

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

No.P&A/6(90)/02 Vol VII (A)

30 November 2019

**SELECTION OF SHIP DRAFTSMAN TRAINEES**

Cochin Shipyard Limited, a listed premier Mini Ratna Company of Government of India, invites **Online Applications** in the following seats of Ship Draftsman Trainees: -

**I. Number of Seats and Educational Qualification:**

Sl No	Discipline, No. of seats and reservation *	Educational Qualification
1	Ship Draftsman Trainee (Mechanical) <b>11 Seats</b> (2 UR, 6 SC, 2 ST, 1 EWS)	Pass in SSLC and Three year Diploma in Engineering in Mechanical discipline issued by a State Board of Technical Education with 60% marks, with flair for Draftsmanship and proficiency in CAD.
2	Ship Draftsman Trainee (Electrical) <b>18 Seats</b> (6 UR, 5 OBC, 2 SC, 2 ST, 3 EWS)	Pass in SSLC and Three year Diploma in Engineering in Electrical discipline issued by a State Board of Technical Education with 60% marks, with flair for Draftsmanship and proficiency in CAD.

\* Out of above 29 seats, 2 seats for Mechanical and 3 seats for Electrical are earmarked for Persons with Benchmark Disabilities (PwBD). The detailed physical requirements for the seats and categories identified are at clause V (b).

**II. Period of training & Stipend:**

- a) The period of training shall be for two years. The period of training may be extended for a further period up to one year based on achievement of skill / proficiency in draftsmanship.
- b) The Ship Draftsman Trainees will be paid a consolidated stipend of ₹ 12600/-pm during the first year of training, ₹ 13800/-pm during the second year and compensation for extra hours of training limited to ₹ 4450/- pm. No other payment will be applicable.

**III. Age:**

- a) **The upper age limit prescribed for the seats of Ship Draftsman Trainees shall be 25 years as on 20 December 2019.** The upper age is relaxable by 10 years for Persons with Benchmark Disabilities (PwBD).
- b) The upper age limit is relaxable by 3 years for OBC (Non Creamy Layer) candidates and 5 years for SC/ST candidates in seats reserved for them.

- c) Age relaxation of five years is applicable for candidates who have been domicile of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989 as per Government of India guidelines.

**IV. Method of Selection:**

- a) The selection process comprises of two phases, **Phase I**, consisting of an **Objective type Online test** (50 marks) and **Phase II**, consisting of a **Practical Test** (30 marks).
- b) **In Phase I, the question paper for Objective type Online test consists of two parts- General (Part A) and Discipline related (Part B).** Part A comprises of General Knowledge, General English, Reasoning and Quantitative Aptitude. The pattern of the question paper, number of questions and allotment of marks is detailed under:

No. of questions in each section/ marks per section*					Total no. of questions for Online test / Max marks	Max Duration of the Online test
General Knowledge	General English	Reasoning	Quantitative Aptitude	Discipline related		
5	5	5	5	30	50	60 minutes

\*Each question carries one mark. There shall be no negative marks.

- c) **Depending on the number of online applications received, the Online test shall be held at various centres in Kochi/Kerala as decided by CSL.**
- d) Based on the marks secured by the candidates in the Objective Type Online test, the candidates shall be short-listed for certificate verification in the ratio of 1:6, in the order of merit/reservation of seats. Candidates who successfully complete the certificate verification shall only be allowed to attend the Practical test. In case, same marks secured by more than one candidate, marks scored in the subject part of the Objective type Online test shall be considered as the basis of determining the order of merit list. In case of a tie thereafter, relative merit shall be decided based on seniority in age.
- e) CSL reserves the right to fix minimum marks for pass in the online test for the purpose of short listing candidates for the certificate verification. The marks secured by candidates in the Phase II (Practical Test) shall be converted into percentile marks. CSL reserves the right to fix a minimum marks for pass in the Phase II (Practical test), irrespective of the reservation category, at its sole discretion.
- f) **For Phase II (Practical test),** candidates are required to prepare a drawing using CAD. Accordingly, weightages are assigned to following parameters for final selection:

i. Diploma Marks	: 20 marks
ii. Objective type Online Test	: 50 marks
iii. Practical Test	: <u>30 marks</u>
Total	: 100 marks

V. **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)/ Persons with Benchmark Disabilities (PwBD) candidates shall apply.
- ii) Applicants belonging to SC/ST/OBC (Non - Creamy Layer), should submit a valid recent community certificate issued by the Revenue Authority not below the rank of the Tahsildar, failing which their candidature shall not be considered against the reserved seats, and for other concessions/relaxations applicable to the categories.
- iii) In the case of Persons with Benchmark Disabilities (PwBD), 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.
- 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) **Physical Requirements for Persons with Benchmark Disabilities (PwBD) for the seats:**

Sl. No	Discipline, No. of seats	Categories of Persons with Benchmark Disabilities (PwBD) as per clause 2.2 of DoPT OM no. 36035/02/2017-Estt (Res) dtd 15.01.2018	Physical Requirements
1	Ship Draftsman Trainee (Mechanical)	Categories of PwBD under clauses 2.2 (b,c & e)	S, ST, W, BN, PP, L, KC, MF, SE, RW, H
2	Ship Draftsman Trainee (Electrical)	Categories of PwBD under clauses 2.2 (b,c & e)	S, ST, W, BN, PP, L, KC, MF, SE, RW, H

**Abbreviations used:** S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crouching, PP=Pulling & Pushing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing.

**c) Qualification**

- i) The minimum qualification stipulated must be from a University/ 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 and without such certificate, their candidature shall not be considered.
- iii) 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. However, where the University/ Institute/Examination Board 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.

**d) Application fee**

- i) **Application fee of ₹ 200/- (Non refundable, plus bank charges extra) should be remitted using the Online payment options (Debit Card/Credit Card/Internet Banking) which can be accessed through our Online application facility from 07 December 2019 to 20 December 2019. No other mode of payment shall be accepted.**
- ii) **Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Persons with Benchmark Disability (PwBD) 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 clause d (i) above. **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.com](http://www.cochinshipyard.com) (Careers Page) before filling the online application. The application consists of two phases - One time Registration and Submission of application against the seats 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.com](http://www.cochinshipyard.com) (Careers Page) from **07 December 2019 to 20 December 2019**. **Application submitted direct or by any other mode shall not be accepted.**
- iii) **Before filling up the online application, all certificates towards proof of age, educational qualification, experience, caste, disability etc and a recent passport size colour photograph shall be kept ready in the system for uploading to the SAP online application portal.**
- iv) **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.**
- v) Applicants should ensure that all the entries have been correctly filled in and application submitted successfully. Filling of garbage/junk details in any of the fields can lead to rejection of your application.
- vi) Application must be complete in all respects as per this Advertisement Notification. **Please note that incomplete applications shall not be considered.**
- vii) **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.
- viii) **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.**
- ix) For applying through the SAP online application facility, the website shall remain functional from **07 December 2019 to 20 December 2019**. The last date for submission of applications through online is **20 December 2019**. **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 1700 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 seats before submitting the applications.**
- (ii) **Those who are currently working as Ship Draftsman Trainees on rolls of CSL as on date of this vacancy notification are not eligible to apply.**
- (iii) 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 online 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.
- (iv) **Applicants who fail to produce the original certificates and mark sheets during the certificate verification process shall not be allowed to attend further selection.**
- (v) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed by E-mail/SMS/through CSL website [www.cochinshipyard.com](http://www.cochinshipyard.com) to download call letter. Schedule of the selection shall be intimated to the short-listed applicants through SMS/E-mail/CSL website (Careers page).
- (vi) No TA/DA shall be paid to the candidates for attending the selection.
- (vii) Mere submission of application through online and Issue of call letter for selection shall not confer any right to the applicant of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion.
- (viii) In case of candidates currently working in any organizations particularly, Government Departments or Semi Government/ Public Sector Organisations, such candidates if selected would be allowed to join duty only on production of relieving order / certificate from their organisations.
- (ix) Shipyard is not liable to offer employment to the selected candidates, during or after completion of two years of training.
- (x) 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 Medical Officer of CSL.

- (xi) No correspondence regarding the rejection of application in case of ineligibility shall be entertained.
- (xii) Wait lists shall be maintained for the posts 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 wait list shall be upto one year from date of publication of results or date of joining as stipulated in the offer of appointment issued to the candidates, whichever is earlier, 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 posts filled up against this notification shall under no circumstances exceed the number of vacancies indicated in this notification.
- (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 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.
- (xiv) 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.
- (xv) 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.
- (xvi) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.
- (xvii) For any further clarification, please contact us via e-mail [career@cochinshipyard.com](mailto:career@cochinshipyard.com).

**VI. Important Dates:**

**Commencement of Online Application : 07 December 2019**  
**Last Date of Online Application : 20 December 2019**

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

Sd/-  
CHIEF GENERAL MANAGER (HR& TRG)