

COCHIN SHIPYARD LIMITED
KOCHI 682015
(P&A Department)

No.P&A/18(184)/12

07 Sep 2013

SPECIAL RECRUITMENT DRIVE FOR FILLING UP OF RESERVED POSTS (SC/ST/PWD)

Cochin Shipyard Limited, premier Shipyard in the country and a Mini Ratna Company of Government of India, needs professionals for the following posts: -

A. Post, Vacancies, Qualification & Experience

Sl No	Name of Post, Grade and Pay scale.	Discipline	No. of Vacancies/ Reservation Break up	Qualification	Experience	Age
1.	Deputy Manager, E-2 Grade, Rs. 20600-46500	Finance	1-(PWD-VH)	Degree from a recognized University and pass in the final examination of the Institute of Chartered Accountants of India or Institute of Cost Accountants of India / Masters Degree in Business Administration from a recognized University with specialisation in Finance with a minimum of 55% marks.	Minimum seven years post qualification experience in the Finance department of a large Public Sector Undertaking / Heavy Engineering company / Commercial organization in the areas of Financial policies, Financial Appraisal, Fund management, Budgeting and Accounting, Taxation, Audit etc.	Not to exceed 35 years
2.	Assistant Manager, E-1 Grade, Rs. 16400-40500	Finance	1-(SC)	Degree from a recognized University and pass in the final examination of the Institute of Chartered Accountants of India or Institute of Cost Accountants of India / Masters Degree in Business Administration from a recognized University with specialisation in Finance with a minimum of 55% marks.	Minimum three years post qualification experience in the Finance department of a Shipyard/ Heavy Engineering company / Commercial organization. Experience of working in a computerised environment / ERP is desirable.	Not to exceed 30 years

	Assistant Manager, E-1 Grade, Rs. 16400-40500	Mechanical	1-(ST), 2-(PWD-VH/HH)	Degree in Mechanical Engineering with a minimum of 55% marks from a recognized University.	Minimum three years post qualification experience in the relevant field in a Shipyard/ Heavy Engineering company. Proficiency and experience of working in a computerized environment would be advantageous.	Not to exceed 30 years
		Materials	1-(PWD-VH/HH)	Degree in Mechanical/ Electrical Engineering with a minimum of 55% marks from a recognized University or Graduate in Engineering in any discipline with a minimum of 55% marks with Post Graduate Qualification in Business Management with specialization in Materials Management.	Minimum three years post qualification experience in the field of Materials Management in an Executive / Managerial Cadre or two years post qualification experience in Materials Management for those having Post Graduate Qualification in Business Management with specialization in Materials Management. Experience in a large Engineering Industry preferably in a Public Sector Undertaking, will be preferred. Should be conversant with various Materials Management activities like supply chain/ inventory management, purchase procedures, import and clearance procedures in a large industry. Knowledge of ERP/and other Data Processing Systems would be an added advantage.	

The requirements of qualification and experience notified above are only for filling up of reserved backlog vacancies of SC/ST/PWD.

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 scales as on date.

Grade	Pay scale	Minimum CTC (approx)
E2	Rs.20600-3%-46500	Rs 7.03 lakhs
E1	Rs.16400-3%-40500	Rs 5.60 lakhs

C. Age

The upper age limit prescribed for all posts shall be as on 30 Sep 2013. The upper age limit is relaxable by 15 years for PWD-(SC/ST) candidates, 13 years for PWD-(OBC) candidates and 10 years for PWD-(unreserved) candidates.

D. Method of Selection

For all the posts, selection process will be held at Kochi. For post at SI No. 1, the method of selection will include a Personal interview. For the posts at SI No. 2 the selection process will include a Written test, followed by a Personal interview.

E. Application Fee

Nil.

F. General Conditions/ Information

- (i) Only Indian nationals are eligible to apply.
- (ii) Government of India Directives on reservation applicable for SC/ST/OBC/PWD candidates will apply and be strictly followed.
- (iii) In the case of Persons With Disabilities, the degree of disability should be minimum of 40%. The candidate should possess latest Certificate to this effect issued by an authorised Medical Board constituted by the Government of India / State Government. **The format is appended along with the notification (Annexure - I).**
- (iv) **Post qualification experience only will be considered.** Period of experience will be reckoned as on 30 Sep 2013. Applicants meeting requirement and short-listed will be required to appear at Kochi for the Test / Personal Interview. Candidates are advised to make sure that they are meeting the eligibility requirements for the post before applying.
- (v) The B Tech, B Sc (Engineering), MBA, PG Degree must be from a University/Institute recognized by the appropriate statutory authority in India and should be regular/full time courses.
- (vi) 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.

- (vii) **Applications received from candidates belonging to respective categories (SC/ST/PWD) as per item A, will only be considered.**
- (viii) The requirements of qualification and experience notified above are only for filling up of reserved backlog vacancies of SC/ST/PWD. This cannot be quoted as a precedent for above posts in future recruitment.
- (ix) Depending upon number of applications received for all the posts, Shipyard reserves the right to relax age and experience requirements at the discretion of Shipyard.
- (x) Candidates appearing for written test/interview shall be reimbursed single to & fro 3rd AC rail /bus fare as applicable by the shortest route from the mailing address mentioned in their application form to Cochin Shipyard Ltd, Kochi on production of proof and as per rules.
- (xi) **Applicants who fail to produce the original certificates and mark sheets will not be allowed to attend the test / interview.**
- (xii) Candidates should enclose self attested copies of certificates in proof of age, qualification, experience, disability and caste and their candidature will be considered on the strength of those certificates and information provided in the application. 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 is liable to be cancelled / rejected.
- (xiii) No correspondence regarding the rejection of application in case of ineligibility will be entertained.
- (xiv) Those who are working in Government Departments or Semi Government/Public Sector Organisations should either send their applications through proper channel or submit “No Objection Certificate” from the employer along with the application, or should produce “No Objection Certificate” from their employer at the time of tests/interview, failing which their candidature will be cancelled/ rejected.
- (xv) Application format may be downloaded from our website **www.cochinshipyard.com**. (Annexure - II).
- (xvi) Candidates should ensure that all the entries have been correctly filled in and application submitted is duly signed. Applications not received in the prescribed format and without self attested copies of certificates will be rejected. The candidates should produce the certificates in original at the time of verification and in the event of failure to produce the original certificates or any information furnished is found to be false or not in conformity with the eligibility requirements as per the notification, candidature will be cancelled/rejected.

- (xvii) Applicants should be of sound health and satisfy the medical fitness standards as fixed by the company. The selected candidates should undergo a medical examination in the hospitals as prescribed by the company and medical fitness of all candidates are further subject to certification by the company medical officer.
- (xviii) Appointment of selected candidates will be subject to verification of character and antecedents and verification of caste certificates if applicable.
- (xix) Those fulfilling the prescribed qualification and experience requirements may please forward their applications in the prescribed form affixing recent passport size photograph, supported by self attested copies of certificates to prove age, qualifications (with mark lists), experience, caste, disability etc to **THE GENERAL MANAGER (HR), COCHIN SHIPYARD LIMITED, PERUMANOOR P O, KOCHI-682015**. The envelope containing the application should be **superscribed on top as “Application for the post of (Discipline)”**.
- (xx) 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.
- (xxi) 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 Kochi and such Courts/ Authorities shall have sole and exclusive jurisdiction.

G. Last date for receipt of application is **10 Oct 2013/** upto Ten (10) days from the date of publication of vacancy notification in the Employment News. **Applications received after the stipulated date will not be considered.** Cochin Shipyard will not be responsible for any postal delay/loss in transit in submission of application within the specified time.

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

Sd/-
GENERAL MANAGER (HR)

COCHIN SHIPYARD LIMITED
KOCHI-15

**SPECIAL RECRUITMENT DRIVE FOR SCHEDULED CASTE/ SCHEDULED TRIBE/
PERSONS WITH DISABILITY**

APPLICATION FOR THE POST OF (_____)

To

The General Manager (HR)
Cochin Shipyard Limited
KOCHI – 682 015

Affix recent
passport size
photograph

Sir

Ref: Your advt in _____ dated _____ for the post of _____

I hereby apply for the post ofin your Company
furnishing the following details:

1	Full Name			
2	Father's Name			
3	Date & Place of Birth			
4	Nationality			
5	Present Address (Postal)			
6	E-mail address			
7	Contact Phone Numbers	Mobile : Landline :		
8	Whether belonging to SC/ST/OBC *			
9	Category and percentage of Disability (VH/HH/OH)*			
10	Languages known	To read	To write	To speak

*Copy of certificate to be attached.

PWD Candidates belonging to OBC category but not covered under “Non-Creamy Layer” should indicate their category as PWD (UR).

.....2/-

11. Educational Qualification: (See item A in the advertisement. All examinations from SSLC/Matriculation onwards – year wise.)

Examination	Main Subjects	Name of College/ Institution	Year of passing	Marks obtained*/ Class & Rank	Medals/ Distn/ Awards of Merit

*Please attach photocopies of mark sheets.

12. # Experience: (Start from the present position and indicate previous employment in descending chronological orders. Use separate sheet if required. Application will be rejected in case of incomplete information and without supportive documents)

Sl No	Post held and Organization	Period			Nature of duties	Scale of pay	Last basic pay drawn in the post	Reason for change
		From (dd/mm/yy)	To (dd/mm/yy)	Total (yr& months)				

#copy to be attached

13	Computer Literacy (Courses completed)	
14	Special Qualification/ Training	
15	Any other information	

I declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

Place:

Date :

Signature

ANNEXURE I

NAME & ADDRESS OF THE INSTITUTE / HOSPITAL

Certificate No. _____ Date _____

DISABILITY CERTIFICATE

**Recent Photograph
of the candidate
showing the
disability duly
attested by the
Chairperson of the
Medical Board.**

This is certified that Shri / Smt / Kum _____
son/wife/daughter of Shri _____ age _____
sex _____ identification mark(s) _____ is suffering from
permanent disability of following category:

A. Locomotor or cerebral palsy:

- (i) BL-Both legs affected but not arms.
- (ii) BA-Both arms affected (a) Impaired reach
(b) Weakness of grip
- (iii) BLA-Both legs and both arms affected
- (iv) OL-One leg affected (right or left) (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- (v) OA-One arm affected (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- (vi) BH-Stiff back and hips (Cannot sit or stoop)
- (vii) MW-Muscular weakness and limited physical endurance.

B. Blindness or Low Vision:

- (i) B-Blind
- (ii) PB-Partially Blind

C. Hearing impairment:

- (i) D-Deaf
- (ii) PD-Partially Deaf

(Delete the category whichever is not applicable)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of _____ years _____ months.*

3. Percentage of disability in his/her case is percent.

4. Sh./Smt./Kum.....meets the following physical requirements for discharge of his/her duties:-

- | | |
|--|--------|
| (i) F-can perform work by manipulating with fingers. | Yes/No |
| (ii) PP-can perform work by pulling and pushing. | Yes/No |
| (iii) L-can perform work by lifting. | Yes/No |
| (iv) KC-can perform work by kneeling and crouching. | Yes/No |
| (v) B-can perform work by bending. | Yes/No |
| (vi) S-can perform work by sitting. | Yes/No |
| (vii) ST-can perform work by standing. | Yes/No |
| (viii) W-can perform work by walking. | Yes/No |
| (ix) SE-can perform work by seeing. | Yes/No |
| (x) H-can perform work by hearing/speaking. | Yes/No |
| (xi) RW-can perform work by reading and writing. | Yes/No |

(Dr. _____)
Member
Medical Board

(Dr. _____)
Member
Medical Board

(Dr. _____)
Chairperson
Medical Board

Countersigned by the
Medical Superintendent / CMO/Head of
Hospital (with seal)

***Strike out which is not applicable.**