

कोचीन शिपयार्ड लिमिटेड / COCHIN SHIPYARD LIMITED

कोच्ची / KOCHI - 15

कार्मिक एवं प्रशासन विभाग / P&A DEPARTMENT

**GENERAL INSTRUCTIONS FOR PRACTICAL TEST & PERSONAL INTERVIEW
TO THE POST OF SHIP DRAFTSMAN TRAINEE**

सं/No. P&A/6 (90)/02-A

तिथि/Date: 30 Nov 2013

1. Candidates should ensure that they fulfil all the prescribed requirements viz. age, qualification etc, as advertised and produce **all certificates and mark sheets in original for proof of your age, qualification, caste, disability and experience (if any) for verification during the Practical Test/ Personal Interview.** You are also requested to bring self-attested copies of certificates and mark sheets for our record. **If you do not produce the original certificates and mark sheets you will not be permitted to attend the Practical Test/ Personal Interview.**
2. The candidates should carry the copy of the **call letter (applicant copy of the written test) and a valid photo identity card (in original)** like Passport/Election ID Card/Driving license issued by the Government, to secure entry into Shipyard. Candidates should abide by all safety and security instructions while inside the company premises. **Those who do not produce the call letter and valid photo identity card (in original) will not be allowed to appear for the Practical Test/ Personal Interview.**
3. In case you are presently employed in a Government department/Public Sector Undertaking, you should bring a **'No Objection Certificate' from your present employer, failing which you shall not be permitted to appear for the Practical Test/ Personal Interview.**
4. If you belong to SC or ST or OBC (Non Creamy Layer), you should produce a valid community certificate (original and attested copy) issued by the Revenue Authority not below the rank of the Thahsildar, failing which your candidature will not be considered against the reserved posts.
5. **For the practical test, candidates are required to prepare a drawing using CAD. This shall be followed by a personal interview on the same day or following day or on a later date.**
6. Subject to the clause 1 above, SC/ST/PWD candidates appearing for the Practical Test/ Personal Interview will be reimbursed single to & fro second-class rail /bus fare by the shortest route from the mailing address mentioned in their online application to Cochin Shipyard Ltd, Kochi subject to production of train/bus ticket, provided that the fare of the first 30 kms (thirty kilometres) in both cases (rail or road) is borne by the candidates and the reimbursement restricted to the fare in respect of the balance of distance exceeding 30 km both ways. No extra charges, if any, incurred for reserving seat/ sleeping berth in the train will, however, be reimbursed to the candidates. The application should be supported by the train/bus ticket, either the original of onward journey or photocopy of outward journey.
7. Candidates may please note that request for changing the date and time of Practical Test/ Personal Interview will not be entertained. Depending upon the number of candidates, Shipyard reserves the right to extend the Practical Test/ Personal Interview to the following day or on a later date, on administrative grounds, and candidates are advised to plan accordingly.
8. The call letter does not constitute an offer of appointment and mere attending the Practical Test/ Personal Interview will not entitle the candidate any claim for employment in Cochin Shipyard.
9. Other terms and conditions of the advertisement notification No. P&A/6 (90)/02 dated 30 July 2013 shall apply.

“CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION”

Sd/-

महा प्रबंधक (मानव संसाधन)

General Manager (HR)