

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

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SELECTION OF PROJECT ASSISTANTS ON FIXED TERM CONTRACT BASIS

Cochin Shipyard Limited, a listed premier Mini Ratna Company of Government of India, invites **Online applications** to the following posts of **Project Assistants for appointment on fixed term contract basis:-**

I. Discipline, Number of Vacancies/Reservation, Educational Qualification and Experience:-

Sl. No	Discipline	Number of Vacancies/Reservation	Educational Qualification	Experience
1	Mechanical	23 posts (11 UR, 7 OBC, 1 EWS, 3 SC, 1 ST)	Essential: Three year Diploma in Mechanical Engineering with minimum 60% of marks from a State Board of Technical Education. Desirable: Proficiency in Computer Applications like SAP, MS Project, MS Office etc.	Minimum of two years post qualification experience or three years post qualification training in a <ul style="list-style-type: none"> • Shipyard or • Engineering Company or • Government / Semi-Government Company/ Establishment.
2	Electrical	9 posts (5 UR, 3 OBC, 1 SC)	Essential: Three year Diploma in Electrical Engineering with minimum 60% of marks from a State Board of Technical Education. Desirable: Proficiency in Computer Applications like SAP, MS Project, MS Office etc.	Minimum of two years post qualification experience or three years post qualification training in a <ul style="list-style-type: none"> • Shipyard or • Engineering Company or • Government / Semi-Government Company/ Establishment.
3	Electronics	3 posts (2 UR, 1 OBC)	Essential: Three year Diploma in Electronics Engineering with minimum 60% of marks from a State Board of Technical Education. Desirable: Proficiency in Computer Applications like SAP, MS Project, MS Office etc.	Minimum of two years post qualification experience or three years post qualification training in a <ul style="list-style-type: none"> • Shipyard or • Engineering Company or • Commercial Organisation or • Network Service Provider Company or • Government/Semi-Government Company/ Establishment.

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4	Instrumentation	3 Posts (1 UR, 1 OBC, 1 EWS)	Essential: Three year Diploma in Instrumentation Engineering with minimum 60% of marks from a State Board of Technical Education. Desirable: Proficiency in Computer Applications like SAP, MS Project, MS Office etc.	Minimum of two years post qualification experience or three years post qualification training in a <ul style="list-style-type: none"> • Shipyard or • Engineering Company or • Government / Semi-Government Company/ Establishment.
5	Civil	2 posts (UR)	Essential: Three year Diploma in Civil Engineering with minimum 60% of marks from a State Board of Technical Education. Desirable: Proficiency in Computer Applications like SAP, MS Project, MS Office etc.	Minimum of two years post qualification experience or three years post qualification training in a <ul style="list-style-type: none"> • Shipyard or • Engineering Company or • Government / Semi-Government Company/ Establishment.
6	Information Technology	1 post (UR)	Essential: Three year Diploma in Computer Engineering / Information Technology with minimum 60% of marks from a State Board of Technical Education. Desirable: a) Any additional qualification related to IT/Computer Science. b) Adequate knowledge in SAP.	Minimum of two years post qualification experience or three years post qualification training in a <ul style="list-style-type: none"> • Shipyard or • Engineering Company or • Commercial Organisation or • Network Service Provider Company or • Government/Semi-Government Company / Establishment. <p>Experience shall be in matters relating to following functions :</p> <ol style="list-style-type: none"> a) IT systems and Network support, b) End user support and trouble shooting, c) Website management, d) ERP system support, e) Office work, creation of files, registers, records management and report generation, f) Maintenance of all systems as per ISO standards.

Sl. No	Discipline	Number of Vacancies/ Reservation	Educational Qualification	Experience
7	Commercial	14 Posts (7 UR, 4 OBC, 1 EWS, 2 SC)	Essential: Three year Diploma in Commercial Practice with minimum 60% of marks from a State Board of Technical Education. OR Bachelor's Degree in Arts (other than Fine Arts/Performing Arts)/ Science/ Mathematics/ Commerce/ Computer Applications/ Business Administration with 60% of marks from a recognized University. Desirable: Proficiency in Computer Applications like SAP, MS Project, MS Office etc.	Minimum of two years post qualification experience or three years post qualification training in a <ul style="list-style-type: none"> • Shipyard or • Engineering Company or • Commercial Organization or • Government / Semi-Government Company/ Establishment.
8	Finance	1 Post (UR)	Essential: Post Graduate Degree in Commerce from a recognised University. Desirable: Proficiency in Computer Applications like SAP, MS Project, MS Office etc.	Minimum of two years post qualification experience or three years training in the Finance department of a <ul style="list-style-type: none"> • Shipyard or • Engineering Company or • Commercial Organization or • Government / Semi-Government Company/ Establishment.
Total		56 posts (30 UR, 16 OBC, 3 EWS, 6 SC, 1 ST)		

II. Period of Contract

All posts above are temporary in nature and **for a maximum period of three years** subject to project requirements and performance.

III. Remuneration

The remuneration details for the posts are detailed under:-

Contract Period	Consolidated Pay (per month)	Compensation for Extra Hours of Work (per month)
First year	₹24,400/-	₹5100/-
Second year	₹25,100/-	₹5200/-
Third year	₹25,900/-	₹5400/-

IV. Age

The upper age limit prescribed for the posts shall be 30 years as on 27 October 2020. The upper age limit is relaxable by 3 years for OBC (Non Creamy Layer) candidates and 5 years for SC/ST candidates in posts reserved for them. The upper age limit shall be relaxable for Persons with Benchmark Disabilities (PwBD) & Ex-servicemen as per Government of India guidelines subject to a maximum age of 45 years.

V. Method of Selection

- a) The method of selection for the posts shall be through **Objective Type Online test and Descriptive Type Test** which shall be conducted out of 100 marks and marks awarded accordingly.
- b) Depending on the number of online applications received, the tests shall be held at Kochi/various centres in Kerala as decided by CSL.
- c) The Objective Type Online Test shall be of **90 Minutes duration comprising of 80 Multiple Choice Questions** in the following areas. Each question carries one mark and there shall be no negative marks. The details of Objective and Descriptive type test are as under:-

(i) PART A (Objective Type Online Test)

General Knowledge	-	5 Marks
Reasoning	-	5 Marks
Quantitative Aptitude	-	10 Marks
General English	-	10 Marks

(ii) PART B

Discipline related (Objective Type Online Test)	-	50 Marks
Writing skills (English language) (Descriptive Type Test)	-	20 Marks

Total - 100 marks

- d) Detailed Syllabus for Part A and Part B of Objective type online test /Descriptive type Test is at **Annexure I**. Please note that the given syllabus is only indicative and not exhaustive.
- e) Discipline wise merit lists shall be prepared on the basis of marks secured by the candidates in the Objective and Descriptive Type Test and the candidates shall be short listed for the certificate verification based on the marks secured in the Objective and Descriptive Type Test, in the order of merit/reservation of posts. In case, same marks secured by more than one candidate, marks scored in the Discipline part of the Objective Type Online Test shall be the basis of determining the order of merit list. In case of a tie thereafter, relative merit shall be decided based on seniority in age.
- f) However, CSL reserves the right to fix minimum marks for pass in the Objective/Descriptive type tests at its sole discretion.
- g) Those candidates who successfully complete certificate verification shall be provisionally considered for selection against the notified posts in the order of merit/reservation, subject to Medical fitness.

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) candidates shall apply subject to meeting the eligibility requirements.
- (ii) In the case of Persons with Benchmark 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 issued by Competent Authority as per the Rights of Persons with Disabilities Rules, 2017.
- (iii) Candidates belonging to EWS category should produce a valid Income and Asset Certificate issued by any of the following authorities in the prescribed format. This certificate shall only be accepted as proof of candidate's claim as belonging to EWS, failing which their candidature shall not be considered against reservation under EWS category:-
 - 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
 - Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
 - Revenue Officer not below the rank of Tahsildar and
 - Sub-Divisional Officer or the area where the candidate and/or his family normally resides.
- (iv) Candidates belonging to SC/ST/OBC (Non Creamy Layer), should produce a valid recent community certificate in the prescribed format issued by the Revenue Authority not below the rank of the Tahsildar, failing which their candidature shall not be considered against the respective categories.

b) Qualification

- (i) The minimum qualification stipulated for all the posts must be from a University/ Examination Board 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 shall not be considered.
- (iii) Some Universities/Institutes/Examination Boards do not award Class or Percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI, etc.). In case University/Institute/Examination Board defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the same shall be accepted. However, where the University/Institute/Examination 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 shall only be considered. Period of post qualification experience shall be reckoned as on 27 October 2020.**
- (ii) The period of Apprenticeship Training in the relevant discipline under the Apprentices Act 1961, shall be treated as experience. Any training with remuneration shall also be treated as experience.
- (iii) **Experience Certificates obtained from companies registered under the Companies Act 1956 or Foreign Companies of equivalent status shall only be considered for short listing to attend the selection process.**
- (iv) 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** as proof of experience. **For past employment, experience certificate indicating the date of joining as well as relieving should be submitted. During the certificate verification process, the candidates should produce all certificates in original to establish the experience claimed in their online application, failing which their candidature shall be cancelled and they shall not be considered for further selection.**
- (v) Applicants who are Ex-servicemen should submit **Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces**. Those ex-servicemen having Degree / Diploma endorsed in their Discharge Certificate/ Book should have working experience in the relevant discipline in the Armed Forces. Ex-servicemen claiming equivalency of Degree / Diploma in discipline should produce the certificate of equivalency or endorsement in the Discharge certificate of the same with authority (refer order issued by the Govt of India), should produce certificates indicating qualification and work experience in the relevant discipline in the Armed Forces, as proof of experience during certificate verification process. They should produce experience certificate from the authorities concerned, failing which their candidature shall not be considered.
- (vi) **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 shall not be considered.**
- (vii) **Those who are in the final year of contract on rolls of CSL as on date of this vacancy notification are also eligible to apply, subject to meeting all other notified requirements. Those who are in the first year and second year of contract are not eligible to apply.**

d) Application Fee

- (i) **Application fee of ₹ 300/- (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 15 October 2020 to 27 October 2020. No other mode of payment shall be accepted.**
- (ii) **Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Persons 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 shall be considered only on receipt of application fee.**

e) How to apply

- (i) **Applicants should go through the User Manual and FAQ published in the link 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 notified requirements 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 (Careers page) from **15 October 2020 to 27 October 2020. Application submitted direct or by any other mode shall not be accepted.**
- (iii) **Before filling up 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) 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, failing which their candidature shall not be considered and shall be rejected.
- (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 this Advertisement Notification. **Please note that incomplete applications shall not be considered.**
- (vii) **After applying through online, applicants 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 shall be obtained only upon successful submission of**

online application. The Registration Number on the online application should be quoted for any correspondence with CSL.

- (viii) **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.**
- (ix) For applying through the SAP online application facility, the website shall remain functional from **15 October 2020 to 27 October 2020**. The last date for submission of applications through online is **27 October 2020**. **In order to avoid heavy traffic in website on the last date that may result in non-submission of application, applicants are advised to log in to CSL website and submit applications well in advance before the last date. Those who apply on the last date of application may not get any troubleshooting assistance / technical support in the SAP application portal after 1700hrs on the last date.**

f) General

- (i) Depending upon number of online applications received for the posts, Shipyard reserves the right to stipulate a higher cut off mark than the minimum eligibility marks stipulated in the qualifying examination for the posts 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 posts before submitting the applications.**
- (iii) Definition of Ex-serviceman:- Ex-serviceman is a person
- (a) who has served in any rank whether as combatant or non-combatant in a Regular Army, Navy and Air Force of the Indian Union, and
- (i) who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
- (ii) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
- (iii) who has been released from such service as a result of reduction in establishment;
- (b) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service; Or
- (c) personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension; Or
- (d) Personnel, who were on deputation in Army Postal Service for more than six months prior to 14th April, 1987; Or
- (e) Gallantry award winners of the Armed Forces including personnel of Territorial Army; Or

- (f) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.
- (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 shall 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 shall not be considered, and no further correspondence shall be entertained in this regard.
- (v) **Applicants shortlisted for the certificate verification prior to selection should bring the 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 and **their candidature shall be considered on the strength of the original certificates. In case of failure to produce the original certificates, the candidature shall be rejected.**
- (vi) Applicants who fail to produce the original certificates and mark sheets during the certificate verification process shall not be considered for selection.
- (vii) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed to download call letter by e-mail/SMS/through CSL website www.cochinshipyard.com. Schedule of the selection shall be intimated to the short-listed applicants through SMS/E-mail/CSL website (Careers page)
- (viii) No TA/DA shall be paid to the candidates for attending the selection.
- (ix) Mere submission of application through online and issue of call letter for selection shall not confer any right to the applicant of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion.
- (x) 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 candidates.
- (xi) Candidates should be of sound health and satisfy the medical fitness standards as fixed by the company. The candidates 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 Chief Medical Officer of CSL.
- (xii) No correspondence regarding the rejection of application in case of ineligibility shall be entertained.
- (xiii) Rank lists shall be maintained for all disciplines and shall be operated only in the event of occurrence of a vacancy caused by non-joining of a candidate from the rank list within the date of joining as stipulated in the offer of appointment issued to the candidate, OR, where a candidate joins the post and in the event of separation of a person on account of death or resignation from the post during the period of one year from the date of joining in CSL. The validity period of the rank list shall be upto one

year from date of publication of results unless a fresh notification for the same post is issued. Vacancy which arose as stated above shall not be treated as a fresh vacancy and the actual number of posts filled up against this notification shall under no circumstances exceed the number of vacancies indicated in this notification.

- (xiv) Notwithstanding the above or any other conditions, CSL reserves the right not to fill up the vacancies notified. Further, the filling up of the notified vacancies shall 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.
- (xv) 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.
- (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) Any amendment, modification or addition to this advertisement shall be published in the CSL website only.
- (xviii) For any queries please contact us via e-mail career@cochinshipyard.com.

VII. Important Dates

Commencement of Online Application : 15 October 2020
Last Date of Online Application : 27 October 2020

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

Sd/-
CHIEF GENERAL MANAGER (HR & TRG)