



Vacancy Notification Ref No. CSL/NEW

PROJ/GEN/PROP&APPR/HR/CKSRU/403/2023/237 dated 03 January 2024

Cochin Shipyard Limited, a listed premier Miniratna Schedule 'A' Company of Government of India invites **Online applications** from Indian citizens fulfilling the eligibility requirements, for filling up of the following posts **for appointment on fixed term contract basis** for CSL-Kolkata Ship Repair Unit (CKSRU), Kolkata.

I. Name of posts, Educational Qualification and Experience :-

TABLE 1

<u>Sl No</u>	<u>Name of posts</u>	<u>Educational Qualification</u>	<u>Experience</u>
1.	Fabrication Assistant (Welder) on contract basis	Pass in SSLC and ITI - NTC (National Trade Certificate) in the trade of Welder/ Welder (Gas & Electric). <u>Desirable:</u> Ability to communicate in Hindi/Bengali	Minimum of three years post qualification experience/ training in the relevant trade.
2.	Outfit Assistant (Electrician) on contract basis	Pass in SSLC and ITI - NTC (National Trade Certificate) in the trade of Electrician. <u>Desirable:</u> Ability to communicate in Hindi/Bengali	Minimum of three years post qualification experience/ training in the relevant trade.
3.	Outfit Assistant (Fitter) on contract basis	Pass in SSLC and ITI - NTC (National Trade Certificate) in the trade of Fitter. <u>Desirable:</u> Ability to communicate in Hindi/Bengali	Minimum of three years postqualification experience in the relevant trade.

II. Important dates:

Commencement of Online Application

: 8 January 2024

Last Date of Online Application

: 25 January 2024

**III. No. of vacancies and reservation****Table 2**

SL No	Name of post	UR
1.	Fabrication Assistant (Welder) on contract basis	1
2.	Outfit Assistant (Electrician) on contract basis	1
3.	Outfit Assistant (Fitter) on contract basis	1
Total		3

- (i) 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.

IV. Period of Contract

a) All above posts are 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).

V. Remuneration

The remuneration details for the posts are detailed under:-

Table 3

Contract period	Monthly Consolidated Pay	Compensation for Extra Hours per month
First year	₹23,300/-	₹4,900/-
Second year	₹24,000/-	₹5,000/-
Third year	₹24,800/-	₹5,100/-

VI. Age

a) **The upper age limit prescribed for the posts shall not exceed 30 years as on 25 January 2024, i.e. applicants should be born or after 26 January 1994.**

b) Age relaxation for Persons with Benchmark Disabilities (PwBD) and Ex-servicemen shall be as per Government of India guidelines subject to a maximum of 45 years.

VII. Method of Selection

a) The method of selection shall include **Phase I – Objective type test and Phase II Practical Test**, as detailed under:-



Table 4

Name of posts	Method of selection and Marks
Fabrication Assistant (Welder)	Phase I : Objective type Test – 30 marks
Outfit Assistants in various trades	Phase II : Practical Test – 70 marks (Based on grades obtained in Practical test)**
	Total-100 marks

** The practical tests shall be evaluated in grades which shall be converted into marks for final selection.

- b) Depending upon the number of online applications, the objective type test shall be held at various test centres in West Bengal as decided by CSL. The allocation of examination centre shall be at the sole discretion of CSL.
- c) The Objective type test shall be of **35 minutes duration** comprising of 30 Multiple Choice Questions and consists of two parts - **General (Part A-10 marks) and Trade related (Part B- 20 marks)**. Each question carries one mark. There shall be no negative marks.
- d) The minimum pass mark (cut off mark) each for Phase I Objective as well as Phase II Practical tests shall be as below:-
- For unreserved posts– 50 % of Total Marks of each test,
For PwBD Candidates - 40 % of Total Marks of each test.
- e) The candidates who attend the objective type test and secure the minimum marks in objective test will be shortlisted for certificate verification in the ratio of 1:6. Based on the number of candidates who attend the test, CSL reserves the right to relax the cut off or fix a higher cut off in the test to shortlist the candidates for certificate verification. The cut off may be relaxed in the case of insufficient number of candidates and cut off may be raised when the number of candidates are more than the ratio of 1:6. Only those candidates who attend and successfully complete certificate verification shall be allowed to attend the Phase II Practical Test. The Phase II Practical Test shall be held at CKSRU, Kolkata
- f) Rank lists for each post shall be prepared based on marks secured by the candidates meeting the notified eligibility requirements and who pass in both Phase I – Objective and Phase –II Practical tests. In case, same aggregate marks are secured by more than one candidate, marks scored in the trade part of the Objective type test shall be the basis of determining the order of rank list. In case of a tie thereafter, relative merit shall be decided based on seniority in age.

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 all the posts must be from an 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.

c) Experience

- (i) **Experience acquired after the date of passing of the qualification stipulated as per the above requirements shall only be considered. Period of post qualification experience shall be reckoned as on 25 January 2024.**
- (ii) The period of completed 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) (a) 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 shall not be considered for further selection.**
- (b) The experience certificates submitted by those candidates who join CSL after selection will be verified with the issuing authority. If it is found that the certificate is false, the employment contract will be terminated forthwith.
- (iv) 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 trade in the Armed Forces. Such qualification acquired during service period shall also be considered for calculation



of post qualification experience. Ex-servicemen 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 trade in the Armed Forces, as proof of experience and produce the same during certificate verification process. They should produce experience certificate from the authorities concerned, failing which their candidature shall not be considered.

- (v) **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 and second year of contract in CSL or units of CSL are not eligible to apply for the same post.**
- (vi) 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 ₹ 300/- (Non refundable, plus bank charges extra) for all posts 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 8 January 2024 to 25 January 2024. No other mode of payment shall be accepted.**
- (ii) **Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Persons 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.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 go through the online application page, complete the Registration and submit their application online through the online application facility that can be accessed through our website www.cochinshipyard.in (Career page → CKSRU, Kolkata). **Application submitted direct or by any other mode shall not be accepted.**
- (iii) 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.
- (iv) 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.
- (v) **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 application number shall be obtained only upon successful submission of online application.** The Application Number on the online application should be quoted for any correspondence with CSL.
- (vi) **Applicants need not send the online application print out/ certificates/ application fee in the form of DD/Challan/Cheque by post to CKSRU/CSL.**
- (vii) 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 SAP application portal by email/phone after 1600 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) 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.
- (iv) 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 online application, and information / replies to such queries should be only through the email career.cksruc@cochinshipyard.in. However, CSL 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.
- (v) Original Certificates of the short-listed candidates shall be verified at the time of joining or at any other stage as decided by CSKRU on behalf of 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 certificate verification/joining, if the candidates short-listed above 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.



- (vi) **No correspondence regarding the rejection of application in case of ineligibility shall be entertained.**
- (vii) **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 shall be intimated to the short-listed applicants through E-mail/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.
- (viii) **No TA/DA shall be paid to the candidates for attending the selection process.**
- (ix) Mere submission of application through online and issue of call letter for the 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 vacancies are purely on contract basis for a specific period and CKSRU on behalf CSL is not liable to offer appointment during or after the completion of contract period of the selected candidates.
- (xi) 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 is subject to certification of Medical fitness.
- (xii) 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.
- (xiii) Rank lists shall be maintained for all 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.
- (xiv) 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.
- (xv) 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.



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

- (xvi) Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.
- (xvii) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- (xviii) 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.
- (xix) Any amendment, modification or addition to this advertisement shall be published in the CSL website only.
- (xx) 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)**