



Vacancy Notification Ref No. CSL/P&A/RECTT/CONTRACT/CSE CANTEEN/2020/25

Dated 05 September 2023

WALK-IN SELECTION FOR GENERAL WORKER (CANTEEN) ON CONTRACT BASIS FOR CSL

Cochin Shipyard Limited (CSL), a listed premier Miniratna Company of Government of India, invites **Applications** from Indian citizens fulfilling eligibility requirements, through **Walk-in-selection**, for filling up of the post of **General Worker (Canteen) on contract basis for CSL:-**

A. Name of Post, Educational Qualification, Experience & Job Requirements:-

TABLE 1

Name of Post	Educational Qualification	Experience & Job Requirements
General Worker (Canteen) on contract basis	<p><u>Essential:</u> Pass in VII Std.</p> <p><u>Desirable:</u> a) One year Certificate Course in Food Production/ Food and Beverages Service from a Government Food Craft Institute/ Two year Vocational Certificate in Catering and Restaurant Management from an institution recognised by Central/State Government. b) Knowledge of Malayalam.</p>	<p><u>Experience:</u> Minimum of three years' experience in preparation or serving of meals in a</p> <ul style="list-style-type: none">• Factory Canteen OR• Licensed Food Catering Service Agency OR• Hotel OR• Mess OR• Office Canteen OR• Guest House. <p><u>Job Requirements:</u> Preparation and supply of food items, cleaning of utensils, furniture, building etc. and such other similar works in CSL Employees canteen/METI Mess/CSL Guest House/on board vessels during sea trials/other departments of CSL. Any other duties assigned by your reporting Officer / Supervisors / Officials concerned.</p>

B. Important Date & Venue

Date of receipt of applications through Walk-in Time : 18 September 2023
: 0900 Hrs to 1300 Hrs
Venue of receipt of application : Recreation Club,
Cochin Shipyard Limited,
Thevara Gate,
Kochi - 682 015

**C. No. of Vacancies and Reservation:****TABLE 2**

UR	OBC	EWS	Total
8	10	2	20

- 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.
- b) One post out of the above 20 posts is earmarked for Persons with Benchmark Disabilities (PwBD). Reservation for Persons with Benchmark Disabilities (PwBD) shall be as per Govt. of India Guidelines.

D. Period of Contract:

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

E. Remuneration:

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

TABLE 3

Contract Period	Consolidated Pay (per month)	Compensation for Extra Hours of Work (per month)
First year	₹ 17,300/-	₹ 3,600/-
Second year	₹ 17,900/-	₹ 3,700/-
Third year	₹ 18,400/-	₹ 3,800/-

- b) In addition to the above, statutory ESI and EPF benefits will be provided.

F. Age:

- a) The upper age limit prescribed for the post shall not exceed **30 years as on 18 September 2023**, i.e. applicants should be born on or after **19 September 1993**.
- b) The upper age limit is relaxable by 3 years for OBC (Non-Creamy Layer) candidates in posts reserved for them.
- c) The upper age limit shall be relaxable for Persons with Benchmark Disabilities (PwBD) & Ex-servicemen as per Government of India guidelines. However, in no case, age limit after applying all age relaxations shall exceed 45 years.



G. Method of Selection & Mode of receipt of application

a) The method of selection shall be through **Written & Practical tests which shall be conducted out of 100 marks** and marks awarded accordingly as detailed under:

Written Test	- 20 Marks (60 minutes duration)
Practical Test	- 80 Marks
TOTAL	- 100 Marks

b) The minimum pass mark each for **Written & Practical tests** shall be as below:-

For unreserved posts & for EWS candidates – 50 % of Total Marks of each test,

For OBC Candidates – 45% of Total Marks of each test only for vacancies reserved for OBC,

For PwBD Candidates - 40 % of Total Marks of each test.

c) The rank list for the post shall be prepared on the basis of aggregate marks secured by the candidates who passed in the Written and Practical tests. In case, a same aggregate mark is secured by more than one candidate, relative merit shall be decided based on seniority in age.

d) Applicants meeting the notified requirements shall attend **Walk in selection** with their **ORIGINAL CERTIFICATES**, for the post **from 0900 Hrs to 1300 hrs on 18 September 2023** and submit their applications in the prescribed format along with the self-attested copies of certificates at **Recreation Club, Cochin Shipyard Limited, Thevara Gate, Kochi – 682 015**. Application format **Annexure – I** is given along with this advertisement on our CSL website www.cochinshipyard.in (Career page → CSL, Kochi).

e) The applications shall be verified with their original certificates and **candidates who successfully complete the certificate verification and shortlisted, shall only be allowed to attend the selection process on subsequent dates, which shall be communicated separately to the shortlisted candidates through e-mail/CSL website.**

f) **Application submitted in any other mode shall not be accepted.** Application once submitted shall be final.

g) **The applicants attending the walk - in - selection should submit the following:-**

- i. **Application form in Annexure I with recent passport size photograph pasted on the application.**
- ii. **A photo-identity proof (in original)**
- iii. **Original & self-attested copy of Aadhaar.**
- iv. **Original Certificates and testimonials, in proof of age/date of birth, educational qualifications, experience, caste and disability etc and self-attested copies of the certificates**



- h) Application Form must be complete in all respects as per the Advertisement Notification. Please note that incomplete and unsigned applications shall not be considered. **Filling of garbage / junk details in any of the fields can lead to rejection of your application.**
- i) Applications that are incomplete, not in the prescribed format, not legible, without the required enclosures will be summarily rejected without assigning any reason and no correspondence in this regard will be entertained.
- j) **Original certificates** towards proof of age, qualification, experience, caste, disability etc and **self-attested copies** of all these certificates should be produced for verification and at the time of joining or at any other stage and **their candidature shall be considered on the strength of the original certificates. In case of failure to produce the original certificates, the candidature shall be rejected.**

H. Conditions:

a) Reservation

- i) Government of India Directives on reservation shall apply.
- ii) Applicants belonging to EWS category should produce a valid Income and Asset Certificate issued by any of the following authorities in the prescribed format. This certificate shall only be accepted as proof of applicant's claim as belonging to EWS, failing which their candidature shall 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.
- iii) Applicants belonging to OBC (Non Creamy Layer) 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.
- iv) 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 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) Original Certificates and Self-attested copies of certificates of the educational qualification as mentioned in this notification should be produced at the time of walk-in-selection failing which they shall not be permitted to attend the selection process.

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 18 September 2023.**
- ii) 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 organisation, 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 who are Ex-servicemen should submit **Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces.** Those applicants 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 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.
- iv) 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 submitted along with their application for the post notified.



- v) **During the certificate verification process, the applicants should produce all certificates in original to establish the experience claimed in their application, failing which they shall not be permitted to attend the selection process.**
- vi) **Applicants who are in the final year of contract on rolls 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 are not eligible to apply.**

d) 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 14thApril, 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@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. 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 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→CSL, Kochi).** Candidates are requested to frequently check the above website (**Career Page→CSL, Kochi**) 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 is 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 related to previous employment of any candidate already working in Government/Public Sector Undertakings.
- xii) Rank list shall be maintained for the post 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 up to 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) 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.
- 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 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. 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 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.
- xix) Any amendment, modification or addition to this advertisement shall be published in the CSL website only.



COCHIN SHIPYARD LIMITED

A GOVERNMENT OF INDIA ENTERPRISE
A MINIRATNA COMPANY UNDER
THE MINISTRY OF PORTS, SHIPPING AND WATERWAYS

xx) 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 APPLY”**

Sd/-
GENERAL MANAGER (HR & TRAINING)

