



# 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/PERMANENT/EXECUTIVE TRAINEES/2021/11 dated 01 October 2021

Cochin Shipyard Limited (CSL), a listed premier Mini Ratna 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, Vacancies and Educational Qualification

Sl. No	Discipline	No. of Vacancies/ Reservation Breakup	Educational Qualification <sup>#</sup>
1.	Civil	2 posts (1 UR, 1 EWS)	Degree in Civil Engineering with minimum of 65% marks from a recognized University.
2.	Electrical	19 posts (9 UR, 5 OBC, 3 SC, 2 EWS)	Degree in Electrical Engineering with minimum of 65% marks from a recognized University.
3.	Electronics	2 posts (1 UR, 1 EWS)	Degree in Electronics Engineering with minimum of 65% marks from a recognized University.
4.	Mechanical	37 posts (16 UR, 9 OBC, 5 SC, 2 ST, 5 EWS)	Degree in Mechanical Engineering with minimum of 65% marks from a recognized University.
5.	Naval Architecture	6 posts (2 UR, 2 OBC, 1 SC, 1 EWS)	Degree in Naval Architecture with minimum of 65% marks from a recognized University.
6.	Information Technology	2 posts (1 UR, 1 ST*) *backlog	<b>Essential:-</b> a) Degree in Engineering in Computer Science with minimum of 65% marks from a recognized university <b>OR</b> b) Degree in Engineering in Information Technology with minimum of 65% marks from a recognized university <b>OR</b> c) Master's Degree in Computer Applications / Computer Science/ Information Technology with minimum of 65% marks from a recognized university. <b>Desirable:-</b> Valid Certification from reputed agencies / organizations on Programming Language / DBMS/ Networking/ ERP Systems.
7.	<b>Human Resource</b>	<b>2 posts (1 UR, 1 OBC)</b>	a) <b>Degree with minimum of 65% marks</b> from a recognized University <b>AND</b> b) <b>Two year Master's Degree or equivalent Degree or equivalent Diploma or Post Graduate Degree in any of the following areas, with minimum of 65% marks</b> from a recognized University :- (i) Master's Degree in <b>Business Administration</b> with specialization in <b>HR</b> or equivalent Degree with specialization in <b>HR</b> or <b>equivalent Diploma with specialization in HR OR</b>



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Sl. No	Discipline	No. of Vacancies/ Reservation Breakup	Educational Qualification <sup>#</sup>
			(ii) Post Graduate Degree in Social Work with specialization in Personnel Management or Labour Welfare & Industrial Relations OR (iii) Post Graduate Degree in Personnel Management.
<b>Total</b>		<b>70 posts*</b>	

\*Out of above 70 posts, 5 posts are earmarked for Persons with Benchmark Disabilities (PwBD). The detailed physical requirements for the posts and categories identified are at clause E (b).

#Refer clause E(c) for the equivalent educational qualifications.

## B. **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 beyond normal working hours and 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 @ 16% of Basic pay, Perks upto 35% of Basic Pay, and other benefits viz. Pension benefits, NPS, Contributory Provident Fund Scheme, Accident Insurance coverage, Leave Encashment, Reimbursement of Medical expenses under the Contributory Medical Insurance policy, Performance Payment, other allowances etc as per the rules of the company. The CTC per annum at the minimum of the E1 scale of pay as on date works out to ₹ 13 Lakhs approx., as detailed under :-

Sl No	Wage type	Monthly Emoluments (₹)
1	Basic pay	40000/-
2	DA (at present 23.2%)	9280/-
3	HRA (at Kochi 16%)	6400/-
4	Perks & Allowances (35%)	14000/-
5	Other benefits	42501/-
<b>Total per month</b>		<b>1,12,181 /-</b>
<b>Annual CTC (approx.)</b>		<b>13 lakhs</b>



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- (iii) The posting shall be at CSL, Kochi or any CSL units at Mumbai, Kolkata, Andaman & Nicobar Islands etc, or any other project sites as desired by CSL.

### C. **Age limit as on 27 October 2021**

- (i) **The upper age limit prescribed for all the posts shall be 27 years as on 27 October 2021, i.e. applicants should be born on or after 28 October 1994.**
- (ii) The upper age limit is relaxable by **3 years for OBC (Non Creamy Layer)** applicants and **5 years for SC/ST applicants** only for consideration to the posts reserved for the respective categories. The upper age is relaxable by **10 years for Persons with Benchmark Disabilities (PwBD).**
- (iii) The date of birth as recorded in the Birth Certificate/Matriculation/Secondary Examination Certificate/Aadhar Card/Passport will only be accepted. In case of discrepancy in date of birth recorded in other certificates, the Date of Birth recorded in Aadhar Card shall be taken.

### D. **Method of Selection**

The selection process comprises of two phases:

#### (i) **Phase-I - Objective Type Online Test (60 marks)**

The Online 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 Online Test	:	60 marks
(b)	Group Discussion (GD)	:	10 marks
(c)	Writing Skills	:	10 marks
(d)	Personal Interview	:	20 marks

**Total : 100 marks**

- (iv) The Phase I Online test shall be held **at various test centres in Kerala**, as decided by CSL and test centres **shall be allotted based on the number of online applications.** Applicants have the option to choose test centres in Kerala for Phase-I Objective type Online test, while completing the online application. **The Objective Type Online test shall be tentatively scheduled in third week of November 2021.** The Phase-II shall be held at CSL, Kochi.
- (v) Merit lists shall be prepared on the basis of marks secured by candidates in the online test for various disciplines. Based on the marks secured by the candidates in the online test, the



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candidates shall be short listed for the certificate verification / Phase-II (Group Discussion, Writing Skills and Personal Interview), in the **ratio of 1:6**, in the order of merit/reservation of posts notified. In case, same marks secured by more than one candidate, marks scored in the subject part of the online test shall be the basis of determining the order of merit list. In case of a tie thereafter, relative merit shall be decided based on seniority in age. In the case of SC / ST / PwBD candidates, the ratio of candidates to be short-listed shall be as prescribed by CSL.

- (vi) **CSL reserves the right to fix minimum marks for pass in the objective type online test (subject to minimum 33.33% marks)** for the purpose of short listing candidates for the Group Discussion / Writing Skills / Personal Interview and in such cases, the ratio of short-listing may be less than 1:6.
- (vii) Only those candidates who successfully complete the certificate verification shall be allowed to attend the Phase II.
- (viii) Changes if any, in the parameters for selection would be informed to the candidates prior to the commencement of the selection process.

### E. **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/ 1<sup>st</sup> 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 Thahsildar and
  - Sub-Divisional Officer or the area where the candidate and/or his family normally resides.
- (iii) Applicants belonging to SC or ST or OBC (Non Creamy Layer), should produce a valid recent community certificate issued by the Revenue Authority not below the rank of the Thahsildar, failing which their candidature will not be considered against the reserved posts, and for other concessions/relaxations applicable to the categories.



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- (iv) 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.
- (v) Acceptance of certificates (ii), (iii) and (iv) above is provisional and subject to verification.

**b. Physical Requirements for candidates belonging to Persons with Benchmark Disabilities (PwBD) for the posts:**

Sl. No	Discipline	Categories of Persons with Benchmark Disabilities (PwBD) as per clause 2.2 of DoPT OM No.36035/02/2017-Estt (Res) dated 15.01.2018	Physical Requirements
(i)	Civil	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, BN, L, PP, KC, MF, RW, SE, H, C
(ii)	Electrical	Categories of PwBD under clauses 2.2 (b & c)	S, ST, BN, KC, W, MF, SE, PP, L, C, RW
(iii)	Electronics	Categories of PwBD under clauses 2.2 (b & c)	S, ST, BN, W, MF, SE, PP, L, KC, C, RW
(iv)	Mechanical	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, BN, KC, PP, L, MF, RW, SE, H, C
(v)	Naval Architecture	Categories of PwBD under clauses 2.2 (b & c)	S, ST, W, RW, MF, CL, SE, C
(vi)	Information Technology	Categories of PwBD under clauses 2.2 (a, b, c & e)	S, ST, RW, MF, SE, H
(vii)	Human Resource	Categories of PwBD under clauses 2.2 (a, b, c & e)	S, ST, H, RW

**Abbreviations used:** S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, PP=Pulling & Pushing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, CL=Climbing.

**c. 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.



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Notified discipline as per clause A	Eligible Disciplines of Engineering considered equivalent by CSL
Electrical	1. Electrical & Electronics Engineering
Electronics	1. Applied Electronics Engineering 2. Applied Electronics & Instrumentation Engineering 3. Electronics & Communication Engineering 4. Electronics & Instrumentation Engineering 5. Electronics Instrumentation & Control Engineering
Mechanical	1. Industrial and Production Engineering 2. Industrial Engineering 3. Mechanical Production and Tool Engineering 4. Mechatronics 5. Production Engineering 6. Mechanical (Automobile) Engineering
Naval Architecture	1. Naval Architecture & Offshore Engineering 2. Naval Architecture & Ocean Engineering 3. Dual degree in Naval Architecture (BTech with MTech)

- (iii) Applicants who possess such equivalent qualifications may apply for the respective post, and shall attend the online 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. However, where the University/ Institute 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. The candidate should specifically indicate the percentage of marks obtained (calculated to the nearest 2 decimals). Candidate will have to produce equivalent certificate/document issued by the University evidencing equivalent percentage of marks when called for certificate verification.
- (v) Students appearing or who have appeared for the final semester of the Qualifying course indicated at clause A above, can also apply by giving their aggregate marks scored in all the previous semesters. Such candidates, if shortlisted, after the online test should submit documentary proof of having completed the qualifying degree with required percentage of marks specified in this Advertisement at the time of certificate verification, tentatively scheduled in **December 2021** failing which their candidature will be cancelled. Extension of time for producing proof of having passed the qualifying



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Degree examination shall not be granted. Date of verification of certificates/Discussion/Writing Skills/Personal Interview shall be notified on CSL Website in due course.

**d. Service Agreement:**

- (i) The selected candidates are required to execute a Service Agreement to serve CSL at least for a period of five years after successful completion of the training and execute a Service Agreement to pay an amount of ₹ 5 Lakhs (Rupees Five lakhs) to CSL for violation of the agreement as liquidated damages.

**e. 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, as per guidelines provided in the online application portal, 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 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.

**f. 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/Wallets/UPI etc) which can be accessed through the Online application portal from **06 October 2021 to 27 October 2021**. **No other mode of payment will be accepted. Refund of fees shall not be considered.**
- (ii) **No application fee** for candidates belonging to **Scheduled Caste (SC)/ Scheduled Tribe (ST) / Person with Benchmark Disability (PwBD)**. 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. **It is important to note that their candidature will be considered only on receipt of application fee.**



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### g. **How to Apply:**

- (i) **Applicants should go to the website [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page) and proceed to the link for online application. The application consists of two phases – Registration and Submission of application. Applicants should not submit more than one application to the same post. Application once submitted shall be final.**
- (ii) **Applicants meeting the notified requirements may go through the instructions (FAQ) on the online application page, complete the Registration and submit their application online through the online application facility from 06 October 2021 and the facility can be accessed through our website [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page). 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 shall not be considered.**
- (v) After applying through online, applicants should retain a soft copy/ printout of the online application containing the unique application number generated by the system for their reference. It is important to note that, the unique application number will 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 CSL.**
- (vii) The website will remain functional for the purpose of submitting applications **from 06 October 2021** and the last date for submission of applications through online is **27 October 2021**. In order to avoid heavy traffic in website on the last date that may result in non-submission of application, candidates 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 online application portal by email/phone after 1600hrs on the last date.

### h. **General:**

- (i) Depending upon number of online applications received for the post, CSL reserves the right to stipulate a higher cut off mark than the minimum eligibility marks stipulated in





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the qualifying examination for the post and accordingly short-list candidates for consideration for selection.

- (ii) **Candidates are advised to make sure that they are meeting the eligibility requirements as per the vacancy notification for the posts before submitting the applications.**
- (iii) CSL reserves the right to call for any additional documentary evidence from candidates 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](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) 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 etc at the time of joining or at any other stage. In case, the candidates are found not meeting the eligibility requirements or fail to produce certificates in original, the candidate shall not be considered for selection and candidature will be cancelled/rejected without further notice.
- (v) Candidates belonging to PwBD and requiring the service of scribe for attending the online test should indicate this in the online application and shall bring valid certificate issued by notified authority for proof of benchmark disability.
- (vi) Finger print / biometric/ photograph of candidates shall be captured at the time of online examination for further verification at the time of certificate verification/interview etc. as decided by CSL.
- (vii) 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-imburement 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.



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- (viii) No correspondence regarding the rejection of application in case of ineligibility will be entertained.
- (ix) **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 short-listed applicants through E-mail/CSL website (Career page).** Candidates are requested to frequently check the above website (**Career Page**) for updates related to the selection.
- (x) Mere submission of online application and Issue of call letter for the selection process shall not confer any right to the candidate of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility conditions.
- (xi) Appointment of selected candidates shall be subject to verification of character and antecedents and verification of caste certificates if applicable.
- (xii) 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 verification of Medical fitness by the Medical Officer of CSL.
- (xiii) 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.
- (xiv) Rank lists shall be maintained for the posts and shall be operated only in the event of occurrence of a vacancy caused by non-joining of a candidate from the rank list within the date of joining as stipulated in the offer of appointment issued to the candidate, OR, where a candidate joins the post and in the event of separation of a person on account of death or resignation from the post during the period of one year from the date of joining. The validity period of the rank list shall be upto one year from date of publication of results, unless a fresh notification for the same post is issued. Vacancy which arose as stated above shall not be treated as a fresh vacancy and the actual number of posts filled up against this notification shall under no circumstances exceed the number of vacancies indicated in this notification.
- (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 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.



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- (xvi) If at any stage it is found that any information furnished is false/ incorrect or the candidate does not satisfy the eligibility criteria, the candidature/appointment is liable to be cancelled/ rejected.
- (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 change, amendment, modification or addition to this advertisement shall be published on the CSL website only.
- (xx) For any technical queries related to the online application form, please contact us via e-mail [cslhelpdeskcochin@gmail.com](mailto:cslhelpdeskcochin@gmail.com).
- (xxi) For any other non-technical queries or clarifications related to the notification, please contact us via e-mail [career@cochinshipyard.in](mailto:career@cochinshipyard.in).

F. **Important Dates:**

**Commencement of Online Application : 06 October 2021**  
**Last Date of Online Application : 27 October 2021**

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

Sd/-  
GENERAL MANAGER (HR)