

HOOGLY COCHIN SHIPYARD LIMITED
(A WHOLLY OWNED SUBSIDIARY OF COCHIN SHIPYARD LIMITED)
Howrah - 7111109

Vacancy Notification No. HCSSL/HR/RECTT/PERMA/021/2022-23 dated 10 November 2022

Hooghly Cochin Shipyard Limited (HCSSL), a Wholly Owned Subsidiary of Cochin Shipyard Limited invites **Online applications** from candidates fulfilling the eligibility requirements for filling up of the following positions in **Workmen category** at Kolkata.

I. Name of Posts, No. of Vacancies & Reservation, Educational Qualification, Experience & Job Requirements:

Sl No	Name of Post, Grade, No. of Vacancies & Reservation	Educational Qualification	Experience	Age
1	Junior Technical Assistant (Naval Architecture) Pay scale- W7 1 post (UR)	<p>Essential: Pass in three year Diploma in Mechanical Engineering from a State Board of Technical Education securing minimum of 60% of marks</p> <p>OR</p> <p>B.SC in Ship Building & Repair securing minimum of 60% of marks</p> <p>Desirable: a) Experience of working in an ERP/ SAP/ MS Project/ Primavera/ Auto CAD/ Ship Design software/Computerized Environment. b) Good communication skills and working knowledge in Hindi/Bengali.</p>	<p>Experience: Minimum of 4 years of experience in the area of Design. Should possess adequate knowledge and exposure in Hull Design/Hull Outfit in a</p> <ul style="list-style-type: none"> • Shipyard or • Offshore Fabrication /Other Marine Installations or • Classification Societies or • Marine related Engineering companies or • Government/ Semi- Government Company/ Establishment. <p>Desirable: 1) Experience in preparing Basic & Detailed drawing for Hull/Hull outfit. 2) Knowledge in Basic strength calculation of Hull/Hull outfit. 3) Maintained document register & handled document transmittal.</p> <p>Job Requirements: Visit production site and extend technical support related to design during production stage. Co-ordinate with Production team, Clients, Class, Consultants during project execution. Preparation of Technical Specification of Hull outfit items. SAP entry for Steel Material/Outfit Items/Equipment for indenting. Prepare, monitor and control master drawing register and drawing transmittal record.</p>	Not to exceed 35 years.

II. Scale of Pay & Place of Posting:

- a) The posts are in Industrial Dearness Allowance (IDA) pattern and consist of Basic Pay, IDA, HRA and Allowances as admissible.

Pay Scale	Scale of Pay
W7	₹ 23500-77000

- b) For all posts, the posting shall be at Hooghly Cochin Shipyard Limited (HCSL), Kolkata/ other project sites as desired by HCSL.

III. **Important Dates:**

Commencement of Application : 10 November 2022

Last Date of Application : 09 December 2022

IV. **Age:**

- a) **Age shall not exceed 35 years as on 09 December 2022.** The upper age is relaxable by 10 years for Persons with Benchmark Disabilities (PwBD).
- b) Age relaxation for Ex-servicemen shall be as per Government of India guidelines. However, in no case, age limit after applying all age relaxations shall exceed 45 years.

V. **Method of Selection:**

- a) The method of selection shall include **Phase I**, consisting of an **Objective Type Online Test** and **Phase II** consisting of **Descriptive / Practical Test**.

Post code	Method of Selection & Marks
Sl. No. 1	Phase I : Objective type online Test – 70 marks (75 minutes duration) Phase II : Descriptive type Written Test - 30 marks Total-100 marks

- b) The Phase I Objective type online test shall consists of two parts **General (Part A) and Discipline related (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:

Sl. No.	Name of post	No. of questions in each section/ marks per section*					Total no. of questions for test / Max marks
		General Knowledge	General English	Reasoning	Quantitative	Trade / Discipline related	
1	Junior Technical Assistant (Naval Architecture)	5	5	5	5	50	70

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

- c) Detailed Syllabus for the tests shall be published later.
- d) Depending upon the number of online applications, the selection process shall be held at Kolkata or at any other place in West Bengal.
- e) For all posts, merit lists 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.
- f) Based on the merit lists of various posts, candidates shall be short-listed in the ratio of 1:6 for certificate verification against each post. However, CSL on behalf of 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.
- g) Only those candidates who successfully complete the certificate verification shall be allowed to attend the Phase-II tests. The Phase-II shall be held at Kolkata or at any other place in West Bengal.
- h) A final merit list for the respective posts shall be prepared based on the marks secured by the candidates in both Phase I and Phase II tests put together. CSL on behalf of HCSL reserves the right to fix minimum marks for pass in Phase II tests and final selection at its sole discretion.

VI. **Conditions:**

a) **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.

b) **Physical Requirements for Persons with Benchmark Disabilities (PwBD) for the posts:**

Sl. No.	Categories of Persons with Benchmark Disabilities (PwBD) as per clause 2.2 of DoPT OM dated 15.01.2018	Physical Requirements
1.	Junior Technical Assistant (Naval Architecture)	S, ST, W, BN, KC, MF, SE, RW, H, C

For details on categories of PwBD, refer DoPT OM 36035/02/2017-Estt (Res) dated 15.01.2018 (Career Page).

Abbreviations used: S=Sitting, ST=Standing, W=Walking, BN=Bending, PP=Pulling &

Pushing, L=Lifting, KC=Kneeling & Crouching, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication

c) Qualification

- i) The minimum qualification stipulated for the posts 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) The applicants are required to fill in the exact percentage of marks scored by them in the qualifying examination in the online application submitted for the posts. Some Universities/Institutes/ Examination Boards do not award Class or Percentage of marks and allot Aggregate Grade Points (e.g.CGPA/OGPA/CPI etc.). In case University/Institute/Examination Board defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the same shall be accepted. However, where the University/ Institute/Examination Board does not define criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the Aggregate Grade Points may be multiplied by 10 to get the required percentage of marks.

d) 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 09 December 2022.**
- ii) The period of Apprenticeship Training in the relevant trade/discipline under the Apprentices Act 1961, shall be treated as experience. Any training with remuneration shall also be treated as experience.
- iii) **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.**
- iv) 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.**
- v) 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.
- vi) 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 - II)** that they have informed in writing to their employer that they have applied for the posts notified. Candidature of such applicants will not be considered if objection if any received from the employer.

vii) 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 trade/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 trade/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.

viii) 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 online application to the effect that he has not been re-employed in Government after availing the benefits for ex-servicemen.**

e) Application fee

Nil

f) 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@hooghlycsl.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@hooghlycsl.com** is **09 December 2022 latest by 23:59hrs (IST)**. Application submitted direct or by any other mode shall not be accepted.
- vi) Applicants should ensure that their application has been received at HCSL by getting acknowledgement via e-mail **careers@hooghlycsl.com** and via telephone **(033-2955 8283)**.

g) 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@hooghlyvcsl.com. However, CSL 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 Ernakulam 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/-

HOOGHLY COCHIN SHIPYARD LIMITED

MANAGER (IR & HR), HCSL