



UDUPI COCHIN SHIPYARD LIMITED

A Government of India Enterprise
Wholly Owned subsidiary of Cochin Shipyard Limited
(Ministry of Ports, Shipping & Waterways, Government of India)
MALPE, KARNATAKA

Vacancy Notification Ref No. UCSSL/IMS/HR/VN/F/11-OA/FIN2025/38 dated 14 March 2025

Udupi Cochin Shipyard Limited (UCSL), Malpe in Karnataka State, a wholly owned subsidiary company of Cochin Shipyard Limited (CSL) invites **Online Applications** from Indian citizens fulfilling the eligibility requirements, for filling up the following post of **Office Assistant for appointment on fixed term contract basis** for UCSSL:

I. Name of Post, Educational Qualification and Experience:

TABLE 1

Name of Post	Educational Qualification	Experience
Office Assistant (Finance)	<u>Essential:</u> Bachelor's Degree in Commerce or Bachelor of Business administration with a minimum of 60% of Marks from a recognized University. <u>Desirable:</u> Proficiency in Computer Applications like SAP, MS Project, MS Office, etc.	Minimum of two years post-qualification experience in <ul style="list-style-type: none">• Finance/Accounting departments of Industrial establishments/banks or,• Finance/Accounting departments of trading houses, shops and establishments, co-operative societies or,• Finance/Accounting departments of Government departments/undertakings.

II. Important Dates:

Commencement of Online Application : 14 March 2025
Last Date of Online Application : 04 April 2025

III. Name of Post, No. of Vacancies and Reservations:

TABLE 2

Name of Post	UR	Total
Office Assistant (Finance)	1	1

- a) UCSL reserves the right to increase/decrease the number of vacancies or not to fill up any of vacancies or cancel the recruitment process, as per its requirement.
- b) Reservation for Persons with Benchmark Disabilities (PwBD) shall be as per Govt. of India Guidelines.

IV. Period of Contract & Place of Posting

- a) The above post is temporary in nature and for a maximum period of five years subject to project requirements and individual performance.
- b) The posting shall be at UCSL offices in Udupi District of Karnataka or at project sites as desired by UCSL. The appointment to the posts carries with it the obligation to serve in any department of UCSL or in any of the work sites/ projects undertaken by UCSL.

V. Remuneration

- a) The remuneration details for the post are detailed under: -

TABLE 3

Contract Period	Consolidated pay (per month)
First Year	₹ 25,000/-
Second Year	₹ 25,510/-
Third Year	₹ 26,040/-
Fourth Year	₹ 26,590/-
Fifth Year	₹ 27,150/-

VI. Age

- a) **The upper age limit prescribed for the post shall not exceed 30 years as of 04 April 2025, i.e. applicants should be born on or after 05 April 1995.**
- b) Age relaxation for Persons with Benchmark Disabilities (PwBD) and Ex-servicemen shall be as per Government of India Guidelines. However, in no case, the age limit after applying all age relaxations shall exceed 40 years.

VII. Method of Selection

- a) The method of selection for the post shall be through **Objective Type Offline test and Descriptive Type Offline Test** which shall be conducted out of 100 marks and marks awarded accordingly.
- b) The Objective Type Offline Test shall be of **90 Minutes duration comprising 80 Multiple Choice Questions** in the following areas. Each question carries one mark and there shall be no negative marks. The Descriptive Type Offline test shall be of **45 minutes duration**. The details of the Objective and Descriptive type test are as under:

TABLE 4

<u>i. Objective Type Offline Test</u>	
General Knowledge	5 Marks
Reasoning	5 Marks
Quantitative Aptitude	10 Marks
General English	10 Marks
Discipline related	50 Marks
<u>ii. Descriptive Type Offline Test</u>	
Writing skills (English language)	20 Marks
Total	100 marks

- c) A Detailed Syllabus for the Objective type offline test & Descriptive type offline test is in **Annexure I**. Please note that the given syllabus is only indicative and not exhaustive.
- d) Depending upon the number of online applications, the tests shall be held at any place as decided by UCSL. The allocation of examination centre shall be at the sole discretion of UCSL.
- e) The minimum pass mark each for Objective as well as Descriptive tests for various categories shall be as below: -
- For unreserved post candidates - 50 % of the Total Marks of each test,
For PwBD candidates - 40 % of the Total Marks of each test.
- f) The Descriptive test answer sheets of only those candidates who secure the minimum pass mark and above in the Objective type test shall be evaluated.
- g) 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 (PwBD) along with self-attested copies at the time of Certificate Verification, failing which they shall not be considered for further selection.

- h) Rank lists for the post shall be prepared based on the aggregate marks secured by the candidates in the Objective type offline test & Descriptive Type offline Test. In case, the same marks are secured by more than one candidate, marks scored in the Discipline part of the Objective Type offline Test shall be the basis of determining the order of the Rank list. In case of a tie thereafter, relative merit shall be decided based on seniority in age.
- i) Only those candidates who successfully complete the certificate verification shall be provisionally considered for selection against the notified post in the order of merit/reservation, subject to medical fitness.
- j) Depending upon the number of online applications received, UCSL reserves the right to scrutinise applications for various disciplines and prepare shortlist of candidates based on meeting eligibility requirements ascertained through the certificates uploaded by the applicants in the online application portal and only such shortlisted candidates may be permitted to attend the selection process.

VIII. Conditions

a) Reservation

- (i) Government of India Directives on reservation shall apply.
- (ii) In the case of Persons with Benchmark Disabilities, 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 the Competent Authority as per the Rights of Persons with Disabilities Rules, 2017.

b) Qualification

- (i) The minimum qualification stipulated for all the posts 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 an Equivalency Certificate issued by the competent authority and without such certificate, their candidature shall not be considered.
- (iii) Applicants without prescribed qualifications, but having higher qualifications, 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 posts as applicable. Some Universities /Institutes/ Examination Boards do not award Classes or Percentages of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI etc). In case the University/Institute/Examination Board defines criteria for conversion of Aggregate Grade Points 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 Points 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 the qualification stipulated as per the above requirement shall only be considered. The Period of post-qualification experience shall be reckoned as of 4 April 2025.**
- (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) **Experience Certificates obtained from companies registered under the Companies Act 1956 or Foreign Companies of equivalent status or Societies Registration Act or Shops & Establishment Act shall only be considered for short-listing and for consideration for selection.**
- (iv) Applicants who are presently working in any company (Private/ Public Sector/ Government) in the absence of an experience certificate, should submit copy of the **Appointment / Offer letter issued by the organization, the latest Pay Slip/copy of the last Pay drawn** as proof of experience. **For past employment, an 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.
- (v) Applicants who are Ex-servicemen should submit a **Discharge Certificate / Book/ Pension Payment Order from the Armed Forces**. Those ex-servicemen having qualifications endorsed in their Discharge Certificate/ Book should have working experience in the relevant trade/ discipline in the Armed Forces. Such qualification acquired during the service period shall also be considered for the 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 to 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 and produce the same during the certificate verification process. They should produce an 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, and responsibilities handled in the respective jobs, as well as experience certificate in proof of the same, shall be uploaded while submitting their online application for the post notified.
- (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/Wallets/ UPI etc)** which can be accessed through our Online application facility from 14 March 2025 to 4 April 2025. **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 the application fee. They are exempted from payment of the 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 through the User Manual and FAQ published in the link www.cochinshipyard.in (Career page → UCSL, Malpe) or www.udupicsl.com (Caree page) before filing 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. 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.in (Career page → UCSL, Malpe) or www.udupicsl.com (Career page) from -7 March 2025 to 28 March 2025. Application submitted directly or by any other mode shall not be accepted.
- (iii) Applicants should ensure that all the entries in the online application have been correctly filled in and application submitted successfully. Changes in the data provided in the application after the final submission of the same through online will not be considered. Filling of garbage/junk details in any of the fields can lead to the rejection of the application.
- (iv) Application must be complete in all respects as per this Advertisement Notification. **Please note that incomplete applications shall not be considered.**
- (v) **After applying 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 application number will be obtained only upon successful submission of the online application.** The Registration Number on the online application should be quoted for any correspondence with UCSL.
- (vi) **Applicants need not send the online application printout/ certificates/ application fee in the form of DD/Challan/Cheque by post to UCSL.**

- (vii) The website will remain functional for the purpose of submitting applications from **14 March 2025** and the last date for submission of applications through online is **04 April 2025**. To avoid heavy traffic on the website on the last date that may result in the non-submission of applications, candidates are advised to log in to the UCSL 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 online application portal by email/phone after 1600hrs on the last date.**
- (viii) Applicant should ensure that all certificates towards proof of age, educational qualification, reservation, disability, experience, etc. and a recent passport-size colour photograph are uploaded in the online application portal, failing which their candidature shall not be considered and shall be rejected,

f) 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) 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 a 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 the Army Postal Service who are part of the 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 the Army Postal Service for more than six months before 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 grounds and granted medical disability pension.

- (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 online 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.
- (iv) Original Certificates of the short-listed candidates shall be verified at the time of joining or at any other stage as decided by UCSL. Candidature 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 the application in case of ineligibility shall be entertained.**
- (vi) **No TA/DA shall be paid to the candidates for attending the selection.**
- (vii) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed by e-mail/through CSL or UCSL websites, to download the call letter from www.cochinshipyard.in (Career page → UCSL, Malpe) or www.udupicsl.com (Career page). **The Schedule of the selection shall be intimated to the shortlisted applicants through E-mail/CSL website www.cochinshipyard.in (Career page → UCSL, Malpe) or UCSL 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 online, and Issue of a call letter for the selection process shall not confer any right to the applicant of the acceptance of candidature or cannot be construed as an acknowledgment 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 UCSL.
- (ix) The vacancies are purely on a contract basis for a specific period and UCSL is not liable to offer appointments during or after the completion of the contract period of the selected candidates.
- (x) The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by UCSL. The reports of such medical examination may be examined by UCSL recommended Doctor and the appointment of the candidate is subject to certification of medical fitness.
- (xi) UCSL 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 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, or until a fresh notification for the same post is issued. The rank list may be operated if a vacancy occurs either due to non-joining of a candidate advised to join from the rank list or due to the subsequent separation of a candidate selected from the rank list. The rank list may also be used to fill up future vacancies that arise during the validity of the rank list, with specific approval from competent authority.
- (xiii) The number of posts indicated in this notification is based on existing requirements and shall vary depending on 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 UCSL.
- (xiv) 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 the need so arises.
- (xv) Submission of an 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 on the CSL/UCSL websites only.
- (xix) For any further clarification related to the advertisement and conduct of selection, please contact us email career@udupicsl.com or Landline number 0820 2538604.

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

Sd/-
MANAGER (HR & IR)