

TEBMA SHIPYARDS LIMITED
(A WHOLLY OWNED SUBSIDIARY OF COCHIN SHIPYARD LIMITED)
MALPE, KARNATAKA

No. TSL/HR/RECTT/EX-TEBMA/2022/02

18 April 2022

RECRUITMENT DRIVE FOR EX – TEBMA EMPLOYEES
ON FIXED TERM CONTRACT BASIS
WALK – IN – SELECTION AT TEBMA SHIPYARDS LIMITED (TSL)

Tebma Shipyards Limited (TSL), Malpe in Karnataka State is a wholly owned subsidiary company of Cochin Shipyard Limited (CSL) invites eligible Ex-Employees of Tebma Shipyards for Walk-in-selection for filling up of the following post in TSL on Fixed Term Contract Basis on the date mentioned below:

I. Position/Role, No. of Vacancies and Experience:

Name of Post & Max age	No. of Vacancies	Educational Qualification	Experience
Manager (Admin and Estate Management) on contract basis Age: Not to exceed 50 years	1 post (UR)	Graduate in any discipline from a recognized university. Graduate in Engineering is an added advantage.	<u>Essential:</u> Minimum of 9 years post qualification managerial experience in matters relating to Estate & Administration in <ul style="list-style-type: none">• Shipyard or• Port or• Engineering Company or• Government or Semi Government Company / Establishment or• Commercial Establishment.• Public / Private Sector Company or <u>Desirable:</u> <ul style="list-style-type: none">a) Experience of working in a computerized environment.b) Good communication skills and working knowledge in English / Hindi / Kannada. <u>Job Requirements:</u> <ul style="list-style-type: none">• Responsible on all admin related matter of the yard, has to handle estate matters.• Liaising with local communities, government departments etc,• Introducing and promoting activities like apprentice training, vendor development training etc. to deserving members of the local community, as part of yard's corporate social responsibility, in liaison with CSL.

Candidates are required to bring with them the following: -

- i) Filled in application as per the format at **Annexure-I**
- ii) Proof of Age (SSLC/SSC/Birth certificate/Indian Passport)
- iii) Experience/service certificate from Tebma Shipyards
- iv) Last pay certificate or salary details of Tebma Shipyards
- v) Any other Experience/service certificates relevant to the post
- vi) Name of two references from Personnel of Tebma Shipyards

II. Period of Contract

The post above is for a **fixed term of three years.**

III. Remuneration

Salary shall be commensurate with qualification/experience. Candidates should bring the details of their last drawn pay in Tebma Shipyards (copies of salary slips/certificate etc.)

IV. Age

The upper age limit prescribed for the post shall not exceed 50 years as on 05 May 2022.
The upper age limit is relaxable by 10 years for Ex-servicemen.

V. Method of Selection

- a. Candidates meeting the requirements shall attend a Walk in Selection to be held on 5th May 2022 (Registration from 0900 hrs to 1500 hrs) at Tebma Shipyards, Malpe.
- b. Candidates are requested to report for Walk in selection at the above venue within the stipulated date and time.
- c. Depending on number of candidates, the assessment shall be scheduled on the same day or on next / later dates, as decided by the selection committee and informed to the candidates.

VI. Conditions

A. Experience:

- a) Candidates who are Ex-employees of Tebma Shipyards only need to appear for walk in selection and such candidates with experience specified for the post only will be considered.
- b) Candidates are requested to bring the experience/service certificate issued by TSL for verification of experience.

B. General:

- a) In the present context of Covid-19 pandemic situation, the candidates are

informed to strictly abide by all safety and security instructions while at Tebma Shipyards for attending walk in selection and follow the instructions as listed under: -


- (i) All candidates should strictly follow the guidelines for prevention of Covid- 19 for attending the walk-in-selection.
 - (ii) It is advised to avoid crowded public transport to the extent possible. Maintain social distance while using such transport and wear personal protectives like mask, goggles, gloves etc. and avoid touching the surfaces using naked hands.
 - (iii) All candidates attending the walk-in selection shall wear appropriate facemasks properly covering their nose, mouth, chin etc. The candidates shall remove the mask at gates for identification. **THOSE CANDIDATES WITHOUT FACE MASKS SHALL NOT BE PERMITTED TO ATTEND SELECTION.**
 - (iv) **NO CROWDING AT THE VENUE OR GATES FOR ENTRY/EXIT SHALL BE PERMITTED.**
 - (v) All candidates shall avoid touching any pillars, bars, hand rails etc with naked hands.
 - (vi) All candidates should remove their jackets/overcoats etc at the gates for security check.
 - (vii) Compulsory screening shall be done for all candidates entering through gates with thermal scanner.
 - (viii) Wearing of masks, Social distancing and queue system shall be strictly adhered.
 - (ix) Candidates with positive test results, or who have fever and cough with breathing problems are advised not to attend the Walk-in selection. Persons with these symptoms shall not come to Tebma Shipyards for the selection.
 - (x) All candidates shall bring their own mask, personal sanitizer, transparent water bottles / other refreshments and avoid sharing of personal items.
 - (xi) All candidates shall bring their own stationery items and avoid sharing of such items.
 - (xii) Movement to any other areas / buildings / work sites of Tebma Shipyards other than the venue of walk-in selection shall be strictly prohibited.
- b) **Candidates are advised to make sure that they are meeting the experience requirements for the post.**
- c) TSL reserves the right to call for any additional documentary proof from candidates in support of eligibility requirements. Queries if any should be obtained through the e-mail tebmahr@tebma.co.in. However, TSL shall not be responsible for any delay/non-receipt of such e-mails within the stipulated date and time.
- d) No TA/DA shall be paid to the candidates for attending the selection.
- e) The vacancies are on contract basis₃ for a specific period and TSL is not liable to

offer appointment in the regular cadre during or after the completion of contract period of the selected candidates.

- f) Candidates should be of sound health and satisfy the medical fitness standards as fixed by the company. The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by TSL.
- g) **No correspondence regarding the rejection of candidature in case of ineligibility, not having the required medical standards etc. shall be entertained.**
- h) The rank lists of candidates shall be maintained for the posts and shall be operated in the event of occurrence of a vacancy caused by non-joining of a candidate from the list and/or where a candidate joins the post and in the event of separation of a person from the post during the period of one year from the date of joining in TSL. The validity period of the list shall be upto one year or upto a date decided by TSL, unless a fresh notification for the same post is issued. Depending upon the increase in tempo of operations additional vacancies may also be sourced from among candidates who attend the walk-in selection.
- i) Notwithstanding the above or any other conditions, TSL 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 and job requirements. TSL reserves the right to restrict/ alter/cancel/modify the recruitment process, if need so arises without notice or assigning any reason thereof.
- j) If at any stage 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.
- k) 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.
- l) The vacancies mentioned at Clause I is based on the present requirements. The vacancies may increase due to future organizational requirements. Such increased vacancies may be filled up from the rank list subject to conditions mentioned at VI(B)(h) above and the Government guidelines on reservations.
- m) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.
- n) For any queries, please contact us via e-mail tebmahr@tebma.co.in.

“CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION”

“ONLY INDIAN NATIONALS NEED APPLY”

 Sd/-
Assistant Manager (HR),
Tebma Shipyards Limited

TEBMA SHIPYARDS LIMITED

(Wholly Owned Subsidiary of Cochin Shipyard Limited, A Govt of India Enterprise)
MALPE

PERSONAL DATA SHEET

1. Name :
2. Post held in Tebma Shipyards Limited :
3. Permanent Home Address :
4. Local Address :
5. Nationality :
6. Caste if SC/ST/OBC :
7. Date of Birth :
8. Languages known :
 1. To Speak :
 2. Read :
 3. Write :

9. Academic & Professional qualifications :

Degree/Diploma (SSLC onwards)	University/ Institution	Special Subjects	Class & Rank	Year of Passing

10. Previous experience and training

Employer	Post Held	Period		Pay and reason for leaving
		From	To	

11. Details of foreign training if any :-

Period				Pay and reason for leaving
From	To			

12. Details of published papers, if any :

13. Membership of Professional Association if any :

14. Any other particulars :

Signature :

Designation :

Date :

NB: Any change in particulars should be notified to the personnel Department as and when occurs

15. Particulars of places (with periods of residences) where you have resided for more than one year at a time during the preceding five years, in case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given:

From	To	Residential addresses, in full (i.e., Village, Thana and District or House Number, Lane / Street / Road and Town)	Name of District Headquarters of the place mentioned in the preceding column

16. Family Details

Name ((Name in full with alias, if any))	Nationality (by birth and or by domicile)	Place of Birth	Occupation (if employed give designation & official address) if retired details as on date of retirement	Present Postal Address (if dead give last address)	Permanent Home Address
i) Father					
ii) Mother					
iii) Wife/ Husband					
iv) Brother(s)					
v) Sister(s)					