selection.
- (ii) Candidates 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) **Candidates 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, failing which their candidature will not be considered and will be rejected.

- (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. 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) 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.
- (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 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 verification will not be allowed to attend the Personal Interview.**
- (x) Candidates appearing for the Personal Interview shall be reimbursed single to & fro 3rd AC rail fare as admissible for the post as per CSL 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. Candidates claiming travel re-imburement are required to submit the copy of front page of **savings bank passbook with account number and IFSC code**, at the time of certificate verification and the eligible amount of reimbursement will be credited to their mentioned account through NEFT. Reimbursement of travel fare will only be considered to those candidates who submit the above details.
- (xi) No correspondence regarding the rejection of application in case of ineligibility will be entertained.
- (xii) **Call letters will not be sent to short-listed candidates by post.** They will be informed to download call letter by email/SMS/through CSL website www.cochinshipyard.com

- (xiii) Mere 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.
- (xiv) Appointment of selected candidates will be subject to verification of character and antecedents and verification of caste certificates if applicable.
- (xv) Candidates should be of sound health and satisfy the medical fitness standards as fixed by CSL. The candidates short-listed for appointment after interview 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.
- (xvi) 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.
- (xvii) 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.
- (xviii) 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.
- (xix) There will be no wait list of candidates after filling up of the notified vacancies.
- (xx) CSL reserves the right to change the number of vacancies, and the vacancies notified may not be filled up. Further, CSL reserves the right to restrict/ alter/cancel/modify the recruitment process, if need so arises without notice or assigning any reason thereof.
- (xxi) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.
- (xxii) For any further clarification, please contact us via e-mail career@cochinshipyard.com

F. Important Dates

Commencement of Online Application : 19 December 2018
Last Date of Online Application : 21 January 2019

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

Sd/-
CHIEF GENERAL MANAGER (HR & TRNG)