

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

No.P&A/18(125)/19

25 March 2019

**SELECTION OF SENIOR PROJECT OFFICERS AND  
PROJECT OFFICERS ON CONTRACT BASIS**

Cochin Shipyard Limited (CSL), a listed premier Mini Ratna Company of Government of India invites **Online applications** for appointment of **Senior Project Officers and Project Officers on contract basis** in the following disciplines:-

**I. Discipline, Number of Vacancies, Educational Qualification and Experience**

Sl No	Discipline	Number of Vacancies	Educational Qualification	Experience
<b>(A) SENIOR PROJECT OFFICERS ON CONTRACT BASIS</b>				
1	Mechanical	2 posts (1 UR, 1 SC)	Degree in Mechanical/ Electrical/Electronics/ Civil Engineering with 60% of marks from a recognized University.	Minimum of four years post qualification experience/ training in a Shipyard/ Port/ Marine Engineering Training Institute/Heavy Engineering Company.  Proficiency and experience of working in a computerized environment would be advantageous.
2	Electrical	1 post (UR)		
3	Electronics	1 post (UR)		
4	Civil	2 posts (UR)		
	<b>Total (A)</b>	<b>6 posts (5 UR, 1 SC)</b>		
<b>(B) PROJECT OFFICERS ON CONTRACT BASIS</b>				
1	Mechanical	20 posts (8 UR, 5 OBC, 4 SC, 1 ST, 2 EWS)	Degree in Mechanical/ Electrical/Electronics/ Civil/Instrumentation Engineering with 60% of marks from a recognized University.	Minimum of two years post qualification experience/ training in a Shipyard/ Port/ Marine Engineering Training Institute/Heavy Engineering Company.  Proficiency and experience of working in a computerized environment would be advantageous.
2	Electrical	5 posts (3 UR, 1 OBC, 1 ST)		
3	Electronics	4 posts (2 UR, 1 OBC, 1 SC)		
4	Civil	2 posts (1 UR, 1 SC)		
5	Instrumentation	1 post (UR)		

Sl No	Discipline	Number of Vacancies	Educational Qualification	Experience
6	Information Technology	2 posts (1 UR, 1 OBC)	Engineering Degree in Computer Science/ Information Technology or Masters Degree in Computer Science/ Computer Application/ Information Technology with 60% of marks from a recognized University.	Minimum of two years post qualification experience in Shipyard/ Port/ Marine Engineering Training Institute /Heavy Engineering Company /Government/ Public Sector Undertakings/ Private Sector Companies/Banks/ Autonomous Bodies in one or more of the following areas: a) Windows Server Administration b) LINUX/ UNIX c) Java d) Internet & Web Technologies e) ABAP f) Network Administration g) ERP/SAP
<b>Total (B)</b>		<b>34 posts (16 UR, 8 OBC, 6 SC, 2 ST, 2 EWS)</b>		
<b>Grand Total (A+B)</b>		<b>40 posts (21 UR, 8 OBC, 7 SC, 2 ST, 2 EWS)</b>		

## II. Period of Contract and Posting:

- All posts above are temporary in nature and **for a maximum period of three years** subject to project requirements and performance.
- Depending upon specific project requirements, Senior Project Officers and Project Officers may be posted in any of the divisions/departments in CSL (or at any of its project sites like Mumbai, Kolkata, International Ship Repair Facility (ISRF) Kochi, Andaman etc).

## III. Remuneration:

Name of Post	Contract Period	Consolidated Pay (per month)	Compensation for Extra Hours of Work (per month)
Senior Project Officer on contract	First year	₹38,000/-	₹3000/-
	Second year	₹39,000/-	
	Third year	₹40,000/-	
Project Officer on contract	First year	₹30,000/-	₹3000/-
	Second year	₹31,000/-	
	Third year	₹32,000/-	

**IV. Age:**

- a) For the posts of Senior Project Officer on contract basis, **age shall not exceed 35 years as on 24 April 2019**, relaxable by 5 years for SC/ST, 3 years for OBC(Non-Creamy Layer), 10 years for Persons with Benchmark Disabilities (PWD).
- b) For the posts of Project Officer on contract basis, **age shall not exceed 30 years as on 24 April 2019**, relaxable by 5 years for SC/ST, 3 years for OBC(Non-Creamy Layer), 10 years for Persons with Benchmark Disabilities (PWD).
- c) Age relaxation of five years applicable for applicants who have been domicile of J&K during the period 01.01.1980 to 31.12.1989. Age relaxation for Ex-servicemen will be as per Government of India guidelines.

**V. Method of Selection:**

The method of selection will be through Personal Interview to be held at Cochin Shipyard Limited, Kochi.

**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 will apply.
- 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 obtained from a notified authority by Government of India / State Government.
- iii) Candidates belonging to SC or ST or 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 will not be considered against respective categories.
- 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 as given in **Annexure-I**. This certificate shall only be accepted as proof of candidate's claim as belonging to EWS, failing which their candidature will 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 educational qualification stipulated for all the posts must be from a University/ Institute recognized by AICTE/ appropriate statutory authority in India/ State/ Central Government.
- ii) Those applicants having qualifications equivalent to any of the prescribed qualifications should possess Equivalency Certificate issued by the competent authority and without such certificate, their candidature will not be considered.
- iii) Some Universities/Institutes do not award Class or Percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI, etc.). In case University/Institute defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the same will be accepted. However, where the University/ Institute 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.
- iv) For posts reserved for SC/ST/PwBD categories, those candidates belonging to the respective categories, who have secured 55% marks and above in the qualifying examination will also be considered, provided they satisfy all other requirements.
- v) Self-attested copies of certificates of all educational qualifications as mentioned in Clause I should be submitted by the applicants along with their application and without such certificates, their candidature will not be considered.

**c) Experience**

- i) Experience acquired after the date of passing of the qualification stipulated as per item I above will only be considered. **Period of post qualification experience will be reckoned as on 24 April 2019.** The period of Apprenticeship Training in the relevant discipline under the Apprentices Act 1961 or any period of Management/Executive training undergone in a Company will be treated as experience. Any paid training will also be treated as experience.
- ii) **Experience Certificates obtained from Shipyards/ Ports/ Heavy Engineering Companies/ Private Companies/Banks/ Autonomous Bodies registered under the Companies Act 1956 will only be considered for short listing to attend the interview.**
- iii) 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 they will not be permitted to attend the practical test.
- iv) Applicants who are **Ex-servicemen should submit Discharge Certificate/ Pension Payment Order from the Armed/ Paramilitary 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 will not be considered

- v) 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 will not be considered.
- vi) Applicants who are working in Government Departments/Semi Government or Public Sector Organisations should submit **"No Objection Certificate (NOC)"** from the employer along with the application or produce NOC from the employer at the time of certificate verification, failing which their candidature will be cancelled/ rejected.

**d) Application fee**

- i) Application fee of ₹200/- (Non – refundable, plus bank charges extra) should be remitted using **Online payment options** (Debit card/Credit card/Internet Banking) through the Online Application facility which can be accessed through our website [www.cochinshipyard.com](http://www.cochinshipyard.com) (Careers page) from **30 March 2019 to 24 April 2019**. No other mode of payment will 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 will be considered only on receipt of application fee.

**e) How to apply**

- i) **Applicants should go through the User Manual published in our website [www.cochinshipyard.com](http://www.cochinshipyard.com) (Careers page) before filling the online application.** Applicants should not submit more than one application. Application once submitted shall be final.
- ii) **Applicants meeting the requirements notified may submit their application through online from 30 March 2019 to 24 April 2019** and the facility can be accessed through our website [www.cochinshipyard.com](http://www.cochinshipyard.com) (Careers page). Application submitted direct or by any other mode will 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 before doing the final submission of the online application.

- iv) After submitting applications through online, applicants are required to take a print out of their online application possessing the unique registration number generated by the system. It is important to note that, the unique registration number will be obtained only upon successful submission of online application. The Registration Number on the online application form should be quoted for any correspondence with CSL.
- v) Applicants should send print out of online application (**with registration number**) duly signed, with their recent passport size photograph affixed thereon to **“The Chief General Manager (HR & Training), Cochin Shipyard Ltd, Perumanoor P.O, Kochi-682015”** by Registered post / Courier ONLY, along with **self-attested copies of certificates** towards proof of age, caste, educational qualification, experience, disability (if any) etc. Applicants shall retain one copy of the online application print out with them for their reference. The envelope containing the online application print out and certificates should be **super scribed on top as “Application to the post of Senior Project Officer (Discipline)/ Project Officer (Discipline) on contract basis, Registration Number .....**”.
- vi) It is important to note that, the candidature will be considered only on receipt of print out of online application (with registration number) at CSL, along with self-attested copies of relevant documents/certificates as applicable by Registered post / Courier.
- vii) The last date for submission of applications through online is **24 April 2019. The last date of receipt of online application print out, self-attested copies of certificates by Registered post / Courier is 30 April 2019.**
- viii) CSL will not be responsible for any postal delay/loss in transit in submission of application within the specified time. **Applications received after the stipulated date will not be considered.**

**f) General**

- i) Applicants are advised to make sure that they are meeting the eligibility requirements for the posts before submitting applications through online.
- ii) Depending upon number of online applications received for all the posts, Shipyard reserves the right to stipulate a minimum mark in the qualifying examination to reduce the number of candidates to be called for interview.
- 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](mailto:career@cochinshipyard.com). However, Cochin Shipyard will 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 will not be considered, and no further correspondence shall be entertained in this regard.

- iv) 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.
- v) Application must be complete in all respects as per the Advertisement Notification. **Please note that incomplete applications will not be considered.**
- vi) 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.
- vii) **Applicants shortlisted for the certificate verification 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 will be considered on the strength of the original certificates. In case of failure to produce the original certificates, the candidature will be rejected**
- viii) **Applicants who fail to produce the original certificates and mark sheets during the certificate verification process will not be allowed to attend the interview.**
- ix) **Call letters will not be sent to short-listed candidates by post.** They will be informed to download call letter by e-mail/SMS/through CSL website. Schedule of the selection will be intimated to the short-listed applicants through SMS/E-mail/CSL website (Careers page).
- x) No TA/DA will be paid to the candidates for attending the interview.
- xi) Mere submission of application through online and by post 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.
- xii) 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.
- xiii) 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.
- xiv) CSL reserves the right not to fill up the vacancies notified. Further, the filling up of the notified vacancies will 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) **No correspondence regarding the rejection of application in case of ineligibility will be entertained.**
- xvi) Any legal proceedings in respect of any claim or dispute arising out of this advertisement and/or an application in response thereto 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 will be given in the CSL website only.
- xviii) For any queries please contact us via e-mail [career@cochinshipyard.com](mailto:career@cochinshipyard.com).

**VII. Important Dates**

**Commencement of Online Application : 30 March 2019**  
**Last Date of Online Application : 24 April 2019**  
**Last Date of receipt of Online Application print out, self-attested copies of certificates by Registered post / Courier : 30 April 2019**

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

Sd/-  
CHIEF GENERAL MANAGER (HR & TRAINING)