

**COCHIN SHIPYARD LIMITED  
KOCHI-15  
(P&A DEPARTMENT)**

No. P&A/2(230)/16-Vol VII

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**WALK-IN SELECTION AT COCHIN SHIPYARD LIMITED (CSL)  
GENERAL WORKER (CANTEEN) ON CONTRACT BASIS**

Cochin Shipyard Limited (CSL), a listed premier Mini Ratna Company of Government of India invites applications through **Walk-in selection** for filling up of the posts of **General Worker (Canteen) on contract basis** for CSL: -

**I. Name of Posts, Number of Vacancies/Reservation, Educational Qualification & Experience:-**

Sl No	Name of Posts	Number of Vacancies/Reservation	Educational Qualification	Experience
A	General Worker (Canteen) on contract basis	17 posts (8 UR, 2 EWS, 5 OBC*, 2 SC)	<b><u>Essential:</u></b> a) Pass in VII Std. <b><u>Desirable:</u></b> a) One year Certificate Course in Food Production/ Food and Beverages Service from a Government Food Craft Institute/ Two year Vocational Certificate in Catering and Restaurant Management from an institution recognised by Central/State Government. b) Knowledge of Malayalam.	Minimum of three years experience in preparation or serving of meals in a Factory Canteen that caters to a minimum of 250 workers / in a 3 Star Hotel/ in a licensed Food Catering Service Agency.

\****Backlog vacancies***

**II. Period of Contract:**

The post above is temporary in nature and **for a maximum period of three years** subject to project requirements and performance.

**III. Remuneration:**

The remuneration details for the post are detailed under:

Contract Period	Consolidated Pay (per month)	Compensation for Extra Hours of Work (per month)
First year	₹ 17,300/-	₹ 3,600/-
Second year	₹ 17,900/-	₹ 3,700/-
Third year	₹ 18,400/-	₹ 3,800/-

**IV. Age:**

- a) **Age shall not exceed 30 years as on 05 September 2020.** The upper age limit is relaxable by 3 years for OBC (Non Creamy Layer) candidates and 5 years for SC candidates in posts

reserved for them. The upper age is relaxable by 10 years for Persons with Benchmark Disabilities (PwBD).

- b) 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. Refer clause VII (C) regarding physical requirements for PwBD.

**V. Method of Selection:**

- a) Candidates meeting the requirements shall attend a Walk in selection to be held **from 09:00AM to 12:00PM on 04<sup>th</sup> and 5<sup>th</sup> September 2020 at Recreation Club, Cochin Shipyard Limited, Thevara Gate, Kochi – 682 015 Application format is at Annexure-I.**
- b) **Candidates are requested to report for Walk in selection at the above venue within the stipulated time after which candidates shall not be permitted.**
- c) The method of selection for the post shall be through **Written & Practical tests** which shall be conducted out of 100 marks and marks awarded accordingly.
- d) Candidates who attend the walk in selection, who are short-listed based on the eligibility requirements, and successfully complete the certificate verification shall only be allowed to attend the **Written & Practical tests. Depending on number of short-listed candidates, the Written & Practical tests shall be held on the same day or on next / later dates, as informed separately to the short-listed candidates.**
- e) CSL reserves the right to fix minimum marks for pass in the tests at its sole discretion.

**VI. Mode of receipt of application:**

- a) **Applicants meeting the requirements notified shall submit their application in the format as per Annexure-I given along with this advertisement on our website [www.cochinshipyard.com](http://www.cochinshipyard.com) (Careers page) on the date of walk-in-selection. Application submitted in any other mode shall not be accepted.** Application once submitted shall be final.
- b) Application Form must be complete in all respects as per the Advertisement Notification. Please note that incomplete and unsigned applications shall not be considered. Filling of garbage/junk details in any of the fields can lead to rejection of your application.
- c) **Original certificates** towards proof of age, qualification, experience, caste etc and **self-attested copies** of all these certificates, should be produced for verification prior to the selection and **their candidature shall be considered on the strength of the original certificates. In case of failure to produce the original certificates, the candidature shall be rejected.**
- d) **The candidates attending the walk-in-selection should submit the following:-**
- i) **Application form in Annexure I with recent passport size photograph pasted on the application.**
  - ii) **A photo-identity card (in original)**
  - iii) **Original & self attested copy of Aadhaar Card.**
  - iv) **Original Certificates and testimonials, in proof of age/date of birth, educational qualifications, experience, caste and self attested copies of the certificates.**

## VII. Conditions:

### A. Reservation:

- i) Government of India Directives on reservation applicable for Scheduled caste (SC)/ Scheduled Tribe (ST)/ Other Backward Class (OBC)/ OBC (Minority)/ Economically Weaker Sections (EWS)/Ex-Serviceman (ESM) shall apply subject to meeting the eligibility requirements.
- ii) 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.
- iii) Candidates belonging to SC/OBC (Non Creamy Layer), should produce a valid recent community certificate in the prescribed format issued by the Revenue Authority not below the rank of the Tahsildar, failing which their candidature shall not be considered against the respective categories.
- iv) Candidates belonging to EWS category should produce a valid Income and Asset Certificate issued by any of the following authorities in the prescribed format. This certificate shall only be accepted as proof of candidate's claim as belonging to EWS, failing which their candidature shall not be considered against reservation under EWS category:
  - a) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
  - b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
  - c) Revenue Officer not below the rank of Tahsildar and
  - d) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

### B. Qualification:

- i) The minimum qualification stipulated for the post must be from an Institute/ Examination Board recognized by AICTE/ appropriate statutory authority in India/State/Central Government.
- ii) Those applicants having qualifications equivalent to any of the prescribed qualifications should submit Equivalency Certificate issued by the Competent Authority .
- iii) Self-attested copies of certificates of the educational qualification as mentioned in Clause I should be produced at the time of walk-in-selection failing which they shall not be permitted to attend the selection.

### C. Physical Requirements for Persons with Benchmark Disabilities (PwBD) for the post:

Categories of Persons with Benchmark Disabilities (PwBD) as per clause 2.2 of DoPT OM No.36035/02/2017-Estt (Res) dated 15.01.2018	Physical Requirements
Categories of PwBD under clauses 2.2 (a, b & c)	S, ST, BN, MF, L, SE, H, RW

**Abbreviations used:** S=Sitting, ST=Standing , BN=Bending , L=Lifting, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing,

**D. Experience:**

- i) **Experience acquired after the date of passing of the qualification stipulated as per item I above shall only be considered. Period of post qualification experience shall be reckoned as on 05 Sep 2020.**
- ii) Applicants who are presently working in any organisation (Private / Public Sector / Govt), in the absence of experience certificate, should submit copy of **Appointment / Offer letter issued by the organisation, 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 application, failing which their candidature shall be cancelled and they shall not be considered for further selection.
- iii) Applicants who are Ex-servicemen should submit **Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces** and all certificates indicating relevant qualification and work experience in the specified area in the Armed Forces. They should produce experience certificate from the authorities concerned, failing which their candidature shall not be considered.
- iv) **Applicants who are in the final year of contract on rolls of CSL as on date of this vacancy notification are also eligible to apply, subject to meeting all other notified requirements. Those who are in the first year and second year of contract are not eligible to apply.**

**E. General:**

- i) In the present context of Covid-19 pandemic situation, the candidates are informed to strictly abide by all safety and security instructions during the certificate verification and while inside the CSL premises and follow the instructions as listed under:-
  - a) **All candidates travelling inter-state/inter-district should strictly follow the extant ICMR guidelines prior to attending the walk in selection / tests at CSL.**
  - b) It is advised to avoid crowded public transport to the extent possible. Maintain social distance while using such transport and wear personal protectives like mask, goggles, gloves etc. and avoid touching the surfaces using naked hands.
  - c) All candidates attending the walk in selection / seeking entry into CSL shall wear appropriate face masks properly covering their nose, mouth, chin etc. The candidates shall remove the mask at gates for identification. **THOSE CANDIDATES WITHOUT FACE MASKS SHALL NOT BE PERMITTED TO ATTEND SELECTION.**
  - d) All candidates seeking entry into the yard have to stand in the spaces marked at the Gates, entrances etc. so that social distancing of one meter can be ensured at these locations.
  - e) **NO CROWDING AT THE VENUE OF CERTIFICATE VERIFICATION OR GATES FOR ENTRY/EXIT SHALL BE PERMITTED.**
  - f) All candidates shall avoid touching any pillars, bars, hand rails etc.
  - g) All candidates should remove their jackets/overcoats etc at the gates for security check.
  - h) Compulsory screening shall be done for all candidates entering through gates with thermal scanner.
  - i) Wearing of masks, Social distancing and queue system shall be strictly adhered.

- j) **Any candidate found to have fever and cough with breathing problems are liable to be stopped / denied entry / permission to attend the Walk in selection / tests. Persons with these symptoms shall not come to CSL for the selection and require to consult doctors nearest to their place of residence or quarantine facility or Govt. hospital immediately. They shall not be permitted for further selection process.**
  - k) All candidates shall bring their own water bottles / other refreshments and avoid sharing of personal items.
  - l) All candidates shall bring their own stationery items and avoid sharing of such items.
  - m) Movement to any other areas / buildings / work sites of CSL other than the venue of walk in selection and tests shall be strictly prohibited.
- ii) **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.**
- iii) 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 as a result 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.
- iv) Shipyard 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 application, and information / replies to such queries should be only through the e-mail [career@cochinshipyard.com](mailto:career@cochinshipyard.com). However, Cochin Shipyard 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.
- v) No TA/DA shall be paid to the candidates for attending the selection.

- vi) The vacancies are purely on contract basis for a specific period and Shipyard is not liable to offer appointment during or after the completion of contract period of the selected candidates.
- vii) Candidates should be of sound health and satisfy the medical fitness standards as fixed by the company. The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by Shipyard and medical fitness further subject to certification by the Chief Medical Officer of CSL.
- viii) **No correspondence regarding the rejection of application in case of ineligibility shall be entertained.**
- ix) Rank lists shall be maintained for the post and shall be operated only in the event of occurrence of a vacancy caused by non-joining of a candidate from the rank list within the date of joining as stipulated in the offer of appointment issued to the candidate, OR, where a candidate joins the post and in the event of separation of a person on account of death or resignation from the post during the period of one year from the date of joining in CSL. The validity period of the rank list shall be upto one year from date of publication of results, unless a fresh notification for the same post is issued. Vacancy which arose as stated above shall not be treated as a fresh vacancy and the actual number of post filled up against this notification shall under no circumstances exceed the number of vacancies indicated in this notification.
- x) 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 shall 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.
- xi) 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.
- xii) 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 Ernakulam and such Courts/ Authorities shall have sole and exclusive jurisdiction.
- xiii) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.
- xiv) For any queries please contact us via e-mail [career@cochinshipyard.com](mailto:career@cochinshipyard.com).

#### **VIII. Important Dates:**

**Dates of Walk-in-Selection at CSL : 4<sup>th</sup> and 5<sup>th</sup> September 2020**  
**Venue of Walk-in-Selection : Recreation Club, Cochin Shipyard Limited,**  
**Thevara Gate, Kochi – 682 015**

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

Sd/-  
CHIEF GENERAL MANAGER (HR & TRAINING)