

HOOGHLY COCHIN SHIPYARD LIMITED
HOWRAH- 711109

IMPORTANT – Vacancy Notification bearing number HCSL/HR/RECTT/PERMA/008/2022-23 dated 10 November 2022 has been withdrawn and fresh notification bearing number HCSL/HR/RECTT/PERMA/008/2022-23/(Revised) dated 28 November 2022 is hereby issued and published.

Vacancy Notification No. HCSL/HR/RECTT/PERMA/008/2022-23/(Revised) dated 28 November 2022

Hooghly Cochin Shipyard Limited (HCSL), a wholly owned subsidiary of Cochin Shipyard Limited (CSL), invites applications from qualified, experienced and committed professionals for filling up of the following positions for HCSL, Howrah:-

A. Post Name, Educational Qualification and Experience for Permanent Executive & Supervisor Positions

TABLE I

Sl No	Name of Posts. Grade and Pay scale	Educational Qualification	Experience	Age
1	Senior Manager (Finance) E-4 Grade ₹ 70000-200000/-	Essential: Chartered Accountant or Cost Management Accountant or Chartered Financial Analyst or Master Degree in Business Administration (Finance). Desirable: Proficiency in Computer Applications like MS Office.	Experience: Minimum of fifteen years post qualification managerial experience in the areas of Finance and Accounts in Shipbuilding or Ship repair or Engineering company or Manufacturing company or Commercial establishment or Government Semi-Government Company/Autonomous Establishment. Desirable: <ul style="list-style-type: none"> • Good communication skills and working knowledge in English/Hindi/ Bengali. • Experience of working in an ERP/ SAP computerised environment. Job requirements: Responsible for the finance management activities and will be part of team reporting to Head of Finance Department. Will be responsible for overall Planning and monitoring of	Not to exceed 48 years.

			financial health of company, Cash flow planning. Preparation of financial statements. Will be responsible for overall finance management for the unit.	
2	Manager (Planning & Project Management) E-3 Grade, ₹60000-180000/-	<p>Essential: Degree in Mechanical/ Electrical/ Marine/ Naval Architecture / any other branch of Engineering with minimum of 60% marks from a recognized University.</p> <p>Desirable: a) Post Graduate Degree /diploma/ certification in Project Management, PMP (Project Management Professional) certificate from reputed institution like PMI</p> <p>b) Proficiency in Computer Applications like MS Office.</p>	<p>Experience: a) Minimum of nine years post qualification managerial experience in the areas of Project Planning/ Execution / Design in : <ul style="list-style-type: none"> • Shipbuilding/ • Ship repair/ • Offshore Fabrication. b) Of the above, minimum of 4 years' experience shall be exclusively in department dealing with Planning / Project Management.</p> <p>c) Experience of working in MS project and other latest Planning and Project Management tools.</p> <p>Desirable: a) Experience of working in an ERP/ SAP/computerized environment. b) Good communication skills and working knowledge in English/Hindi/ Bengali.</p> <p>Job Requirements: Responsible for planning, organizing and co-coordinating the activities of planning department of ship building and ship repairs, including following : a) Coordination with project team, clients, owners, classification</p>	Not to exceed 40 years.

			<p>society, vendors and sub-contractors</p> <p>b) Providing the necessary corrective action inputs to production teams.</p>	
3	<p>Manager (Sub contract & Commercial) E-3 Grade, ₹60000-180000/-</p>	<p>Essential: Degree in Mechanical Engineering / Electrical Engineering / Naval Architecture Engineering / Marine Engineering / any other branch of Engineering with minimum of 60% of marks from a recognized University.</p>	<p>Experience: a) Minimum of nine years post qualification experience in a</p> <ul style="list-style-type: none"> • Shipyard or • Dockyard or • Marine Engineering Company <p>b) Out of the nine years, at least three years experience in Commercial/Estimation in Shipbuilding/Ship repair.</p> <p>Desirable: a) Experience of working in an ERP/SAP/computerized environment b) Good communication skills and working knowledge in English/Hindi/Bengali. c) Experience in supervising the ship building or ship repair works and workmen.</p> <p>Job Requirements: Should be a good team player and shall demonstrate professionalism in official activities. Should be willing to travel at short notice, willing to take responsibility to work against the set targets within the time frame etc. Liaising with various government/statutory agencies. Preparation of accurate cost estimation of the tender</p>	<p>Not to exceed 40 years.</p>

			<p>enquiry within the deadline, prepare quotations and submit it with necessary documents/attachments. If deemed necessary, ship visit to be carried out prior preparation of cost estimate. Preparation of Additional quotations & Cost Update during execution of jobs. Cost monitoring & cost control during the execution of projects. Concurrence of purchase proposals with respect to budgetary provisions. Preparation of invoices/bills for the ship repair works / shipbuilding / new fabrication works & preparation of clarifications on invoice scrutiny. Onboard ship visits as required during the course of shipbuilding /repairs. Co-ordination with production department and attending production meeting for monitoring the overall progress of works. Liaise with the project team for preparing the work completion certificates. Attend Negotiation Meetings with the Clients to conclude the Contracts, Project Review Meetings, and Settlement of Invoices & Signing of Settlement Sheets. Follow-up with the Clients on regular basis for payment collection. Evaluation of sub-contractor bills with respect to WCCs. Responsible for IMS activities in area assigned.</p>	
4	<p>Manager (Marine & Central Services), E-3 Grade, ₹60000-180000/-</p>	<p>Essential: Engineering Degree in Marine / Mechanical /Naval Architecture / any branch with minimum of 60% marks from a recognized University</p>	<p>Experience: a) Minimum of 9 years post qualification experience in • Shipyard or • Dockyard b) Maintenance of yard equipment like cranes, forklifts, movable sheds, etc. c) Berthing / Handling of marine vessels in water.</p> <p>Desirable: a) Experience of working in an ERP/SAP/computerized environment b) Good communication skills and working knowledge in English/Hindi/Bengali.</p> <p>Job Requirements: a) Allocation and ensuring availability</p>	<p>Not to exceed 45 years</p>

			<p>of all utility and MH equipment to all departments based on booking and priority.</p> <p>b) Allocation of operators to ensure availability at all required times.</p> <p>c) Maintenance of all utility and MHE of the yard.</p> <p>d) Berthing and shifting of vessels in water and ensuring their safety</p> <p>e) Maintenance of buildings and structures.</p>	
5	Deputy Manager (Company Secretary) E-2 Grade ₹50000-160000	<p>Essential: Degree with minimum of 60% marks from a recognized University and Associate membership of the Institute of Company Secretaries of India.</p> <p>Desirable : a) Additional Qualification in Law (LLB/LLM), MBA Finance, CFA, CA, ICWA or other certifications post ICSI membership.</p>	<p>Experience: Minimum 7 years post qualification experience out of which five years' experience shall be as whole time Company Secretary in a company with a paid up capital of Rs. 10 crore or above.</p> <p>Desirable: a) Experience of working in an ERP/SAP/computerized environment b) Good communication skills and working knowledge in English/Hindi/Bengali.</p> <p>Job Requirements: Should be willing travel at short notice, willing to take responsibility to work against set targets within the time frame etc. Liaising with various government/statutory agencies.</p> <p>Not limited to the above, the officer shall be liable to undertake any other duties as directed by HCSL Management.</p>	Not to exceed 38 years.

6	Deputy Manager (Finance) E-2 Grade ₹50,000 – 1,60,000/-	<p>Essential: Chartered Accountant or Cost Management Accountant or Chartered Financial Analyst or Master Degree in Business Administration (Finance).</p> <p>Desirable: Proficiency in Computer Applications like MS Office.</p>	<p>Experience: Minimum 7 years post qualification experience out of which 2 years as Supervisor of Finance functions in a Shipyard or</p> <ul style="list-style-type: none"> • Engineering Company or • Commercial Organization <p>or</p> <ul style="list-style-type: none"> • Government /Semi Government Company / Establishment. <p>Desirable: a) Experience of working in an ERP/SAP/computerized environment b) Good communication skills and working knowledge in English/Hindi/Bengali.</p> <p>Job Requirements: a) Verification of invoices with respect to passing of bills and their processing b) Verification of various price comparison statements as related to tenders and its accounting of EMD and release of same c) Preparation of various MIS Reports e) Periodical closing of accounts</p>	Not to exceed 38 years.
7	Deputy Manager (Safety) E-2 Grade ₹ 50,000 – 1,60,000/-	<p>Essential: a) A degree with minimum of 60% marks from a recognized University or its equivalent in any branch of engineering or technology OR A degree with minimum of 60% marks from recognized University in Physics and Chemistry OR</p>	<p>Experience: Minimum 7 years post qualification experience out of which 5 years in the field of Industrial Safety in a Shipyard / Factory / Government / Semi-Government Company / Establishment. The candidate shall have experience in handling activities related to HSE (Health, Safety and Environment) in a Shipyard / Factory.</p> <p>In case of Engineering degree, two years' experience in a position of supervision or management in a factory in either the production or the maintenance or the safety department</p> <p>In case of degree in Physics and Chemistry, 7 years' experience in a</p>	Not to exceed 35 years.

		<p>A diploma in any branch of engineering or technology with minimum of 60% marks, recognized by the State Government</p> <p>b) A degree or diploma or certificate in industrial safety recognized by the State Government.</p> <p>Exempted for those who have not less than 7 years' experience in a department of the Central or a State Government which deals with the administrations of the Factories Act, 1948 (63 of 1948), or the Indian Dock Labourers Act, 1934 (19 of 1934),</p>	<p>position of supervision, or management in a factory in either the production or the maintenance or the safety department,</p> <p>In case of degree or diploma or certificate in industrial safety, 7 years experience in a position of supervision or management in a factory in either the production or the maintenance or the safety department;</p> <p><u>Desirable:</u> a) Experience of working in an ERP/SAP/computerized environment b) Good communication skills and working knowledge in English/Hindi/Bengali.</p>	
8	<p>Deputy Manager (Marine & Central Services) E-2 Grade ₹ 50,000 – 1,60,000/-</p>	<p><u>Essential:</u> a) Engineering Degree in Marine / Mechanical /Electrical / Electronics with minimum of 60% marks from a recognized University,</p>	<p><u>Experience:</u> a) Minimum of 7 years post qualification experience. b) Of the above, minimum of 2 years shall be in maintenance of equipment, plant and machinery.</p> <p><u>Desirable:</u> a) Experience of working in an ERP/SAP/computerized environment b) Good communication skills and working knowledge in English/Hindi/Bengali.</p> <p><u>Job Requirements:</u> a) Allocation and ensuring availability of all utility of MH equipment to all departments based on booking and</p>	<p>Not to exceed 35 years.</p>

			<p>priority.</p> <p>b) Allocation of operators to ensure availability at all required times.</p> <p>c) Maintenance of all utility and MHE of the yard to ensure maximum availability.</p> <p>d) Berthing and shifting of vessels in water and ensuring their safety</p>	
9	<p>Deputy Manager (Estate & Administration) E2 Grade ₹ 50,000 – 1,60,000/-</p>	<p>Essential: Graduate in any discipline from a recognized university (<i>Except in Fine Arts or Performing Arts</i>).</p> <p>Desirable: a) Post Graduate Degree or Post Graduate Diploma in any discipline. b) Proficiency in Computer Applications like MS Office. c) Master's Degree in Business Administration</p>	<p>Experience: a) Essential: 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>Desirable: a) Experience of working in an ERP/SAP/computerized environment b) Good communication skills and working knowledge in English/Hindi/Bengali.</p> <p>Job Requirements: Responsible for all admin related matter of the yard, has to handle estate matters in liaison with Government authorities and HCSL, managing Shipyard guest house and canteen.</p>	Not to exceed 40 years.
10	<p>Assistant Manager (HR) E-1 Grade ₹ 40000 - 140000/-</p>	<p>Essential: Two year Master's Degree or equivalent Degree or equivalent Diploma or Post Graduate Degree in any of the following areas - Business Administration with specialization in HR / Personnel Management / Master in Social Works- with minimum of 60% marks from a recognized</p>	<p>Experience: a) Minimum of 3 years post qualification managerial experience in Human Resource in a</p> <ul style="list-style-type: none"> • Public Sector Undertaking or • Engineering Company or • Government / Semi-Government Company / Establishment <p>b) Should be well experienced and conversant with administrative functions, modern HR applications and practices. c) Working knowledge / Experience in labour laws. d) Knowledge of West Bengal State Rules.</p>	Not to exceed 30 years

		University/Institute.	<p><u>Desirable:</u> a) Experience of working in an ERP/ SAP/ computerized environment. b) Good communication skills and working knowledge in English/Hindi/Bengali.</p> <p><u>Job Requirements:</u> Should be willing to travel at short notice, willing to take responsibility to work against the set targets within the time frame etc. Liaising with various government/ statutory agencies. The officer shall be liable to undertake all duties as directed by the HCSL Management.</p>	
11	Assistant Manager (Materials) E-1 Grade ₹ 40000 - 140000/-	<p><u>Essential:</u> a) Engineering Degree in Mechanical / Electrical /Electronics / Production with 60% marks from a recognized University</p> <p><u>Desirable:</u> Post Graduate Degree / Diploma in Materials Management/Inventory Management/ Stores Management</p>	<p><u>Experience:</u> <u>Essential:</u> Minimum of 3 years post qualification experience in any Engineering Company / Shipyard. b) Of the above, minimum of 2 years' experience shall be in any two of the following domains :- i) Supplier/Vendor management and development. ii)Material procurement/contract management of items such as equipment, machinery, engineering materials etc. iii) Experience in handling Public procurement requirements mandated by Govt of India.</p> <p><u>Desirable:</u> a) Experience of working in an ERP/SAP/computerized environment b) Good communication skills and working knowledge in English/Hindi/ Bengali.</p> <p><u>Job Requirements:</u> a) To manage the vendor cell and shall aggregate vendor data and communicate vendor performance and make improvement in vendor performance. Shall also manage and improve the relationship with the vendors.</p>	Not to exceed 30 years

			<p>b) Sourcing and purchasing of materials/services as per procedures and regulatory requirements, publish tenders, evaluate bids, negotiate contracts, make recommendations etc.</p> <p>c) To lead and manage corporate and regulatory compliance with respect to various public procurement requirements mandated by Government and to regularly communicate reports.</p> <p>d) Manage and motivate a team of procurement staff and to liaise between suppliers, internal departments, legal counsels, other external agencies so that procurement objectives are met. Good communication skills and working knowledge in English/Hindi/Bengali.</p>	
12	Accountant PS –I Grade ₹ 28,000 - 1,10,000/-	<p>Essential:</p> <p>a) Post Graduation in Commerce from a recognized University. OR b) Graduate with a Pass in intermediate examination of the Institute of Cost Accountants of India / Institute of Chartered Accountants of India.</p>	<p>Essential:</p> <p>I. For the educational qualification at Sl. No. a) Seven years' experience in Finance/ Accounting in a Government or Semi Government Establishment / Public or Private Sector Undertaking.</p> <p>II. For the educational qualification at Sl. No. b) Five years' experience in Finance / Accounting in a Government or Semi Government Establishment / Public or Private Sector Undertaking.</p> <p>Desirable:</p> <p>a) Experience of working in an ERP/SAP/computerized environment b) Good communication skills and working knowledge in English/Hindi/ Bengali.</p> <p>Job Requirements: Verification of estimates in relation to subcontracting of works, procurement of materials etc., verification of various price comparison statements as related to tenders, and its accounting of EMD and release of same, verification of invoices with respect to passing of bills and their processing, GST returns, TDS returns, etc.</p>	Not to exceed 35 years

***Experience acquired after the date of passing of the qualification shall only be considered. Period of post qualification experience shall be reckoned as on 09 December 2022. Experience Certificates obtained from Companies registered under the Companies Act 2013 or Foreign Companies of equivalent status shall only be considered for short listing and for consideration for selection.**

B. Important Dates:

Commencement of Application : 10 November 2022
 Last Date of Application : 20 December 2022

C. No. of vacancies and reservation:

TABLE 2

Name of Post	UR
Senior Manager (Finance)	1
Manager (Planning & Project Management)	1
Manager (Sub contract & Commercial)	1
Manager (Marine & Central Services)	1
Deputy Manager (Company Secretary)	1
Deputy Manager (Finance)	1
Deputy Manager (Safety)	1
Deputy Manager (Marine & Central Services)	1
Deputy Manager (Estate & Administration)	1
Assistant Manager (HR)	1
Assistant Manager (Materials)	1
Accountant	1
Total	12

(i) HCSL reserves the right to increase / decrease the number of vacancies or not to fill up the vacancies or cancel the recruitment process, as per its requirement.

(ii) The post is identified for applicants with bench mark disabilities as below:

TABLE 3

Category	Bench Mark disability
Category (a)	Blindness and low vision;
Category (b)	Deaf and hard of hearing;

Category (c)	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
Category (e)	Multiple disabilities

D. Scale of Pay & Benefits & Place of Posting:

- a) In addition to Basic Pay, the Executives are eligible for Industrial DA as applicable, HRA @ of 24% of Basic pay, Perks upto 35% of Basic Pay, Contributory Provident Fund Scheme, Accident Insurance coverage, Reimbursement of Medical expenses under the Contributory Medical Insurance policy, Leave encashment etc as admissible.
- b) For all posts, the posting shall be at Hooghly Cochin Shipyard Limited (HCSL), Kolkata/ other project sites as desired by HCSL.
- c) Selected candidate shall be placed in the minimum of the pay scale and pay protection will not be considered.

E. Age:

- (i) **The upper age limit prescribed for the post shall be as on 20 December 2022.**
- (ii) The upper age limit shall be relaxable by 5 years for Persons with Benchmark Disabilities (PwBD) and 10 years for Ex-servicemen. However, in no case, age limit after applying all age relaxations shall exceed 45 years.

F. Method of Selection:

➤ **For Senior Manager, Manager & Deputy Manager:**

- a) The Personal Interview shall be held at HCSL.
- b) 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. Based on the Power Point Presentation, the candidates shall be further short-listed for Group discussion and Personal Interview. Only candidates who are meeting the notified work experience and job requirements shall be permitted to attend Group discussion & Personal Interview. The marks shall be assigned to the short-listed candidates based on the following parameters for final selection:
- i) **Work Experience in the relevant job/ area : 40% marks**
 - ii) **Power Point Presentation on work experience : 30% marks**
 - iii) **Group Discussion : 10% marks**

iv) **Personal Interview** : **20% marks**

c) HCSL reserves the right to scrutinise applications for the post and prepare shortlist of candidates based on meeting eligibility requirements ascertained through the certificates submitted and only such shortlisted candidates shall be permitted to attend the selection process.

➤ **For Assistant Manager & Accountant:**

i. The method of selection shall include :-

- (i) **Phase I - Objective type Online test (40 Marks)**
- (ii) **Phase II - Descriptive type Written test (40 Marks)**
- (iii) **Phase III - Power point presentation on work experience (20 Marks)**

ii. The Phase I Objective type Online test shall be of **45 minutes duration** and consists of two parts- General (Part A) and Discipline related, based on job requirements (Part B). Part A comprises of General Knowledge, General English, Reasoning and Quantitative Aptitude. The pattern of the question paper, number of questions and allotment of marks is detailed under:

TABLE 4

No. of questions in each section/ marks per section*					Total no. of questions for Objective type Online test / Max marks
General Knowledge	General English	Reasoning	Quantitative Aptitude	Discipline related	
5	5	5	5	20	40

*Each question carries one mark. There shall be no negative marks.

- iii. Detailed Syllabus for the tests shall be published later.
- iv. Depending upon the number of online applications, the selection process shall be held at Kolkata or at any other place in West Bengal.
- v. The merit list shall be prepared on the basis of marks secured by candidates in the Phase - I Objective type online test. In case, same marks secured by more than one candidate, marks scored in the discipline part of the Objective type online test shall be the basis of determining the order of merit list. In case of a tie thereafter, relative merit shall be decided based on seniority in age.

- vi. Based on the merit list, candidates shall be short-listed in the ratio of 1:6 for certificate verification. However, HCSL reserves the right to fix minimum marks for pass in the Objective type online test (Phase I) and in such cases, the ratio of short-listing may be less than 1:6.
- vii. Only those candidates who successfully complete the certificate verification shall be allowed to attend the Phase-II (Descriptive type written test) & Phase III (Power Point Presentation), which shall be held at Kolkata or at any other place in West Bengal.
- viii. A final merit list shall be prepared based on the total marks secured by the candidates in Phase I, Phase II & Phase III. HCSL also reserves the right to fix minimum marks for pass in any of the phases at its sole discretion.

G. Conditions:

i. Reservation

- i) Government of India Directives on reservation applicable for Scheduled caste (SC)/ Scheduled Tribe (ST)/ Other Backward Class (OBC)/ OBC (Minority)/ Economically Weaker Sections (EWS) /Persons with Benchmark Disabilities (PwBD)/ Ex-servicemen (ESM) candidates shall apply subject to meeting the eligibility requirements.
- ii) In the case of Persons with Benchmark Disabilities (PwBD), the degree of disability should be a minimum of 40%. The applicant should submit a *valid Certificate of disability* to this effect in the prescribed format issued by Competent Authority as per the Rights of Persons with Disabilities Rules, 2017.

ii. Qualification

- i) The minimum qualification stipulated for the post must be from a University/ Institute/Examination Board recognized by AICTE/ appropriate statutory authority/State/Central Government.
- ii) Those applicants having qualifications equivalent to any of the prescribed qualifications should submit Equivalency Certificate issued by the Competent Authority and without such Certificate, their candidature shall not be considered.

iii. Experience

- i) **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.**

- iii) 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 claimed in their online application, failing which they shall not be considered for further selection.
- iv) **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.**
- v) 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.
- vi) 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.
- vii) 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 re-employment 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.**

H) Application Fee:

Nil

I) How to Apply:

- (i)** Applicants should fill in the application form (**Annexure I**) with **recent passport size photograph pasted and e-mail the scanned copies of signed application form along with supporting documents in one PDF to the e-mail id careers@hooghlysl.com and mention “Application for the post of.....(Name of the post)” as the subject of the e-mail.**

- (ii)** The Checklist of documents to be submitted along with the application form are as under:-
 - (a) Scanned copy of Aadhaar Card.
 - (b) Relevant Certificates to prove age (Birth Certificate/SSLC or SSC/Passport).
 - (c) All Qualifying Degree Certificates.
 - (d) Consolidated Mark Sheets / All Semester Mark Sheets.
 - (e) Experience certificates.
 - (f) Disability Certificate (if applicable).
 - (g) Caste Certificate (if applicable).

- (iii)** **Applicants should ensure that the scanned copy of application form (Signed with photo pasted) & all certificates towards proof of age, educational qualification, experience, caste, disability etc are sent through e-mail, failing which their candidature shall not be considered and shall be rejected.**

- (iv)** Application Form must be complete in all respects as per the Advertisement Notification. Applicants should ensure that all the entries have been correctly filled in. Filling of garbage / junk details in any of the fields can lead to rejection of your application. Applications that are incomplete, not in the prescribed format, not legible, without the required enclosures or unsigned, will be summarily rejected without assigning any reason and no correspondence in this regard will be entertained.

- (v)** The last date for receipt of applications through **careers@hooghlysl.com** is **20 December 2022 latest by 23:59hrs (IST)**. Application submitted direct or by any other mode shall not be accepted.

J) General:

- (i)** **Applicants are advised to make sure that they are meeting the eligibility requirements as per the vacancy notification for the post before submitting the applications.**

- (ii)** Definition of Ex-serviceman:- Ex-serviceman is a person

- a) Who has served in any rank whether as combatant or non-combatant in a Regular Army, Navy and Air Force of the Indian Union, and
 - i. Who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
 - ii. Who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
 - iii. Who has been released from such service as a result of reduction in establishment;
- b) Who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service; Or
- c) Personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension; Or
- d) Personnel, who were on deputation in Army Postal Service for more than six months prior to 14th April, 1987; Or
- e) Gallantry award winners of the Armed Forces including personnel of Territorial Army; Or
- f) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

(iii) HCSL reserves the right to call for any additional documentary evidence from candidates in support of educational qualification / experience / other notified eligibility requirements as indicated in their application, and information / replies to such queries should be only through the e-mail careers@hooghlycsl.com. However, HCSL shall not be responsible for any delay/non-receipt of such e-mails within the stipulated date and time. Replies to any such queries received after the stipulated date and time shall not be considered, and no further correspondence shall be entertained in this regard.

(iv) **Original Certificates of the short-listed candidates shall be verified at the time of joining or at some other stage as decided by HCSL.** Candidature is purely provisional subject to verification of original certificates in proof of age, qualification, experience, caste, disability, medical fitness etc. At the time of verification/joining, if the candidates short-listed above are found not meeting the eligibility requirements or fail to produce certificates in original or if at any stage, it is found that any information furnished by the candidate is false/incorrect, the

candidate shall not be considered for selection and candidature will be cancelled/rejected without further notice.

- (v) No TA/DA shall be paid to the candidates for attending the selection process.**
- (vi) No correspondence regarding the rejection of application in case of ineligibility shall be entertained.**
- (vii) Call letters shall not be sent to short-listed candidates by post.** They shall be informed to download call letter by e-mail/through CSL website www.cochinshipyard.in. Schedule of the selection process shall be intimated to the short-listed applicants through E-mail/CSL website (Career page). Candidates are requested to frequently check the above website (Career Page) for updates related to the selection process.
- (viii)** Mere submission of application, Issue of call letter and attending Selection process shall not confer any right to the applicant of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion.
- (ix)** Appointment of selected candidates will be subject to verification of character and antecedents and verification of caste certificates if applicable.
- (x)** The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by HCSL. The reports of such medical examination shall be examined by Medical Officer of HCSL and the appointment of the candidate shall be subject to verification of Medical fitness by the Medical Officer of HCSL.
- (xi)** HCSL shall not bear any liability on account of salary/leave salary/gratuity/pension contribution etc, if any related to previous employment of any candidate already working in Government/Public Sector Undertakings.
- (xii)** Rank lists shall be maintained for the post and shall be operated only in the event of occurrence of a vacancy during the validity period of the rank list. The validity period of the rank list shall be upto 18 months from the date of reporting of the last candidate, from the list of candidates advised to join on publication of the result, unless a fresh notification for the same post is issued. Vacancy which arose as stated above shall not be treated as a fresh vacancy.
- (xiii)** The number of posts indicated at para A is based on existing requirement and shall vary depending on the future requirements and the vacancies that may arise during the validity period of the rank list shall be filled up from that rank list at the discretion of HCSL.

- (xiv) Notwithstanding the above or any other conditions, HCSL 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 in the rank list, availability of projects and job requirements. HCSL reserves the right to restrict/ alter/cancel/modify the recruitment process, if need so arises without notice or assigning any reason thereof.
- (xv) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- (xvi) Any legal proceedings in respect of any claim or dispute arising out of this advertisement and/or an application in response thereto and selection process thereafter can be instituted only in the Courts/Tribunals/Forums at Kolkata/Howrah and such Courts/ Authorities shall have sole and exclusive jurisdiction.
- (xvii) Any amendment, modification or addition to this advertisement shall be published in the CSL website only.
- (xviii) For any queries please contact us via e-mail careers@hooghlycsl.com/call us at 033-2955 8283

**“CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION”
“ONLY INDIAN NATIONALS NEED APPLY”**

Sd/-

MANAGER (IR & HR), HCSL

HOOGHLY COCHIN SHIPYARD LIMITED