

COCHIN SHIPYARD LIMITED
KOCHI-682015
(P&A Department)

No.P&A/18(186)/13-Vol II

18 May 2017

Cochin Shipyard Limited (CSL), premier Mini Ratna Company of Government of India, invites **Online applications** from professionals, for filling up of the following posts:

A. Posts, Vacancies, Educational Qualification, Experience:

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification and Experience	Age
1	Assistant General Manager (Finance), E-5 Grade, ₹ 32900-58000	1 (UR)	<p><u>Educational Qualification:</u> Degree with a minimum of 60% marks from a recognized University and pass in the final examination of the Institute of Chartered Accountants of India/Institute of Cost Accountants of India.</p> <p><u>Experience :</u> Minimum of 15 years post qualification managerial experience in the Finance department of a large Public Sector Undertaking or Heavy Engineering Company of which at least one year in the immediate lower scale of pay in case of PSUs in the regular cadre or in equivalent immediate lower scale of pay in case of Government / Autonomous bodies or having an equivalent CTC in case of Private companies. Should have working experience preferably in the areas of Contract Management, Financial forecasting and Appraisal, Treasury Management, Project Financing, dealing with Financial Institutions for Loan Syndication etc. Additionally experience/knowledge in Forex management and working in ERP/ SAP environment are desirable.</p>	Not to exceed 50 years.
2	Assistant General Manager (Marine), E-5 Grade, ₹ 32900-58000	1 (OBC)	<p><u>Educational Qualification:</u> Degree in Marine Engineering with a minimum of 60% marks from a recognized University.</p> <p>OR Degree in Mechanical Engineering with a minimum of 60% marks from a recognized University, along with pass in one year Graduate Marine Engineering course (pre-sea training)</p>	Not to exceed 53 years.

Sl No	Name of Posts, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification and Experience	Age
			<p>conducted by Directorate General of Shipping, Govt. of India.</p> <p><u>Experience:</u> Minimum of 15 years post qualification managerial experience in Shipbuilding/ Ship repair/ Ports/ Heavy Engineering company/ Offshore Fabrication/ Other Marine Installations / Classification Societies and Marine related Engineering companies in the areas of Design/ Procurement/ Planning/ Production Engineering/ Fabrication / Outfitting/ Repairs/ Quality Assurance/ Installation and Commissioning of Power Generation and Distribution/Project Execution, of which at least one year in the immediate lower scale of pay in case of PSUs in the regular cadre or in equivalent immediate lower scale of pay in case of Government /Autonomous bodies or having an equivalent CTC in case of Private companies. Experience of working in an ERP/ SAP/ computerised environment desirable.</p>	
3	*Assistant Manager (Finance), E-1 Grade, ₹ 16400-40500	1 (ST)	<p><u>Educational Qualification:</u> Degree from a recognized University and pass in the final examination of the Institute of Chartered Accountants of India/ Institute of Cost Accountants of India.</p> <p>OR Master's Degree in Business Administration from a recognized University with specialisation in Finance with a minimum of 55% marks.</p> <p><u>Experience :</u> Minimum three years post qualification experience in the Finance department of a Shipyard/ Port/ Government/ Attached/ Subordinate Offices/ Autonomous Bodies/ Heavy Engineering company/ Commercial organization. Experience of working in a computerised environment/ ERP/ SAP is desirable.</p>	Not to exceed 35 years.

*Being a backlog vacancy, the requirement of qualification notified is only for filling up of this reserved backlog vacancy of ST.

B. Benefits.

In addition to Basic Pay, the Executives are eligible for Industrial DA as applicable, HRA @ of 20% of Basic pay, Perks upto 49 % of Basic Pay, Contributory Provident Fund Scheme, Accident Insurance coverage, Reimbursement of Medical expenses under the Contributory Medical Insurance policy, Leave encashment, Performance Payment etc as admissible. Table below indicates the CTC at the minimum of scale as on date:

Grade	Pay scale	CTC (approx)
E5	₹ 32900-3%-58000	₹ 14.5 lakhs
E1	₹ 16400-3%-40500	₹ 7.40 lakhs

C. Age

- a) **The upper age limit prescribed for the posts shall be as on 28 June 2017.**
- b) For the post of AGM (Finance), the upper age limit is relaxable by 3 years for OBC (Non-Creamy Layer) candidates, 5 years for SC/ST candidates and 10 years for Persons with Disabilities (PWD). For the posts of AGM (Marine) and AM (Finance), the upper age limit is further relaxable by 10 years for Persons with Disabilities. Age relaxation of five years is applicable for candidates who have been domicile of J&K during the period 01.01.1980 to 31.12.1989. Age relaxation for Ex-servicemen will be as per Government of India guidelines. However, in no case, age limit after applying all age relaxations shall exceed 56 years.

D. Method of Selection

- a) The selection process will be held at Kochi.
- b) **For the posts at Sl. No.1 and 2**, the method of selection will include a Power Point Presentation prepared by the candidates highlighting work experience, projects handled etc (duration of not more than ten minutes). This will be followed by a Group discussion & Personal Interview. Accordingly, weightage is assigned to the following parameters for the final selection:
 - (i) Qualifying Degree Marks : 20 % marks
 - (ii) Work Experience in the relevant job/area : 40 % marks
 - (iii) Power Point Presentation : 10 % marks
 - (iv) Group Discussion : 10% marks
 - (v) Personal Interview : 20 % marks

Total : 100 marks
- c) **For the post at Sl. No.3**, The method of selection will be through a Written Test, tentatively scheduled during the **third week of July 2017** at Kochi, followed by Personal Interview. The Written Test shall be of **90 minutes duration** comprising of following:
 - **Multiple Choice Questions (30 marks, 30 minutes duration)** in the areas of General Awareness, English Language, Numerical Ability, Reasoning Ability and Subject Based.
 - **Subject Based Descriptive Questions (30 marks, 60 minutes duration).**
 - Based on the marks secured in the Written Test, the candidates will be short-listed for the Personal Interview. Accordingly, marks are assigned to the following parameters for the final selection:
 - (i) CA(Final)/ICA(Final)/MBA Marks : 20 marks
 - (ii) Written Test : 60 marks
 - (iii) Personal Interview : 20 marks

Total : 100 marks

E. Conditions

a) Reservation:

- (i) Only Indian Nationals are eligible to apply.
- (ii) Government of India Directives on reservation applicable for Scheduled caste (SC)/ Scheduled Tribe (ST)/ Other Backward Class (OBC)/ OBC (Minority)/ Persons with Disabilities (PWD)/ Ex-servicemen (ESM) candidates will apply and be strictly followed.
- (iii) Candidates 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.
- (iv) In the case of Persons With Disabilities, the degree of disability should be a minimum of 40%. The candidate should possess valid Certificate of disability to this effect in the prescribed format obtained from a notified authority by Government of India / State Government.
- (v) Copies of caste/ disability certificates should be uploaded by the candidates while submitting the online application, failing which their candidature will not be considered against reserved posts.

b) Qualification:

- (i) The minimum qualification stipulated for the posts must be from a University/ Institute recognized by AICTE/ appropriate statutory authority in India.
- (ii) Some Universities/Institutes do not award Class or Percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI, etc.). In case University/Institute defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the same will 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.
- (iii) Copies of certificates and mark sheets of all relevant educational qualifications should be uploaded by the candidates while submitting the online application, failing which their candidature will not be considered.

c) Experience:

- (i) **Experience acquired after the date of passing of the qualification stipulated as per item A above will only be considered. Period of experience will be reckoned as on 28 June 2017.**
- (ii) **Experience Certificates obtained from Shipbuilding / Ship repair/ Heavy Engineering company/ Offshore Fabrication/ Other Marine Installations / Classification Societies and Marine related Engineering companies registered under the Companies Act 1956 or Foreign Shipyards/Companies of equivalent status will only be considered for short listing to attend the selection process.**

- (iii) For posts at Sl no.1 and 2, Shipyard reserves the right to relax experience requirements by one year, for those who have experience of working in Shipbuilding / Ship repair/ Heavy Engineering company/Offshore Fabrication/ Other Marine Installations / Classification Societies and Marine related Engineering companies in the regular cadre.
- (iv) Copies of certificates of all relevant work experience should be uploaded by the candidates while submitting the online application, failing which their candidature will not be considered.

d) Documents to be uploaded Online:

- (i) Candidates who are presently working in any company (Private or Govt), in the absence of experience certificate, should upload copy of **Appointment / Offer letter issued by the company, latest Pay Slip / copy of last Pay drawn and CTC Certificate during the current financial year/ IT Form-16 of the previous financial year** as proof of work experience, along with the online application. **For past employment, experience certificate indicating the date of joining as well as relieving should be uploaded.**
- (ii) In case of candidates working in Government Departments or Semi Government/ Public Sector Organisations, they should upload “No Objection Certificate” from the employer along with the online application or should submit “No Objection Certificate” from the employer at the time of the Personal Interview. **If NOC is not produced, the candidate shall not be permitted to attend the interview.**
- (iii) In case of candidates belonging to Ex-servicemen category, they should upload copy of the **Discharge Certificate/ Book** and all certificates indicating qualification and work experience in the relevant discipline in the Armed Forces. They should upload experience certificate from the authorities concerned, failing which their candidature will not be considered.
- (iv) **Candidates are required to ensure that all certificates towards proof of age, qualification, experience, caste, disability etc and a recent passport size colour photograph 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, work experience etc should be uploaded, failing which their candidature will not be considered.**

e) Application Fee:

- (i) Application fee of **₹ 500/- (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 our Online application facility from **24 May 2017 to 28 June 2017.**
- (ii) **No application fee for candidates belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST) / Person with Disability (PWD).** 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/PWD, should pay the application fee as stipulated in clause e (i) above. **It is important to note that their candidature will be considered only on receipt of application fee.**

f) How to Apply:

- (i) Candidates should go through the User Manual published in our website www.cochinshipyard.com (Careers page) before filling the online application. Candidates should not submit more than one application. Application once submitted shall be final.
- (ii) Candidates meeting the requirements notified may submit their application through online from **24 May 2017** and the facility can be accessed through our website www.cochinshipyard.com (Careers page). **Application submitted direct or by any other mode will not be accepted.**
- (iii) **After applying through online, candidate should ensure to retain a copy of the application printout 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.**
- (iv) **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.**
- (v) The website will remain functional for the purpose from **24 May 2017 to 28 June 2017**. The last date for submission of applications through online is **28 June 2017**.

g) General:

- (i) **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.**
- (ii) Candidates should ensure that all the entries have been correctly filled in and application submitted successfully. Filling of garbage/junk details in any of the fields can lead to rejection of your application.
- (iii) Application must be complete in all respects as per the Advertisement Notification. **Please note that incomplete applications will not be considered.**
- (iv) **Candidates short-listed for the Test / Personal Interview should bring a photo identity proof (in original) like PAN Card, Aadhar, Driving Licence etc, print out of online job application form (possessing unique registration number) duly signed, and all original certificates towards proof of age, qualification, experience, caste, disability etc along with self-attested copies of these certificates, for verification, and their candidature will be considered on the strength of the original certificates. In case of failure to produce the original certificates at the time of verification, the candidature will be rejected.**
- (v) 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.
- (vi) **Candidates who fail to produce the original certificates and mark sheets during verification will not be allowed to attend the Test / Personal Interview.**

- (vii) For the posts at sl no. 1 and 2, all candidates appearing for the Personal Interview shall be reimbursed single to & fro 3rd AC rail /bus fare as admissible for the posts as per company rules by the shortest route from the mailing address mentioned in their online application submitted to Cochin Shipyard Ltd, Kochi on production of proof. For the post at sl no.3, ST/PWD (ST) Candidates appearing for the Written Test and Personal Interview shall be reimbursed single to & fro 3rd AC rail/bus fare as admissible for the post, as per company rules by the shortest route from the mailing address mentioned in their online application to Cochin Shipyard Ltd, Kochi on production of proof. However, at the time of verification, if it is found that the candidate does not fulfill any of the eligibility conditions, he will neither be allowed to attend the Test /Personal Interview nor be paid any Travelling Allowance. 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 during test/interview and the eligible amount of reimbursement will be credited to their mentioned account through NEFT. **Reimbursement of travel fare will only be made to those candidates who submit the above details.**
- (viii) No correspondence regarding the rejection of application in case of ineligibility will be entertained.
- (ix) Call letters will not be sent to eligible candidates by post. They will be informed to download call letter by email/SMS/through CSL website.
- (x) Submission of online application and Issue of call letter for the Personal Interview shall not confer any right to the candidate of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion.
- (xi) Appointment of selected candidates will be subject to verification of character and antecedents and verification of caste certificates if applicable.
- (xii) Candidates should be of sound health and satisfy the medical fitness standards as fixed by the company. The candidates short-listed for appointment after interview should undergo a medical examination as directed by the company and medical fitness further subject to certification by the Company Medical Officer.
- (xiii) 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.
- (xiv) Pay protection for candidates working in Government Departments / Public Sector Organisations will be considered in accordance with the DPE guidelines. Fixation of pay in case of candidates from Private Sector will be at the minimum of the pay scale.
- (xv) There will be no wait list of candidates after filling up of the notified vacancies.
- (xvi) Cochin Shipyard reserves the right to change the number of vacancies, and the vacancies notified may not be filled up. Further, Cochin Shipyard Ltd. reserves the right to restrict/alter/cancel/modify the recruitment process, if need so arises without notice or assigning any reason thereof.

(xvii) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.

(xviii) For any further clarification, please contact us vide e-mail career@cochinshipyard.com.

F. Important Dates:

Commencement of Online Application : 24 May 2017

Last Date of Online Application : 28 June 2017

“CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION”

“ONLY INDIAN NATIONALS NEED APPLY”

Sd/-
CHIEF GENERAL MANAGER (HR)