



**Vacancy Notification Ref No. CSL/P&A/RECTT/CANSRU CONT/NOTIFICATION-8/PA(OFFICE)/2025/1 dated 09<sup>th</sup> April 2025**

Cochin Shipyard Limited (CSL), a listed premier Miniratna Schedule 'A' Company of Government of India invites **Online Applications** from Indian citizens **domiciled in Andaman & Nicobar Islands** fulfilling the eligibility requirements, for filling up of the following post of **Project Assistant (Office) for appointment on fixed term contract basis** for CSL AN Ship Repair Unit (CANSRU), Sri Vijaya Puram, Andaman & Nicobar Islands:

**I. Name of Post, Educational Qualification and Experience: -**

**TABLE 1**

<b>Name of Post</b>	<b>Educational Qualification</b>	<b>Experience</b>
<b>Project Assistant (Office)</b>	<p><b><u>Essential:</u></b></p> <p>Pass in 3-year Bachelor's Degree in Arts (other than fine arts/performing arts) or Commerce or Science or Computer Applications or Business Administration with minimum 60% of marks from a recognized university.</p> <p><b><u>Desirable:</u></b></p> <p>Proficiency in Computer Applications like SAP, MS Project, MS Office Etc.</p>	<p>Minimum of two years post qualification experience in a,</p> <ul style="list-style-type: none"><li>• Shipyard or</li><li>• Engineering Company or</li><li>• Commercial Organization or</li><li>• Government /Semi Government company/ Establishment.</li></ul>

**II. Important Dates:**

**Commencement of Online Application : 09<sup>th</sup> April 2025**

**Last Date of Online Application : 28<sup>th</sup> April 2025**

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

**TABLE 2**

<b>UR</b>	<b>OBC</b>	<b>Total</b>
<b>1</b>	<b>1</b>	<b>2</b>

- 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.
- c) The post shall be reserved only for candidates domiciled in **Andaman & Nicobar Islands**.

#### **IV. Period of Contract**

- a) The above posts are temporary in nature and for a maximum period of **Five years** subject to project requirements and individual performance.
- b) The posting shall be at CSL AN Ship Repair Unit (CANSRU), Sri Vijaya Puram, Andaman & Nicobar Islands. However, depending upon project requirements, the candidates are liable to be transferred within different units of CSL. The appointment to the posts 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.

#### **V. Remuneration**

- a) The Consolidated pay for the candidates meeting the minimum experience requirement (i.e.2 years) is ₹ 24,400/- per month. They will also be eligible for compensation for extra hours of work up to ₹ 6,100/- per month.
- b) For the completed year of on-roll experience, over and above the minimum required experience in CSL or other similar Shipyards, higher pay may be offered to the candidates.

#### **VI. Age**

- a) **The upper age limit prescribed for the post shall not exceed 45 years as on 28<sup>th</sup> April 2025, i.e. applicants should be born or after 29<sup>th</sup> April 1980.**
- b) The upper age limit is relaxable by 3 years for OBC (Non-Creamy Layer) candidates in post reserved for them.
- c) Age relaxation for Persons with Benchmark Disabilities (PwBD) and Ex-servicemen shall be as per Government of India Guidelines. However, in no case, age limit after applying all age relaxations shall exceed 50 years

#### **VII. Method of Selection**

- a) The method of selection for the posts shall be through Written Tests (**Objective Type test and Descriptive Type Test**) which shall be conducted out of 100 marks and marks awarded accordingly.

The Objective Type Test shall be of **90 Minutes duration comprising of 80 Multiple Choice Questions** in the following areas. Each question carries one mark and there shall be no

negative marks. The Descriptive Type test shall be of **45 minutes duration**. The details of Objective and Descriptive type test are as under:-

**i. Objective Type Test**

General Knowledge	-	5 Marks
Reasoning	-	5 Marks
Quantitative Aptitude	-	10 Marks
General English	-	10 Marks
Discipline related	-	50 Marks

**ii. Descriptive Type Test**

Writing skills (English language)	20 Marks
<b>Total</b>	<b>- 100 marks</b>

- b) Detailed Syllabus for Objective type test & Descriptive type test is at **Annexure I**. Please note that the given syllabus is only indicative and not exhaustive.
- c) Depending upon the number of online applications, the tests shall be held at Sri Vijaya Puram in Andaman & Nicobar as decided by CSL AN Ship Repair Unit (CANSRU), Sri Vijaya Puram. The allocation of examination centre shall be at the sole discretion of CSL.
- d) The minimum pass mark each for Objective as well as Descriptive tests for various categories shall be as below:-

For unreserved posts	- 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.

The Descriptive test answer sheets of only those candidates who secure the minimum pass mark and above in Objective type test shall be evaluated.

- e) Candidates who score minimum prescribed pass marks and above in the Selection tests shall be short listed for verification of certificates. The selection shall be subject to verification of eligibility requirements (age, educational qualification, reservation, and experience etc.) for which the candidate should produce the original certificates in proof of age, educational qualification, and certificates for reservation categories (OBC/SC/ST/EWS/PwBD) along with self-attested copies at the time of Certificate Verification, failing which they shall not be considered for further selection.
- f) Depending upon the number of online applications received CANSRU on behalf of 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) Rank lists for the posts shall be prepared based on the aggregate marks secured by the candidates in the Objective type & Descriptive Type Written Test. In case, same marks 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.
- h) Only those candidates who successfully complete the certificate verification shall be provisionally considered for selection against the notified posts in the order of merit / reservation, subject to medical fitness.

## VIII. 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 Stipendiary 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 seats, and for other concessions/relaxations applicable to the categories.
- (iv) 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 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) 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 post as applicable. 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. However, where the University/Institute/ Examination Board does not define criteria 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) Experience**

- (i) **Experience acquired after the date of passing of the qualification stipulated as per the above requirement shall only be considered. Period of post qualification experience shall be reckoned as on 28<sup>th</sup> April 2025.**
- (ii) The period of completed Apprenticeship Training in the relevant discipline under the Apprentices Act 1961, shall be treated as experience and any training with remuneration shall also be treated as experience for the purpose of meeting eligibility requirements for the posts. **However, no such training shall be considered as experience for fixation of the consolidated remuneration per month.**
- (iii) Applicants who are presently working in any company (Private/ Public Sector/ Government) in the absence of experience certificate, should submit copy of **Appointment / 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. . 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.**
- (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/ discipline 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 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.
- (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 during certificate verification.
- (vi) **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 are not eligible to apply for the same post.*

**d) Application Fee**

- (i) Application fee of ₹ 300/- **(Non refundable, plus bank charges extra)** should be remitted using **the Online payment options (Debit card/Credit card/Internet Banking etc)** which can be accessed through our Online application facility from 09<sup>th</sup> April 2025 to 28<sup>th</sup> April 2025. **No other mode of payment shall be accepted.**
- (ii) **Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Person 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 the above clause. **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](http://www.cochinshipyard.in) (Career page→ CANSRU, Andaman)** 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](http://www.cochinshipyard.in) **(Career page --> CANSRU, Andaman) from 09<sup>th</sup> April 2025 to 28<sup>th</sup> April 2025. 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 selection 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. Attach all required proofs, such as certificates and ID proofs, in the designated area. 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 registration**

**number shall be obtained only upon successful submission of online application.** The Registration Number on the online application should be quoted for any correspondence with CSL/CANSRU.

- (vi) **Applicants need not send the online application print out/ certificates/ application fee in the form of DD/Challan/Cheque by post to CSL/CANSRU.**
- (vii) The website will remain functional for the purpose of submitting applications from 09<sup>th</sup> April 2025 and the last date for submission of applications through online is 28<sup>th</sup> April 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 SAP application portal by email/phone after 1600hrs 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 14<sup>th</sup> 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 online application, and information / replies to such queries should be only through the e-mail [career.cansru@cochinshipyard.in](mailto:career.cansru@cochinshipyard.in). However, CANSRU 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 CANSRU 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 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 correspondence regarding the rejection of application in case of ineligibility shall be entertained.**
- (vi) **No TA/DA shall be paid to the candidates for attending the selection.**
- (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](http://www.cochinshipyard.in). **Schedule of the selection shall be intimated to the shortlisted applicants through E-mail/CSL website (Career page→ CANSRU, Andaman).** Candidates are requested to frequently check the above website (Career page→ CANSRU, Andaman) for updates related to the selection.
- (viii) 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 CANSRU.
- (ix) The vacancies are purely on contract basis for a specific period and CANSRU is not liable to offer appointment during or after the completion of contract period of the selected candidates.
- (x) The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by CANSRU. 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 of previous employment of any candidate already working in Government/Public Sector Undertakings.



- (xii) 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 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) 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 CANSRU on behalf of CSL.
- (xiv) 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.
- (xv) Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.
- (xvi) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- (xvii) The selected candidates are required to give an undertaking to comply with CSL policy on usage of smart phones at work place.
- (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 through e-mail at [career.cansru@cochinshipyard.in](mailto:career.cansru@cochinshipyard.in) or by phone at 03192-204750 during office hours (08:15 hrs to 17:00 hrs).

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

Sd/-  
GENERAL MANAGER (HR & LD)