

COCHIN SHIPYARD LIMITED
KOCHI-15
(P&A DEPARTMENT)

No. P&A/2(270)/2020

07 July 2020

SELECTION OF LIAISON REPRESENTATIVE ON CONTRACT BASIS IN NEW DELHI

Cochin Shipyard Limited (CSL), a listed premier Mini Ratna Company of Government of India invites **Online applications** for the post of **Liaison Representative on contract basis in New Delhi:-**

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

| Sl. No. | Name of Post | Number of Vacancies / Reservation | Educational Qualification | Experience |
|----------------|---|--|--|---|
| 1 | Liaison Representative On Contract Basis in New Delhi | 1 Post (UR) | Essential: Degree in any discipline, from a recognised University. Adequate knowledge of English and Hindi. Desirable: Working knowledge on computers and various applications. | Essential: Minimum 12 years post qualification experience in matters relating to liaisons/office administrative jobs like handling external and internal communication, daily support for operations, administrative procedures and information flow, file management/documentation, planning, organizing and co-ordinating meetings in Government Departments-State or Central/ other leading PSUs/Private companies. Desirable: Must possess excellent organizational and communication skills (both oral and writing) in English and Hindi, detail oriented with good analytical skills and aptitude for office administrative jobs. Candidates who are familiar and well versed with Government office administrative systems/policies, protocol procedures, liaisons with other statutory authorities/bodies will be preferred. |

II. Period of Contract and Place of Posting:-

- a) The above post is temporary in nature and **for a maximum period of three years** subject to organizational requirements. The period of contract may be renewed further based on organizational requirement/job performance.
- b) The posting shall be at New Delhi.

III. **Remuneration:**

The remuneration details for the post are detailed under:-

| Contract Period | Consolidated Pay (per month) | Compensation towards Incidental Expense (per month) |
|-----------------|------------------------------|---|
| First year | ₹ 47,000/- | ₹ 3,000/- |
| Second year | ₹ 48,000/- | |
| Third year | ₹ 50,000/- | |

IV. **Age:**

- a) The upper age limit prescribed for the post shall be **45 years** as on **01 August 2020**. The upper age is relaxable by 10 years for Persons with Benchmark Disabilities (PwBD).
- b) Age relaxation for Ex-servicemen shall be as per Government of India guidelines calculated by deducting the period of military service from the actual age and adding three years thereto, subject to a maximum age of 45 years.

V. **Method of Selection:**

- a) The method of selection shall be through Personal Interview (out of 100 marks) to be held at Cochin Shipyard Limited, Kochi or New Delhi or interview through electronic media in view of Covid-19 pandemic issues.
- b) CSL reserves the right to fix minimum marks for pass in the final selection at its sole discretion.

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) /Persons with Benchmark Disabilities (PwBD)/ Ex-servicemen (ESM) candidates shall apply subject to meeting the eligibility requirements.
- ii) In the case of Persons with Benchmark Disabilities (PwBD), 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.

b) **Qualification**

- i) The minimum qualification stipulated for the post must be from a University/ Examination recognized by AICTE/ appropriate statutory authority in India.
- 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 01 August 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 shall only be considered for short listing to attend 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 endorsed in their Discharge Certificate/ Book should have working experience in the relevant discipline in the Armed Forces. Ex-servicemen claiming equivalency of Degree 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 from the Armed Forces, as proofs during certificate verification process, failing which their candidature shall not be considered.

d) Application fee

- i) **Application fee of ₹ 200/- (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 14 July 2020 to 01 August 2020. No other mode of payment shall be accepted.**

- ii) **Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Persons with Benchmark Disability (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 14 July 2020 to 01 August 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 **14 July 2020 to 01 August 2020**. The last date for submission of applications through online is **01 August 2020**. In order to avoid heavy traffic in website 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 SAP application portal after 1700hrs on the last date.***

General

- i) **Applicants are advised to make sure that they are meeting the eligibility requirements as per the vacancy notification for the post before submitting the applications.**
- ii) 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.
- iii) 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.

- iv) **Applicants shortlisted for the certificate verification prior to interview 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 prior to the interview 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.**
- v) **Applicants who fail to produce the original certificates and mark sheets during the certificate verification process shall not be allowed to attend the interview.**
- vi) **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 shortlisted applicants through SMS/E-mail/CSL website (Careers page).
- vii) No TA/DA shall be paid to the candidates for attending the Personal interview.
- viii) Mere submission of application through online and Issue of call letter for the Personal Interview shall not confer any right to the applicant of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion.
- ix) 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.
- x) 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.
- xi) No correspondence regarding the rejection of application in case of ineligibility shall be entertained.
- xii) Rank lists shall be maintained for the post 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 post filled up against this notification shall under no circumstances exceed the number of vacancies indicated in this notification.

- xiii) 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.
- xiv) 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.
- xv) 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.
- xvi) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.
- xvii) For any queries please contact us via e-mail career@cochinshipyard.com.

VII. Important Dates:

| | |
|---|-------------------------|
| Commencement of Online Application | : 14 July 2020 |
| Last Date of Online Application | : 01 August 2020 |

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

Sd/-
CHIEF GENERAL MANAGER (HR & TRAINING)