



**UDUPI COCHIN SHIPYARD LIMITED (UCSL)**  
**(Formerly Tebma Shipyards Limited)**  
MALPE, KARNATAKA

Ministry of Ports, Shipping and Waterways, Govt. of India

Ref NO:  
UCSL/HR/RECTT/VN  
Date of Issue: 23<sup>rd</sup> Jul 2022  
Rev No. 0  
Revised on:  
No. of Pages: 1of 10

No. UCSL/HR/RECTT/VN-ReN/AM/SUP/DFT/2023/08

20.01.2023

**RECRUITMENT OF ASSISTANT MANAGER, SUPERVISORS AND DRAFTSMANS**  
**(On Contract Basis) FOR 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 applications 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:**

<b>SL. No.</b>	<b>Name of Post &amp; Max age</b>	<b>No. of Vacancies</b>	<b>Educational Qualification</b>	<b>Experience</b>
01	ASSISTANT MANAGER- Machinery – Quality Control  Age 35 years	01 (UR)	Degree in Mechanical Engineering with 60% marks from a recognized University.	Essential: Minimum of 3 years post qualification managerial experience in Machinery – QC in a <ul style="list-style-type: none"><li>• Ship Building Company or</li><li>• Ship Repair Company or</li><li>• Marine related Company or</li><li>• Port or</li><li>• Engineering Company or</li><li>• Government Company or Establishment or</li><li>• Semi Government Company or Establishment.</li></ul> Desirable: Proficiency and experience of working in a computerized environment.
02	SUPERVISOR- Electrical  Age 35 years	01 (UR)	Three-year Diploma in Electrical Engineering with minimum 60% of marks from a State Board of Technical Education. Desirable: Proficiency in Computer Applications like SAP, MS Project, MS Office etc.	Minimum of 7 years post qualification experience out of which 2 years as Supervisor of Electrical works in a <ul style="list-style-type: none"><li>• Shipyard or</li><li>• Offshore Marine structures or</li><li>• Engineering Company or</li><li>• Government / Semi Government Company/ Establishment.</li></ul>

03	SUPERVISOR – Finance  Age 35 years	01 (UR)	Post Graduate Degree in Commerce / Finance with minimum 60% of marks from a recognized University.	<p>Minimum 7 years post qualification experience out of which 2 years as Supervisor / Accountant of Finance functions in a Shipyard or</p> <ul style="list-style-type: none"> <li>• Engineering Company or</li> <li>• Commercial Organization or</li> <li>• Government/Semi Government Company / Establishment.</li> </ul> <p>Experience shall be in matters relating to following functions: Verification of invoices with respect to passing of bills and their processing</p> <ul style="list-style-type: none"> <li>• Verification of various price comparison statements as related to tenders and its accounting of EMD and release of same</li> <li>• Preparation of various MIS Reports</li> </ul> <p>Desirable: Proficiency in Computer Applications like SAP, MS Project, MS Office etc</p>
04	Draftsman Electrical  Age 35 years	01 (UR)	Three-year Diploma in Electrical Engineering with minimum 60% of marks from a State Board of Technical Education. Desirable: Proficiency in Computer Applications like SAP, MS Project, MS Office etc.	2 years post qualification work experience or training in design and drafting of electrical systems for ships in a Shipyard / Ship Design Establishment or in a heavy engineering industry.
05	Draftsman Mechanical / Hull  Age 35 years	01 (UR)	Three-year Diploma in Mechanical Engineering with minimum 60% of marks from a State Board of Technical Education. Desirable: Proficiency in Computer Applications like SAP, MS Project, MS Office etc.	2 years post qualification work experience or training in design and drafting of Machinery / Machinery outfit / Pipe outfit / Ship systems in a Shipyard/ Ship Design Establishment.

## II. Period of Contract

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

## III. Remuneration:

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

	Assistant Manager	Supervisor	Draftsman
Basic	40000	28000	11000
Fuel reimbursement	4800	3200	1600
Washing Allowance	0	0	500
Periodical Allowance	1000	1000	0
Internet Allowance	700	700	0
Professional Development Allowance	2500	0	0
Special Allowance	500	7750	8900
<b>Consolidated Pay (Per Month)</b>	<b>49500/-</b>	<b>40650/-</b>	<b>22000/-</b>

b) 3% annual increase on the basic pay

## IV. Age:

a) Age shall not exceed 35 years as on 20.01.2023.

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.

## V. Method of Selection:

a) The method of selection for the post of Assistant Manager and Supervisor shall be through **Personal Interview**. The weightages are assigned to the following parameters for the final selection:

- Work Experience - 80% weightage
- Personal Interview - 20% weightage
- Total - 100 Marks**

b) The method of selection for the post of Draftsman shall include Objective/Descriptive followed by Practical/Skill test. Accordingly, the weightages are assigned to the following parameters for the final selection:

- Objective/Descriptive - 60% weightage
- Practical/Skill Test - 40% weightage
- Total - 100 Marks**

c) The marks for work experience shall be awarded based on the relevance of experience to the post.

d) Applicants meeting the requirements shall be shortlisted and will be called for Personal Interview on stipulated date. UCSL reserves the right to modify the method of selection. Based on the number of candidates a written test may also be conducted to short list of candidates for interview/skill test.

e) 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.

f) 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:

(i) Applicants should fill in the application form (**Annexure I**) with **recent passport size photograph pasted and e-mail the scanned copies of signed application form** along with supporting documents to the e-mail id [career@udupicsl.com](mailto:career@udupicsl.com).

(ii) **The Checklist of documents to be submitted along with the application form are as under:-**

- a. Scanned copy of Aadhaar Card. (Compulsory)
- b. Relevant Certificates to prove age (Birth Certificate/SSLC or SSC/Passport). (Compulsory)
- c. All Qualifying Degree Certificates. (Compulsory)
- d. Consolidated Mark Sheets / All Semester Mark Sheets. (Compulsory)
- e. Experience certificates. (Compulsory)
- f. Disability Certificate (if applicable).
- g. Caste Certificate (if applicable).

(iii) **Applicants should ensure that the scanned copy of application form (Signed with photo pasted) & all certificates towards proof of age, educational qualification, experience, caste, disability etc are sent through e-mail, failing which their candidature shall not be considered and shall be rejected.**

(iv) 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.

(v) The last date for receipt of applications through e-mail: [career@udupicsl.com](mailto:career@udupicsl.com) is **04.02.2023 latest by 2359hrs (IST)**. Application submitted direct or by any other mode shall not be accepted.

- (vi) Applicants should ensure that their application has been received at UCSL by getting acknowledgement via e-mail [career@udupicsl.com](mailto:career@udupicsl.com) via telephone (0820 2538604).

## **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 20.01.2023.
- (ii) Applicants, Training period in any Organization shall not be counted as work experience, including the period of executive training, management training, apprentice training, advanced training or any other training.
- (iii) 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.
- (iv) 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.
- (v) 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.
- (vi) 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.

(vii) 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.

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

### **VIII. General:**

(i) Definition of Ex-serviceman: - Ex-serviceman is a person.

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

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

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

Who has been released from such service as a result of reduction in establishment;

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

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

Personnel, who were on deputation in Army Postal Service for more than six months prior to 14th April, 1987; Or

Gallantry award winners of the Armed Forces including personnel of Territorial Army; Or

Ex-recruits boarded out or relieved on medical ground and granted medical disability pension

(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) 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](mailto: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.

(iv) 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.

- (v) **No TA/ DA shall be paid to the candidates for attending the Personal Interview.**
- (vi) 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.
- (vii) No correspondence regarding the rejection of application in case of ineligibility will be entertained.
- (viii) 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.
- (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](http://www.cochinshipyard.in) (career UCSL MALPE).

(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](mailto:career@udupicsl.com)

## **IX Important Dates**

**Commencement of Online Application: 20.01.2023**

**Last Date of Online Application: 04.02.2023**

**“CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION”**

**“ONLY INDIAN NATIONALS NEED APPLY”**

Sd/-  
Manager (HR)