

UDUPI COCHIN SHIPYARD LIMITED

(Formerly Tebma Shipyards Limited)

MALPE, KARNATAKA

No. UCSSL/HR/PROJ/OFR/ASST/2022/03

13 July 2022

RECRUITMENT OF ASSISTANT MANAGERS & SUPERVISORS AND DRAFTSMANS (on Contract Basis) FOR UCSSL

Udupi Cochin Shipyards Limited (Formerly Tebma Shipyards Limited), Malpe, Karnataka invites Online applications from experienced professionals for filling up of the following positions at Malpe and other Units.

I. Name of Posts, No. of Vacancies, Educational Qualification, Experience and Age:

SL. No.	Name of Post & Max age	No. of Vacancies	Educational Qualification	Experience
01	SUPERVISOR-Electrical Age 35 years	01 (UR)	Three-year Diploma in Electrical Engineering with minimum 60% of marks from a State Board of Technical Education. Desirable: Proficiency in Computer Applications like SAP, MS Project, MS Office etc.	Minimum of 7 years post qualification experience out of which 2 years as Supervisor of Electrical works in a • Shipyard or • Offshore Marine structures or • Engineering Company or • Government / Semi Government Company/ Establishment.
02	SUPERVISOR-Machinery & Piping Age 35 years	02 (UR)	Three-year Diploma in Mechanical Engineering with minimum 60% of marks from a State Board of Technical Education. Desirable: Proficiency in Computer Applications like SAP, MS Project, MS Office etc.	Minimum of 7 years post qualification experience out of which 2 years as Supervisor of Machinery and Piping works in a • Shipyard or • Offshore/ Marine structures or • Engineering Company or • Government / Semi Government Company/ Establishment.
03	SUPERVISOR-Utility & Maintenance Age 35 years	01 (UR)	Three-year Diploma in Mechanical Engineering with minimum 60% of marks from a State Board of Technical Education. Desirable: Proficiency in Computer Applications like SAP, MS Project, MS Office etc.	Minimum of 7 years post qualification experience out of which 2 years as Supervisor in a • Shipyard or • Offshore/Marine structures or • Engineering Company or

				<ul style="list-style-type: none"> • Government / Semi Government Company/ Establishment.
04	<p>SUPERVISOR – Finance</p> <p>Age 35 years</p>	01 (UR)	<p>Post Graduate Degree in Commerce from a recognized University.</p>	<p>Minimum 7 years post qualification experience out of which 2 years as Supervisor of Finance functions in a Shipyard or</p> <ul style="list-style-type: none"> • Engineering Company or • Commercial Organization or • Government/Semi Government Company / Establishment. <p>Experience shall be in matters relating to following functions: Verification of invoices with respect to passing of bills and their processing • Verification of various price comparison statements as related to tenders and its accounting of EMD and release of same • Preparation of various MIS Reports</p> <p>Desirable: Proficiency in Computer Applications like SAP, MS Project, MS Office etc</p>
05	<p>SUPERVISOR - IT</p> <p>Age 35 years</p>	01 (UR)	<p>Three-year Diploma in Computer Engineering with minimum 60% of marks from a State Board of Technical Education.</p> <p>Desirable: a) Any additional qualification related to IT/ Computer Science. B) Adequate knowledge in SAP</p>	<p>Minimum of 7 years post qualification experience out of which 2 years as Supervisor in a</p> <ul style="list-style-type: none"> • Shipyard • Engineering Company or • Commercial Organization or • Network Service Provider Company or • Government/Semi Government Company / Establishment.

				<p>Experience shall be in matters relating to following functions:</p> <p>a) IT systems and Network support,</p> <p>b) End user support and troubleshooting,</p> <p>c) Website management,</p> <p>d) ERP system support,</p> <p>e) Office work, creation of files, registers, records management and report generation,</p> <p>f) Maintenance of all systems as per ISO standards.</p>
06	<p>ASSISTANT MANAGER-Hull & Outfit</p> <p>Age 35 years</p>	02 (UR)	<p>Degree in Mechanical Engineering with 60% marks from a recognized University.</p>	<p>Essential: Minimum of 3 years post qualification managerial experience in a</p> <ul style="list-style-type: none"> • Ship Building Company or • Ship Repair Company or • Marine related Company or • Port or • Engineering Company or • Government Company or Establishment or • Semi Government Company or Establishment. <p>Desirable: Proficiency and experience of working in a computerized environment.</p>
07	<p>ASSISTANT MANAGER-Electrical</p> <p>Age 35 years</p>	01 (UR)	<p>Degree in Electrical/ Electrical & Electronics/ Electronics / Electronics & Communication / Electronics & Instrumentation Engineering with 60% of marks from a recognized University.</p>	<p>Essential: Minimum of 3 years post qualification managerial experience in a</p> <ul style="list-style-type: none"> • Ship Building Company or • Ship Repair Company or • Marine related Company or • Port or • Engineering Company or • Government Company or Establishment or • Semi Government Company or Establishment. <p>Desirable: Proficiency and experience of working in a computerized environment.</p>
08	<p>ASSISTANT MANAGER-Electrical - Quality control</p>	01 (UR)	<p>Degree in Electrical/ Electrical & Electronics / Electronics/Electronics & Communication /</p>	<p>Essential: Minimum of 3 years post qualification managerial experience in a</p> <ul style="list-style-type: none"> • Ship Building Company or

	Age 35 years		Electronics & Instrumentation Engineering with 60% of marks from a recognized University.	<ul style="list-style-type: none"> • Ship Repair Company or • Marine related Company or • Port or • Engineering Company or • Government Company or Establishment or • Semi Government Company or Establishment. <p>Desirable: Proficiency and experience of working in a computerized environment.</p>
09	ASSISTANT MANAGER- Machinery – Quality Control Age 35 years	01 (UR)	Degree in Mechanical Engineering with 60% marks from a recognized University.	<p>Essential: Minimum of 3 years post qualification managerial experience in a</p> <ul style="list-style-type: none"> • Ship Building Company or • Ship Repair Company or • Marine related Company or • Port or • Engineering Company or • Government Company or Establishment or • Semi Government Company or Establishment. <p>Desirable: Proficiency and experience of working in a computerized environment.</p>
10	ASSISTANT MANAGER- Machinery & Piping Age 35 years	01 (UR)	Degree in Mechanical Engineering with 60% marks from a recognized University.	<p>Essential: Minimum of 3 years post qualification managerial experience in a</p> <ul style="list-style-type: none"> • Ship Building Company or • Ship Repair Company or • Marine related Company or • Port or • Engineering Company or • Government Company or Establishment or • Semi Government Company or Establishment. <p>Desirable: Proficiency and experience of working in a computerized environment.</p>

11	ASSISTANT MANAGER- – Utilities and Maintenance Age 35 years	01 (UR)	Degree in Electrical Engineering with 60% marks from a recognized University.	Essential: Minimum of 3 years post qualification managerial experience in a • Ship Building Company or • Ship Repair Company or • Marine related Company or • Port or • Engineering Company or • Government Company or Establishment or • Semi Government Company or Establishment. Desirable: Proficiency and experience of working in a computerized environment.
12	ASSISTANT MANAGER- Contract - cell Age 35 years	01 (UR)	Degree in Mechanical Engineering with 60% marks from a recognized University.	Essential: Minimum of 3 years post qualification managerial experience in a • Ship Building Company or • Ship Repair Company or • Marine related Company or • Port or • Engineering Company or • Government Company or Establishment or • Semi Government Company or Establishment. Desirable: Proficiency and experience of working in a computerized environment.
13	ASSISTANT MANAGER- Planning Age 35 years	01 (UR)	Degree in Mechanical Engineering with 60% marks from a recognized University.	Essential: Minimum of 3 years post qualification managerial experience in a • Ship Building Company or • Ship Repair Company or • Marine related Company or • Port or • Engineering Company or • Government Company or Establishment or • Semi Government Company or Establishment. Desirable: Proficiency and experience of working in a computerized environment.

14	<p>ASSISTANT MANAGER- Materials</p> <p>Age 35 years</p>	01 (UR)	Degree in Mechanical Engineering with 60% marks from a recognized University.	<p>Essential: Minimum of four years post qualification managerial experience in a</p> <ul style="list-style-type: none"> • Ship Building Company or • Ship Repair Company or • Marine related Company or • Port or • Engineering Company or • Government Company or Establishment or • Semi Government Company or Establishment. <p>Desirable: Proficiency and experience of working in a computerized environment.</p>
15	<p>ASSISTANT MANAGER- IT&ADMIN</p> <p>Age 35 years</p>	01 (UR)	Degree in Computer Engineering with 60% marks from a recognized University.	<p>Minimum of 3 years post qualification managerial experience in a</p> <ul style="list-style-type: none"> • Shipyard or • Engineering Company or • Commercial Organization or • Network Service Provider Company or • Government/Semi Government Company / Establishment. Experience shall be in matters relating to following functions: <ol style="list-style-type: none"> a) IT systems and Network support, b) End user support and troubleshooting, c) Website management, d) ERP system support, e) Office work, creation of files, registers, records management and report generation, f) Maintenance of all systems as per ISO standards.

16	Assistant Manager- HR Age 35 years	01 (UR)	Two-year Master's Degree or equivalent Degree or equivalent Diploma or Post Graduate Degree in any of the following areas, with minimum of 60% marks from a recognized University: <ul style="list-style-type: none"> • Business Administration with specialization in HR • Social Work with specialization in Personnel Management/ Labour Welfare/Industrial Relations OR • Personnel Management. • Personnel Management & Industrial Relations. • Human Resource Management 	a) Minimum of 3 years post qualification managerial experience in Human Resource in a <ul style="list-style-type: none"> • Public Sector Undertaking or • Engineering Company or • Government / Semi-Government Company / Establishment b) Should be well experienced and conversant with administrative functions, modern HR applications and practices. c) Working knowledge / Experience in labour laws.
17	Draftsman Electrical Age 35 years	02 (UR)	Three-year Diploma in Electrical Engineering with minimum 60% of marks from a State Board of Technical Education. Desirable: Proficiency in Computer Applications like SAP, MS Project, MS Office etc.	2 years post qualification work experience or training in design and drafting of electrical systems for ships in a Shipyard / Ship Design Establishment.
18	Draftsman Mechanical / Hull Age 35 years	02 (UR)	Three-year Diploma in Mechanical Engineering with minimum 60% of marks from a State Board of Technical Education. Desirable: Proficiency in Computer Applications like SAP, MS Project, MS Office etc.	2 years post qualification work experience or training in design and drafting of Machinery / Machinery outfit / Pipe outfit / Ship systems in a Shipyard/ Ship Design Establishment

II. Period of Contract

The above post is temporary in nature and for a period of **Five years** subject to project requirements and individual performance.

III. Remuneration:

a) The minimum monthly remuneration for the posts is as under:

	Assistant Manager	Supervisor	Draftsman
Basic	40000	28000	11000
Fuel reimbursement	4800	3200	1600
Washing Allowance	0	0	500
Periodical Allowance	1000	1000	0
Internet Allowance	700	700	0
Professional Development Allowance	2500	0	0
Special Allowance	500	7750	8900
Consolidated Pay (Per Month)	49500/-	40650/-	22000/-

- b) 3% annual increase on the basic pay
c) Remuneration shall be negotiable commensurate with experience in exceptional cases.

IV. Age:

- a) Age shall not exceed 35 years as on 28 July 2022.
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 for the post of Assistant Manager and Supervisor shall be through **Personal Interview**. The weightages are assigned to the following parameters for the final selection:
- Work Experience - 80% weightage
 - Personal Interview - 20% weightage
 - Total - 100 Marks**
- b) The method of selection for the post of Draftsman shall be through **Personal Interview and Skill test**. The weightages are assigned to the following parameters for the final selection:
- Work Experience - 60% weightage
 - Skill Test - 40% weightage
 - Total - 100 Marks**
- c) The marks for work experience shall be awarded based on the relevance of experience to the post.
d) Applicants meeting the requirements shall be shortlisted and will be called for Personal Interview on stipulated date. UCSL reserves the right to modify the method of selection. Based on the number of candidates a written test may also be conducted to short list of candidates for interview/skill test.

e) The rank list for the post shall be prepared on the basis of marks secured by candidates in the selection process. In case, same marks secured by more than one candidate, the relative merit shall be decided based on seniority in age.

f) The parameters for selection may be subject to change and the same would be notified prior to commencement of the selection process.

VI. How to Apply:

(i) Applicants should fill in the application form (**Annexure I**) with **recent passport size photograph pasted and e-mail the scanned copies of signed application form** along with supporting documents to the e-mail id hr@udupicsl.com.

(ii) **The Checklist of documents to be submitted along with the application form are as under:-**

- (a) Scanned copy of Aadhaar Card.
- (b) Relevant Certificates to prove age (Birth Certificate/SSLC or SSC/Passport).
- (c) All Qualifying Degree Certificates.
- (d) Consolidated Mark Sheets / All Semester Mark Sheets.
- (e) Experience certificates.
- (f) Disability Certificate (if applicable).
- (g) Caste Certificate (if applicable).

(iii) **Applicants should ensure that the scanned copy of application form (Signed with photo pasted) & all certificates towards proof of age, educational qualification, experience, caste, disability etc are sent through e-mail, failing which their candidature shall not be considered and shall be rejected.**

(iv) Application Form must be complete in all respects as per the Advertisement Notification. Applicants should ensure that all the entries have been correctly filled in. Filling of garbage / junk details in any of the fields can lead to rejection of your application. Applications that are incomplete, not in the prescribed format, not legible, without the required enclosures or unsigned, will be summarily rejected without assigning any reason and no correspondence in this regard will be entertained.

(v) The last date for receipt of applications through e-mail: hr@udupicsl.com is **10 August 2022 latest by 2359hrs (IST)**. Application submitted direct or by any other mode shall not be accepted.

(vi) Applicants should ensure that their application has been received at UCSL by getting acknowledgement via e-mail hr@udupicsl.com via telephone (**0820 2538604**).

VII. Conditions:

a) 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.

b) 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 28 July 2022.

(ii) 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.**

(iii) Applicants should submit **Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces** and all certificates indicating relevant qualification (in case the qualification is endorsed in the service certificate) and work experience in the relevant discipline in the Armed Forces, as proof of experience.

c) General:

(i) Definition of Ex-serviceman: - Ex-serviceman is a person.

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

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

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

Who has been released from such service as a result of reduction in establishment;

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

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

Personnel, who were on deputation in Army Postal Service for more than six months prior to 14th April, 1987; Or

Gallantry award winners of the Armed Forces including personnel of Territorial Army; Or

Ex-recruits boarded out or relieved on medical ground and granted medical disability pension

(ii) 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.

(iv) UCSL 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 hr@udupicsl.com. However, UCSL 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 TA/ DA shall be paid to the candidates for attending the Personal Interview.

(iv) The vacancies are purely on contract basis for a specific period and UCSL is not liable to offer appointment during or after the completion of contract period of the selected candidates.

(v) No correspondence regarding the rejection of application in case of ineligibility will be entertained.

(vi) Mere submission of application 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.

(vii) The candidates short-listed for appointment should submit a medical fitness certificate and same will be verified by UCSL.

(viii) UCSL shall not bear any liability on account of salary/leave salary/gratuity/pension contribution etc, if any related to previous employment of any candidate already working in Government/Public Sector Undertakings.

(ix) Rank list 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. The validity period of the rank list shall be up to 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.

(x) Notwithstanding the above or any other conditions, UCSL 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. UCSL reserves the right to restrict/ alter/cancel/modify the recruitment process, if need so arises without notice or assigning any reason thereof.

(xi) If at any stage it is found that any information furnished is false/ incorrect or suppression of facts/relevant information about the candidate or the candidate does not satisfy the eligibility criteria, the candidature/appointment is liable to be cancelled/ rejected.

(xii) 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.

(xiii) Any amendment, modification or addition to this advertisement shall be published on www.cochinshipyard.in (career).

(xiv) Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.

(xv) For any further clarification, please contact us via e-mail hr@udupicsl.com

VII Important Dates

Commencement of Online Application : 13 July 2022

Last Date of Online Application : 10 August 2022

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

Sd/-
Assistant Manager (HR)

UDUPI COCHIN SHIPYARD LIMITED
MALPE

Annexure-I

APPLICATION FOR THE POST OF
ON FIXED TERM CONTRACT BASIS

To

The Human Resource Department
Udupi Cochin Shipyards Limited
Harbour complex
Malpe, Udupi – 576108

Affix recent
passport size
photograph

Sir,

Ref. No. UCSL/HR/PROJ/OFR/ASST/2022/03 dated 13 July 2022

I hereby apply for the post of on contract basis in Udupi Cochin Shipyards Limited (UCSL), Malpe furnishing the following details:

1	Full Name (as in Aadhar)			
2	Father's Name			
3	Date & Place of Birth			
4	Marital status			
5	Nationality			
6	Present Address (Postal)			
7	#Contact Details	E-mail address: Mobile No : Landline/Alternate Mobile No :		
8	Whether belonging to SC/ST/OBC/EWS *			
9	Disability (if any), Category and percentage of Benchmark Disability (VH/HH/OH/Others)*			
10	Languages known	To read	To write	To speak

Applicants should ensure that they enter valid e-mail ID and Contact Numbers (Mobile, Landline/Alternate Mobile Number) as all correspondence from UCSL will be through that e-mail ID/Contact Number only.

*Copy of certificate to be attached.

11. Educational Qualification: (See item I in the advertisement)

Examination	Main Subjects	Name of College/ Institution	Year of passing	*Marks obtained/ Class & Rank	Medals/ Distn/ Awards of Merit

*Please attach photocopies of mark sheets.

12. Experience:

a) Give a Brief Description of Major Assignments handled.

- b) **Provide experience details starting from the present position and indicating previous employment in descending chronological order. Use separate sheet if required.** Application will be rejected in case of incomplete information and without supportive documents.

Sl No	Post held and Organization	Period			Nature of duties	Scale of pay	Last salary drawn in the post	Reason for change
		From (dd/mm/yy)	To (dd/mm/yy)	Total (yr & months)				

#copy of all experience certificates to be attached

13	Computer Literacy (Courses completed)	
14	Special Qualification/ Training##	
15	Any other information	

##copy of certificates to be attached

I declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

Place :

Signature

Date :