

कोचीन शिपयार्ड लिमिटेड / COCHIN SHIPYARD LIMITED

कोच्ची / KOCHI - 15

कार्मिक एवं प्रशासन विभाग / P&A DEPARTMENT

Frequently Asked Questions

Refer Advt No. CSL/P&A/RECTT/PERMANENT/Supervisors/2021/4 dated 23 November 2021 for Selection of Supervisors.

Sl No.	Query	Reply
1	How I will proceed for online application?	To apply visit (Career page →CSL→Opportunities) https://cochinshipyard.in/career/career_locations/1 and click on “ Click here to apply for the Post of Supervisors ” . Read the detailed vacancy notification given in the above page before proceeding for online registration.
2	How do I access Online Registration Process, if I am first time user?	To register visit (Career page →CSL→Opportunities) https://cochinshipyard.in/career/career_locations/1 Click on ““ Click here to apply for the Post of Supervisors ” . Click on Register (New Candidate).
3	Which browser will be compatible and easier to apply for Online Application?	Chrome browser will be compatible and easier to apply
4	Can I use other browsers to access the Online Application?	You can also use Firefox/Internet Explorer latest browsers to access the Online Application.
5	I have made a mistake while entering some data in my application form. How can I edit / correct it?	The details in the Basic registration cannot be changed or edited. Applicant can edit if there is any other correction in the application form before making payment. In Preview page, there is edit feature to edit the details except basic registration details. Once you do payment and submit your application, you cannot make any changes in your online application form.
6	I have entered the wrong Email-Id / mobile number and I want to change it. Is it possible?	No. Once entered and submitted, email Id/ mobile number cannot be changed. A unique “Application Number” and password will be sent to your registered email and registered mobile.
7	I did not receive the email intimation for registration of my application?	“Application No.” and Password” are sent by auto-response Confirmation emails. Delivery of these emails purely depends upon the correctness of Email ID Provided, policy of your E-mail Service Provider to accept and divert such emails under Bulk or Spam Mails. So please check all your email folders regarding the same.
8	My current mobile number might not be available since I work Outside state/ Outside India, so whose mobile number should I provide?	Please provide a valid mobile number of yourself or any authorized person in India to avoid any time loss in receiving official communication or instructions. You may also provide a landline number of any of your relatives / friends if required to be contacted for any reason.
9	I have forgotten to take the print out of the application form, what should I do now?	To print Application form, visit (Career page →CSL→Opportunities) https://cochinshipyard.in/career/career_locations/1 Click on “ Click here to apply for the Post of Supervisors ” .

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		Click on Login (Only Registered Candidates) . Print facility is available by logging in using the Application number and password.
10	How do i know that my application is registered?	Successful Registration is indicated by the Page displayed after clicking the submit Button indicating the generated "Application No" and "Password". Please note down the same carefully and preserve the hard copy / soft copy of the form for reference. The same are also received in registered mail and mobile.
11	How do I re-confirm that my application is submitted?	In case of doubt about the successful submission, applicants are advised to visit the Career page and Print the Application as detailed at sl no.9.
12	What should I do if there is lot of delay in accessing the page?	Speed of Registration of Online Application on Internet, is based on various factors like Internet Speed, large number of applicants trying to register the application at the same time etc. Therefore if you are not able to get the pages for registration immediately, please retry after a gap of 15 minutes or during off-peak hours.
13	Whom do I contact in case of technical queries / issues regarding the form?	For any Technical Queries related to Application Form, write an e-mail to cslhelpdeskcochin@gmail.com .
14	Whom do I contact in case of non-technical queries or clarifications related to the notification?	For any other Non-technical queries or clarifications related to the notification , you may get in touch with the CSL P&A department through career@cochinshipyard.in or please call us on 0484-2501221 (between 9AM to 4PM) on working days.
15	What details should I provide while writing for the problem?	Mention Advt. No. and Post Name in the Subject. Full Name as entered in application, Application Number and Date of Birth should be written in the email. For any Technical Queries related to Application Form, write an e-mail to cslhelpdeskcochin@gmail.com . In case of application failure or any error message, we would like to have the screenshot of the error in JPG, GIF format or as MS Word file. Additionally, you may provide the PC Details including the Operation System (like Windows XP, Vista, Linux etc.) & Internet Browser with the version used (like Internet Explorer 11.0, Chrome 94.0 etc).
16	I am a SC/ST/OBC/EWS candidate but don't have the caste certificate, can I apply as an Unreserved candidate?	If you so desire, you may apply as Unreserved Candidate (if eligible for UR category) giving your category as "UR". In such an event, your candidature will be considered as "Unreserved" and no change in category will be allowed at a later date.
17	I am working in a Govt/ Public Sector Company. Should I enclose NOC from my employer at the time of applying?	Please see the Vacancy Notification for details.
18	I am unable to access the Online application. Can I send the hard copy of application form by email or post?	To apply visit (Career page →CSL→Opportunities) https://cochinshipyard.in/career/career_locations/1 and click on " Click here to apply for the Post of Supervisors ". Only online mode of application is allowed.

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19	What are the eligibility criteria for applying online?	Please see the Vacancy Notification for details.
20	Whether upload of scanned copies of certificate/ testimonials in support of age, caste, Qualification, photograph, Experience, signature and other documents as applicable, mandatory during filling up Online Application?	Applicants need to provide the documents as specified in the Vacancy Notification mandatorily.
21	Is application fee applicable for all categories?	No application fee for applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST) / Person with Benchmark Disability (PwBD). All applicants except those belonging to SC/ST/PwBD, should pay the application fee. It is important to note that their candidature will be considered only on receipt of application fee.
22	What is the mode of payment of application fees?	Payment shall be through online payment options viz. Credit Card / Debit Card / Net Banking etc from the website. No other mode of payment will be accepted.
23	What if the transaction fails while I am paying online using any payment method?	Applicant can pay the transaction online. In case the transaction fails, Click on the Pay button once again. If the transaction is successful, it will auto redirect to the application form (Registration Slip) Page. Else, you will be asked to do payment.
24	I have secured CGPA in qualifying examination. How should I enter in marks secured in the online application?	The applicants are required to fill in the exact percentage of marks scored by them in the qualifying examination in the online application. In case University/Institute/ Examination Board defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, please fill in CGPA X Criteria for conversion of CGPA prescribed by university in marks secured field and 100 in total marks field. However, where the University/ Institute does not define criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the CGPA may be multiplied by 10 to get the required percentage of marks. Candidate will have to produce equivalent certificate/ document issued by the University evidencing equivalent percentage of marks when called for certificate verification.

Admin-Recruitment, CSL