

Vacancy Notification Ref No. CSL/P&A/RECTT/PERMANENT/EXECUTIVE TRAINEE/2024/6
dated 18 September 2025

Cochin Shipyard Limited (CSL), a listed premier Miniratna Schedule 'A' Company of Government of India, invites **Online Applications** from young professionals, for filling up the posts of **Executive Trainees** in the following disciplines:

A. Discipline and Educational Qualification

TABLE 1

Sl No	Discipline	Educational Qualification
1.	Company Secretary	a) Associate member of the Institute of Company Secretaries of India (ICSI); OR b) Pass in the CS Professional Programme conducted by the Institute of Company Secretaries of India (ICSI) and completed at least 10 months (out of 21 months) of long-term practical training under the ICSI Training Guidelines. The candidate should obtain Associate membership of the Institute of Company Secretaries of India (ICSI) within 15 months from the date of joining the post.
2.	Electronics	Degree in Electronics Engineering with minimum of 65% marks from a recognized University.
3.	Naval Architecture	Degree in Naval Architecture with minimum of 65% marks from a recognized University.

B. Important Dates:

Commencement of Online Application : 24 September 2025

Last Date of Online Application : 15 October 2025

C. No. of Vacancies & Reservation:

TABLE 2

Sl. No.	Name of Posts	UR	SC	ST	Total
1	Executive Trainee (Company Secretary)	3	-	-	3
2	Executive Trainee (Electronics)#	-	-	1	1
3	Executive Trainee (Naval Architecture)#	-	2	1	3
Total		3	2	2	7

#Backlog vacancies

- (i) Among the three vacancies of Executive Trainee (Company Secretary), one vacancy shall be in the regular rolls of CSL, Kochi and one vacancy each shall be in the regular rolls of the wholly owned subsidiaries of CSL viz. Udupi Cochin Shipyard Limited (UCSL), Malpe, Karnataka and Hooghly Cochin Shipyard Limited (HCSL), Kolkata.
- (ii) CSL reserves the right to increase / decrease the number of vacancies or not to fill up the vacancies or cancel the recruitment process, as per its requirement.
- (iii) PwBD candidates belonging to the following categories of disabilities can also apply for the below mentioned post:-

TABLE 3

Name of Post	Category	Identified Bench Mark disability
Executive Trainee (Company Secretary)	Category (a)	Low vision
	Category (b)	Deaf and hard of hearing
	Category (c)	One Arm, One Leg, Both Leg, Leprosy Cured without functional impairment, Dwarfism, Acid Attack Victims without other functional disability

- (iv) CSL is engaged in hazardous operation. Deployment of PwBD other than those shown as "Identified Benchmark Disabilities" above, are likely to put them at serious risk, hence have not been included.
- (v) PwBD candidates with disabilities as mentioned above should be capable of performing the tasks assigned to them by CSL.

D. Compensation and Benefits, Place of posting:

- (i) The candidate selected as Executive Trainee will have to undergo one year training during which the trainee will be paid a consolidated monthly stipend of ₹50,000/-. If required, the trainee would be retained for extra hours of training on closed holidays, and in such cases would be paid an additional stipend limited to a maximum of ₹3000/-pm.
- (ii) On successful completion of one year training, the Executive Trainees shall be considered for appointment as Assistant Manager in E-1 Grade in the scale of pay of ₹40000-3%-140000 and pay fixed at the start of the scale. In addition to Basic Pay, the incumbent shall be eligible for Industrial Dearness Allowance as applicable, HRA as applicable, Perks upto 35% of Basic Pay, and other benefits as applicable to CSL/UCSL/HCSL viz. New Pension Scheme, Contributory Provident Fund, Accident Insurance coverage, Leave Encashment, Reimbursement of Medical expenses under the Contributory Medical Insurance policy, Performance Payment etc. The monthly emoluments as on date is detailed under :-

TABLE 4

Sl No	Wage type	Monthly Emoluments (₹)	Monthly Emoluments (₹)	Monthly Emoluments (₹)
		(at Kochi)	(at Kolkata)	(at Karnataka)
1	Basic pay	40000/-	40000/-	40000/-
2	DA (at present 49%)	19600/-	19600/-	19600/-
3	HRA (18%@Kochi, 27%@Kolkata, 9% @ Karnataka)	7200/-	10800/-	3600
4	Perks & Allowances (35%)	14000/-	14000/-	14000/-
Total per month		80,800/-	84,400/-	77,200/-

The Annual CTC (at the minimum of the E1 scale) is ₹ 14 lakhs @ Kochi, ₹ 12 lakhs @ Kolkata and ₹ 11 lakhs @ Karnataka approximately.

- (iii) In case of the vacancies in CSL, the place of posting shall be at CSL/any other CSL units/project sites as desired by CSL. However, depending upon project requirements, the candidates are liable to be transferred within different units of CSL. The appointment to the post carries with it the obligation to serve in any department of CSL or on-board ships or in any of the units / work sites/ projects undertaken in any part of India or abroad as the case may be.

E. Age

- (i) **The upper age limit prescribed for all the posts shall be 27 years as on 15 October 2025, i.e. applicants should be born on or after 16 October 1998.**
- (ii) The upper age limit is relaxable by 5 years for SC/ST candidates only for consideration to the posts reserved for the respective categories. For the post of Executive Trainee (Company

Secretary), age relaxation for Persons with Benchmark Disabilities (PwBD) shall be as per Government of India guidelines.

F. Method of Selection

The selection process comprises of two phases:

(i) Phase-I - Objective Type Test (60 marks)

The Objective Test shall be of **60 Minutes duration comprising of 60 Multiple Choice Questions** in the areas of General Awareness (5 Marks), English Language (5 marks), Numerical Ability (5 marks), Reasoning Ability (5 marks) and Subject Based (40 marks). Each question carries one mark and there will be no negative marks.

(ii) Phase-II - Group Discussion (GD), Writing Skills and Personal Interview (40 marks)

(iii) Marks are assigned to the following parameters for preparing the final rank list for selection:

- | | | | |
|-----|-----------------------|---|----------|
| (a) | Objective Type Test | : | 60 marks |
| (b) | Group Discussion (GD) | : | 10 marks |
| (c) | Writing Skills | : | 10 marks |
| (d) | Personal Interview | : | 20 marks |

Total : 100 marks

(iv) Depending upon the number of online applications, the selection process shall be held at CSL, Kochi or at any other place in Kochi/Kerala through online/offline mode. The Phase-II shall be held at CSL, Kochi.

(v) The mark list for each post shall be prepared on the basis of marks secured by candidates in the Phase-I - Objective type test. The minimum pass mark for Objective type test shall be as below:-

For unreserved posts- 50% of Total Marks,

For SC/ST Candidates - 40% of Total Marks only for vacancies reserved for SC/ST,

For PwBD Candidates [for the post of Executive Trainee (Company Secretary)] - 40% of Total Marks.

(vi) Candidates who score minimum pass marks and above shall be short listed for certificate verification. For each post, CSL shall call sufficient number of candidates for verification of certificates for Phase-II so as to get candidates in the minimum ratio of 6 candidates against one post in the order of merit/reservation.

(vii) Only those candidates who successfully complete the certificate verification shall be allowed to attend the Phase II (Group Discussion, Writing Skills and Personal Interview).

- (viii) Further to the Certificate verification, the Phase II shall be conducted with the eligible candidates even if it is less than 1:6 ratio as decided by CSL.
- (ix) Rank lists of candidates who qualified in all the phases shall be prepared based on the total marks secured by the candidates in Phase I & Phase II. In case, same aggregate marks are secured by more than one candidate, marks scored in the discipline 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.
- (x) Depending upon the number of online applications received, CSL reserves the right to scrutinise applications for various posts 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.

G. Conditions

a. Reservation:

- (i) Government of India Directives on reservation shall apply.
- (ii) Applicants belonging to SC or ST, should produce a valid recent community certificate issued by the Revenue Authority not below the rank of the Tahsildar, failing which their candidature will not be considered against the reserved posts, and for other concessions/relaxations applicable to the categories.
- (iii) For the post of Executive Trainee (Company Secretary), in the case of Persons with Benchmark Disabilities, the degree of disability should be 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 posts must be from a University/ Institute/Examination Board recognized by AICTE/ appropriate statutory authority/State/Central Government.
- (ii) The equivalent qualifications for the following Engineering disciplines prescribed at clause A are as given under. No claim of possession of any other Engineering qualification as equivalent to the notified disciplines shall be entertained.

**TABLE 5**

Notified discipline as per clause A	Eligible Disciplines of Engineering considered equivalent by CSL
Electronics	1. Applied Electronics Engineering 2. Applied Electronics & Instrumentation Engineering 3. Electronics & Communication Engineering 4. Electronics & Instrumentation Engineering 5. Electronics Instrumentation & Control Engineering 6. Electronics & Telecommunication Engineering
Naval Architecture	1. Naval Architecture & Offshore Engineering 2. Naval Architecture & Ocean Engineering 3. Dual degree in Naval Architecture (BTech with MTech) 4. Naval Architecture and Ship Building Engineering 5. Naval Architecture & Marine Engineering

- (iii) Applicants who possess such equivalent qualifications may apply for the respective post, and shall attend the objective test being conducted in the notified discipline, against which they had submitted their application online.
- (iv) 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. The candidate may also produce the percentage conversion certificate issued by the University. However, where the University/ Institute/Examination Board does not define criteria or provide percentage conversion certificate 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. Documents to be uploaded Online:

- (i) Applicants are required to ensure that all certificates towards proof of age, qualification, caste, disability etc, a recent passport size colour photograph, signature are ready for uploading before commencement of the online application process. **Copies of certificates / mark sheets in proof of all relevant educational qualifications, certificates in proof of age, caste, disability, experience etc should be uploaded, failing which their candidature will not be considered.**
- (ii) Applicants in regular Government service or in Government owned industrial or other similar organizations should submit their applications online directly to CSL. However, such applicants are required to upload a declaration (as per **Annexure – I**) that they



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have informed in writing to their employer that they have applied for the posts notified by CSL. Such candidates if selected, should join for duty on the date specified in the offer of appointment after being relieved by the employer.

d. Service Agreement:

- (i) The selected candidates are required to execute a Service Agreement to serve CSL/UCSL/HCSL respectively for a minimum period of five years after successful completion of the training and to pay an amount of ₹5 Lakhs (Rupees Five lakhs) to CSL for violation of the agreement as liquidated damages. During the period of training and during the period of service agreement, application for outside employment shall not be forwarded. No Objection Certificate for outside employment also will not be issued.

e. Application fee:

- (i) Application fee of ₹750/- (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 the Online application facility from 24 September 2025 to 15 October 2025. No other mode of payment will be accepted.
- (ii) Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST) need not pay application fee. For the post of Executive Trainee (Company Secretary), applicants belonging to PwBD category 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 mentioned at (ii) above should pay the application fees. **It is important to note that their candidature will be considered only on receipt of application fee.**

f. How to Apply:

- i) Applicants should go through the User Manual and FAQ published in the link www.cochinshipyard.in (Career page→CSL,Kochi) 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.
- 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.in (Career page → CSL, Kochi) from **24 September 2025 to 15 October 2025.** Application submitted direct or by any other mode shall not be accepted.



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- iii) Applicants should ensure that all certificates towards proof of age, educational qualification, caste, disability, experience, declaration if applicable (Annexure-I) 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 will 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.**
- viii) The website will remain functional for the purpose of submitting applications **from 24 September 2025** and the last date for submission of applications through online is **15 October 2025**. 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 by email/phone after 1600 hrs on the last date.***



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g. 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) **Those who are currently working as Executive Trainees on rolls of CSL/any other units or subsidiaries of CSL as on date of this vacancy notification are not eligible to apply for the Executive Trainee post as per this notification.**
- (iii) CSL reserves the right to call for any additional documentary evidence from applicants in support of educational qualification/ 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.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.
- (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. The candidature of the applicants short-listed for the selection process shall be 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 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 travelling allowance shall be paid to any candidates for appearing for the Objective type test. However, SC/ST/PwBD candidates appearing for the certificate verification shall be reimbursed single to & fro third AC rail fare as admissible for the post as per company rules by the shortest route from the mailing address mentioned in their online application form to Cochin Shipyard Ltd, Kochi on production of proof. Candidates claiming travel re-imbursement are required to submit the copy of front page of **Savings bank passbook with account number and IFSC code**, at the time of certificate verification and the eligible amount of reimbursement shall be credited to their bank account through NEFT. Reimbursement of travel fare shall only be made to those candidates who submit the above details. However, at the time of certificate verification, if it is found that the candidate does not fulfil any of the notified eligibility conditions, he/she shall neither be allowed to attend Phase II nor be paid any travelling allowance. This clause shall not apply in case of selection conducted through electronic media.



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- (vi) No correspondence regarding the rejection of application in case of ineligibility will be entertained.
- (vii) **Call letters shall not be sent to short-listed candidates by post. They shall be informed by e-mail/through CSL website to download call letter from www.cochinshipyard.in. Schedule of the selection shall be intimated to the short-listed applicants through E-mail/CSL website (Career page → CSL, Kochi).** Candidates are requested to frequently check the above website (**Career page → CSL, Kochi**) for updates related to the selection.
- (viii) 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 or does not constitute an offer of appointment, and will not entitle the applicant to any claim for employment in CSL.
- (ix) Appointment of selected candidates shall be subject to verification of character and antecedents and verification of caste certificates if applicable.
- (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 is subject to certification of Medical fitness.
- (xi) The selected candidates are required to give an undertaking to comply with CSL/UCSL/HCSL policy on usage of social media / smart phones at workplace.
- (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) 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.
- (xiv) Submission of application shall be considered as an unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.
- (xv) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- (xvi) 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



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thereafter can be instituted only in the Courts/Tribunals/Forums at Ernakulam and such Courts/ Authorities shall have sole and exclusive jurisdiction.

(xvii) Any change, amendment, modification or addition to this advertisement shall be published on the CSL website only.

(xviii) For any further clarification related to the advertisement and conduct of selection, please contact us via e-mail career@cochinshipyard.in.

“CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION”

“ONLY INDIAN NATIONALS NEED TO APPLY”

Sd/-
GENERAL MANAGER (HR & LD)

