



COCHIN SHIPYARD LIMITED

A GOVERNMENT OF INDIA ENTERPRISE

A MINIRATNA COMPANY UNDER

THE MINISTRY OF PORTS, SHIPPING AND WATERWAYS

Vacancy Notification Ref No. CSL/NEW PROJ/GEN/PROP&APPR/HR/CKSRU/318/2023/37

Dated 13 June 2023

Cochin Shipyard Limited (CSL), a listed premier Miniratna Company of Government of India, invites **Online Applications** from Indian citizens for filling up of the post of Senior Project Officer on contract basis for **CSL Kolkata Ship Repair Unit (CKSRU)**. Kolkata: :-

I. Name of Post, Educational Qualification and Experience:

TABLE 1

Sl. No.	Name of posts	Educational Qualification	Experience
1	Senior Project Officer (Civil) on contract basis	Degree in Civil Engineering from a recognized University.	<u>Essential:</u> Minimum of four years post qualification experience in a <ul style="list-style-type: none">• Shipyard or• Port or• Engineering Company or• Civil Construction Company or• Infrastructure Development Company or• Government Company or Establishment or• Semi-Government Company or Establishment. <u>Desirable:</u> a) Proficiency and experience of working in a computerized environment. b) Ability to communicate in Hindi/Bengali

II. Important Dates:

Commencement of Online Application : 23 June 2023

Last Date of Online Application : 12 July 2023

III. No. of Vacancies and Reservation:

TABLE 2

Sl. No.	Name of Posts	UR	Total
1	Senior Project Officer (Civil) on contract basis	1	1

- a) CSL reserves the right to increase / decrease the number of vacancies or not to fill up any of the vacancies or cancel the recruitment process, as per its requirement.



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IV. Period of Contract & Place of Posting:

- a) The above post is temporary in nature and for a **maximum period of three years** subject to project requirements and individual performance.
- b) **The posting shall be at CSL Kolkata Ship Repair Unit (CKSRU) / any project sites as desired by CSL** depending upon project requirements. The appointment to the post carries with it the obligation to serve in any department of CSL or on-board ships or any of the units / work sites/ projects undertaken in any part of India or abroad as the case may be.

V. Remuneration:

- a) The remuneration details for the post is as under:

TABLE 4

Name of Posts	Contract Period	Consolidated pay (per month)	Compensation for extra hours of work (per month)
Senior Project Officer (Civil) on contract basis	First year	₹ 47000/-	₹ 3000
	Second year	₹ 48000/-	
	Third year	₹ 50000/-	

VI. Age:

- a) **For the post of Senior Project Officer on contract basis, age shall not exceed 35 years as on 12 July 2023 i.e. applicants should be born on or after 13 July 1988.**
- b) Age relaxation for Persons with Benchmark Disabilities (PwBD) and Ex-servicemen shall be as per Government of India guidelines. However, in no case, age limit after applying all age relaxations shall exceed 50 years.

VII. Method of Selection:

- a) The method of selection shall be through **Objective Type Test and Personal Interview**. The marks shall be assigned to the following parameters for the final selection:
 - Objective Type Test - 50 marks
 - Personal Interview – 20 marks
 - Relevant work experience as assessed by selection committee during interview and presentation - 30 marksTotal – 100 marks
- b) The Objective Type test shall be held at various centres in West Bengal as decided by CKSRU. The allocation of examination centre shall be at the sole discretion of CKSRU.



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- c) The Objective Type Test shall be of 60 Minutes duration comprising of 50 Multiple Choice Questions in the areas of General knowledge (10 marks) and Subject Based (40 marks). Each question carries one mark and there will be no negative marks.
- d) Mark lists for each posts shall be prepared on the basis of marks secured by candidates in the Objective type test.
- e) The minimum pass marks for Objective type test shall be as below:-
For unreserved posts – 50 % of Total Marks of objective type test,
For PwBD Candidates - 40% of Total Marks of objective type test.
- f) Candidates who are meeting notified eligibility requirements and scored minimum prescribed pass marks and above in the Objective test shall be short listed for Power Point Presentation and Personal Interview subject to verification of eligibility requirements (age, educational qualification, reservation and experience etc.) for which the candidate should produce the original certificates in proof of age, educational qualification and certificates for caste certificate, if any. CSL shall call sufficient number of candidates for verification of certificates in the order of merit, so as to get candidates in the minimum ratio of 6 candidates against one post for the Power point presentation and Personal Interview. The candidates shall produce all required certificates in original along with self-attested copies at the time of Certificate Verification failing which they shall not be considered for shortlisting to attend Power Point Presentation and Personal Interview.
- g) Further to the certificate verification, the Power point presentation and personal interview shall be conducted with the eligible candidates even if it is less than 1:6 ratio as decided by CSL.
- h) Only those candidates who successfully complete the certificate verification shall be shortlisted to attend the Power Point Presentation and Personal Interview.**
- i) The Power Point Presentation and Personal Interview shall be held at CKSRU.
- j) Rank lists for the posts shall be prepared based on the aggregate marks secured by the candidates in the Objective type test, Experience and Personal Interview. In case, same marks is secured by more than one candidate, relative merit shall be decided based on seniority in age.
- k) Depending upon the number of online applications received, CSL reserves the right to scrutinise applications for various disciplines and prepare shortlist of candidates based on meeting eligibility requirements ascertained through the certificates uploaded by the applicants in the online application portal and only such shortlisted candidates may be permitted to attend the selection process.

VIII. Conditions:

a) Reservation

- i) Government of India Directives on reservation shall apply.
- 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.



b) Qualification

- i) The minimum qualification stipulated for the post must be from a University/Institute/ Examination Board recognized by AICTE/ appropriate statutory authority /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) The applicants are required to fill in the exact percentage of marks scored by them in the qualifying examination in the online application submitted for the posts. 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 above requirements shall only be considered. Period of post qualification experience shall be reckoned as on 12 July 2023.**
- ii) All types of training with remuneration including Apprenticeship Training in the relevant discipline under the Apprentices Act, shall 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 Order or Offer letter issued by the company, latest Pay Slip or 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. The candidates should submit all certificates 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) **Work experience obtained from contractors (Proprietary Firms and Partnership Firms) engaged by registered 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**



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contractors without the endorsement of the Principal Employer shall not be considered.

vi) Applicants who are Ex-servicemen should submit **Discharge Certificate / Book/ Pension Payment Order from the Armed Forces.** Those ex-servicemen having qualification endorsed in their Discharge Certificate/ Book should have working experience in the relevant discipline in the Armed Forces. Such qualification acquired during service period shall also be considered for calculation of post qualification experience. Those applicants claiming equivalency of qualification 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. They should produce experience certificate from the authorities concerned, failing, which their candidature shall not be considered.

vii) **Applicants who are in the final year of contract on rolls of CSL or units 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 or second year of contract in CSL or units of CSL are not eligible to apply for the same posts.**

viii) Applicants should clearly specify the nature of work performed and duties, responsibilities handled in the respective jobs, as well as experience certificate in proof of the same shall be uploaded while submitting their online application for the posts notified.

d) Application fee:

i) **Application fee of ₹ 400/- (Non refundable, plus bank charges extra) should be remitted using the Online payment options (Debit card/Credit card/Internet Banking/wallets/UPI etc) which can be accessed through our Online application facility from 23 June 2023 to 12 July 2023. 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 the above clause. 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.in (Career page→ CKSRU, Kolkata) 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.**



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- (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 the website www.cochinshipyard.in (Career page→ CKSRU, Kolkata) from 23 June 2023 to 12 July 2023. **Application submitted direct or by any other mode shall not be accepted.**
- (iii) 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.
- (iv) Applicants should ensure that all the entries in the online application have been correctly filled in and application submitted successfully. Change in the data provided in the application after final submission of the same through online will not be considered. **Filling of garbage/junk details in any of the fields can lead to rejection of application.**
- (v) Application must be complete in all respects as per this Advertisement Notification. **Please note that incomplete applications /withdrawn applications / applications in draft status shall not be considered.** On successful submission of the application, the status of the application shall be shown as "In process". After submission of the application, the candidate shall log in to My Applications and ensure that the application status is "In process" to ensure the process is complete. No refund of fees shall be considered after successful submission of application or withdrawal of application.
- (vi) **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.
- (vii) **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./CKSRU.**
- (viii) The website shall remain functional for the purpose of submitting applications from **23 June 2023 and** the last date for submission of applications through online is **12 July 2023**. 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 1600 hrs.



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 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 14 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) CSL 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 application, and information / replies to such queries should be only through the e-mail career.cksru@cochinshipyard.in. However, CKSRU 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) Original Certificates of the short-listed candidates shall be verified at the time of joining or at any other stage as decided by CSL. Candidature is purely provisional subject to verification of original certificates in proof of age, qualification, experience, caste, disability, medical fitness etc and meeting the notified eligibility requirements. At the time of



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certificate verification/joining, if the candidates shortlisted are found not meeting the eligibility requirements or fail to produce certificates in original or if at any stage, it is found that any information furnished by the candidate is false/incorrect or there has been suppression of facts and information, the candidate shall not be considered for selection and candidature/ appointment will be cancelled/rejected without further notice.

- v) **No TA/DA shall be paid to the candidates for attending the selection process.**
- vi) The vacancies are purely on contract basis for a specific period and CSL is not liable to offer appointment during or after the completion of contract period of the selected candidates.
- vii) **No correspondence regarding the rejection of application in case of ineligibility shall be entertained.**
- viii) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed to download call letter by e-mail /through CSL website www.cochinshipyard.in. **Schedule of the selection process shall be intimated to the short-listed applicants through Email/CSL website (Career page→ CKSRU, Kolkata).** Candidates are requested to frequently check the above website (Career Page→ CKSRU, Kolkata) for updates related to the selection.
- ix) Mere submission of application, Issue of call letter and attending selection process shall not confer any right to the applicant of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion or does not constitute an offer of appointment, and will not entitle the applicant to any claim for employment in CSL.
- x) The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by CSL. The reports of such medical examination may be examined by Medical Officer of CSL and the appointment of the candidate may be subject to certification of Medical fitness.
- xi) 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.
- xii) Rank list shall be maintained for the posts and shall be operated only in the event of occurrence of a vacancy during the validity period of the rank list. The validity period of the rank list shall be upto 18 months from the date of reporting of the last candidate, from the list of candidates advised to join on publication of the result, unless a fresh notification for the same post is issued. Vacancy which arose as stated above shall not be treated as a fresh vacancy.
- xiii) The number of posts indicated in this notification is based on existing requirement and shall vary depending on the future requirements and the vacancies that may arise during the validity period of the rank list shall be filled up from that rank list at the discretion of the CSL.
- 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



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reserves the right to restrict/ alter/cancel/modify the recruitment process, if need so arises.

- xv) Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.
- xvi) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- xvii) 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.
- xviii) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.
- xix) For any further clarification related to the advertisement and conduct of selection, please contact us via e-mail career.cksru@cochinshipyard.in.

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

Sd/-
GENERAL MANAGER (HR & TRAINING)