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UDUPI COCHIN SHIPYARD LIMITED

MALPE, KARNATAKA

Ministry of Ports, Shipping and Waterways, Government of India

Vacancy Notification No. UCSL/IMS/HR/VN/F/11- WMN/OA/AA/71 dated 28 March 2026

RECRUITMENT OF OFFICE ASSISTANTS AND ADMIN ASSITANTS (ON CONTRACT) FOR Udupi CSL

Udupi Cochin Shipyard Limited (Udupi CSL), Malpe in Karnataka State is a wholly owned subsidiary company of Cochin Shipyard Limited (CSL) invites Online applications from Indian citizens, fulfilling the eligibility requirements for filling up of **Office Assistants and Admin Assistants (on five-year contract basis) at Malpe, as per details below:**

I. Name of Posts, Educational Qualification and Experience:

TABLE 1

Sl No	Name of the Posts	Education Qualification	Experience
1	Office Assistant	Bachelor's Degree in Arts (other than Fine Arts/ Performing Arts) or Science or Commerce or Business Administration or Computer Applications with minimum 60% of marks from a recognized University.	**Essential:** 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, SAP.
2	Admin Assistant	Pass in PUC / ITI – NTC (National Trade Certificate) in the trade of Fitter/ Machinist / Electrician / Electronic Mechanic.	Minimum of One year post qualification experience in a matter relating to Office administrative work, maintenance of files in Public / Private sector/ Commercial Organization.

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II. Important Dates:

Commencement of online Application : 28 March 2026
Last Date of online Application : 20 April 2026

III. Name of Posts, No. of Vacancies and Reservation:

TABLE 2

Sl No	Name of Posts & Trade	UR	OBC	SC	Total
1	Office Assistant	1	1	-	**2**
2	Admin Assistant	1	-	1	**2**
Total		**2**	**1**	**1**	**4**

a) Udupi CSL reserves the right to increase / decrease the number of vacancies or not to fill up any of the vacancies 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 Posts	Category	Bench Mark disability
1. Office Assistant 2. Admin 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) Udupi CSL is engaged in hazardous operations. Deployment of PwBD other than those shown as "Identified Benchmark disabilities" above, are likely to put them at serious risk, hence have not been included.

d) PwBD candidates with disabilities as mentioned above should be capable of performing the tasks assigned to them by Udupi CSL.

IV. Period of Contract:

a) All posts above are temporary in nature and for a maximum period of **five years** subject to project requirements and individual performance.

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V. Remuneration & Place of Posting:

a) The remuneration details for all the posts are as under: -

TABLE 4

Pay structure	Workman (Office Assistant) (TW4)	Workman (Admin Assistant) (TW2)
Basic	₹ 17,000/-	₹ 15,500/-
Fuel reimbursement	₹ 1,600/-	₹ 1,600/-
Washing Allowance	₹ 500/-	₹ 500/-
Special Allowance	₹ 5,900/-	₹ 5,900/-
Consolidated Pay (Per Month)	**₹ 25,000/-**	**₹ 23,500/-**

b) The posting shall be at Udupi CSL/ any other Udupi CSL units/project sites as desired by Udupi CSL. However, depending upon project requirements, the candidates are liable to be transferred within different units of Udupi CSL. The appointment to the posts carries with it the obligation to serve in any department of Udupi CSL or on-board ships or in any of the units / work sites/ projects undertaken in any part of India.

VI. Age:

a) **The upper age limit prescribed for Office Assistant shall not exceed 30 years as on 20 April 2026, i.e. applicants should be born on or after 21 April 1996.**

b) **The upper age limit prescribed for Admin Assistant shall not exceed 40 years as on 20 April 2026, i.e. applicants should be born on or after 21 April 1986.**

c) The upper age limit is relaxable by 3 years for OBC (Non-Creamy Layer) 5 years for SC/ST candidates in posts reserved for them.

d) The upper age limit shall be relaxable for Ex-servicemen as per Government of India guidelines subject to a maximum age of 35 years for Office Assistant and 45 years for Admin Assistant.

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VII. Method of Selection :

a) **Only candidates who are domicile of Karnataka shall be considered for Short-listing of candidates**. The Method of selection for the post of Office Assistant and Admin Assistant includes: -

i. Written Tests (Objective Type Test -70 Marks and Descriptive Type Test 30 Marks) which shall be conducted out of 100 marks and marks awarded accordingly.

ii. The Objective Type Test shall be of 90 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 45 minutes duration. The details of Objective and Descriptive type test are as under: -

Phase I Objective Type Test	
General Knowledge	- 05 Marks
Reasoning	- 05 Marks
Quantitative Aptitude	- 10 Marks
General English	- 10 Marks
Discipline related	- 40 Marks
Phase II Descriptive Type Test	
Writing skills (Kannada/Hindi/English language)	- 30 Marks
Total	**- 100 Marks**

b) Depending upon the number of online applications the objective type test shall be held at Udupi Cochin Shipyard Limited, Malpe or any other places as decided by Udupi CSL. The allocation of examination centres shall be at the sole discretion of Udupi Cochin Shipyard Limited.

c) The minimum pass mark each for Phase I Objective as well as Phase II Practical tests shall be as below:-
For unreserved posts – 50 % of Total Marks of each test,
For OBC Candidates – 45 % of Total Marks of each test only for vacancies reserved for OBC,
For SC Candidates – 40% of Total Marks of each test only for vacancies reserved for SC.

d) Candidates who score minimum prescribed pass marks and above in the Selection tests shall be short listed for verification of certificates. The selection shall be subject to verification of eligibility requirements (age, educational qualification, reservation, and experience etc.) for which the candidate should produce the original certificates in proof of age, educational qualification, and certificates for reservation categories (OBC/SC/PwBD) along with self-attested

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copies at the time of Certificate Verification, failing which they shall not be considered for further selection.

e) Rank lists for the posts shall be prepared based on the aggregate marks secured by the candidates in the Objective type & Descriptive Type. In case, same 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.

f) Only those candidates who successfully complete the certificate verification shall be provisionally considered for selection against the notified posts in the order of merit / reservation, subject to medical fitness.

b) Conditions:

a) Reservation

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

(ii) Applicants belonging to SC or 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.

b) Qualification

(i) The minimum qualification stipulated for all the posts must be from an 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.

(iii) Applicants are required without the prescribed qualification, but having higher qualifications such as B. Tech, MSC etc. 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 post as applicable. 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

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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.

c) Experience

(i) **Experience acquired after the date of passing of the qualification stipulated as per the above requirements shall only be considered. Period of post qualification experience shall be reckoned as on 20 April 2026.**

(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) 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.

(iv) The experience certificates submitted by those candidates who join Udupi CSL after selection will be verified with the issuing authority. If it is found that the certificate is false, the employment contract will be terminated forthwith.

(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 trade 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 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 trade 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.

(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 uploaded while submitting their application for the posts notified.

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(vii) Work experience obtained from contractors (Proprietary Firms and Partnership Firms) engaged by 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.

d) Application Fee

(i) Application fee of ₹ 300/- (Non-refundable, plus bank charges extra) should be remitted using the Online payment options (Debit card/Credit card/Internet Banking etc) which can be accessed through our Online application facility from dd March 2026 to dd April 2026. No other mode of payment shall be accepted.

(ii) Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Person with Benchmark Disabilities (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 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→ UCSL, Malpe)** 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 to the same post. 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 the website **www.cochinshipyard.in (Career page→ UCSL, Malpe) from 28 March 2026 to 20 April 2026. 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

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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. **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.

(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 Udupi CSL.

(vii) **Applicants need not send the online application print out/ certificates by post to Udupi Cochin Shipyard Limited.**

(viii) The website shall remain functional for the purpose of submitting applications from **28 March 2026 and** the last date for submission of applications through online is **20 April 2026**. 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.***

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f) General

(i) **Applicants 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) 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.

(iii) Udupi 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 application, and information / replies to such queries should be only through the e-mail **career@udupicsl.com.** However, Udupi CSL 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 Udupi CSL. Candidature

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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 correspondence regarding the rejection of application in case of ineligibility shall be entertained.**

(vi) **No TA/DA shall be paid to the candidates for attending the selection process.**

(vii) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed by e-mail. **Schedule of the selection shall be intimated to the shortlisted applicants through E-mail/CSL website www.cochinshipyard.in (Career page → UCSL, MALPE)/ Udupi CSL website www.udupicsl.com (Career page).** Candidates are requested to frequently check the above websites for updates related to the selection.

(viii) Mere submission of application through, 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 or does not constitute an offer of appointment, and will not entitle the applicant to any claim for employment in Udupi CSL.

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

(x) The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by Udupi CSL. The reports of such medical examination may be examined by Udupi CSL prescribed Doctor and the appointment of the candidate is subject to certification of medical fitness.

(xi) Udupi 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 shall be operated only in the event of occurrence of a vacancy during the validity period of the rank list. The validity period 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, unless a fresh notification for the same

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post is issued. Vacancy which arose as stated above shall not be treated as a fresh vacancy.

(xiii) The number of posts indicated in this notification is based on existing requirement and shall vary depending on the future requirements, and the vacancies that may arise during the validity period of the rank list shall be filled up from that rank list at the discretion of the Udupi CSL.

(xiv) Notwithstanding the above or any other conditions, Udupi 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. Udupi CSL reserves the right to restrict/ alter/cancel/modify the recruitment process, if need so arises.

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

(xvi) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.

(xvii) 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 Udupi and such Courts/ Authorities shall have sole and exclusive jurisdiction.

(xviii) Any amendment, modification or addition to this advertisement shall be published in the CSL/Udupi CSL websites only.

(xix) For any further clarification related to the advertisement and conduct of selection, please contact us e-mail career@udupicsl.com.

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

Sd/-
MANAGER (HR&IR)