

**COCHIN SHIPYARD LIMITED**

KOCHI 682015

(P&amp;A Department)

No.P&amp;A/2((239)/14

02 Sep 2014

**SELECTION OF CSR PROFESSIONALS ON CONTRACT BASIS**

Cochin Shipyard Limited, premier Shipyard in the country and a Mini Ratna Company of Government of India, invites application from candidates fulfilling requirements, for filling up of the following posts on contract basis.

**I. Posts, Qualification & Experience**

<b>Sl No</b>	<b>Name of Post &amp; No. of Vacancies</b>	<b>Educational Qualification</b>	<b>Experience</b>
1	CSR Programme Manager - On Contract basis 1-Post	Post Graduate Degree in Social Work (with specialisation in any field) / Business Management/Administration/ Human Resource Management/ Mass Communication/ Public Relations/ Rural development/ Environmental Science/ Developmental Studies/Public Administration of minimum two years full time course from institutes or universities recognised by UGC/AICTE. Candidates should be proficient in Malayalam/English languages and Computer Application. Knowledge of Hindi is an added advantage.	1. Minimum 15 years of post qualification experience in any of the above field of studies in any large or reputed organisation preferably in India. 2. Out of the above 15 years, atleast 5 years experience as head of any department or developmental project in the respective organisation.
2	CSR Programme Officer - On Contract basis 2-Posts	Post Graduate Degree in Social Work (with specialisation in any field) / Business Management/Administration/ Human Resource Management/ Mass Communication/ Public Relations/ Rural development/ Environmental Science/ Developmental Studies/Public Administration of minimum two years full time course from institutes or universities recognised by UGC/AICTE. Candidates should be proficient in Malayalam/English languages and Computer Application. Knowledge of Hindi is an added advantage.	Minimum three years of post qualification full time working experience in the relevant field of educational qualifications under employment by any reputed organisation/ NGOs /Government/ Local Self Government/ Private Companies engaged in social work, community development, ecological development, sustainable development and rural development activities.

**II. Consolidated Pay**

All the posts will carry a monthly consolidated pay only.

CSR Programme Manager - On Contract basis	₹ 50000/-
CSR Programme Officer - On Contract basis	₹ 30000/-

### **III. Period of Contract**

Initially for a period of one year, extendable depending upon the availability of projects and performance of individual.

### **IV. Age**

1. For post at Sl No. 1, preferred age between 45 years to 55 years as on 01 Sep 2014. Further relaxation upto the age of 58 years will be granted in the case of exceptionally qualified or experienced candidates.

2. For post at Sl No. 2, age as on 01 Sep 2014 shall not exceed 30 years, relaxable by 3 years for OBC and 5 years for SC/ST, 10 years for Persons with Disabilities (PWD).

### **V. Method of Selection**

1. For the post of CSR Programme Manager, mode of selection will be through a personal interview. For the posts of CSR Programme Officer, depending upon the number of eligible candidates responded, a written test/group discussion/interview will be conducted. For all the posts, the selection process will be held at Cochin Shipyard Limited, Kochi on the dates decided by the Shipyard.

2. The candidates short listed for interview may be required to prepare and present a suitable paper or report on environment development project at the time of interview.

Request for change in venue/dates of tests/interview will not be entertained.

### **VI. Conditions**

#### **a) Reservation**

- (i) Government of India Directives on reservation/concession applicable for Scheduled caste (SC)/ Scheduled Tribe (ST)/ Other Backward Class (OBC)/ Persons with Disabilities (PWD) / Ex-Servicemen (ESM) candidates will apply and be strictly followed.
- (ii) 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 in the prescribed format issued by an authorised Medical Board constituted by the Government of India / State Government.

#### **b) Experience**

- (i) **Post qualification experience only will be considered. Period of experience will be reckoned as on 01 Sep 2014.**
- (ii) Experience in NGOs/institutions registered under National CSR Hub and involved in activities related to Corporate Social Responsibility (CSR) and Sustainable Development (SD) projects of Government/Local Self Government/PSUs/Private companies will be preferred.

#### **c) General**

- (i) Candidates who meet the eligibility requirements will be shortlisted for test or interview as the case may be, based on the information provided in the application and self-attested copies of certificates submitted in support of their claims in the application.

- (ii) Candidates should produce original certificates for verification at the time of test/interview and in case of failure to produce the original certificates, the candidature will be rejected. Candidates are advised to make sure that they fulfill the requirements as per the notification before submitting their application for the posts. If at any stage, it is found that any information furnished is false / incorrect or the candidate does not satisfy the eligibility requirements, the candidature is liable to be cancelled / rejected.
- (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 Tahsildar, failing which they will be considered as an unreserved candidate.
- (iv) No correspondence regarding the rejection of application in case of ineligibility will be entertained.
- (v) Those who are working in Government Departments or Public Sector Organisations should either send their applications through proper channel or submit “No Objection Certificate” from the employer at the time of test/interview failing which their candidature will be cancelled/ rejected.
- (vi) 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.
- (vii) No TA/DA will be paid to the candidates for attending the interview/ test.
- (viii) Candidates are free to write the written test, if any, in either Hindi or English language.
- (ix) 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 shall have sole and exclusive jurisdiction.
- (x) 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.
- (xi) The vacancies are purely on contract basis for a specific period for CSR & SD Projects and Cochin Shipyard Ltd is not liable to offer regular employment to the selected candidates during or on completion of the contract period.
- (xii) Any amendment, modification or addition to this advertisement will be given in the CSL website only.

#### **d) How to Apply**

- (i) Application format may be downloaded from [www.cochinshipyard.com](http://www.cochinshipyard.com). Candidates fulfilling the prescribed qualification and experience requirements shall submit application in the prescribed format affixing recent passport size photograph, supported

by self attested copies of all certificates in proof of age, qualification, experience, caste, disability etc, to **The General Manager (HR), Cochin Shipyard Ltd, Kochi-682015** so as to reach **on or before 30 Sep 2014**. The envelope containing the application should be superscribed on top as “Application for the post of .....(Post name). .....(On Contract Basis)”.

- (ii) **Application submitted through any other mode or in any other format or without self-attested copies of certificates will be rejected.** Application once submitted shall be final.

**e) Application Fee:** Nil

**VII. Important Date.**

**Last Date of receipt of Application along with copies of all certificates:**

**1700 Hrs on 30 Sep 2014**

**(Applications received after the stipulated date will not be considered)**

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

**“ONLY INDIAN NATIONALS NEED APPLY”**

Sd/-

GENERAL MANAGER (HR)