



**COCHIN SHIPYARD LIMITED**

A GOVERNMENT OF INDIA ENTERPRISE

A MINI RATNA COMPANY UNDER THE MINISTRY OF PORTS, SHIPPING AND WATERWAYS

**Vacancy Notification Ref No. CSL/P&A/RECTT/CONTRACT/Nursing Assistant/2023/3**  
**dated 08 Jan 2024**

**WALK IN SELECTION**

**NURSING ASSISTANT – CUM- FIRST AIDER ON CONTRACT BASIS**

Cochin Shipyard Limited (CSL), a listed premier Schedule 'A' Category- I Miniratna Company of Government of India, invites **applications** through **walk-in-selection**, for filling up of the post of **Nursing Assistant- Cum – First Aider on contract basis for its International Ship Repair Facility (ISRF) at Willingdon Island, Kochi:**

**I. Name of Post & Educational Qualification:**

**TABLE 1**

<b>Name of Post</b>	<b>Educational Qualification</b>
Nursing Assistant-Cum-First Aider on contract basis	<b><u>Essential:</u></b> a) VII Standard pass or above. b) Valid First Aid Certificate from St. John's Ambulance Association / Recognized Institutions. <b>(OR)</b> Pass in VHSE Domestic Nursing <b>(OR)</b> Pass in General Duty Assistant QP No. HSS/Q5101 NSQF Level 4 <b><u>Desirable:</u></b> Adequate knowledge of Malayalam.

- **Ex-Servicemen with valid first aid certificate are also eligible.**

**II. Important Date, Time & Venue:**

**Date of receipt of applications through Walk-in** : 16 January 2024  
**Time** : 0830 Hrs to 1200 Hrs  
**Venue of receipt of application** : Recreation Club,  
Cochin Shipyard Limited,  
Thevara Gate,  
Kochi-682015



**III. No. of Vacancies & Reservation:**

**TABLE 2**

Name of post	UR	Total
Nursing Assistant-Cum-First Aider on contract basis	2	2

- 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) Reservation for Persons with Benchmark Disabilities (PwBD) shall be as per Govt. of India Guidelines.

**IV. Period of Contract**

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

**V. Remuneration**

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

**TABLE 3**

Contract Period	Consolidated pay per month (₹)
1 <sup>st</sup> Year	20,200/-
2 <sup>nd</sup> Year	20,800/-
3 <sup>rd</sup> Year	21,500/-

**VI. Age**

- a) **The upper age limit prescribed for the post shall not exceed 30 years as on 16 January 2024. i.e. applicants should be born on or after 17 January 1994.**

**VII. Method of Selection:**

- a) Applicants meeting the notified requirements for the post shall attend a **Walk in selection** with their **ORIGINAL CERTIFICATES**, on **16 January 2024** to submit their application in the prescribed format along with the self-attested copies of certificates.
- b) The method of selection for the post shall be through **Objective type written test and practical test** which shall be conducted out of **100 marks** and marks awarded accordingly.



- c) The Objective Type Written Test shall be of 35 Minutes duration comprising of 30 Multiple Choice Questions. Each question carries one mark and there shall be no negative marks The details of Objective type test as under:-
- (i) General - 10 Marks
  - (ii) Discipline related - 20 Marks
- d) The practical test shall be for 70 marks.
- e) Based on the notified eligibility requirements ascertained through the certificates submitted by the applicants, only shortlisted candidates shall be permitted **to attend selection tests on the same day or on later dates. If the selection test is not conducted on the same day, the date and venue shall be communicated separately to the shortlisted candidates through e-mail / CSL website.**
- f) The minimum pass mark for Objective type written test and practical test shall be as below:-
- i) For unreserved posts- 50 % of Total Marks of each test,
  - ii) For PwBD Candidates - 40 % of Total Marks of each test.
- g) 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 Test. 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.
- h) The rank list for the post shall be prepared based on marks secured by the candidates meeting the notified eligibility requirements and who pass in both Objective type written test and practical test. In case, same aggregate marks are secured by more than one candidate, relative merit shall be decided based on seniority in age.

**VIII. Mode of receipt of application:**

- a) Applicants meeting the notified requirements shall attend a Walk in selection with their **ORIGINAL CERTIFICATES, from 0830 Hrs to 1200 hrs on 16 January 2024** 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 - 682015**. Application format **Annexure - I** is given along with this advertisement on our CSL website [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page → CSL, Kochi).
- b) The applications shall be verified with their original certificates and **candidates who successfully complete the certificate verification, shall only be allowed to attend the selection tests.**
- c) **Application submitted in any other mode shall not be accepted.** Application once submitted shall be final.



- d) **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.**
- e) 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.**
- f) 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.
- g) **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.**

**IV. Conditions:**

**(a) Reservation:**

- (i) Government of India Directives on reservation shall 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 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 an Institute/ Examination Board recognized by AICTE/ appropriate statutory authority in India/State/Central Government.



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- (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 Clause I of 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) **Candidates with work experience as Nursing Assistant/First Aider shall be given preference.**
- (ii) **Apprenticeship in relevant area shall be considered as experience.**
- (iii) 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 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.**
- (iv) Applicants who are Ex-servicemen should submit Discharge Certificate / Book/ Pension Payment Order from the Armed Forces and all certificates indicating relevant qualification and work experience in the specified area in the Armed Forces. Such experience acquired during service period, shall also be considered for calculation of post qualification experience.
- (v) 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 posts notified.
- (vi) **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.**

**(d) Application fee: Nil**

**(e) 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.
- (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](mailto: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 shortlisted 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.**

(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 will be entertained.**

**In case the selection test is held on a different date other than walk in selection, 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](http://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. Mere submission of application 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.

(viii) The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by CSL. The reports of such medical examination shall be examined by Medical Officer of CSL and the appointment of the candidate shall be subject to certification of Medical fitness.

(ix) 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.

(x) 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 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.

(xi) 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



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the validity period of the rank list shall be filled up from that rank list at the discretion during the validity period of the rank list shall be filled up from that rank list at the discretion of CSL.

- (xii) 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.
- (xiii) Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.
- (xiv) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- (xv) 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.
- (xvi) Any amendment, modification or addition to this advertisement shall be published in the CSL website only.
- (xvii) For any further clarification related to the advertisement and conduct of selection, please contact us via e-mail [career@cochinshipyard.in](mailto:career@cochinshipyard.in).

**“CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION”**

**“ONLY INDIAN NATIONALS NEED APPLY”**

Sd/-  
GENERAL MANAGER (HR & Training)