

COCHIN SHIPYARD LIMITED
KOCHI-15

(P&A Department)

No. P&A/6(137)/20

15 July 2020

NOTIFICATION FOR ENGAGEMENT OF TECHNICIAN (VOCATIONAL)/TRADE
APPRENTICES UNDER APPRENTICESHIP ACT 1961

Cochin Shipyard Limited (CSL), a listed premier Mini Ratna Company of Govt. of India, invites **Online application** from eligible Vocational/ITI holders, for undergoing **one year** Apprenticeship training under the Apprenticeship Act 1961.

I. **A. Category – I Technician (Vocational) Apprentices:-**

| Sl. No. | Discipline | Number of seats | Stipend per month |
|---------|------------------------------------|-----------------|-------------------|
| 1 | Accounting & Taxation | 1 | ₹ 9,000/- |
| 2 | Customer Relationship Management | 2 | |
| 3 | Electrical & Electronic Technology | 1 | |
| 4 | Food & Restaurant Management | 3 | |
| 5 | Basic Nursing and Palliative care | 1 | |

B. **Category – II Trade Apprentices:-**

| Sl. No. | Discipline | Number of seats | Stipend per month |
|---------|---|-----------------|-------------------|
| 1 | Electrician | 47 | ₹ 8,000/- |
| 2 | Fitter | 36 | |
| 3 | Welder | 47 | |
| 4 | Machinist | 10 | |
| 5 | Electronic Mechanic | 15 | |
| 6 | Instrument Mechanic | 14 | |
| 7 | Draughtsman (Mechanic) | 6 | |
| 8 | Draughtsman (Civil) | 4 | |
| 9 | Painter (Genl.) | 10 | |
| 10 | Mechanic Motor Vehicle | 10 | |
| 11 | Sheet Metal Worker | 47 | |
| 12 | Shipwright Wood (Carpenter) | 20 | |
| 13 | Mechanic Diesel | 37 | |
| 14 | Fitter Pipe (Plumber) | 37 | |
| 15 | Refrigeration and Air Conditioning Mechanic | 10 | |

II. **MINIMUM EDUCATIONAL QUALIFICATIONS:**

A. **Category – I Technician (Vocational) Apprentices:-**

Pass in Vocational Higher Secondary Education (VHSE) in the concerned vocation.

B. **Category – II Trade Apprentices:-**

Pass in ITI in the concerned trade. Certificate/Provisional National Trade Certificate (NTC) in the designated trades that are approved for undergoing Apprenticeship Training.

C. Those applicants having qualifications equivalent to any of the prescribed qualifications should upload Equivalency Certificate issued by the competent authority while submitting their online application and without such certificate, their candidature will not be considered.

III. **AGE:** Age limit will be followed as per Apprenticeship Rules.

IV. **RESERVATION OF VACANCIES:** Government of India Directives on reservation applicable for Scheduled Caste (SC)/Scheduled Tribe (ST)/Other Backward Class (OBC) / Economically Weaker Sections (EWS)/ Persons with Benchmark Disabilities (PwBD) will be strictly followed.

V. **MINIMUM PHYSICAL STANDARDS:** As prescribed in Clause 4 of the Apprenticeship Rule 1992, and amendments thereof if any.

VI. **DURATION OF TRAINING:** The duration of Apprenticeship training will be for a period of one year as per Apprenticeship Act 1961.

VII. **PREVIOUS TRAINING:** Candidates who have already undergone or are currently undergoing apprenticeship under Apprenticeship Act 1961 in any Government or Public Sector or Private industrial organisation are not eligible to apply.

VIII. **SELECTION PROCEDURE:**

A. Only candidates who are domicile of Kerala shall be considered. Short-listing of candidates for selection will be done based on the percentage of marks obtained in the basic prescribed qualification as applicable to the respective disciplines. In case, same percentage of marks is secured by more than one candidate in prescribed qualification, relative merit shall be decided based on seniority in age.

B. Candidates short-listed 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, 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.

C. Those candidates who successfully complete certificate verification shall be provisionally considered for selection against the notified seats in the order of merit/reservation, subject to Medical fitness.

IX. **TRAVEL EXPENSES:** No travel expenses are admissible during apprenticeship training period.

X. **BOARDING/LODGING:** Boarding or lodging will not be provided by CSL during the apprenticeship training period.

XI. **APPLICATION FEE:**

Nil

XII. **REGISTRATION AND SUBMISSION OF APPLICATION:**

A. **How to apply:**

- (i) Applicants should go through the **User Manual published on our website www.cochinshipyard.com (Careers page)** before filling the online application. **The application consists of two phases – One time Registration in the SAP E-recruitment portal of CSL and Submission of application against the seat applicable.** Applicants should not submit more than one application. Application once submitted shall be final.
- (ii) Applicants meeting the notified requirements shall do the One Time Registration and submit their application. The facility to submit their application can be accessed through our website www.cochinshipyard.com (Careers page) from **15 July 2020 to 04 Aug 2020.** **Application submitted direct or by any other mode will not be accepted.**
- (iii) **Documents to be uploaded online for submission of application:** 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) For applying through the SAP online application facility, the website shall remain functional from **15 July 2020 to 04 Aug 2020**. The last date for submission of applications through online is 04 Aug 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 1700 hrs on the last date.

XIII. General

- (i) **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.**
- (ii) Shipyard reserves the right to call for any additional documentary evidence from applicants 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 **apprenticeship@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.
- (iii) No correspondence regarding the rejection of application in case of ineligibility shall be entertained.
- (iv) Call letters shall not be sent to short-listed candidates by post. They shall be informed by e-mail/SMS/through CSL website www.cochinshipyard.com to download call letter. Schedule of the selection shall be intimated to the short-listed candidates through SMS/ E-mail/CSL website (Careers page).
- (v) 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.
- (vi) Appointment of selected candidates will be subject to verification of character and antecedents and verification of caste certificates if applicable.

- (vii) Upon completion of the Apprenticeship period, CSL shall have no obligation to offer employment to such apprentices nor can an apprentice claim right for employment on the grounds of completion of Apprenticeship.
- (viii) Rank lists shall be maintained for the seats 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 training issued to the candidate, OR, where a candidate joins for Apprenticeship training and in the event of separation of a person on account of death or resignation during the period of three months from the date of joining in CSL. The validity period of the rank list shall be upto three months from date of publication of results or date of joining as stipulated in the offer of training issued to the candidates, whichever is earlier, unless a fresh notification for the same seat is issued. Vacancy which arose as stated above shall not be treated as a fresh vacancy and the actual number of seats filled up against this notification shall under no circumstances exceed the number of vacancies indicated in this notification.
- (ix) 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.
- (x) 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.
- (xi) 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.
- (xii) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.
- (xiii) For any further clarification, please contact us via e-mail apprenticeship@cochinshipyard.com.

XIV. IMPORTANT DATES:

Commencement of Online Application : 15.07.2020
Last Date of Online Application : 04.08.2020

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

**Sd/-
CHIEF GENERAL MANAGER (HR&TRG)**