

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

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SELECTION TO VARIOUS POSTS ON CONTRACT BASIS IN CSL

Cochin Shipyard Limited, a listed premier Mini Ratna Company of Government of India invites **Online applications** for the following posts on Contract basis in CSL: -

I. Name of Posts, No. of Vacancies/Reservation, Educational Qualification, Experience and Job requirements

Sl No	Name of Posts	Number of Vacancies/Reservations	Educational Qualification, Experience and Job requirements
1	Sanitary-cum-Health Inspector on Contract basis	1 post (UR)	<p><u>Educational Qualification:</u></p> <p>a) Pass in Class XII/ Plus 2, b) Minimum two year Diploma in Health Inspector's Course conducted by Directorate of Health Services or by any other institution recognised by Government of Kerala, and c) Valid Registration with Kerala Paramedical Council.</p> <p><u>Experience:</u> Candidates with prior experience in sanitary administration in large industrial / government establishments/ private hospitals/ NGOs/ Autonomous Bodies/PSUs will be given preference.</p> <p><u>Job requirements:</u> To ensure hygiene and cleanliness all around CSL, supervise all Health and Sanitation initiatives including canteen hygiene, toilet hygiene, work environmental conditions, preventive health etc. Conduct routine inspection of drains, toilets, hygiene centers, various canteen to ensure hygienic conditions all around CSL, supervise housekeeping activities, waste management, assist to organize medical examination of employees, organize health awareness programs.</p>

Sl No	Name of Posts	Number of Vacancies/Reservations	Educational Qualification, Experience and Job requirements
2	Safety Assistants on Contract basis	72 Posts (40 UR, 18 OBC, 6 SC, 1 ST, 7 EWS)	<p><u>Educational Qualification:</u></p> <p>a) Pass in SSLC.</p> <p>b) One year Diploma in Safety/Fire from a Government recognized institute or Public Sector Undertaking.</p> <p><u>Experience:</u></p> <p>Minimum one year training or experience in safety in a Public Sector Undertaking or a Factory.</p>
3	Fireman on Contract basis	59 Posts (36 UR, 12 OBC, 6 SC, 5 EWS)	<p><u>Educational Qualification:</u></p> <p>a) Pass in SSLC.</p> <p>b)</p> <p>(i) Minimum four to six months training in Fire Fighting from a State Fire Force or Public Sector Undertaking or a Government recognised course from a reputed institute</p> <p>OR</p> <p>(ii) Certificate in Nuclear Biological Chemical Defence and Damage Control (NBCD), including fire fighting on-board ships from Armed Forces/Recognised Institutions.</p> <p>(c) Knowledge in Malayalam is desirable.</p> <p><u>Experience:</u></p> <p>Minimum one year experience in fire fighting in State Fire Force or in a large Industrial Undertaking or in the Armed Forces or in Public Sector Undertakings or in Private Companies.</p> <p>The duties include fire surveillance/ fire fighting activities in confined spaces of vessels under construction.</p>

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 during the first year of contract are detailed under:

- a) For posts at Sl. No. 1 & 2, Sanitary-cum-Health Inspector & Safety Assistant on contract basis - Consolidated pay of ₹ 18400/-pm and compensation for extra hours of work limited to ₹ 4500/- pm.

- b) For post at Sl. No. 3, Fireman on contract basis - Consolidated pay of ₹ 17400/-pm and compensation for extra hours of work limited to ₹ 4200/- pm.

IV. Age

- a) **The upper age limit prescribed for the posts shall be 30 years as on 18 October 2019.**
- b) 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 is relaxable by 10 years for Persons with Benchmark Disabilities (PwBD).
- c) Age relaxation of five years is applicable for candidates who have been domicile of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989 as per Government of India guidelines. Age relaxation for Ex-servicemen shall be as per Government of India guidelines.

V. Method of Selection

The method of selection shall be through Written/Practical/Physical tests which shall be conducted out of 100 marks and marks awarded accordingly. Candidates who are short-listed based on the eligibility requirements for the posts, and who successfully complete the certificate verification shall only be allowed to attend the Written/Practical/Physical tests.

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 and be strictly followed.
- (ii) Candidates belonging to SC/ST/OBC (Non Creamy Layer), should produce a valid recent community certificate issued by the Revenue Authority not below the rank of the Thahsildar, failing which their candidature shall not be considered against the reserved posts, and for other concessions/relaxations applicable to the categories.
- (iii) In the case of Persons with Benchmark Disabilities, the degree of disability should be minimum of 40%. The candidate should upload valid Certificate of disability to this effect in the prescribed format obtained from a notified authority by Government of India / State Government.
- (iv) 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

b) Qualification

- (i) The qualifications stipulated for the posts of Safety Assistant & Fireman must be from Govt recognized institutes/Public Sector Undertakings/ appropriate authority in India/ State/ Central Government.
- (ii) The qualification stipulated for the post of Sanitary-cum-Health Inspector on Contract basis must be two year Diploma in Health Inspector's Course conducted by Directorate of Health Services or by any other institution recognised by Government of Kerala.
- (iii) 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.

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 18 October 2019.**
- (ii) **For the posts of Safety Assistant & Fireman, 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.**
- (iii) Applicants who are presently working in any organisation in the absence of experience certificate, should submit copy of **Appointment / Offer letter issued by the organisation, 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.**
- (iv) Applicants who are **Ex-servicemen** should submit **Discharge Certificate/ Pension Payment Order from the Armed Forces** and all certificates indicating qualification and work experience in the relevant discipline in the Armed Forces, as proof of experience and produce the same during certificate verification process. They should

submit experience certificate from the authorities concerned, failing which their candidature shall not be considered.

- (v) Those ex-servicemen, on re-employment in any Government job on civil side after availing of the benefits given to him as an ex-serviceman, his ex-serviceman status for the purpose of re-employment in Government would cease (refer DoPT OM No. 36034/1/2014-Estt (Res) dated 14.08.2014). **All ex-servicemen should submit an undertaking to this effect along with the online application**, that he has not been re-employed in Government after availing the benefits for ex-servicemen.
- (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) Applicants who are working in Government Departments/Semi Government or Public Sector Organisations should submit **“No Objection Certificate (NOC)”** from the employer or produce NOC from the employer at the time of certificate verification, failing which their candidature shall be cancelled/ rejected.
- (viii) **For the posts of Safety Assistant & Fireman on contract basis, 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 ₹ 100/- (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 02 October 2019 to 18 October 2019. No other mode of payment shall be accepted.**
- (ii) **Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Person 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 posts 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 **02 October 2019 to 18 October 2019.** **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 **02 October 2019 to 18 October 2019.** The last date for submission of applications through online is **18 October 2019.** 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.

f) 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 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.
- (iii) Applicants who fail to produce the original certificates and mark sheets during the certificate verification process shall not be considered for selection.
- (iv) **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. Schedule of the selection shall be intimated to the short-listed applicants through SMS/E-mail/CSL website (Careers page).
- (v) No TA/DA shall be paid to the candidates for attending the selection.
- (vi) 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.
- (vii) 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.
- (viii) Applicants 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 Medical Officer of CSL.
- (ix) No correspondence regarding the rejection of application in case of ineligibility shall be entertained.
- (x) Wait lists shall be maintained for the posts 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 wait list shall be upto one year from date of publication of results or date of joining as stipulated in the offer of appointment issued to the candidates, whichever is earlier, 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.

- (xi) 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.
- (xii) If at any stage it is found that any information furnished is false/ incorrect or the candidates does not satisfy the eligibility criteria, the candidature/appointment is liable to be cancelled/ rejected.
- (xiii) 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.
- (xiv) Any amendment, modification or addition to this advertisement shall be published in the CSL website only.
- (xv) For any further clarification, please contact us via e-mail career@cochinshipyard.com.

VII. Important Dates

Commencement of Online Application : 02 October 2019
Last Date of Online Application : 18 October 2019

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

Sd/-
CHIEF GENERAL MANAGER (HR & TRG)