

HOOGHLY COCHIN SHIPYARD LIMITED
HOWRAH – 711109

Ref. No. – HCSL/HR/RECTT/PERMA/008/2022- 23/(Revised)

Date: 07-11-2023

NOTICE

DETAILS OF CANDIDATES, VENUE, REPORTING TIME & DATES FOR WRITTEN TEST FOR THE POST OF ASSISTANT MANAGER (MATERIALS)

1. The detail schedule for selection to the Post of Assistant Manager (Materials) is as follows:

Sl. No.	NAME OF THE POST	DATE OF WRITTEN TEST	VENUE OF WRITTEN TEST	REPORTING TIME
1.	Assistant Manager (Materials)	16.11.2023	Hooghly Cochin Shipyard Limited, Administrative Building, Satyen Bose Road, P.O.- Danesh Shaikh Lane, Nazirgunge, Howrah, West Bengal - 711109	8.30 A.M.

2. As per the clause F of the Vacancy Notification No. HCSL/HR/RECTT/PERMA/008/2022-23/(Revised) dated 28 November 2022, the method of selection for the post of Assistant Manager (Materials) shall be written examination and Power point presentation on work experience. The details of written test is as follows: -

<u>Name of Post</u>	<u>Type of test</u>
Assistant Manager (Materials)	1. Objective type test, Total Marks: 40, Time Duration: 45 minutes 2. Descriptive type test, Total Marks: 40, Time Duration: 90 minutes

3. For provisionally short-listed candidates, email for selection tests has already been sent to e-mail ID mentioned in the application. Non-receipt of emails, if any, shall be informed by email careers@hooghlycsl.com latest by 9th November 2023. Other instructions are detailed in the email. Candidates are requested to go through the general instructions in the email,

and ensure that all instructions mentioned in the email are adhered to before appearing for the selection.

4. **Candidates should bring two copies of the call letter (copy of the email communication), with recent passport size photographs pasted and a valid photo identity proof (in original) like Passport/Election ID proof/ Aadhaar/ Driving license issued by the Government, to secure entry to the venue and abide by all safety and security instructions while inside the company premises. **Those who do not produce the call letter and valid photo identity proof (in original) will not be allowed to appear for selection test (Objective & Descriptive type test).** One copy of the call letter is to be submitted during the selection tests. The candidates should retain the other copy of the call letter, till the completion of selection process.**

5. The call letter to attend the selection test (Objective & Descriptive type test) is purely provisional.

6. **Candidates should bring own stationery items for the selection test (Objective & Descriptive type test) and avoid sharing of such items.**

7. **Movement to any other areas / buildings / work sites of yard other than the venue of the selection test (Objective & Descriptive type test) shall be strictly prohibited.**

8. **Please note that request for changing the date, time and venue of the selection test (Objective & Descriptive type test) shall not be entertained.**

9. **No TA/DA will be paid to the candidates for attending the test.**

10. No correspondence regarding the rejection of application in case of ineligibility at any stage shall be entertained.

11. Depending upon number of candidates, HCSL reserves the right to extend the scheduled date or postpone / re-schedule the selection test (Objective & Descriptive type test) to the following day or a later date, due to any compelling / administrative reasons and candidates are advised to plan accordingly.

12. Issue of call letter and mere attending tests shall not confer any right to the applicant of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion or does not constitute an offer of appointment, and will not entitle you to any claim for employment in HCSL.

13. **Candidates are advised to frequently visit HCSL website (Career page) for all updates related to the selection.**

14. Any changes in the above schedule shall be notified on HCSL website only.

15. Other terms and conditions of the Vacancy Notification No HCSL/HR/RECTT/PERMA/008/2022-23/(Revised) dated 28 November 2022 shall apply.

16. For any queries please contact us at [033-2955 8283](tel:033-29558283).

“CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION”

SD/-

Sr. Manager (IR & HR)

On & behalf of Hooghly Cochin Shipyard Limited