

COCHIN SHIPYARD LIMITED
KOCHI -682015

No.P&A/Admn/98/01/14

20 Aug 2018

**SELECTION OF NURSING ASSISTANT-CUM-FIRST AIDER ON CONTRACT BASIS
FOR INTERNATIONAL SHIP REPAIR FACILITY (ISRF), KOCHI**

Cochin Shipyard Limited (CSL), a listed premier Mini Ratna Company of Government of India invites applications from **Ex-servicemen** for appointment of Nursing Assistant-cum-First Aider on Contract Basis for its **International Ship Repair Facility (ISRF), Willington Island, Kochi:-**

I. Post Name, No. of Vacancies, Qualification & Experience:

Post name / No. of vacancies	Age, Qualification/ Experience, Duties etc
Nursing Assistant cum first aider on contract basis 2 Posts - (UR) – Ex;Servicemen	<u>Age:</u> Not to exceed 56 years as on 20 Sep 2018. <u>Qualification:</u> VII Standard pass. Valid First Aid Certificate from St. John's Ambulance Association/ Recognised Institutions. Adequate knowledge of Malayalam desirable. <u>Duty hours:</u> 0730 Hours to 1630 Hours <u>Experience:</u> Minimum three years experience as Nursing Assistant/ First Aider in a 25 bed hospital/ Factory/ Armed Forces.

II. Period of Contract:

The above post is temporary in nature, initially for a period of one year to meet CSL / ISRF requirements. The period of contract may be renewed further based on organizational requirement/performance.

III. Remuneration:

Monthly consolidated pay of ₹ 19,500/-pm .

IV. Method of Selection:

Personal Interview to be held at Cochin Shipyard Limited, Kochi.

V. General Conditions:

a) Reservation

- (i) Only Ex-Servicemen candidates may apply.
- (ii) Government of India Directives on reservation applicable for SC/ST/OBC/PwD/Ex-Servicemen applicants will apply and be strictly followed.
- (iii) In the case of Persons with 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 obtained from a notified authority by Government of India / State Government along with their application.
- (iv) Applicants belonging to SC or ST or OBC (Non - Creamy Layer), should submit a valid recent community certificate issued by the Revenue Authority not below the rank of the Tahsildar along with their application, failing which their candidature will not be considered against respective categories.

b) Qualification

- (i) 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 will not be considered.
- (ii) The minimum qualification stipulated for all the posts must be from a University/ Institute recognized by AICTE/ appropriate statutory authority in India/ State/ Central Government.
- (iii) 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.
- (iv) **Self-attested copies of certificates of all educational qualifications as mentioned in Clause I should be submitted by the applicants along with their application and without such certificates, their candidature will not be considered.**

c) Experience

- (i) Post-qualification experience will only be considered. **Period of experience will be reckoned as on 20 Sep 2018.**

- (ii) **Applicants should submit Discharge Certificate/ Pension Payment Order from the Armed/ Paramilitary Forces as proof of experience along with their application** and produce the same during certificate verification process at the time of Personal Interview failing which their candidature will be cancelled/ rejected.
- (iii) Applicants who are presently working should **submit copy of experience certificate or the copy of appointment / offer letter issued by the employer and copy of last drawn Pay Slip as proof of experience along with their application**, and produce the documents during the certificate verification process. For past employment, **experience certificate indicating the date of joining as well as date of relieving should be submitted.**
- (iv) Applicants who are working in Government Departments/Semi Government or Public Sector Organisations should submit **“No Objection Certificate (NOC)”** from the employer along with their application or submit NOC from the employer during the certificate verification process at the time of Personal Interview, failing which their candidature will be cancelled/ rejected.

d) How to apply

- (i) **Applicants meeting the requirements notified shall submit their application in the format as per Annexure-1 given along with this advertisement on our website www.cochinshipyard.com (Careers page). Application submitted in any other mode will not be accepted.**
- (ii) Application once submitted shall be final.
- (iii) Application Form must be complete in all respects as per the Advertisement Notification. Please note that incomplete and unsigned applications will not be considered.
- (iv) **After filling the application in the format as per Annexure-1 given along with this advertisement, applicant is required to affix a recent passport size photograph, sign at the bottom of the application form and send the same by post and self-attested copies of all certificates for proof of age, qualifications, mark sheets, experience, disability (if any), caste etc, to The Chief General Manager (HR & TRG), Cochin Shipyard Ltd, Perumanoor P.O, Kochi-682015.** The envelope containing the application form, self-attested copies of all certificates should be super scribed on top as **“Application to the post of Nursing Assistant cum first aider on contract basis”**.
- (v) **It is important to note that, the candidature will be considered only on receipt of the signed application along with self-attested copies of all certificates as applicable. Last date of receipt of application, self-attested copies of certificates/mark sheets by post is 20 Sep 2018.**

- (vi) Cochin Shipyard Ltd will not be responsible for any postal delay/loss in transit in submission of application within the specified time. **Applications received after the stipulated date will not be considered.**

e) **Application Fee**

Nil

f) **General**

- (i) Only those applicants meeting the eligibility requirements and short-listed based on merit, will be allowed to appear for the Personal Interview. Applicants are advised to make sure that they are meeting the eligibility requirements for the post before submitting their applications.
- (ii) **Applicants meeting the requirements notified should fill in the enclosed application form (Annexure-I) and produce their original certificates towards proof of age, qualification, experience, caste, disability (if any) etc and self-attested copies of all these certificates, at the time of certificate verification. Their candidature will be considered based on the strength of these certificates. In case of failure to produce the original certificates, the candidature will be rejected.** During the certificate verification process or at any later stage, if 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.
- (iii) **Applicants who fail to produce the original certificates and mark sheets during the certificate verification process will not be allowed to attend the Personal Interview.**
- (iv) **Call letters will not be sent to eligible candidates by post.** They will be informed to download call letter by e-mail/SMS/through CSL website.
- (v) **No TA/DA will be paid to the candidates for attending the Personal Interview.**
- (vi) **The applicants should ensure that they enter a valid e-mail ID and Contact Number (Mobile, Landline/Alternate Mobile No.) in the Application format (Annexure-1), as all correspondence from CSL will be through that e-mail ID/Contact Number only.**
- (vii) Depending upon number of applications received for the post, Shipyard reserves the right to relax age and experience requirements at the discretion of Shipyard.
- (viii) Shipyard reserves the right to call for any additional documentary evidence in support of educational qualification and experience of the applicants indicated in their application.
- (ix) Mere submission of application by post 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.

- (x) The vacancies are purely on contract basis for a specific period and Shipyard is not liable to offer appointment during or after the completion of contract period of the selected candidates.
- (xi) Applicants should be of sound health and satisfy the medical fitness standards as fixed by the company. The selected candidates should undergo a medical examination in the hospitals as prescribed by the company at their own expenses and medical fitness of all candidates is further subject to certification by the Company Medical Officer.
- (xii) The number of vacancies indicated will not necessarily be filled up and will be based on suitability of applicants and job requirement. Further, Cochin Shipyard Ltd, reserves the right to restrict/alter/cancel/modify the recruitment process, if need so arises without notice or assigning any reason thereof.
- (xiii) **No correspondence regarding the rejection of application in case of ineligibility will be entertained.**
- (xiv) 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 Ernakulam and such Courts/ Authorities shall have sole and exclusive jurisdiction.
- (xv) Any amendment, modification or addition to this advertisement will be given in the CSL website only.
- (xvi) For any queries please contact us at 0484-2501823, 0484-2501284 or via e-mail career@cochinshipyard.com.

VI. Important Dates

**Last date of receipt of application, self-attested copies of all certificates: 20 Sep 2018
by post**

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

Sd/-
CHIEF GENERAL MANAGER (HR & TRG)

कोचीन शिपयार्ड लिमिटेड / COCHIN SHIPYARD LIMITEDकोच्ची / KOCHI - 15**APPLICATION FOR THE POST OF NURSING ASSISTANT-CUM-FIRST AIDER
ON CONTRACT BASIS**

To

The Chief General Manager (HR & TRG)
Cochin Shipyard Limited
Kochi – 682 015

Affix recent
passport size
photograph

Sir

Ref: Your advt No. P&A/Admn/98/01/14 in.....dated

I hereby apply for the post of Nursing Assistant cum-First Aider on contract basis in your Company furnishing the following details:

1	Full Name			
2	Father's Name			
3	Date & Place of Birth			
4	Marital status			
5	Nationality			
6	Present Address (Postal)			
7	#Contact Details	E-mail address: Mobile No : Landline/Alternate Mobile No :		
8	Whether belonging to SC/ST/OBC *			
9	Disability (if any), Category and percentage of Disability (VH/HH/OH)*			
10	Languages known	To read	To write	To speak

Applicants should ensure that they enter valid e-mail ID and Contact Numbers (Mobile, Landline/Alternate Mobile Number) as all correspondence from CSL will be through that e-mail ID/Contact Number only.

*Copy of certificate to be attached. PwD Candidates belonging to OBC category but not covered under "Non-Creamy Layer" should indicate their category as PwD (UR).

11. Educational Qualification: (See item I in the advertisement)

Examination	Main Subjects	Name of College/ Institution	Year of passing	*Marks obtained/ Class & Rank	Medals/ Distn/ Awards of Merit

*Please attach photocopies of mark sheets.

12. Experience:

a) Give a Brief Description of Major Assignments handled.

- b) # Provide experience details starting from the present position and indicating previous employment in descending chronological orders. Use separate sheet if required. Application will be rejected in case of incomplete information and without supportive documents.

Sl No	Post held and Organization/Rank held in Armed forces	Period			Nature of duties	Scale of pay	Last basic pay drawn in the post	Reason for change
		From (dd/mm/yy)	To (dd/mm/yy)	Total (yr & months)				

#copy of all experience certificates to be attached

13	Computer Literacy (Courses completed)	
14	Special Qualification/ Training##	
15	Any other information	

##copy of certificates to be attached

I declare that the particulars furnished above are true and correct to the best of my knowledge and belief.

Place:

Date :

Signature