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UDUPI COCHIN SHIPYARD LIMITED (UCSL)
(Formerly Tebma Shipyards Limited)
MALPE, KARNATAKA
Ministry of Ports, Shipping and Waterways, Govt. of India

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RECRUITMENT DRIVE FOR STORE KEEPER AND ADMIN ASSISTANT ON CONTRACT BASIS.

WALK – IN – INTERVIEW AT UDUPI COCHIN SHIPYARD LIMITED (UCSL)

Udupi Cochin Shipyard Limited (Formerly Tebma Shipyards Limited), Malpe, in Karnataka State is a wholly owned subsidiary company of Cochin Shipyard Limited (CSL) invites applicants through Walk in Interview on 29.05.2023 from experienced professionals for filling up of the following positions at Malpe, as per details below:

I. Name of Posts, No. of Vacancies, Educational Qualification, Experience and Age:

SL. No.	Name of Post & Max age	No. of Vacancies	Educational Qualification	Experience
01	Store Keeper Age below 58 years	02 (UR)	Minimum Qualification Pass in 12th Standard .(PUC)	**Essential:** Minimum Five years post qualification experience in storekeeping in a • Shipyard or • Engineering Company or Manufacturing Industries. . **Desirable:** Exposure in materials management / Basic Computer Knowledge
02	Admin Assistant Age below 35 years	01 (UR)	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.	**Experience:** Minimum two years post qualification experience in matters relating to Office work, Data entry, Record and Report Generation, maintenance of files, registers and records in a Public / Private sector Commercial Organization **Desirable:** Proficiency in Computer Applications like MS Office, Excel

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II. Period of Contract

The above posts are temporary in nature and for a period of **Two years** subject to project requirements and individual performance.

III. Remuneration:

a) The monthly remuneration for the posts is as under:

SL No.	Name of the Posts	Basic	Fuel reimbursement	Washing Allowance	Special Allowance	Full books periodicals allowance	Full internet allowance	**Consolidated Pay (Per Month)**
3	Store Keeper	12200	1600	500	10700	0	0	**25000**
4	Admin Assistant	12200	1600	500	3700	0	0	**18000**

b) 3% annual increase on the basic pay

IV. Age:

a) Age shall not exceed as mentioned in (I) above as on 19.05.2023.

V. Method of Selection:

a) The method of selection for the posts shall be through **Walk-in Interview.** The weightage is 100 Marks. The marks shall be awarded based on the relevance of experience to the post.

b) The rank list for the post shall be prepared on the basis of marks secured by candidates in the selection process. In case, same marks secured by more than one candidate, the relative merit shall be decided based on seniority in age.

c) Applicants meeting the requirements shall attend a **Walk-in Interview** on stipulated date to submit their application along with the self-attested copies of their certificates. Based on the notified eligibility requirements ascertained through the certificates submitted by the applicants, only shortlisted candidates shall be permitted to attend Personal Interview.

d) The parameters for selection may be subject to change and the same would be notified prior to commencement of the selection process.

VI. How to Apply:

(a) Applicants meeting the requirements shall attend Walk-in selection on **29.05.2023 from 09:00 Hrs to 12:00 Hrs** along with the applications in the prescribed format and with the self-attested copies of certificates**, Udupi Cochin Shipyard Limited, Baputhota Wearhouse complex,Malpe, Udupi, Karnataka – 576108.** Application format **Annexure – I** is given along with this advertisement on our website www.cochinshipyard.in (Career Page ►UCSL) and Udupi Cochin Shipyard Limited (Career Page)

(i) The Checklist of documents to be submitted along with the application forms are as under: -

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a. Scanned copy of Aadhaar Card. (Compulsory)
b. Relevant Certificates to prove age (Birth Certificate/SSLC or SSC/Passport). (Compulsory)
c. All Qualification Certificates. (Compulsory)
d. Experience certificates. (Compulsory)
e. Caste Certificate (If applicable).

(ii) Applicants should ensure that the application form (Signed with photo pasted) & all certificates towards proof of age, educational qualification, experience, caste etc are sent through post/direct, failing which their candidature shall not be considered and shall be rejected.

(iii) Application Form must be complete in all respects as per the Advertisement Notification. Applicants should ensure that all the entries have been correctly filled in. Filling of garbage / junk details in any of the fields can lead to rejection of your application. Applications that are incomplete, not in the prescribed format, not legible, without the required enclosures or unsigned, will be summarily rejected without assigning any reason and no correspondence in this regard will be entertained.

VII. Conditions:

a) 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 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.

b) 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 19.05.2023.

(ii) Experience Certificates obtained from Companies registered under the Companies Act 1956 or Foreign Companies of equivalent status shall only be considered for short listing to attend the selection process.

(iii) 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.

(iv) Applicants in regular Government service or in Government owned industrial or other similar organizations are required submit a declaration (as per Annexure – II) that they have informed in writing to their employer that they have applied for the posts notified by UCSL. Candidature of such applicants will not be considered if, objection if any, is received from the employer.

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(v) 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. Ex-servicemen claiming equivalency of qualification should produce the 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. They should produce experience certificate from the authorities concerned, failing which their candidature shall not be considered.

(vi) 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 enclosed while submitting their application for the posts notified.

c) Application Fee: Not Applicable**.**

VIII. 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) UCSL 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@udupicsl.com**.** However, UCSL 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.

(iii) The candidature of the applicants short-listed shall be purely provisional, subject to verification of original certificates in proof of age, qualification, experience, caste, disability etc at the time of joining. In case, the candidates are found not meeting the eligibility requirements or fail to produce certificates in original, the candidate shall not be considered for selection and candidature will be cancelled/rejected without further notice.

(iv) **No TA/ DA shall be paid to the candidates for attending the Personal Interview (Walk in Interview).**

(v) The vacancies are purely on contract basis for a specific period and UCSL is not liable to offer appointment during or after the completion of contract period of the selected candidates.

(vi) No correspondence regarding the rejection of application in case of ineligibility will be entertained.

(vii) Mere submission of application and Issue of call letter 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) The candidates short-listed for appointment should submit a medical fitness certificate and same will be verified by UCSL.

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(x) UCSL shall not bear any liability on account of salary/leave salary/gratuity/pension contribution etc, if any related to previous employment of any candidate already working in Government/Public Sector Undertakings.

(xi) Rank list 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. The validity period of the rank list shall be up to 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.

(xii) Notwithstanding the above or any other conditions, UCSL 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. UCSL reserves the right to restrict/ alter/cancel/modify the recruitment process, if need so arises without notice or assigning any reason thereof.

(xiii) If at any stage it is found that any information furnished is false/ incorrect or suppression of facts/relevant information about the candidate or the candidate does not satisfy the eligibility criteria, the candidature/appointment is liable to be cancelled/ rejected.

(xiv) 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.

(xv) Any amendment, modification or addition to this advertisement shall be published on www.cochinshipyard.in (career UCSL MALPE) and www.udupicsl.com (career)

(xvi) Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.

(xvii) For any further clarification, please contact us via e-mail career@udupicsl.com or phone No. 0820 2538604

IX Important Dates

Walk in Interview: 29.05.2023

"CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION"
"ONLY INDIAN NATIONALS NEED APPLY"

Sd/-
Manager (HR)