



COCHIN SHIPYARD LIMITED

A GOVERNMENT OF INDIA ENTERPRISE

A MINIRATNA SCHEDULE A COMPANY UNDER
THE MINISTRY OF PORTS, SHIPPING AND WATERWAYS

VACANCY NOTIFICATION NO. CSL/P&A/RECTT/CANSRU PERMA/WORKMEN/07/2025/1 DATED 01/03/2025

Cochin Shipyard Limited (CSL), a listed premier Miniratna Schedule 'A' Company of Government of India, invites **Online applications** from Indian citizens, fulfilling the eligibility requirements for filling up of the following posts in the Workmen category for CSL AN Ship Repair Unit (CANSRU), Sri Vijaya Puram, Andaman & Nicobar Islands: -

A. Name of Posts, Educational Qualification & Experience:

TABLE 1

SL. No	Name of Posts	Educational Qualification	Experience
1.	Junior Technical Assistant (Mechanical)	Pass in three year Diploma in Mechanical Engineering from a State Board of Technical Education securing minimum of 60% of marks.	<u>Essential:</u> Minimum four years post qualification experience relating to works involving installation & commissioning of mechanical systems in a <ul style="list-style-type: none">• Shipyard or• Engineering Company or• Government Company or Establishment or• Semi Government Company or Establishment. <u>Desirable:</u> Proficiency in Computer Applications like AutoCAD, SAP, MS Office etc.
2.	Junior Technical Assistant (Electrical)	Pass in three year Diploma in Electrical Engineering from a State Board of Technical Education securing minimum of 60% of marks.	<u>Essential:</u> Minimum four years post qualification experience relating to works involving installation & commissioning of electrical systems in a <ul style="list-style-type: none">• Shipyard or• Engineering Company or• Government Company or Establishment or• Semi Government Company or Establishment.

			<p><u>Desirable:</u></p> <p>(a) Experience in PLC/SCADA/DCS Systems manufacturing/ testing and commissioning, HT/LT switchgear panels manufacturing/ testing and commissioning, power management systems, other power electronic devices, Energy management, integrated computerized instrumentation and control systems.</p> <p>(b) Proficiency in Computer Applications like AutoCAD, SAP, M S Office etc.</p>
3.	Junior Technical Assistant (IT)	Pass in three year Diploma in Computer Engineering/ Information Technology securing minimum of 60% of marks from a State Board of Technical Education.	<p><u>Essential:</u></p> <p>Minimum four years post qualification experience in matters relating to following functions in a Shipyard/ Heavy Engineering Company/ Commercial Establishment/ Government/Semi-Government Company / Establishment.</p> <p>a) IT systems and Network support.</p> <p>b) End user support and trouble shooting.</p> <p>c) Website management.</p> <p>d) ERP system support.</p> <p>e) Office work, creation of files, registers, records management, and report generation.</p> <p>f) Maintenance of all systems as per ISO standards.</p> <p><u>Desirable: -</u> Experience in SAP.</p>
4.	Assistant	Bachelor's Degree in Arts (other than Fine Arts/ Performing Arts) or Science or Commerce or Computer Applications or Business Administration, with minimum 60% of marks from a recognized University.	<p><u>Essential:</u></p> <p>Minimum four years post qualification experience in matters relating to Office work, Updating ERP System, Man hour Booking, Data entry, Record and Report Generation, maintenance of files, registers, and records in a</p> <ul style="list-style-type: none"> • Shipyard or • Engineering Company or

			<ul style="list-style-type: none"> • Commercial Organization or • Government Company or Establishment or • Semi Government Company or Establishment. <p>Desirable: Proficiency in Computer Applications like SAP, Tally, MS Office, Excel.</p>
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B. Important Dates:

Commencement of Online Application : 01st March 2025

Last Date of Online Application : 25th March 2025

C. Name of the posts, Pay scale, No. of Vacancy and Reservation:

TABLE 2

Sl. No.	Name of Post	Pay Scale	UR	OBC	Total
1	Junior Technical Assistant (Mechanical)	W7	1	0	1
2	Junior Technical Assistant (Electrical)	W7	1	0	1
3	Junior Technical Assistant (IT)	W7	1	0	1
4	Assistant	W6	5	1	6
TOTAL			8	1	9

- a) CSL reserves the right to increase / decrease the number of vacancies or not to fill up the vacancy or cancel the recruitment process, as per its requirement.
- b) PwBD candidates belonging to the following categories of disabilities can also apply for the below mentioned posts:

TABLE 3

Name of the Post	Category	Identified Bench Mark disability
Junior Technical Assistant (IT)	Category (a)	Low vision
	Category (b)	Deaf and Hard of hearing
	Category (c)	One arm, One leg, Both Leg, Leprosy Cured without functional impairment, Dwarfism, Acid attack victims without other functional disability
Assistant	Category (a)	Low vision
	Category (b)	Deaf and Hard of hearing
	Category (c)	One arm, One leg, Both Leg, Leprosy Cured without functional impairment, Dwarfism, Acid attack victims without other functional disability

- c) The job of the notified posts other than those shown above as “Identified Benchmark Disabilities”, involves working at heights, shops, docks, confined areas, climbing of vertical ladders, entering into manholes, and through narrow passages on board ships and not safe and healthy for PwBD. Hence these posts have not been identified as suitable for Persons with Disabilities.
- d) PwBD candidates with disabilities as mentioned above should be capable of performing the tasks assigned to them by CSL.

D. Scale of Pay, Benefits & Place of Posting:

- a) Grade and Pay Scale: -

TABLE 4

Pay Scale	Scale of Pay
W6	₹22,500-73,750
W7	₹ 23,500-77,000

- b) Monthly Emoluments as on date: -

TABLE 5

Pay Scale	Wage type					Total
	Basic pay	DA (at present 49.60%)	HRA (at present 18%) at Sri Vijaya Puram	Location Based Allowance (10%)	Other allowances	
W6	₹22,500.00	₹11,160.00	₹ 4,050.00	₹ 2,250.00	₹3,805.00	₹43,765.00
W7	₹23,500.00	₹11,656.00	₹ 4,230.00	₹ 2,350.00	₹3,805.00	₹45,541.00

- c) Other benefits under New Pension Scheme, Contributory Provident Fund, Accident Insurance coverage, Reimbursement of Medical expenses under the Contributory Medical Insurance policy, leave encashment etc. as admissible shall be applicable.
- d) **The posting shall be at CSL AN Ship Repair Unit (CANSRU)/any other CSL units/project sites as desired by CSL.** However, depending upon project requirements, the candidate is liable to be transferred within different units of CSL. The appointment to the post carries with it the obligation to serve in any department of CSL or on-board ships or in any of the units / work sites/ projects undertaken in any part of India or abroad as the case may be.

E. Age:

- a) **The upper age limit prescribed for all the posts shall be 35 years as on 25th March 2025, i.e., applicants should be born on or after 26th March 1990.**
- b) The upper age limit is relaxable by 3 years for OBC (Non-Creamy Layer) candidates only for consideration to the posts reserved for the respective categories.

- c) For the posts of Junior Technical Assistant (IT) and Assistant, age relaxation for Persons with Benchmark Disabilities (PwBD) shall be as per Government of India guidelines. However, in no case, age limit after applying all age relaxations shall exceed 45 years in the case of Junior Technical Assistant (IT) and 48 years in the case of Assistant.
- d) Age relaxation for Ex-servicemen shall be as per Government of India guidelines, calculated by deducting the period of military service from the actual age and adding three years thereto, subject to a maximum age of 45 years.

F. Method of Selection:

- a) The method of selection for the posts shall be through **Objective Type test and Descriptive Type Offline Test** which shall be conducted out of 100 marks and marks awarded accordingly.
- b) The Objective Type Test shall be of **75 Minutes duration comprising of 70 Multiple Choice Questions** in the following areas. Each question carries one mark and there shall be no negative marks. The Descriptive type test shall be of **60 minutes duration**. The details of Objective and Descriptive type test are as under: -

i. Objective Type Test:			
General Knowledge	-	5	Marks
Reasoning	-	5	Marks
Quantitative Aptitude	-	5	Marks
General English	-	5	Marks
Discipline related	-	50	Marks
ii. Descriptive Type Test			
Discipline related	-	30	Marks
Total	-	100	Marks

- c) Depending upon the number of online applications, the Objective & Descriptive Type Tests shall be held at any place in Andaman & Nicobar Islands, Sri Vijaya Puram and Kochi as decided by CSL. The allocation of examination centre shall be at the sole discretion of CSL.
- d) The mark lists for each post shall be prepared based on marks secured by candidates in the Objective type test. The Descriptive test answer sheets of only those candidates shall be evaluated, who secure the minimum pass mark and above in Objective type test and who meet the notified eligibility requirements.

e) The minimum pass mark each for Objective as well as Descriptive tests for various categories shall be as below: -

For unreserved post - 50 % of Total Marks of each test,

For OBC Candidates - 45% of Total Marks of each test only for vacancies reserved for OBC

For PwBD Candidates [for the posts of Junior Technical Assistant (IT) & Assistant] - 40 % of Total Marks of each test.

f) Rank lists for each post shall be prepared based on the aggregate marks secured by the candidates in the Objective Type Test & Descriptive Type Test. In case, same aggregate marks secured by more than one candidate, marks scored in the Discipline part of the Objective Type Test shall be the basis of determining the order of rank list. In case of a tie thereafter, relative merit shall be decided based on seniority in age.

g) Depending upon the number of online applications received, CSL reserves the right to scrutinise applications for various posts and prepare shortlist of candidates based on meeting eligibility requirements ascertained through the certificates uploaded by the applicants in the online application portal and only such shortlisted candidates may be permitted to attend the selection process.

h) Detailed Syllabus for the selection tests is at **Annexure I**. Please note that the given syllabus is only indicative and not exhaustive.

G. Conditions:

a) Reservation:

(i) Government of India Directives on reservation shall apply.

(ii) Applicants belonging to 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.

(iii) For the posts of Junior Technical Assistant (IT) & Assistant, in the case of Persons with Benchmark Disabilities, the degree of disability should be a 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.

b) Qualification:

- (i) The minimum qualification stipulated for the post must be from a university/Institute/ Examination Board recognized by AICTE/ appropriate statutory authority/State/Central Government.
- (ii) **Those applicants without prescribed qualification, but having higher qualifications such as B. Tech, M. Sc, MCA etc. shall not be considered.**
- (iii) Those applicants having qualifications equivalent to any of the prescribed qualifications should submit Equivalency Certificate issued by the Competent Authority and without such certificate, their candidature shall not be considered.
- (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. The candidate may also produce the percentage conversion certificate issued by the University. However, where the University/ Institute/Examination Board does not define criteria or provide percentage conversion certificate 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.

c) Experience:

- (i) **Experience acquired after the date of passing of the qualification stipulated as per the above requirement shall only be considered. Period of post qualification experience shall be reckoned as on 25th March 2025.**
- (ii) The period of completed Apprenticeship Training in the relevant discipline under the Apprentices Act 1961, shall be treated as experience. Any training with remuneration shall also be treated as experience.
- (iii) **Experience Certificates obtained from Companies registered under the Companies Act 1956 or Foreign Companies of equivalent status, shall only be considered for short listing and for consideration for selection.**
- (iv) Applicants who are presently working in any company (Private / Public Sector / Govt.), in the absence of experience certificate, should submit copy of **Appointment / Offer letter issued by the company, latest Pay Slip / copy of last Pay drawn as proof of experience. For past employment, experience certificate indicating the date of joining as well as relieving should be submitted. During the certificate verification process, the candidates should produce all certificates in original to establish the experience claimed in their online application, failing which they shall not be considered for further selection.**

- (v) **Work experience obtained from contractors (Proprietary Firms and Partnership Firms) engaged by registered companies may be considered based on the endorsement of the Principal Employer on the certificates issued by the contractor. Such applicants are required to submit their experience certificates along with further proof such as ESI/EPF statements. Certificates of training issued by the contractors without the endorsement of the Principal Employer shall not be considered.**
- (vi) Applicants in regular Government service or in Government owned industrial or other similar organizations should submit their applications online directly. However, such applicants are required to upload a declaration **(as per Annexure-II)** that they have informed in writing to their employer that they have applied for the post notified by CSL. Candidature of such applicants may not be considered if they fail to produce **No objection Certificate** received from the employer before the final selection.
- (vii) Applicants who are Ex-servicemen should submit **Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces**. Those ex-servicemen having qualification endorsed in their Discharge Certificate/ Book should have working experience in the relevant discipline in the Armed Forces. Such qualification acquired during service period shall also be considered for calculation of post qualification experience. Ex-servicemen claiming equivalency of qualification should produce certificate of equivalency or endorsement in the Discharge Certificate of the same with authority (refer order issued by the Govt. of India), should produce certificates indicating qualification and work experience in the relevant discipline in the Armed Forces, as proof of experience and produce the same during certificate verification process. They should produce experience certificate from the authorities concerned, failing which their candidature shall not be considered.
- (viii) Those ex-servicemen, on re-employment in any Government job on civil side after availing of the benefits given to him as an ex-serviceman, his ex-serviceman status for the purpose of re-employment in Government shall be governed by DoPT OM Nos. 36034/27/84-Estt (SCT) dated 02.05.1985, 36034/6/90-Estt (SCT) dated 02.04.1992 and 36034/1/2014-Estt (SCT) dated 14.08.2014. **All ex-servicemen should submit an undertaking to this effect along with the online application, that he has not been re-employed in Government after availing the benefits for ex-servicemen (as per Annexure-III).**
- (ix) Applicants should clearly specify the nature of work performed and duties, responsibilities handled in the respective jobs, as well as experience certificate in proof of the same shall be uploaded while submitting their online application for the post notified.
- (x) **Employees who are currently working in CSL/ any other units of CSL on the regular rolls are not eligible to apply for the same post at the same pay scales notified by CSL.**

d) Application Fee:

- (i) Application fee of ₹400/- (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 our Online application facility from 01st March 2025 to 25th March 2025. No other mode of payment shall be accepted.
- (ii) Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST) need not pay application fee. For the posts of Junior Technical Assistant (IT) & Assistant, applicants belonging to person with Benchmark Disabilities (PwBD) category need not pay application fee. 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 as stipulated in the above clause. It is important to note that their candidature shall be considered only on receipt of application fee.

e) How to Apply:

- (i) Applicants should go through the User Manual and FAQ published in the link www.cochinshipyard.in (Career page→CANSRU, Andaman) before filling the online application. The application consists of two phases - One time Registration and Submission of application against the post applicable. Applicants should not submit more than one application. Application once submitted shall be final.
- (ii) Applicants meeting the notified requirements may do the **One-time Registration in the SAP Online portal and submit their application.** The facility to submit their application can be accessed through our website www.cochinshipyard.in (Career page→CANSRU, Andaman) from 01st March 2025 to 25th March 2025. Application submitted direct or by any other mode shall not be accepted.
- (iii) Applicants should ensure that all certificates towards proof of age, educational qualification, experience, caste, disability etc and a recent passport size colour photograph are uploaded in the SAP online application portal, failing which their candidature shall not be considered and shall be rejected.
- (iv) 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 and shall be rejected. **Filling of garbage/junk details in any of the fields can lead to rejection of application.**

- (v) Application must be complete in all respects as per this Advertisement Notification. **Please note that incomplete applications /withdrawn applications / applications in draft status shall not be considered.** On successful submission of the application, the status of the application shall be shown as "**In process**". After submission of the application, the candidate shall log in to My Applications and ensure that the application status is "**In process**" to ensure the process is complete. No refund of fees shall be considered after successful submission of application or withdrawal of application.
- (vi) **After applying through online, applicants should retain a soft copy/ printout of the online application containing the unique registration number generated by the system for their reference. It is important to note that, the unique registration number shall be obtained only upon successful submission of online application.** The Registration Number on the online application should be quoted for any correspondence with CSL.
- (vii) 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./CANSRU.
- (viii) The website shall remain functional for the purpose of submitting applications from **01st March 2025** and the last date for submission of applications through online is **25th March 2025**. In order to avoid heavy traffic in website on the last date that may result in non-submission of application, applicants 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 SAP application portal after 1600 hrs on the last date.

f) General:

- (i) **Applicants are advised to make sure that they are meeting the eligibility requirements as per the vacancy notification for the post before submitting the applications.**
- (ii) Definition of Ex-serviceman: Ex-serviceman is a person
- a) who has served in any rank whether as combatant or non-combatant in a Regular Army, Navy and Air Force of the Indian Union, and
- i. who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
 - ii. who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
 - iii. who has been released from such service because of reduction in establishment;

- b) Who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service; Or
 - c) Personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension; Or
 - d) Personnel, who were on deputation in Army Postal Service for more than six months prior to 14th April, 1987; Or
 - e) Gallantry award winners of the Armed Forces including personnel of Territorial Army; Or
 - f) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.
- (iii) CSL reserves the right to call for any additional documentary evidence from candidates in support of educational qualification/experience/other notified eligibility requirements as indicated in their online application, and information / replies to such queries should be only through the e-mail career.cansru@cochinshipyard.in. However, CSL or CANSRU 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) **Original Certificates of the short-listed candidates shall be verified at the time of joining or at any other stage as decided by CSL.** Candidature is purely provisional subject to verification of original certificates in proof of age, qualification, experience, caste, disability, medical fitness etc. and meeting the notified eligibility requirements. At the time of certificate verification/joining, if the candidates short-listed are found not meeting the eligibility requirements or fail to produce certificates in original or if at any stage, it is found that any information furnished by the candidate is false/incorrect or there has been suppression of facts and information, the candidate shall not be considered for selection and candidature/ appointment will be cancelled/rejected without further notice.
- (v) No travelling allowance shall be paid to any candidates for appearing for the Objective/Descriptive Type Offline Tests. However, SC/ST/PwBD candidates if appearing for the certificate verification thereafter 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 online application form to the venue of Certificate verification, on production of proof. 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 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 fulfill any of the notified eligibility conditions, he/she shall neither be allowed to attend selection process nor be paid any travelling allowance.

- (vi) **No correspondence regarding the rejection of application in case of ineligibility shall be entertained.**
- (vii) **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. **Schedule of the selection shall be intimated to the shortlisted applicants through E-mail/CSL website (Career page → CANSRU, Andaman).** Candidates are requested to frequently check the above website (Career page → CANSRU, Andaman) for updates related to the selection.
- (viii) Mere submission of application through online, and Issue of call letter for the selection process shall not confer any right to the applicant 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) The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by CSL. The reports of such medical examination may be examined by Medical Officer of CSL and the appointment of the candidate is subject to certification of medical fitness.
- (xi) 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.
- (xii) Rank lists shall be maintained for all posts and the validity of the rank list shall be up to 18 months from the date of reporting of the last candidate, from the list of candidates advised to join on publication of the result, or until a fresh notification for the same post is issued. The rank list may be operated only if a vacancy occurs either due to the non-joining of candidate advised to join from the rank list or due to subsequent separation of a candidate selected from the rank list at the discretion of CSL.
- (xiii) 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.

- (xiv) **Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.** CSL reserves the right to restrict/ alter/cancel/modify the recruitment process, if need so arises without notice or assigning any reason thereof.
- (xv) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- (xvi) 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.
- (xvii) Any amendment, modification or addition to this advertisement shall be published in the CSL website only.
- (xviii) The selected candidates are required to give an undertaking to comply with CSL/HCSL/UCSL policy on usage of smart phones at workplace.
- (xix) For any further clarification related to the advertisement and conduct of selection, please contact us via e-mail career.cansru@cochinshipyard.in.

“CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION”

“ONLY INDIAN NATIONALS NEED TO APPLY”

Sd/-

GENERAL MANAGER (HR & LD)