

HOOGLHY COCHIN SHIPYARD LIMITED
HOWRAH - 711109

Ref. Nos. – HCSL/HR/RECTT/PERMA/008/2022-23/(Revised)

Date: 15/11/2023

NOTICE

**DETAILS OF CANDIDATES, DATES, REPORTING TIME & VENUE FOR CERTIFICATE
VERIFICATION, POWER POINT PRESENTATION FOR THE POST OF
DEPUTY MANAGER (ESTATE & ADMINISTRATION)**

1. The detail schedule for selection to the Post of **DEPUTY MANAGER (ESTATE & ADMINISTRATION)** is as follows:

| SL. NO. | NAME OF CANDIDATES | DATE OF SELECTION TEST | VENUE OF SELECTION TEST | REPORTING TIME |
|---------|-----------------------|---|---|---|
| 1. | ABHEEK DEB | 27 th November,2023 & 28 th November,2023 | Administrative Building, Hooghly Cochin Shipyard Limited, Nazirgunge Unit, Satyen Bose Road, P.O. Danesh SK Lane, P.S. Sankrail, Howrah, West Bengal-711109 | <u>8 A.M</u> for 27.11.2023 & <u>9 A.M</u> for 28.11.2023 |
| 2. | ANAL DUTTA | | | |
| 3. | ARPITA GUPTA | | | |
| 4. | AVIK PAUL | | | |
| 5. | BIPLOB CHAKRABORTY | | | |
| 6. | SANGITA MITRA | | | |
| 7. | SARMISTHA NATH | | | |
| 8. | SUKLA SARKAR | | | |
| 9. | ZUBEDA KHATUN | | | |
| 10. | BITAN BISWAS | 28 th November,2023 & 29 th November,2023 | Administrative Building, Hooghly Cochin Shipyard Limited, Nazirgunge Unit, Satyen Bose Road, P.O. Danesh SK Lane, P.S. Sankrail, Howrah, West Bengal-711109 | <u>8 A.M</u> for 28.11.2023 & <u>9 A.M</u> for 29.11.2023 |
| 11. | CHIRADIP MITRA | | | |
| 12. | DEBADIPTA PARIDA | | | |
| 13. | DHRUBAJYOTI MISHRA | | | |
| 14. | E CHANDRASEKHARA GOWD | | | |
| 15. | GUDDU BHARATI | | | |
| 16. | NILADRI DUTTA | | | |
| 17. | PABITRA KUMAR SARKAR | | | |
| 18. | PREMARANJAN PRADHAN | | | |

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| 19. | RAKESH | 29 th November,2023 & 30 th November,2023 | Administrative Building, Hooghly Cochin Shipyard Limited, Nazirgunge Unit, Satyen Bose Road, P.O. Danesh SK Lane, P.S. Sankrail, Howrah, West Bengal-711109 | 8 A.M for <u>29.11.2023</u> & 9 A.M for <u>30.11.2023</u> |
| 20. | RAKTIM MUKHERJEE | | | |
| 21. | RAKTIMABH KAKATI | | | |
| 22. | RANJAN MURMU | | | |
| 23. | ROHIT KUMAR JAIN | | | |
| 24. | SANDEEP GOTHWAL | | | |
| 25. | SUJOY CHATTERJEE | | | |
| 26. | VIMLESH KUMAR | | | |
| 27. | ZAKIR HOSSAIN | | | |

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 shall include a Power Point Presentation, Group discussion and Personal Interview. Candidates who are provisionally short-listed for the post shall be required to do the Power Point Presentation highlighting their work experience (duration of not more than ten minutes). The work experience shall be assessed by selection committee based on the documents submitted by the candidates and the power point presentation on work experience. The marks shall be assigned to the short-listed candidates based on the following parameters for selection:

| Sl. No. | Method Of Selection | Marks Distribution |
|---------|--|--------------------|
| 1. | Work Experience in the relevant job/ area | 40% marks |
| 2. | Power Point Presentation on work experience (Required to bring PPT in Candidate's own Pen drive) | 30% marks |
| 3. | Group Discussion | 10% marks |
| 4. | Personal Interview | 20% marks |

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 15th 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 the copy of the email, with recent passport size photographs and a valid photo identity card (in original) like Passport/Election ID Card/ 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 email and valid photo identity card (in original) will not be allowed to appear for selection tests.

5. Candidates short-listed for Certificate verification, Power Point Presentation ,Group discussion and Personal Interview should produce **filled-up Original Application Form, all certificates in Original** towards proof of age, qualification, experience, caste, disability etc, **as well as one set of self-attested copy of all the certificates** (as given in below table), during the certificate verification and their candidature will be considered on the strength of the original certificates along with the Call Letter and valid Photo ID. **Those who do not produce the original certificates or filled-up Original Application Form will not be allowed to appear for the selection process.**

| Sl. No. | Documents to be arranged & submitted <u>AS PER THE SERIAL ORDER BELOW</u> |
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| 1. | Call Letter for Certificate Verification, Power Point Presentation, Group discussion and Personal Interview – Two copies |
| 2. | Original & Copy of Aadhaar Card (please ensure that name and date of birth in Aadhaar matches that in application form) |
| 3. | A Valid Photo Identity proof (in original) viz. Passport/Election ID proof/Aadhaar/Driving licence issued by the Government. |
| 4. | Filled-up Original Application form with photo pasted on application & declaration signed. |
| 5. | Certificate in proof of DOB (Birth Certificate/ SSLC or SSC Certificate / Passport) – <i>i.e 40 years of age</i> <i>Cut Off date of age shall be as on 20.12.2022</i> |
| 6. | Valid recent community certificate. (OBC-NCL) issued by the Revenue Authority not below the rank of Thasildar. |
| 7. | Educational qualification & Experience Certificates (as notified vide Vacancy Notification No. HCSSL/HR/RECTT/PERMA/008/2022-23/(Revised) dated 28 November 2022 |
| <i>Note: -If the candidates having qualifications equivalent to any of the prescribed qualifications shall submit Equivalency Certificate issued by the competent authority and without such certificate, the candidature shall not be considered.</i> | |
| 8. | <ul style="list-style-type: none"> • Educational qualification: <p><u>Essential:</u></p> <p>Graduate in any discipline from a recognized university (Except in Fine Arts or Performing Arts).</p> <p><u>Desirable:</u></p> |

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| | <p>a) Post Graduate Degree or Post Graduate Diploma in any discipline.</p> <p>b) Proficiency in Computer Applications like MS Office.</p> <p>c) Master's Degree in Business Administration</p> <ul style="list-style-type: none"> • Experience: <p><u>Essential:</u></p> <p>Minimum of 7 years post qualification experience with minimum of 3 years' experience in matters relating to Administration in Government / Semi-Government Establishment or Public / Private Sector Company or Commercial Establishment and experience in handling workers' canteen or Corporate Guest House.</p> <p><u>Desirable:</u></p> <p>a) Experience of working in an ERP/SAP/computerized environment</p> <p>b) Good communication skills and working knowledge in English/Hindi/Bengali.</p> |
| | <ul style="list-style-type: none"> • Experience <p>a) Experience acquired after the date of passing of the qualification stipulated as per item I above shall only be considered. Period of post qualification experience shall be reckoned as on 20 December 2022. ii) Experience Certificates obtained from Companies registered under the Companies Act 1956 or Foreign Companies of equivalent status shall only be considered for short listing and for consideration for selection.</p> <p>b) Applicants who are presently working in any company (Private/ Public Sector/ Govt) in the absence of experience certificate, should submit copy of Appointment/Offer letter issued by the company, latest Pay Slip/copy of last Pay drawn and CTC certificate during the current financial year/IT Form-16 of the previous financial year as proof of experience. For past employment, experience certificate indicating the date of joining as well as relieving should be submitted.</p> |
| 9. | <p>c) Applicants who are presently working in any company (Private/ Public sector /Govt), in the absence of experience certificate, should submit copy of Appointment / Offer letter issued by the company, latest Pay Slip / copy of last Pay drawn as proof of experience. For past employment, experience certificate indicating the date of joining as well as relieving should be submitted. During the certificate verification process, the candidates should produce all certificates in original to establish the experience</p> |

claimed in their online application, failing which they shall not be considered for further selection.

d) Work experience obtained from contractors (Proprietary Firms and Partnership Firms) engaged by registered companies may be considered based on the endorsement of the Principal Employer on the certificates issued by the contractor. Such applicants are required to submit their experience certificates along with further proof such as ESI/EPF statements. Certificates of training issued by the contractors without the endorsement of the Principal Employer shall not be considered.

e) Applicants in regular Government service or in Government owned industrial or other similar organizations should submit their applications online directly. However, such applicants are required to upload a declaration (as per Annexure -I) that they have informed in writing to their employer that they have applied for the post notified by HCSL. Candidature of such applicants will not be considered if objection if any received from the employer.

f) Applicants who are Ex-servicemen should submit Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces. Those ex-servicemen having qualification endorsed in their Discharge Certificate/ Book should have working experience in the relevant discipline in the Armed Forces. Ex-servicemen claiming equivalency of qualification should produce the certificate of equivalency or endorsement in the Discharge certificate of the same with authority (refer order issued by the Govt of India), should produce certificates indicating qualification and work experience in the relevant discipline in the Armed Forces, as proof of experience during certificate verification process. They should produce experience certificate from the authorities concerned, failing which their candidature shall not be considered.

g) Those ex-servicemen, on re-employment in any Government job on civil side after availing of the benefits given to him as an ex-serviceman, his ex-serviceman status for the purpose of reemployment in Government shall be governed by DoPT OM Nos. 36034/27/84- Estt. (SCT) dated 02.05.1985, 36034/6/90-Estt (SCT) dated 02.04.1992 and 36034/1/2014- Estt. (SCT) dated 14.08.2014. All ex-servicemen shall submit an undertaking along with the application to the effect that he has not been re-employed in Government after availing the benefits for ex-servicemen.

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| 10. | Disability Certificate - <i>Valid Certificate of disability to prove minimum 40% disability in the prescribed format.</i> |
| 11. | Any other relevant certificates or documents specific to the notified post. |

6. Candidates should bring own stationery items for the tests and avoid sharing of such items.
7. No TA/DA shall be paid to the candidates for attending the selection process.
8. Movement to any other areas / buildings / work sites of shipyard other than the venue of selection tests shall be strictly prohibited.
9. Please note that request for changing the date, time and venue of the selection tests shall not be entertained.
10. Candidates are advised to frequently visit HCSL website (Career page) for all updates related to the selection.
11. No correspondence regarding the rejection of application in case of ineligibility shall be entertained.
12. Any changes in the above schedule shall be notified on HCSL website only.
13. Other terms and conditions of the Vacancy notification No. Vacancy Notification No. HCSL/HR/RECTT/PERMA/008/2022-23/(Revised) dated 28 November 2022 shall apply.
14. For any further clarification, please contact us vide Ph: 033 29558283.

“CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION”

SD/-
Sr. Manager (IR & HR)
On & behalf of Hooghly Cochin Shipyard Limited