

**ENGAGEMENT OF NON- ENGINEERING GRADUATES AS
ASSISTANT (HUMAN RESOURCE) APPRENTICES**

Cochin Shipyard Limited (CSL), a listed premier Mini Ratna Company of Govt. of India, invites **Online application** from eligible Non-Engineering Graduates, for undergoing **one year** Apprenticeship training under the Apprenticeship Act 1961.

A. Number of seats and Educational Qualification

Vacancy	Number of seats/Reservation	Educational Qualification
Assistant (Human Resource) Apprentice	30 (UR-13, OBC-8, SC-4, ST-2, EWS-3)	Degree in Arts (other than Fine Arts/ Performing Arts) or Science or Mathematics or Commerce or Computer Applications or Business Administration from a recognised University with a minimum of 75% marks in aggregate or an equivalent CGPA/ grade point. Proficiency of working on Computers including use of MS Office or similar applications / proficiency in short hand would be an added advantage.

Note: Graduates in Engineering are not covered under this scheme.

B. Stipend

- (i) The candidate selected as Assistant (Human Resource) Apprentice will have to undergo one year Apprenticeship training during which the trainee will be paid a consolidated monthly stipend of ₹ 10,000/- per month.

Age limit on 25 July 2019

- (i) The upper age limit prescribed for the post shall be 25 years as on 25 July 2019, relaxable by 3 years for OBC (Non Creamy Layer) candidates, 5 years for SC/ST candidates, 10 years for Persons with Benchmark Disabilities (PwBD). Age relaxation of five years applicable for candidates who have been domicile of Jammu & Kashmir during the period 01.01.1980 to 31.12.1989 as per Govt. of India Guidelines.
- (ii) The date of birth as recorded in the Birth Certificate/Matriculation/Secondary Examination Certificate/Aadhar Card/Passport will only be accepted. In case of discrepancy in date of birth recorded in other certificates, the Date of Birth recorded in Aadhar Card shall be taken.

C. Method of Selection

- (i) The selection process comprise of an **Objective Type Online Test of 100 marks**. The test shall comprise of **100 Multiple Choice questions (General Knowledge- 20 marks, General English-20 marks, Reasoning-20 marks, Quantitative Aptitude -20 marks, Computer Awareness - 20marks)**. Each question carries one mark and there will be no negative marks.
- (ii) **Depending on the number of online applications received, the Objective Type Online test will be held at various centres in Kerala as decided by CSL, for all the candidates who submit the applications successfully through online.**
- (iii) Candidates shall have the option to choose only one test Centre for the Objective Type Online test. Test centre once chosen shall be final and request for change in test centre shall not be considered. The Objective Type Online test is tentatively scheduled in Aug 2019.
- (iv) Based on the marks secured by the candidates in the online test, merit list will be prepared. The candidates shall be short-listed for certificate verification, in the order of merit/reservation of seats. Subsequent to certificate verification, offer of training will be issued to those candidates meeting the eligibility requirements. In case of a tie in the marks secured in the online test, relative merit will be decided based on seniority in age. In case of a tie thereafter, relative merit will be decided based on marks in the educational qualification mentioned at Clause A.
- (v) CSL reserves the right to fix minimum marks for pass in the Objective Type online test for the purpose of short listing candidates for the certificate verification.

D. Conditions

a. Reservation:

- (i) Only Indian Nationals are eligible to apply.
- (ii) 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 will apply.
- (iii) Candidates belonging to SC or ST or OBC (Non-Creamy Layer), should upload 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.
- (iv) In the case of Persons with Benchmark Disabilities, the degree of disability should be minimum of 40%. The candidate should upload valid Certificate of disability to this effect in the prescribed format obtained from a notified authority by Government of India / State Government.

- (v) Candidates belonging to EWS category should produce a valid Income and Asset Certificate issued by any of the following authorities in the prescribed format as given in **Annexure-I**. This certificate shall only be accepted as proof of candidate's claim as belonging to EWS, failing which their candidature will 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 posts must be from a University/ Institute recognized by State/ Central Government /AICTE/ appropriate statutory authority in India, with minimum 75% marks.
- (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. The candidate should specifically indicate the percentage of marks obtained (calculated to the nearest 2 decimals). Candidate will have to produce equivalent certificate/document issued by the University evidencing equivalent percentage of marks when called for certificate verification.

c. Documents to be uploaded Online:

- (i) Candidates are required to ensure that all certificates towards proof of age, qualification, experience, caste, disability etc and a recent passport size colour photograph, signature are ready for uploading before commencement of the online application process. **Copies of certificates / mark sheets in proof of all relevant educational qualifications, certificates in proof of age, caste, disability etc should be uploaded, failing which their candidature will not be considered.**

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)** in the Application Portal. **No other mode of payment will be accepted.**

- (ii) **No application fee for candidates belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST) / Persons with Benchmark Disabilities (PwBD).** 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. **It is important to note that their candidature will be considered only on receipt of application fee.**

e. How to Apply:

- (i) Candidates should not submit more than one application to the same post. Application once submitted shall be final.
- (ii) Candidates meeting the requirements notified may submit their application through online from **10 July 2019** and the facility can be accessed through our website www.cochinshipyard.com (Careers page). **Application submitted through any other mode will not be accepted.**
- (iii) Candidates are required to upload recent passport size photograph and signature as per the prescribed size and dimensions mentioned in the portal. Finger print of candidates will be captured at the time of online examination for verification at the time of certificate verification as decided by CSL.
- (iv) **After applying through online, candidate should ensure to retain a copy of the application printout containing the unique registration number generated by the system for their reference. It is important to note that, the unique registration number will be obtained only upon successful submission of online application.**
- (v) Applicants need not send the online application print out/ certificates etc. by post to Cochin Shipyard Ltd.
- (vi) The website will remain functional for the purpose of submitting applications from **10 July 2019** and the last date for submission of applications through online is **25 July 2019**. In order to avoid heavy traffic in website on the last date that may result in non-submission of application, candidates are advised to log in to CSL website and submit applications well in advance before the last date.

f. General:

- (i) **Candidates are advised to make sure that they are meeting the eligibility requirements as per the vacancy notification for the posts before submitting the applications.**
- (ii) Candidates who have already undergone or are currently undergoing Apprenticeship Training under the Apprenticeship Act 1961 in any Government or Public Sector or Private industrial organisation are not eligible to apply.
- (iii) Candidates should ensure that all the entries in the online application have been correctly filled in and application submitted successfully. Change in data provided in the

- application after submitting the same through online will not be considered. Filling of garbage/junk details in any of the fields can lead to rejection of application.
- (iv) Application must be complete in all respects as per this Notification vis-a-vis other instructions issued by CSL. **Please note that incomplete applications will not be considered.**
 - (v) Candidates have the option to choose the test centre for the Objective Type Online Test while completing the online application. Change in online test centre opted by the candidate shall not be entertained.
 - (vi) Candidates belonging to PwBD and requiring the service of scribe for attending the online test should bring valid certificate issued by notified authority for proof of disability.
 - (vii) Candidates should bring a photo identity proof (in original) like Voter's ID, Aadhar, Driving Licence etc, print out of online job application form (possessing unique registration number) duly signed, and all original certificates towards proof of age, qualification, experience, caste, disability etc along with self-attested copies of these certificates, for verification at the time of certificate verification and their candidature will be considered on the strength of the original certificates. In case of failure to produce the original certificates at the time of verification, the candidature will be rejected.
 - (viii) Candidates who are working in Government Departments or Semi Government/ Public Sector Organisations, should submit **"No Objection Certificate"** from the employer at the time of the certificate verification, **failing which they will not be allowed to attend the certificate verification process and their candidature will be cancelled/ rejected.**
 - (ix) **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.**
 - (x) **No travelling allowance will be paid to the candidates for appearing for the online test.**
 - (xi) **However, at the time of certificate verification, if it is found that the candidate does not fulfil any of the notified eligibility conditions, he/she will not be considered for selection.**
 - (xii) **No correspondence regarding the rejection of application in case of ineligibility will be entertained.**
 - (xiii) Call letters can be downloaded through CSL website www.cochinshipyard.com. Candidates are requested to frequently check the above website for any updates, corrigendum etc.

- (xiv) Submission of online application and Issue of call letter for the Online Test/Certificate Verification shall not confer any right to the candidate of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility conditions.
- (xv) **CSL is not liable to offer employment to the selected candidates, during or after completion of one year training.**
- (xvi) Appointment of selected candidates will be subject to verification of character and antecedents. Selection of candidates claiming reservation applicable to SC/ST/OBC/PwBD is subject to verification of caste certificates/disability certificates submitted by such candidates. Submission of false certificates will entail cancellation of candidature / appointment notwithstanding the right of CSL to initiate appropriate action against such candidates.
- (xvii) Candidates should be of sound health and satisfy the medical fitness standards as fixed by CSL. The candidates selected should undergo a medical examination in hospitals prescribed by CSL at their own expense and medical fitness of all candidates is further subject to certification by CSL Medical Officer. Candidates who do not meet the medical fitness standards shall not be considered for appointment.
- (xviii) 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.
- (xix) CSL reserves the right not to fill up the vacancy notified. Further, the filling up of the notified vacancy 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.
- (xx) Any change, amendment, modification or addition to this advertisement shall be given in the CSL website only.
- (xxi) For any further clarification, please contact us at 0484-2501823 or via e-mail apprenticeship@cochinshipyard.com.

E. Important Dates:

Commencement of Online Application	: 10 July 2019
Last Date of Online Application	: 25 July 2019

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

Sd/-
CHIEF GENERAL MANAGER (HR & TRG)

Annexure-I

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family**' is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____
Name _____
Designation _____

Recent Passport size
attested photograph of
the applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3: The property held by a "Family" in different localities or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.