

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

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

15 Jan 2016

Cochin Shipyard Limited, a premier Mini Ratna Company of Government of India, invites applications from young professionals, for filling up of the following posts:

A. Post, Vacancies and Educational Qualification

Sl No.	Name of Post, Grade, Pay scale	Discipline	No. of vacancies/ Reservation Breakup	Educational Qualification	Work Experience
1	Assistant Manager E-1 Grade, Rs. 16400-40500	Finance	3 posts- (UR-2, ST-1)	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.	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.
2	Executive Trainee	Finance	2 posts (UR)	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.	Not applicable
		Company Secretary	2 posts (UR)	Degree from a recognized University and Associate membership in the Institute of Company Secretaries of India.	Not applicable

B. Compensation and Benefits

For the post at Sl. No 1, in addition to Basic Pay the Executives are eligible for Industrial DA as applicable, HRA @ 20% of Basic pay, Perks upto 49 % of Basic Pay including Reimbursement of Incidental Expenses at a maximum 10%, Contributory Provident Fund Scheme, Accident Insurance coverage, Leave Encashment, Reimbursement of Medical expenses under the Contributory Medical Insurance policy etc. as admissible under Company Rules. The CTC per annum at the minimum of the scale as on date works out to ₹ 6.50 lakhs approx.

For the posts at Sl. No 2, the candidates selected as Executive Trainee will have to undergo one year training during which they will be paid a consolidated monthly stipend of ₹ 32,000/-. On successful completion of one year training, the selected candidate shall be absorbed as Assistant Manager in E-1 Grade in the scale of pay of ₹ 16400-3%-40500 and pay fixed at the start of the scale.

C. Age

For the post at Sl. No 1, age shall not exceed 30 years and for the posts at Sl. No 2, age shall not exceed 25 years. **The upper age limit prescribed for all posts shall be as on 24 February 2016.** 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. Age relaxation of 5 years applicable for candidates who have been domicile of J&K during the period 01.01.1980 to 31.12.1989 as per Govt. of India Guidelines.

D. Method of Selection

- (i) For all posts, the selection process will be held at Kochi.
- (ii) **For the posts at Sl. No 1** - The method of selection for the post of Assistant Manager will be through a Written Test, tentatively scheduled during the **third week of March 2016** at Kochi, followed by Personal Interview. The Written Test shall be of two hours duration comprising of Multiple-choice questions in the areas of General Awareness, English Language, Numerical Ability and Reasoning Ability, and Subject Based (Objective and Descriptive Questions). Based on the marks secured in the Written Test, the candidates will be short-listed for the Personal Interview. Accordingly, weightage is assigned to the following parameters for the final selection:-

(a)	CA(Final)/ICA(Final) Marks :	20%
(b)	Written Test :	60%
(c)	Personal Interview :	20%
<u>Total</u> :		<u>100</u>

- (iii) **For the posts at Sl. No 2** - The method of selection for the post of Executive Trainee will be through a Written Test, tentatively scheduled to be held during the **third week of March 2016** at Kochi, followed by a Group Discussion and Personal Interview. The Written test shall be of 90 Minutes duration comprising of 100 Multiple Choice Questions in the areas of General Awareness, English Language, Numerical Ability, Reasoning Ability and Subject Based. Accordingly, weightage is assigned to the following parameters for the final selection:

(a)	Written Test :	70%
(b)	Group Discussion :	10%
(c)	Personal Interview :	20%
<u>Total</u> :		<u>100</u>

- (iv) **For the posts at Sl. No 2,** Candidates will be short listed based on the marks secured in the written test subject to the ratio of 1:6, for the Group Discussion and Personal Interview. In the case of SC / ST / PWD Candidates, the ratio of candidates to be short-listed will be as prescribed by the company. Shipyard reserves the right to fix minimum marks for pass in the written test.
- (v) Shipyard also reserves the right to increase/ decrease the above ratio for the purpose of short listing candidates for the group discussion and interview, for consideration for selection.

E. General Conditions

a. Reservation:

- (i) Government of India Directives on reservation applicable for Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Other Backward Class (OBC)/ Persons with Disabilities (PWD) candidates will apply and be strictly followed.
- (ii) 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 their candidature will not be considered against the reserved posts.
- (iii) In the case of Persons With Disabilities, the degree of disability should be minimum of 40%. The candidate should possess valid Certificate to this effect issued by an authorised Medical Board constituted by the Government of India / State Government.

b. Qualification:

- (i) The degree qualification stipulated for all the posts must be from an Indian University/ Institute recognized by AICTE. The candidates should be a member of the Institute of Chartered Accountants of India/ Institute of Cost Accountants of India / Institute of Company Secretaries of 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) For the posts of Executive trainees, Final year/semester students can also apply, provided they obtain their final results before the date of personal interview scheduled during end April 2016, and subject to the production of provisional / original certificates and mark sheets.

c. Service Agreement Bond for the post of Executive Trainee:

- (i) The selected candidates for the post of Executive Trainee are required to execute a Service Agreement Bond to serve the company at least for a period of five years after successful completion of the training and execute a Service Agreement to remit an amount of ₹ 5 Lakhs (Rupees Five lakhs) for violation of the agreement.

d. Experience:

- (i) **Post qualification experience only will be considered. Period of experience will be reckoned as on 24 February 2016.**
- (ii) Candidates who are presently working in any company (Private or Govt) should enclose copy of **Appointment / Offer letter issued by the company and latest Pay Slip / copy of last Pay drawn / CTC Certificate during the current financial year** as proof of work experience, along with the application sent by post. **For past employment, experience certificate indicating the date of joining as well as relieving should be produced.**
- (iii) Candidates 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 at the time of the Personal Interview. If NOC is not produced, the candidate shall not be permitted to attend the interview.

e. Travelling Allowance:

- (i) **For the posts at SI No.1**, SC/ST/PWD 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 application form to Cochin Shipyard Ltd, Kochi on production of proof. In case of Unreserved / OBC candidates, only candidates appearing for the 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 application form, on production of proof.
- (ii) **For the posts at SI No.2**, No Travelling Allowance will be paid to any candidates for appearing for the Written Test. SC/ST/PWD candidates appearing for Personal Interview shall be reimbursed single to & fro sleeper class rail / bus fare as admissible for the post as per company rules by the shortest route from the mailing address mentioned in their application form to Cochin Shipyard Ltd, Kochi on production of proof.

- (iii) However, at the time of Test/Interview if it is found that the candidate does not fulfill any of the notified eligibility conditions, he will neither be allowed to attend the Test/ Interview nor paid any Travelling Allowance.
- (iv) Candidates claiming travel re-imbursement 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 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.**

f. General:

- (i) **Candidates are advised to make sure that they are meeting the eligibility requirements as per the notification for the posts before applying.**
- (ii) **Candidates short-listed for the Personal Interview should bring a photo identity proof (in original) like PAN Card, Aadhar, Driving Licence etc, original certificates towards proof of age, qualification, experience, caste, disability etc and self-attested copies of 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, the candidature will be rejected.**
- (iii) **Candidates who fail to produce the original certificates and mark sheets during verification will not be allowed to attend the Personal Interview.**
- (iv) 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, without notice.
- (v) No correspondence regarding the rejection of application in case of ineligibility will be entertained.
- (vi) 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.
- (vii) **Call letters will be sent to the short-listed candidates by post.** Other detailed instructions on objective type test/ GD/ Interview shall be issued at appropriate time.
- (viii) Mere submission of application and Issue of admit card for the written test/ 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.
- (ix) Appointment of selected candidates will be subject to verification of character and antecedents and verification of caste certificates if applicable.

- (x) Candidates 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 at their own expenses and medical fitness of all candidates is further subject to certification by the Company Medical Officer.
- (xi) 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 Kochi and such Courts/Authorities shall have sole and exclusive jurisdiction.
- (xii) 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.
- (xiii) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.

g. How to Apply:

- (i) Candidates meeting the requirements notified shall submit application in the format as per Annexure-1 given along with this advertisement on our website www.cochinshipyard.com. **Application submitted in any other mode will not be accepted.**
- (ii) Application once submitted shall be final.
- (iii) Candidates should ensure that all the entries have been correctly filled in and application signed. **Filling of garbage/junk details in any of the fields can lead to rejection of your application.**
- (iv) The application must be complete in all respects as per the Advertisement Notification. **Please note that incomplete and unsigned applications may not be considered.**
- (v) After filling the application, candidate is required to take a print out of the application form and affix a recent passport size photograph, sign at the bottom of the application, and send the same by post along with the Demand Draft (in original) and self-attested copies of all certificates for proof of age, qualifications, mark sheets, experience, caste, disability etc, to **The Chief General Manager (HR&Training), Cochin Shipyard Ltd, Kochi-682015**. The envelope containing the application, self-attested copies of certificates and Demand Draft (in original) should be super scribed on top as **“Application for the post of(Name of the post) and (Discipline name)”**.
- (vi) **It is important to note that, the candidature will be considered only on receipt of the signed Application along with self-attested copies of certificates and Demand Draft (in original) as applicable. Last Date of receipt of Application, self-attested copies of certificates/mark sheets and Demand Draft by post is 24 February 2016.**

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

h. Application Fee

- (i) **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.
- (ii) **In case of Open and OBC candidates,** Application fee of ₹ 400/-(Non refundable) should be remitted only in the form of a crossed Demand Draft (DD) drawn in favor of COCHIN SHIPYARD LIMITED **on any Nationalised bank payable at Kochi** and should be sent along with the Application. **No other mode of payment will be accepted.** DD should be taken after the date of publication of this advertisement.

F. Important Dates:

Last Date of receipt of Application, self-attested copies of certificates and DD (in original) by post : 24 February 2016

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

Sd/-
CHIEF GENERAL MANAGER (HR&TRG)