HOOGHLY COCHIN SHIPYARD LIMITED (HCSL)

HOWRAH-711109

USER GUIDE FOR E-RECRUITMENT

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USAGE

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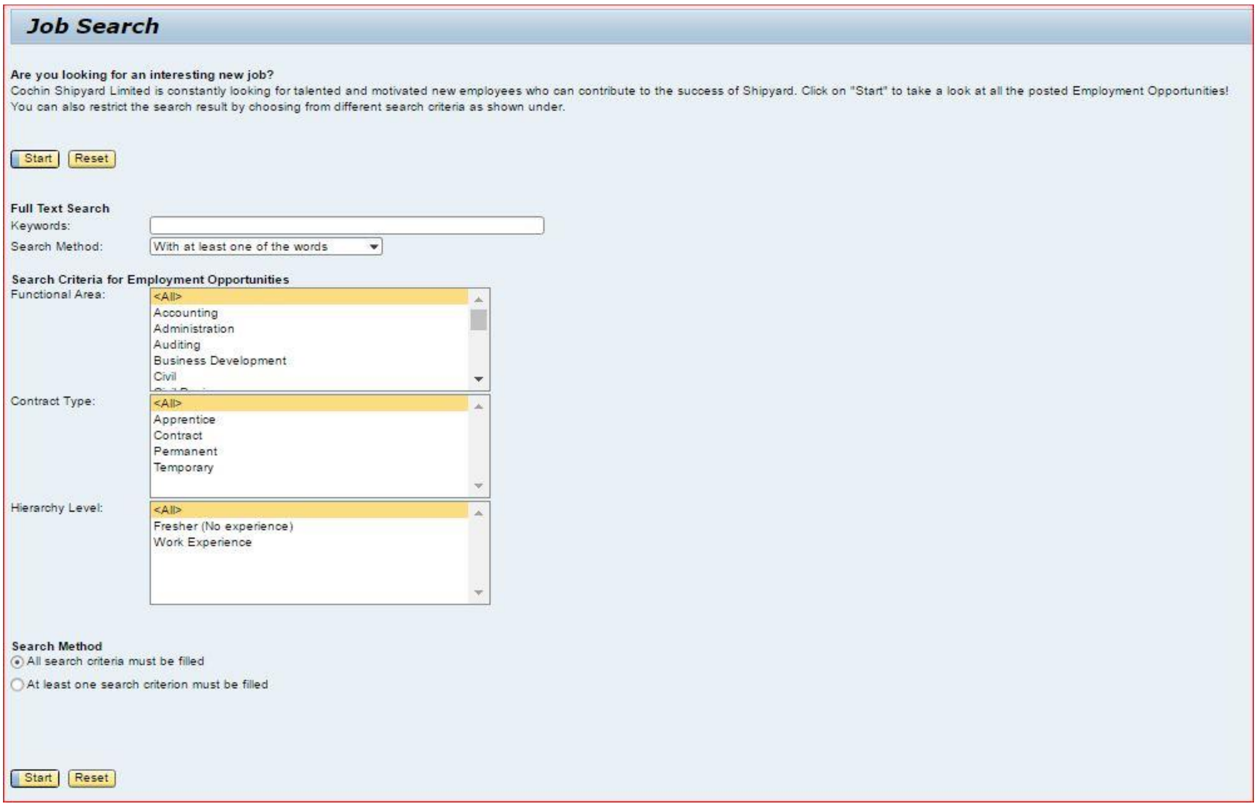
BROWSE VACANCIES/SEARCH FOR A POSITION

To search for a vacancy (without registering/logging in as a candidate), click on link on the website (https://hooghlycsl.com/Page/hcslcareer)

*** NOTE:** Most screens are opened and displayed in new windows. If you have suppressed the additional windows with a popup blocker, you must deactivate this for this application. The Career page will then be displayed. Choose the unit where the post is notified.

Click on **"Job Search"**. The "Job Search" page is displayed.



Job Search

Are you looking for an interesting new job?
Cochin Shipyard Limited is constantly looking for talented and motivated new employees who can contribute to the success of Shipyard. Click on "Start" to take a look at all the posted Employment Opportunities!
You can also restrict the search result by choosing from different search criteria as shown under.

Full Text Search
Keywords:
Search Method: With at least one of the words

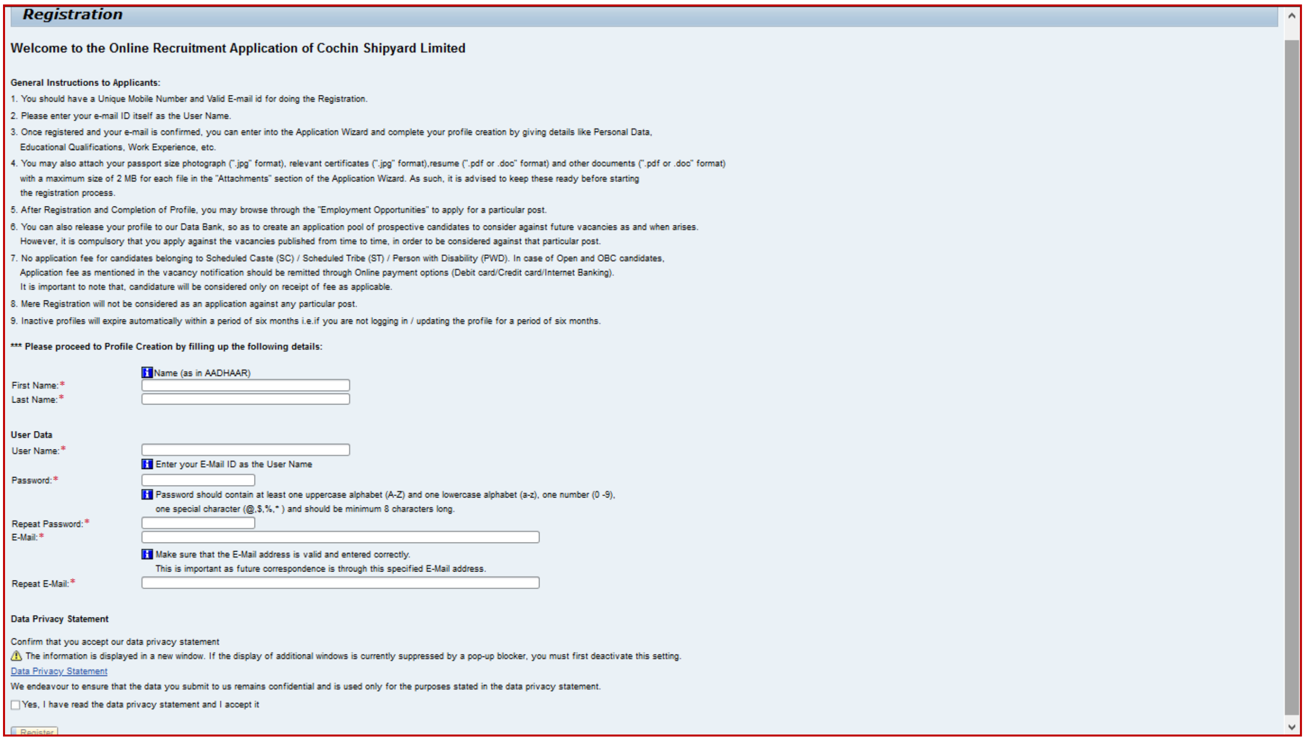
Search Criteria for Employment Opportunities
Functional Area: <All>
Contract Type: <All>
Hierarchy Level: <All>

Search Method
● All search criteria must be filled
○ At least one search criterion must be filled

Start
Reset
<All>
Accounting
Administration
Auditing
Business Development
Civil
<All>
Apprentice
Contract
Permanent
Temporary
<All>
Fresher (No experience)
Work Experience
Start
Reset

How to register online

Click on link **“Registration”** within the page. The Registration page is displayed as follows.



Registration

Welcome to the Online Recruitment Application of Cochin Shipyard Limited

General Instructions to Applicants:

1. You should have a Unique Mobile Number and Valid E-mail id for doing the Registration.
2. Please enter your e-mail ID itself as the User Name.
3. Once registered and your e-mail is confirmed, you can enter into the Application Wizard and complete your profile creation by giving details like Personal Data, Educational Qualifications, Work Experience, etc.
4. You may also attach your passport size photograph (".jpg" format), relevant certificates (".jpg" format),resume (".pdf or .doc" format) and other documents (".pdf or .doc" format) with a maximum size of 2 MB for each file in the "Attachments" section of the Application Wizard. As such, it is advised to keep these ready before starting the registration process.
5. After Registration and Completion of Profile, you may browse through the "Employment Opportunities" to apply for a particular post.
6. You can also release your profile to our Data Bank, so as to create an application pool of prospective candidates to consider against future vacancies as and when arises. However, it is compulsory that you apply against the vacancies published from time to time, in order to be considered against that particular post.
7. No application fee for candidates belonging to Scheduled Caste (SC) / Scheduled Tribe (ST) / Person with Disability (PWD). In case of Open and OBC candidates, Application fee as mentioned in the vacancy notification should be remitted through Online payment options (Debit card/Credit card/Internet Banking). It is important to note that, candidature will be considered only on receipt of fee as applicable.
8. Mere Registration will not be considered as an application against any particular post.
9. Inactive profiles will expire automatically within a period of six months i.e.if you are not logging in / updating the profile for a period of six months.

***** Please proceed to Profile Creation by filling up the following details:**

Name (as in AADHAAR)
First Name:*
Last Name:*

User Data

User Name:*
Enter your E-Mail ID as the User Name
Password:*
Password should contain at least one uppercase alphabet (A-Z) and one lowercase alphabet (a-z), one number (0 -9), one special character (@,$,%,*) and should be minimum 8 characters long.
Repeat Password:*
E-Mail:*
Make sure that the E-Mail address is valid and entered correctly.
This is important as future correspondence is through this specified E-Mail address.
Repeat E-Mail:*

Data Privacy Statement

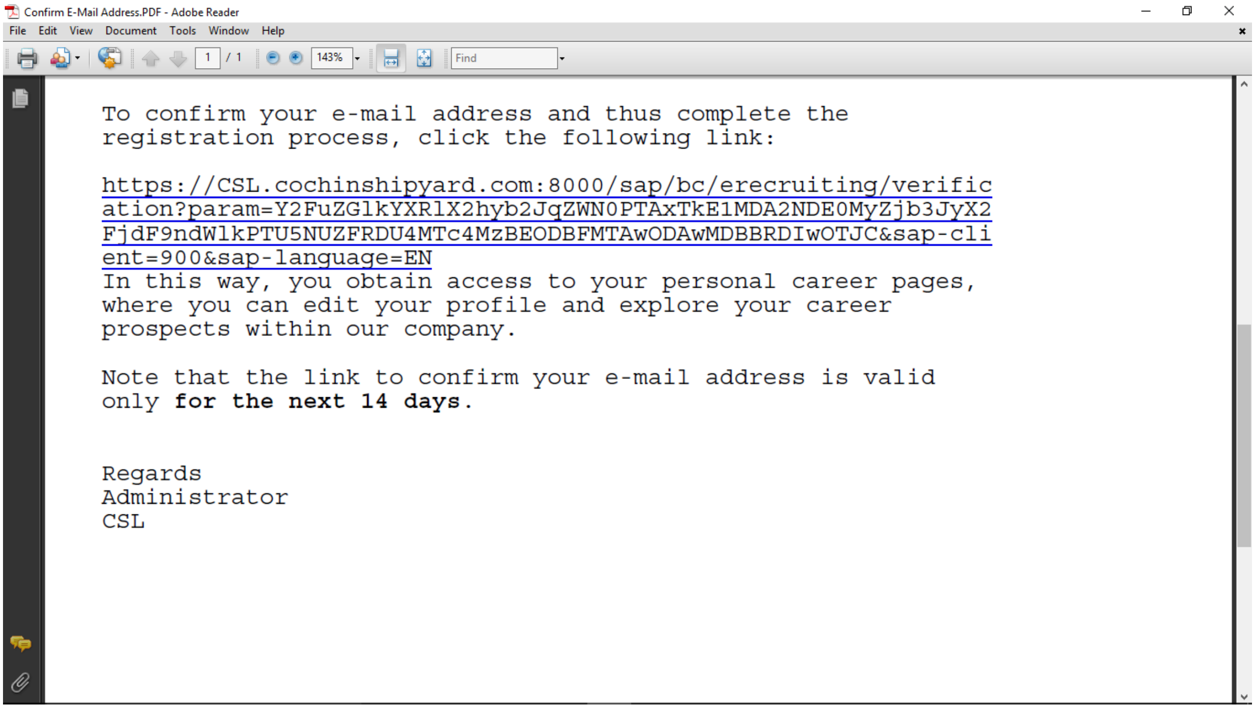
Confirm that you accept our data privacy statement
⚠ The information is displayed in a new window. If the display of additional windows is currently suppressed by a pop-up blocker, you must first deactivate this setting.
Data Privacy Statement
We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement.
☐ Yes, I have read the data privacy statement and I accept it

Please complete the Registration Form. The fields marked with an asterisk (*) are mandatory, and are necessary for us to identify and contact you. Please note that once you have registered, you will use a username to access this site in future.

Your **Username** should be the **E-mail ID**.

The e-mail address that you enter must be unique to you, and should not belong to, or be used by other people. Please re-type it in the **“Repeat E-mail”** field to ensure that you have not made any typographical errors. Please **“Check”** the Instruction Statement. Once you have clicked **“Register”,** you will be advised whether your registration has been successful. If it is not, please check the information you have submitted and rectify any errors/omissions.

If successfully registered, you will be sent an *auto generated* confirmation e-mail to the email address. Open the pdf attached to the email message, which contains a link (or URL) valid for 14 days. **Copy and paste the URL (shown below) contained in the pdf into a web browser.**


Confirm E-Mail Address.PDF - Adobe Reader
File Edit View Document Tools Window Help
1 / 1
143%
Find

To confirm your e-mail address and thus complete the registration process, click the following link:

https://CSL.cochinshipyard.com:8000/sap/bc/erecruiting/verification?param=Y2FuZGlkYXRlX2hyb2JqZWN0PTAxTkE1MDA2NDE0MyZjb3JyX2FjdF9ndWlkPTU5NUZFRDU4MTc4MzBEODBFMTAwODAwMDBBRDIwOTJC&sap-client=900&sap-language=EN
In this way, you obtain access to your personal career pages, where you can edit your profile and explore your career prospects within our company.

Note that the link to confirm your e-mail address is valid only **for the next 14 days**.

Regards
Administrator
CSL

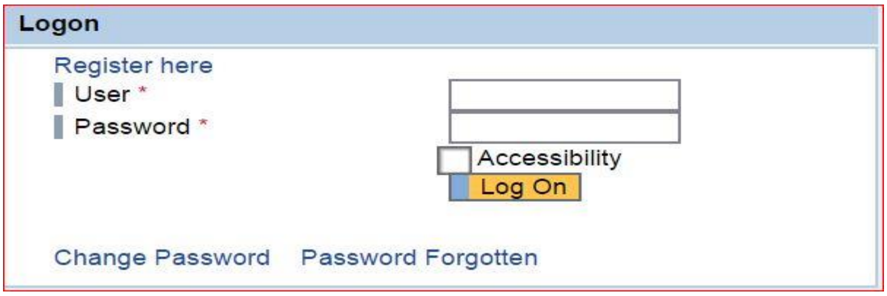
The message "**You have confirmed your email address**" will be displayed on screen once the email address is confirmed.

Once you have registered and confirmed your email address, you can use your login details (user name/ID and password) to log into the HCSL's career site, which besides enabling you to apply for positions, also gives you the ability to track your application progress.
The overview page is opened with links for further navigation.

HINTS FOR REGISTERED USERS

Once you have registered in our career website, you need not register again but sign in with the username and password you have provided. To do so, open the HCSL's career website and the post is notified. Click on **"Sign In"** within the page.

The login screen is displayed.

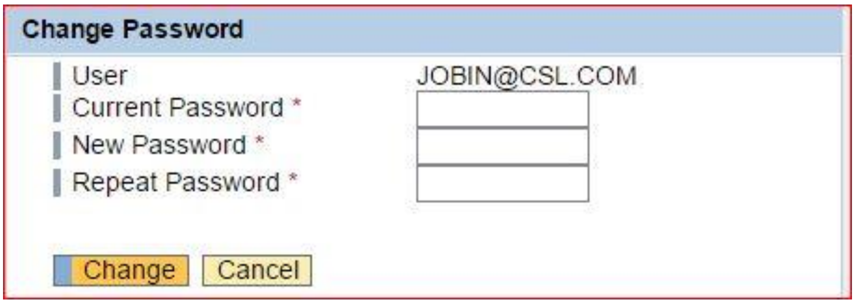

Logon
Register here
User *
Password *
☐ Accessibility
Log On
Change Password
Password Forgotten

Enter your user name and password entered during registering. Click on **"Logon"** .

The **"Applicant Cockpit"** is opened.

Changing Password

If you would like to change your password, you will click on **"Sign In"** link to get the login screen.
Enter your user name and your password. Click on **"Change Password"** link.



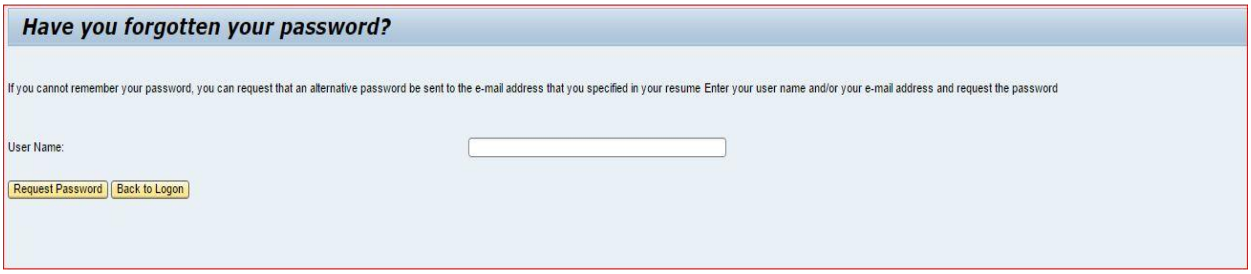
Change Password

User JOBIN@CSL.COM
Current Password *
New Password *
Repeat Password *

Enter your current password and your new password. Repeat your new password. Choose Change. The system checks your new password and saves it. From now on, you can log on using your new password only.

Requesting an Alternative Password

If you have forgotten your username or password click on link **"Sign In"** to get the Logon screens. Click on **"Password Forgotten"** link. The forgotten password screen opens.



Have you forgotten your password?

If you cannot remember your password, you can request that an alternative password be sent to the e-mail address that you specified in your resume Enter your user name and/or your e-mail address and request the password

User Name:

Provide your User Name or Email Address in the given textbox, and then click on the **"Request Password"**. **An alternative password is auto-generated and auto sent to the e-mail address that you entered.** You can use the alternative password to regain access to your Applicant Cockpit.

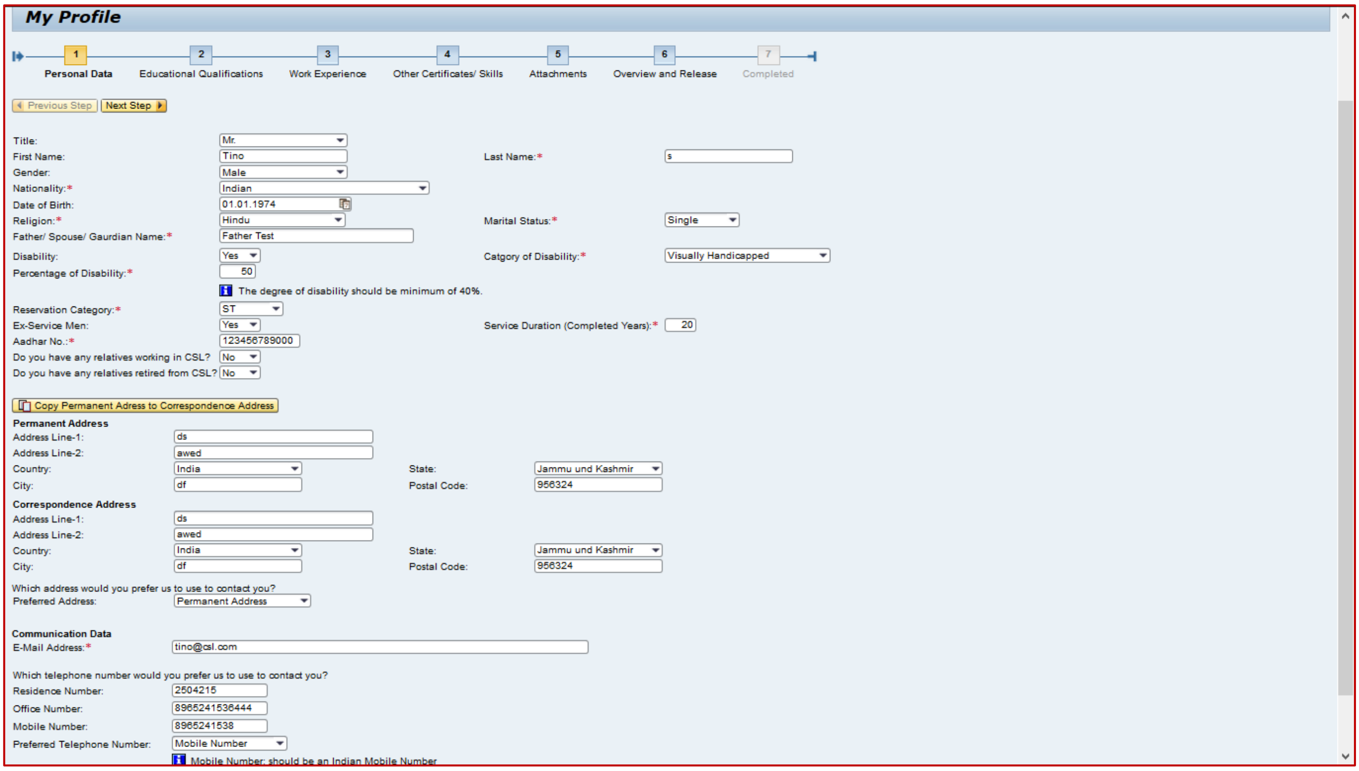
For security reasons, you should change the alternative password immediately once you have logged on successfully.
Repeated typing of wrong password may lead to locking of the profile, and in such cases wait for the auto-generated e-mails, and/or try after some time or next day.

HOW TO CREATE A PROFILE

To apply for a vacancy online, you need to create an electronic résumé, complete with supporting documentation. (section - **My Profile**)

1. **Personal Data:** The "**My Profile**" page allows you to add your address and contact information. You can also update this information if it has changed.

You need not re-enter data that you already entered while registering



My Profile
1 Personal Data
2 Educational Qualifications
3 Work Experience
4 Other Certificates/ Skills
5 Attachments
6 Overview and Release
7 Completed
Previous Step
Next Step

Title: Mr.
First Name: Tino
Last Name:* s
Gender: Male
Nationality:* Indian
Date of Birth: 01.01.1974
Religion:* Hindu
Marital Status:* Single
Father/ Spouse/ Gaurdian Name:* Father Test
Disability: Yes
Catgory of Disability:* Visually Handicapped
Percentage of Disability:* 50
The degree of disability should be minimum of 40%.
Reservation Category:* ST
Ex-Service Men: Yes
Service Duration (Completed Years):* 20
Aadhar No.:* 123456789000
Do you have any relatives working in CSL? No
Do you have any relatives retired from CSL? No

Copy Permanent Adress to Correspondence Address

Permanent Address
Address Line-1: ds
Address Line-2: awed
Country: India
State: Jammu und Kashmir
City: df
Postal Code: 956324

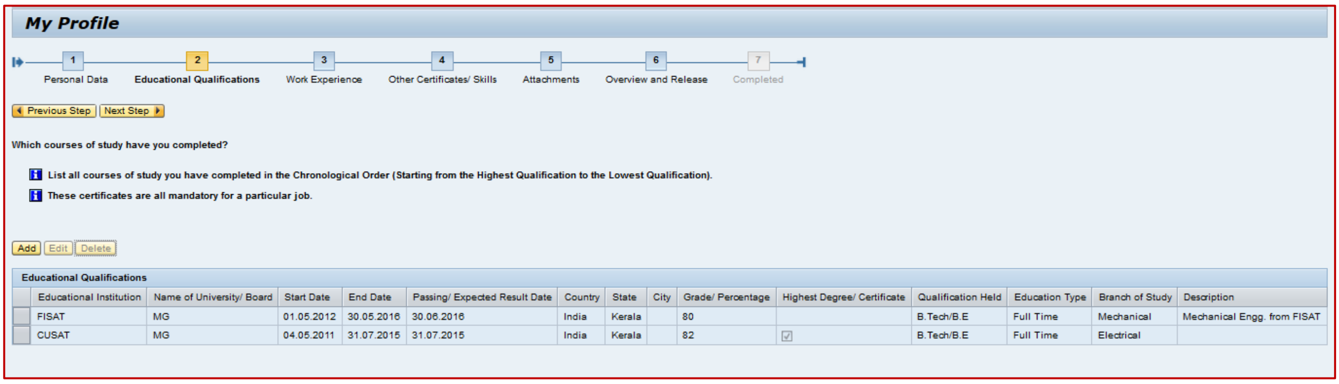
Correspondence Address
Address Line-1: ds
Address Line-2: awed
Country: India
State: Jammu und Kashmir
City: df
Postal Code: 956324

Which address would you prefer us to use to contact you?
Preferred Address: Permanent Address

Communication Data
E-Mail Address:* tino@csl.com

Which telephone number would you prefer us to use to contact you?
Residence Number: 2504215
Office Number: 8965241536444
Mobile Number: 8965241538
Preferred Telephone Number: Mobile Number
Mobile Number: should be an Indian Mobile Number

2. **Educational Qualifications:** In this page you can enter completed courses of education details.



My Profile
1 Personal Data
2 Educational Qualifications
3 Work Experience
4 Other Certificates/ Skills
5 Attachments
6 Overview and Release
7 Completed
Previous Step
Next Step
Add
Edit
Delete

Which courses of study have you completed?

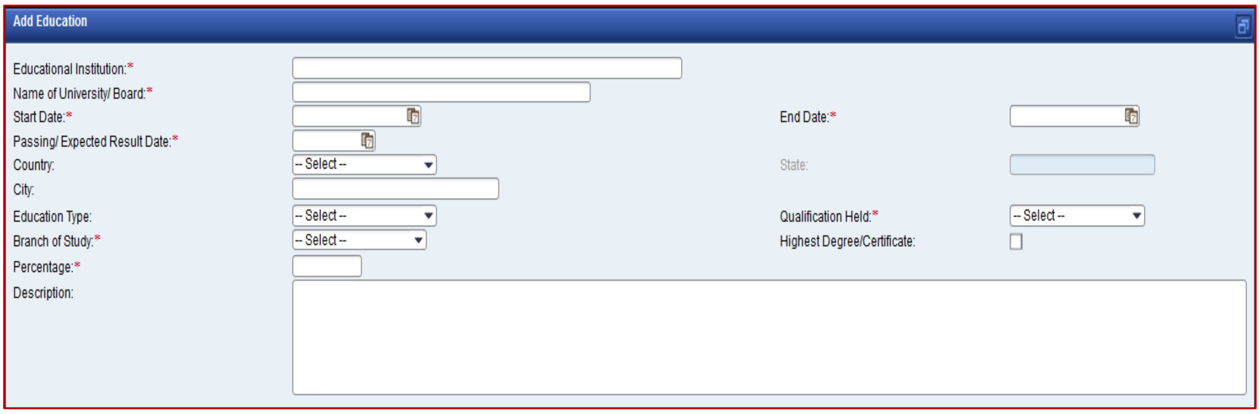
List all courses of study you have completed in the Chronological Order (Starting from the Highest Qualification to the Lowest Qualification).

These certificates are all mandatory for a particular job.

Educational Qualifications

Educational Institution	Name of University/ Board	Start Date	End Date	Passing/ Expected Result Date	Country	State	City	Grade/ Percentage	Highest Degree/ Certificate	Qualification Held	Education Type	Branch of Study	Description
FISAT	MG	01.05.2012	30.05.2016	30.06.2016	India	Kerala		80		B.Tech/B.E	Full Time	Mechanical	Mechanical Engg. from FISAT
CUSAT	MG	04.05.2011	31.07.2015	31.07.2015	India	Kerala		82	☑	B.Tech/B.E	Full Time	Electrical	

Click on the **"Add"** button to enter each Qualification separately.

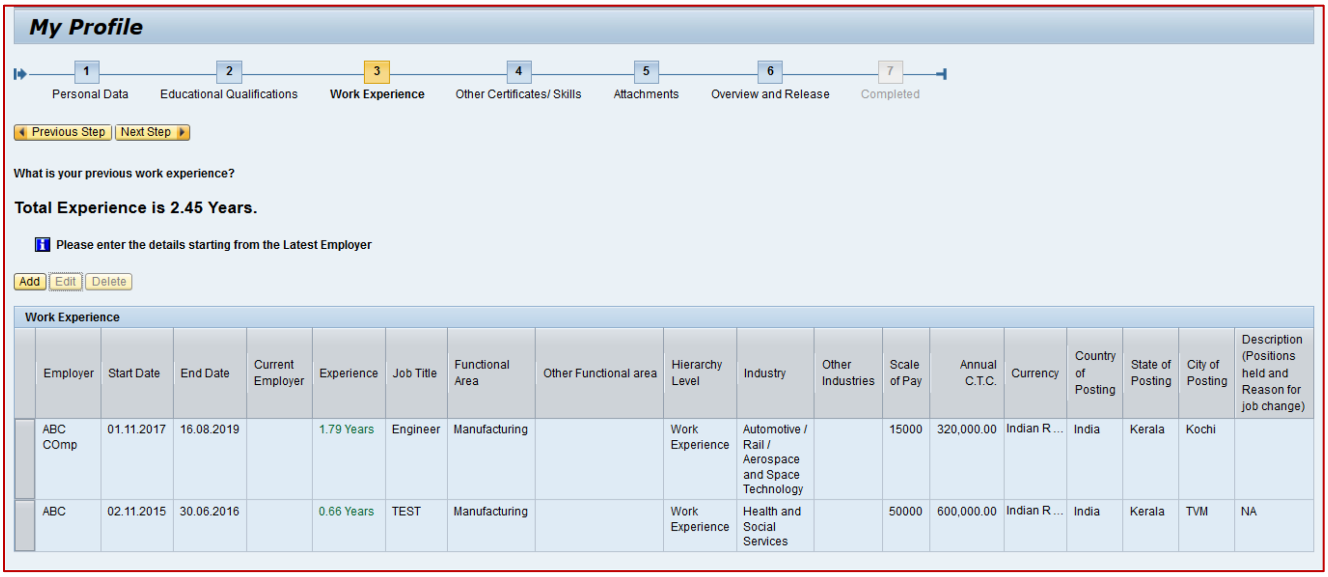


Add Education

Educational Institution:*
Name of University/ Board:*
Start Date:*
End Date:*
Passing/ Expected Result Date:*
Country: -- Select --
State:
City:
Education Type: -- Select --
Qualification Held:* -- Select --
Branch of Study:* -- Select --
Highest Degree/Certificate: ☐
Percentage:*
Description:

Enter the details and click on OK button.

3. **Work Experience:** This page allows you to add and update your Work Experience.



My Profile

1 Personal Data
2 Educational Qualifications
3 Work Experience
4 Other Certificates/ Skills
5 Attachments
6 Overview and Release
7 Completed
Previous Step
Next Step

What is your previous work experience?

Total Experience is 2.45 Years.

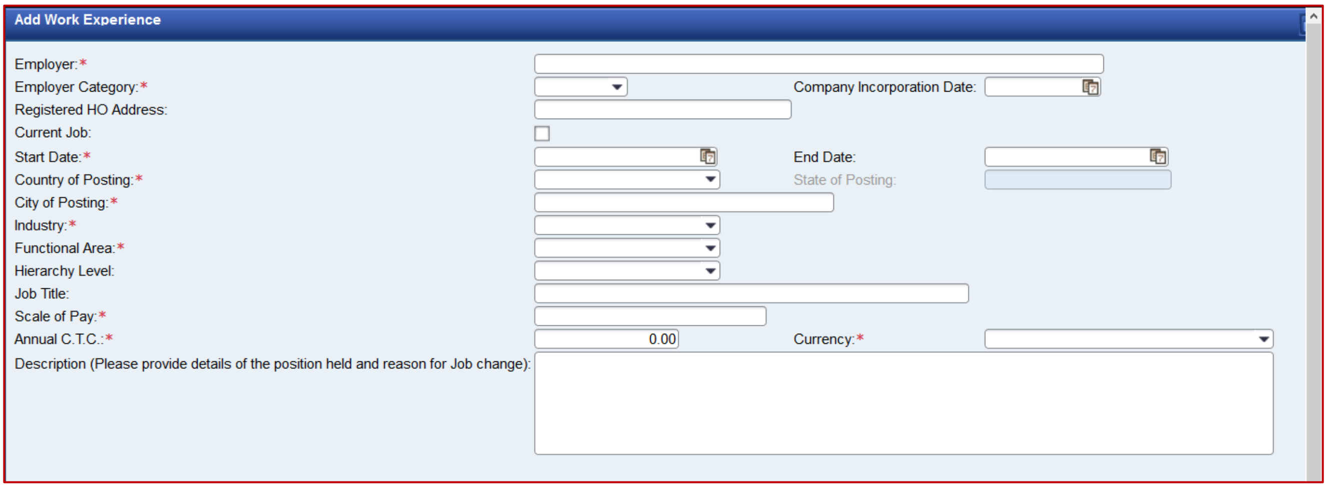
Please enter the details starting from the Latest Employer

Add
Edit
Delete

Work Experience

Employer	Start Date	End Date	Current Employer	Experience	Job Title	Functional Area	Other Functional area	Hierarchy Level	Industry	Other Industries	Scale of Pay	Annual C.T.C.	Currency	Country of Posting	State of Posting	City of Posting	Description (Positions held and Reason for job change)
ABC COmp	01.11.2017	16.08.2019		1.79 Years	Engineer	Manufacturing		Work Experience	Automotive / Rail / Aerospace and Space Technology		15000	320,000.00	Indian R ...	India	Kerala	Kochi	
ABC	02.11.2015	30.06.2016		0.66 Years	TEST	Manufacturing		Work Experience	Health and Social Services		50000	600,000.00	Indian R ...	India	Kerala	TVM	NA

You can add each Experience details using the button **"Add"**.



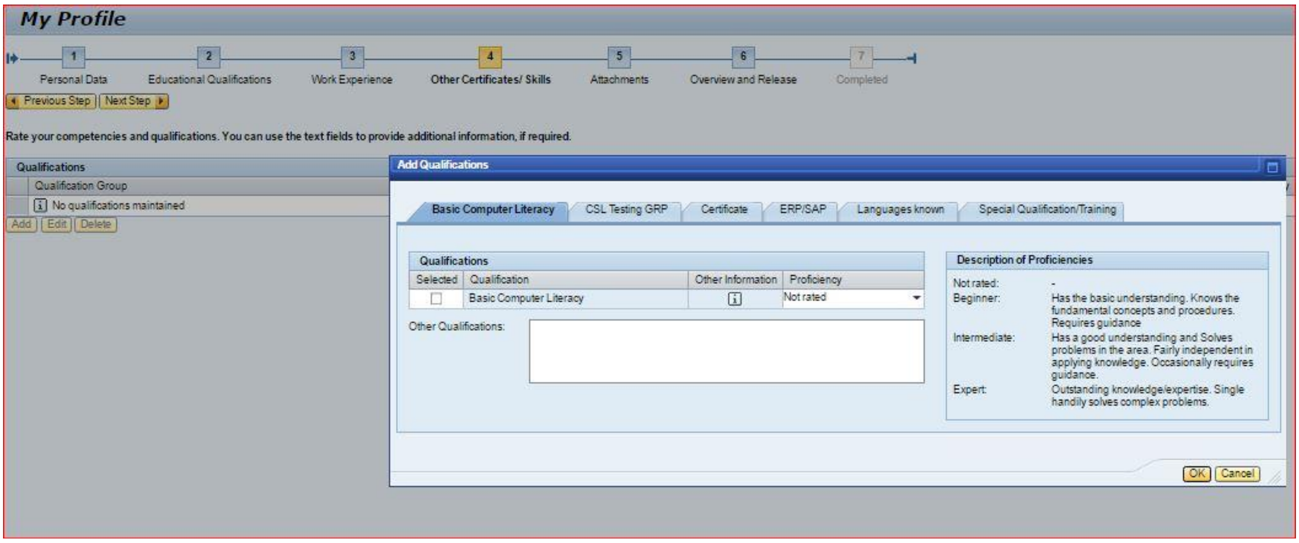
Add Work Experience

Employer:*
Employer Category:*
Company Incorporation Date:
Registered HO Address:
Current Job: ☐
Start Date:*
End Date:
Country of Posting:*
State of Posting:
City of Posting:*
Industry:*
Functional Area:*
Hierarchy Level:
Job Title:
Scale of Pay:*
Annual C.T.C.:* 0.00
Currency:*
Description (Please provide details of the position held and reason for Job change):

Enter the details and click on OK button.

4. **Other Certificates/Skills** This page allows you to add and update your Skills / Certificates in the respective functional area.

Click on the **"Add"** button then the following window will appears. Enter the details and save.


My Profile
1 Personal Data
2 Educational Qualifications
3 Work Experience
4 Other Certificates/ Skills
5 Attachments
6 Overview and Release
7 Completed
Previous Step
Next Step
Qualifications
Qualification Group
Add
Edit
Delete
Add Qualifications
Basic Computer Literacy
CSL Testing GRP
Certificate
ERP/SAP
Languages known
Special Qualification/Training
OK
Cancel

Rate your competencies and qualifications. You can use the text fields to provide additional information, if required.

No qualifications maintained

Qualifications

Selected	Qualification	Other Information	Proficiency
☐	Basic Computer Literacy	ⓘ	Not rated

Other Qualifications:

Description of Proficiencies

Not rated:	-
Beginner:	Has the basic understanding. Knows the fundamental concepts and procedures. Requires guidance
Intermediate:	Has a good understanding and Solves problems in the area. Fairly independent in applying knowledge. Occasionally requires guidance.
Expert:	Outstanding knowledge/expertise. Single handily solves complex problems.

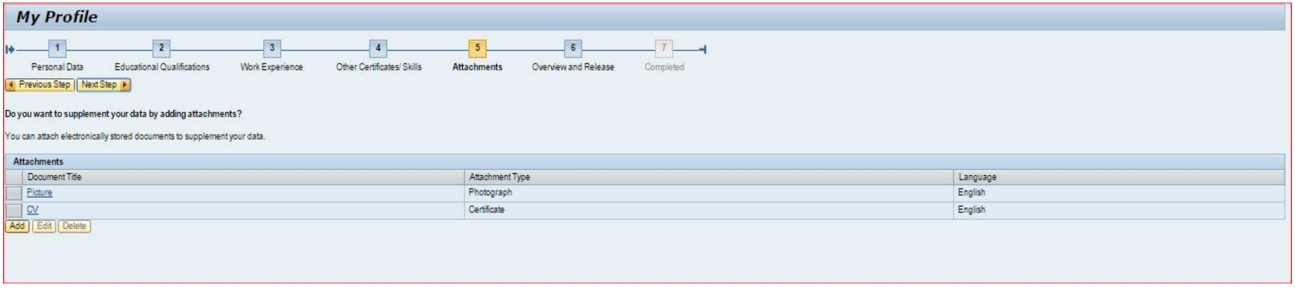
5. **Attachments:** This page allows you to upload relevant attachments to your application such as,

- Copy of SSLC/Class X/Birth certificate indicating Date of Birth.
- Copy of a **recent passport size colour photograph**.
- Copies of Mark sheets/ Certificates indicating relevant Educational Qualifications.
- Copies of Experience Certificates, indicating the date of joining as well as relieving, Appointment / Offer letter issued, latest Pay Slip / copy of last Pay drawn and CTC Certificate during the current financial year/ IT Form-16 of the previous financial year etc.
- Candidates working in Government Departments or Semi Government/ Public Sector Organizations, should upload "No Objection Certificate" from the employer or submit "No Objection Certificate" at the time of Certificate Verification/Personal Interview.
- Candidates belonging to Ex-servicemen category should upload copy of Discharge Certificate/ Pension Payment Order and all certificates indicating qualification and work experience in the relevant discipline in the Armed Forces.
- Candidates belonging to OBC (Non Creamy Layer)/SC/ST categories, should upload *valid recent community certificate* issued by the Revenue Authority not below the rank of the Thahsildar.
- Candidates belonging to EWS category should produce a *valid Income and Asset Certificate* issued by any of the following authorities in the prescribed format. This

certificate shall only be accepted as proof of candidate's claim as belonging to EWS, failing which their candidature will not be considered against reservation under EWS category:

a) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
c) Revenue Officer not below the rank of Tahsildar and
d) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

- Candidates belonging to Persons with Benchmark Disabilities, should upload *valid Certificate of disability* obtained from a notified authority by Government of India / State Government.


My Profile
1 Personal Data
2 Educational Qualifications
3 Work Experience
4 Other Certificates/ Skills
5 Attachments
6 Overview and Release
7 Completed
Previous Step
Next Step
Add
Edit
Delete

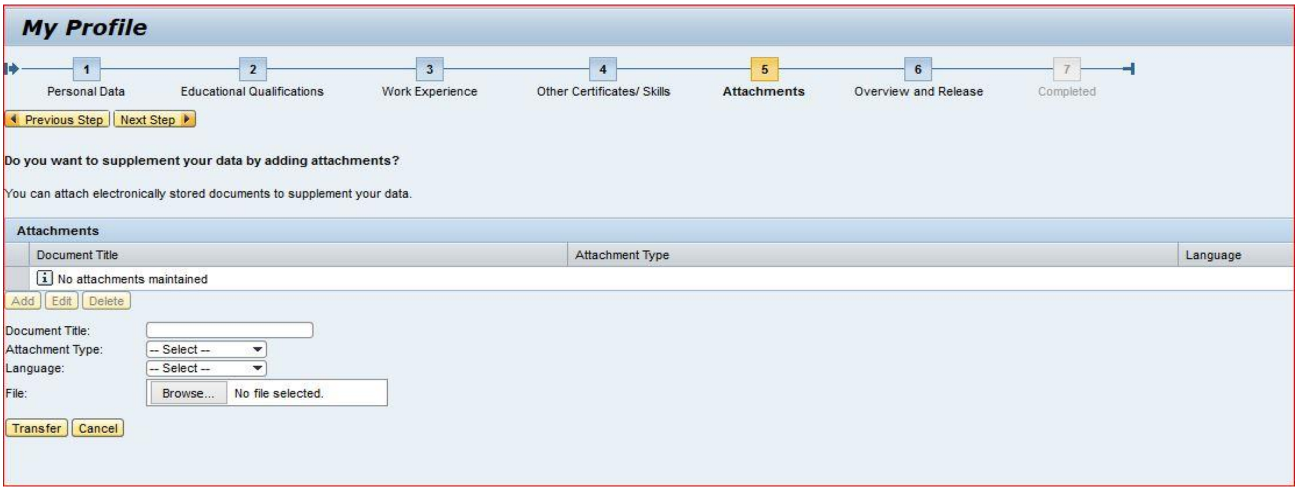
Do you want to supplement your data by adding attachments?

You can attach electronically stored documents to supplement your data.

Attachments

Document Title	Attachment Type	Language
Picture	Photograph	English
CV	Certificate	English

Click on the **"Add"** button to upload the details. Provide relevant details and browse the file then click on **"Transfer"** button.


My Profile
1 Personal Data
2 Educational Qualifications
3 Work Experience
4 Other Certificates/ Skills
5 Attachments
6 Overview and Release
7 Completed
Previous Step
Next Step
Add
Edit
Delete
Browse...
Transfer
Cancel

Do you want to supplement your data by adding attachments?

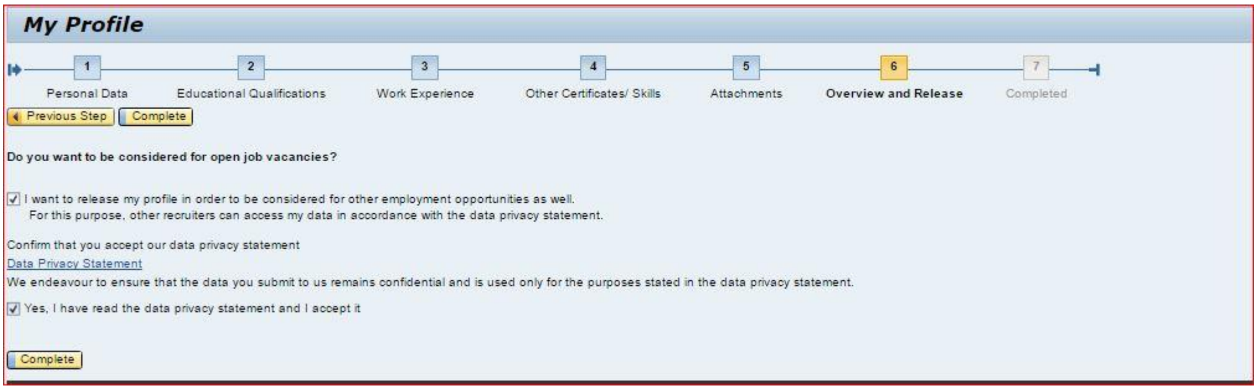
You can attach electronically stored documents to supplement your data.

Attachments

Document Title	Attachment Type	Language
No attachments maintained		

Document Title:
Attachment Type: -- Select --
Language: -- Select --
File: No file selected.

6. **Overview and Release:** This page allows you to review your Profile and submit. Click on **"Complete"**, if you have completed your profile.



My Profile

1 Personal Data
2 Educational Qualifications
3 Work Experience
4 Other Certificates/ Skills
5 Attachments
6 Overview and Release
7 Completed
Previous Step
Complete

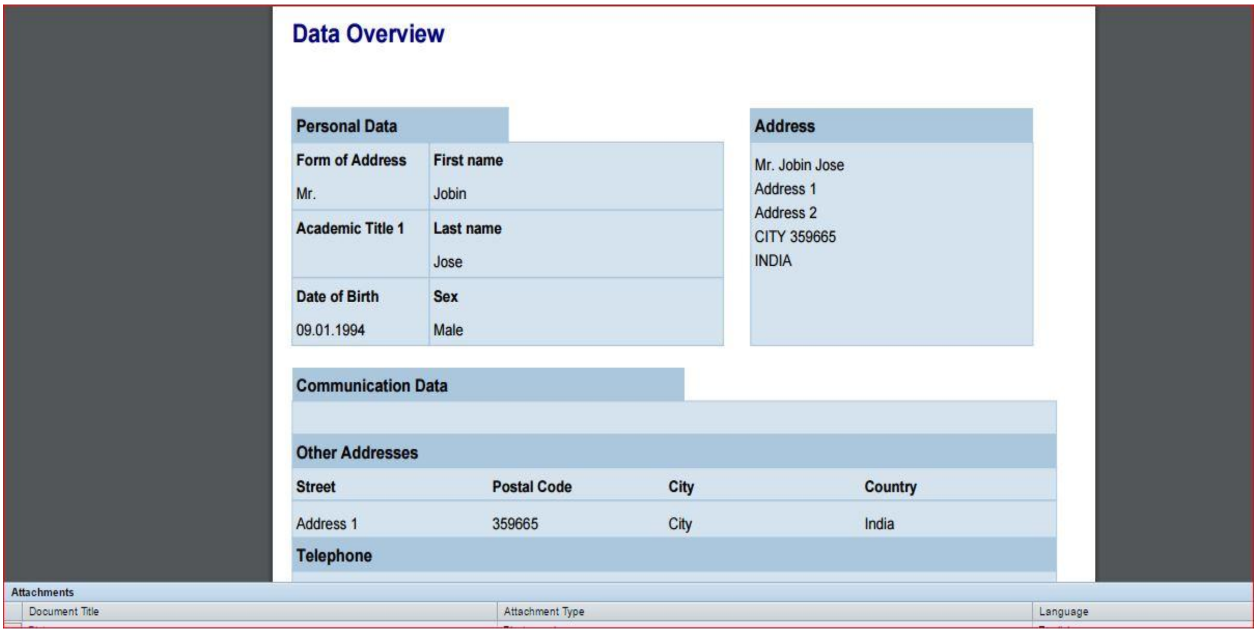
Do you want to be considered for open job vacancies?

☑ I want to release my profile in order to be considered for other employment opportunities as well.
For this purpose, other recruiters can access my data in accordance with the data privacy statement.

Confirm that you accept our data privacy statement
Data Privacy Statement
We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement.

☑ Yes, I have read the data privacy statement and I accept it

Here you can see the overview of your Profile.



Data Overview

Personal Data

Form of Address	**First name**
Mr.	Jobin
Academic Title 1	**Last name**
	Jose
Date of Birth	**Sex**
09.01.1994	Male

Address

Mr. Jobin Jose
Address 1
Address 2
CITY 359665
INDIA

Communication Data

Other Addresses

Street	Postal Code	City	Country
Address 1	359665	City	India

Telephone

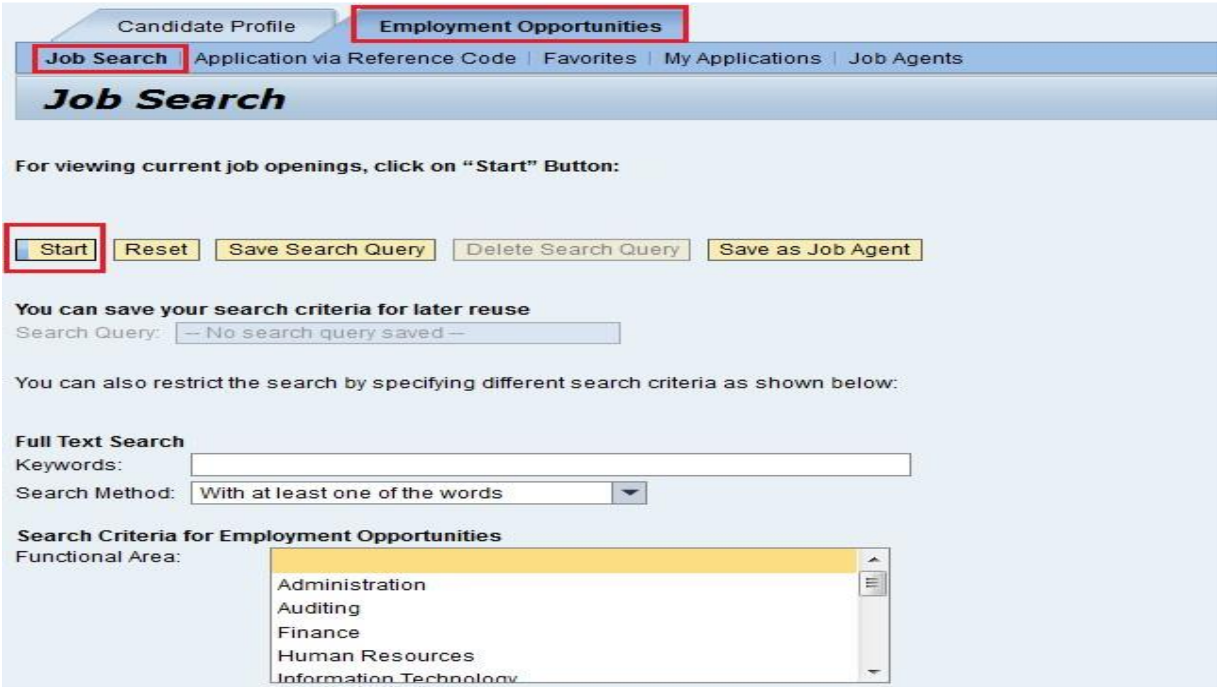
Attachments

Document Title	Attachment Type	Language

You may note that until you click on **“Complete”**, we cannot access your application and your application will be in locked mode.

Employment Opportunities

You can then click on the **“Employment Opportunities”** tab to browse our available job opportunities
Click on the **“Employment Opportunities”** tab to activate the job search window. Click on the **“Start”** button to continue.


Candidate Profile
Employment Opportunities
Job Search
Application via Reference Code
Favorites
My Applications
Job Agents
Start
Reset
Save Search Query
Delete Search Query
Save as Job Agent

Job Search

For viewing current job openings, click on "Start" Button:

You can save your search criteria for later reuse

Search Query: -- No search query saved --

You can also restrict the search by specifying different search criteria as shown below:

Full Text Search

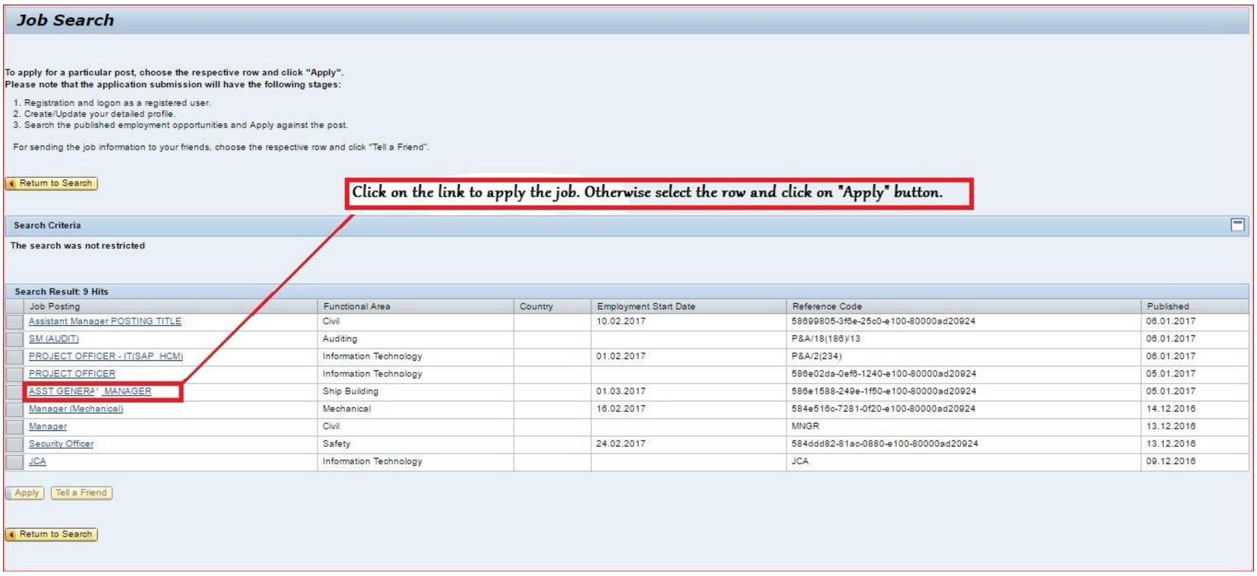
Keywords:

Search Method: With at least one of the words

Search Criteria for Employment Opportunities

Functional Area:

Administration
Auditing
Finance
Human Resources
Information Technology


Return to Search
Apply
Tell a Friend
Return to Search

Job Search

To apply for a particular post, choose the respective row and click "Apply".
Please note that the application submission will have the following stages:

1. Registration and logon as a registered user.
2. Create/Update your detailed profile.
3. Search the published employment opportunities and Apply against the post.

For sending the job information to your friends, choose the respective row and click "Tell a Friend".

Click on the link to apply the job. Otherwise select the row and click on "Apply" button.

Search Criteria

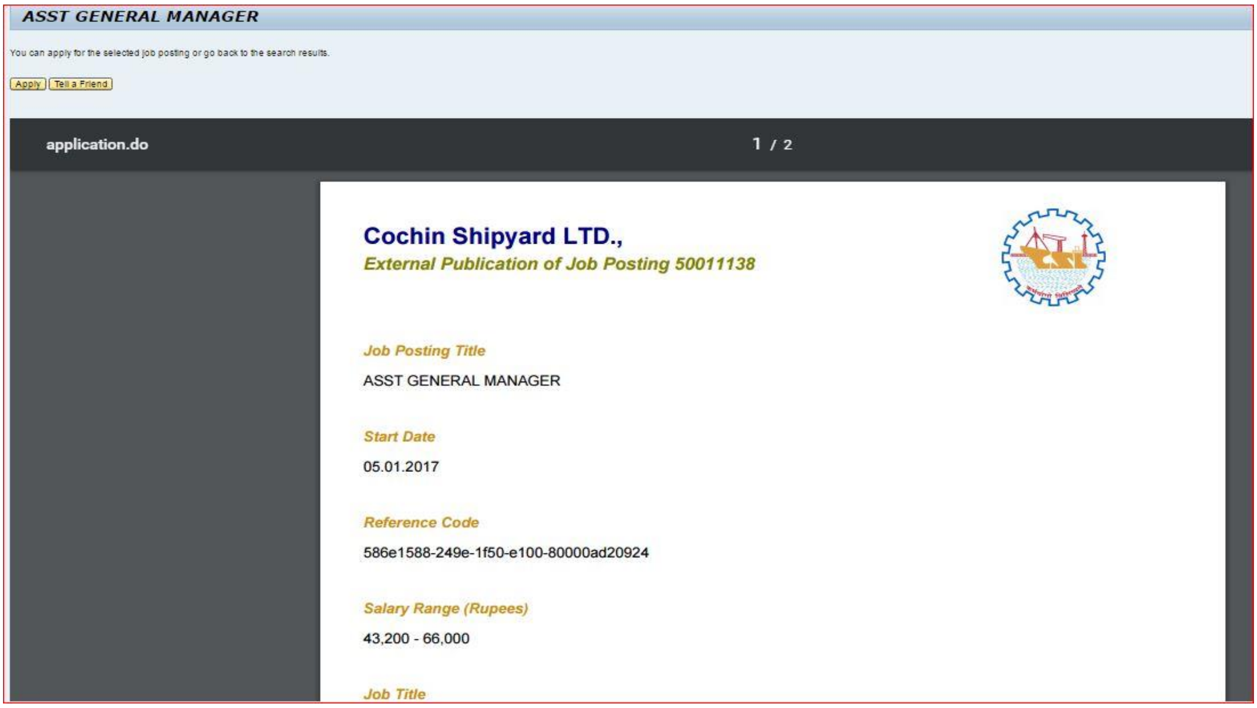
The search was not restricted

Search Result: 9 Hits

Job Posting	Functional Area	Country	Employment Start Date	Reference Code	Published
Assistant Manager POSTING TITLE	Civil		10.02.2017	58699805-3f6e-25c0-e100-80000ad20924	06.01.2017
SM (AUDIT)	Auditing			P&A/18(186)/13	06.01.2017
PROJECT OFFICER - IT(SAP HCM)	Information Technology		01.02.2017	P&A/2(234)	06.01.2017
PROJECT OFFICER	Information Technology			586e02da-0ef6-1240-e100-80000ad20924	05.01.2017
ASST GENERAL MANAGER	Ship Building		01.03.2017	586e1588-249e-1f50-e100-80000ad20924	05.01.2017
Manager (Mechanical)	Mechanical		16.02.2017	584e516c-7281-0f20-e100-80000ad20924	14.12.2016
Manager	Civil			MNGR	13.12.2016
Security Officer	Safety		24.02.2017	584ddd82-81ac-0880-e100-80000ad20924	13.12.2016
JCA	Information Technology			JCA	09.12.2016

Click on the relevant job posting link to select it.

Here you can display the details of the advertised position.



ASST GENERAL MANAGER

You can apply for the selected job posting or go back to the search results.

Cochin Shipyard LTD.,

External Publication of Job Posting 50011138

Job Posting Title

ASST GENERAL MANAGER

Start Date

05.01.2017

Reference Code

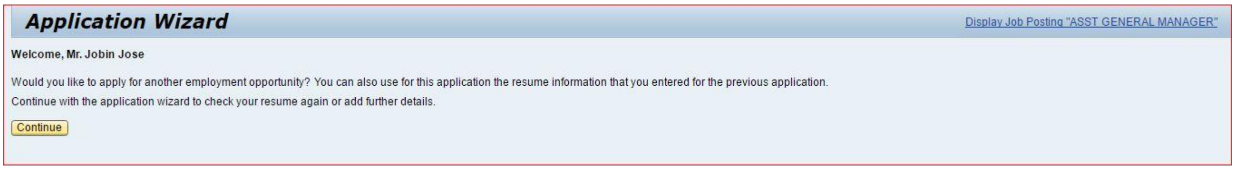
586e1588-249e-1f50-e100-80000ad20924

Salary Range (Rupees)

43,200 - 66,000

Job Title

Once you have done so, click on the **“Apply”** button to start the application wizard.



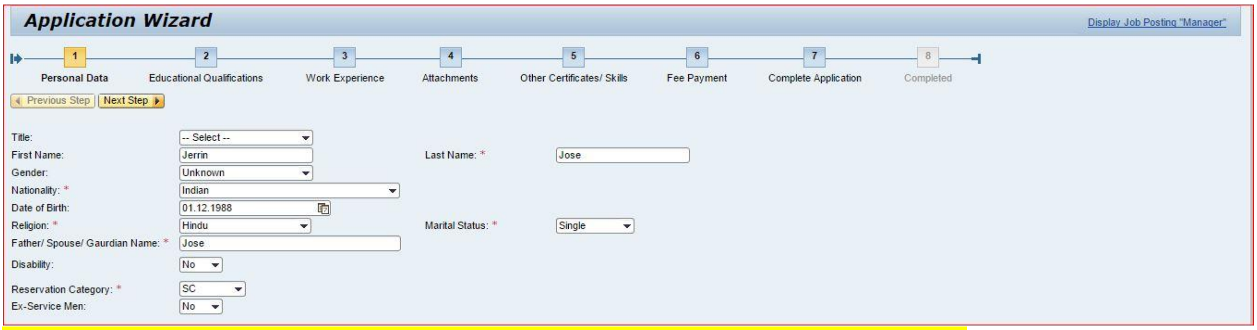
Application Wizard

Welcome, Mr. Jobin Jose

Would you like to apply for another employment opportunity? You can also use for this application the resume information that you entered for the previous application.

Continue with the application wizard to check your resume again or add further details.

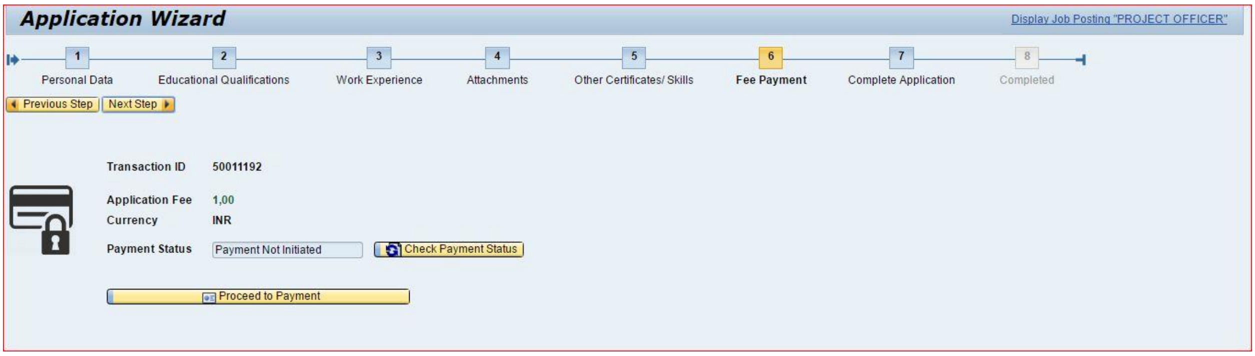
Click on **“Continue”** button. Application Wizard window is now displayed.
You can now update your application before submitting it for the position you wish to apply.
Work your way through each step of the wizard to make sure that you have covered each page (steps 1 – 5) of your application.


Application Wizard
Display Job Posting "Manager"
1 Personal Data
2 Educational Qualifications
3 Work Experience
4 Attachments
5 Other Certificates/ Skills
6 Fee Payment
7 Complete Application
8 Completed
Previous Step
Next Step

Title: -- Select --
First Name: Jerrin
Last Name: * Jose
Gender: Unknown
Nationality: * Indian
Date of Birth: 01.12.1988
Religion: * Hindu
Marital Status: * Single
Father/ Spouse/ Gaurdian Name: * Jose
Disability: No
Reservation Category: * SC
Ex-Service Men: No

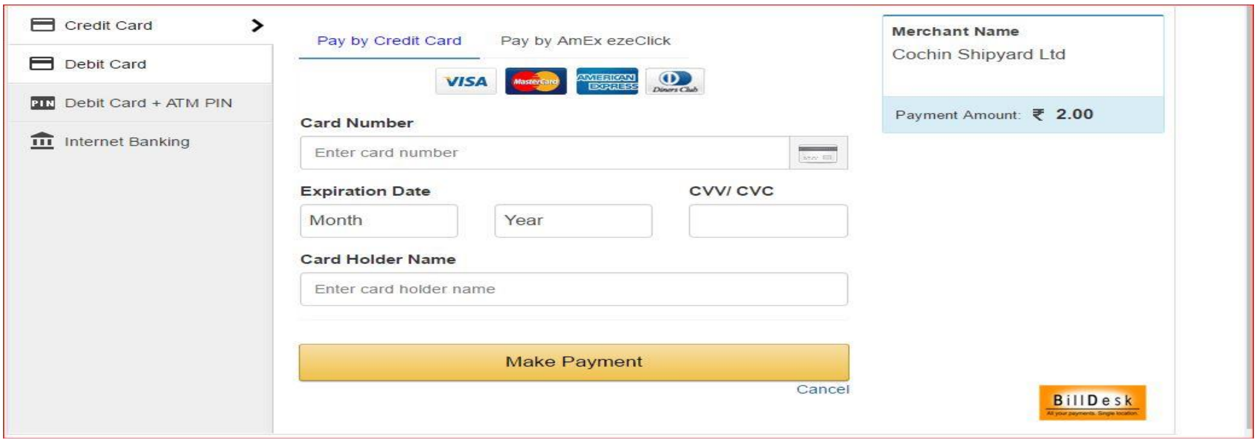
Fill in relevant questionnaire (if any) applicable for the notified posts.

Next will be the Fee Payment section (if applicable, the fees as displayed shall be paid through the following step).


Application Wizard
Display Job Posting "PROJECT OFFICER"
1 Personal Data
2 Educational Qualifications
3 Work Experience
4 Attachments
5 Other Certificates/ Skills
6 Fee Payment
7 Complete Application
8 Completed
Previous Step
Next Step
Check Payment Status
Proceed to Payment

Transaction ID 50011192
Application Fee 1,00
Currency INR
Payment Status Payment Not Initiated

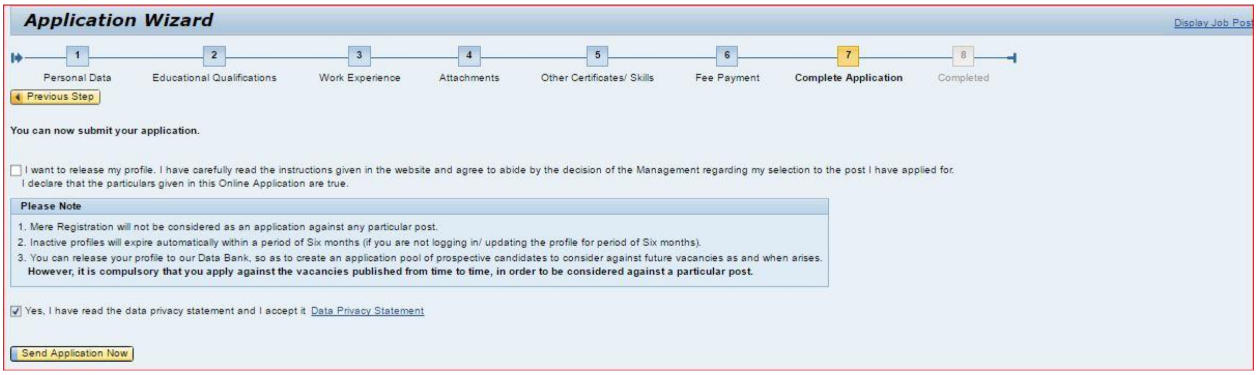
In above screen, click on **“Proceed to Payment”** button to continue **(Even if payment not applicable).**


Credit Card
Debit Card
Debit Card + ATM PIN
Internet Banking
Pay by Credit Card
Pay by AmEx ezeClick
VISA
MasterCard
AMERICAN EXPRESS
Diners Club
Card Number
Enter card number
Expiration Date
Month
Year
CVV/ CVC
Card Holder Name
Enter card holder name
Make Payment
Cancel
BillDesk

Merchant Name
Cochin Shipyard Ltd
Payment Amount: ₹ 2.00

In case of Fee Payment, you can use Debit Card, Credit Card or Internet Banking

Further, it will go to next level “Complete Application”


Application Wizard
Display Job Post
1 Personal Data
2 Educational Qualifications
3 Work Experience
4 Attachments
5 Other Certificates/ Skills
6 Fee Payment
7 Complete Application
8 Completed
Previous Step
Send Application Now

You can now submit your application.

☐ I want to release my profile. I have carefully read the instructions given in the website and agree to abide by the decision of the Management regarding my selection to the post I have applied for. I declare that the particulars given in this Online Application are true.

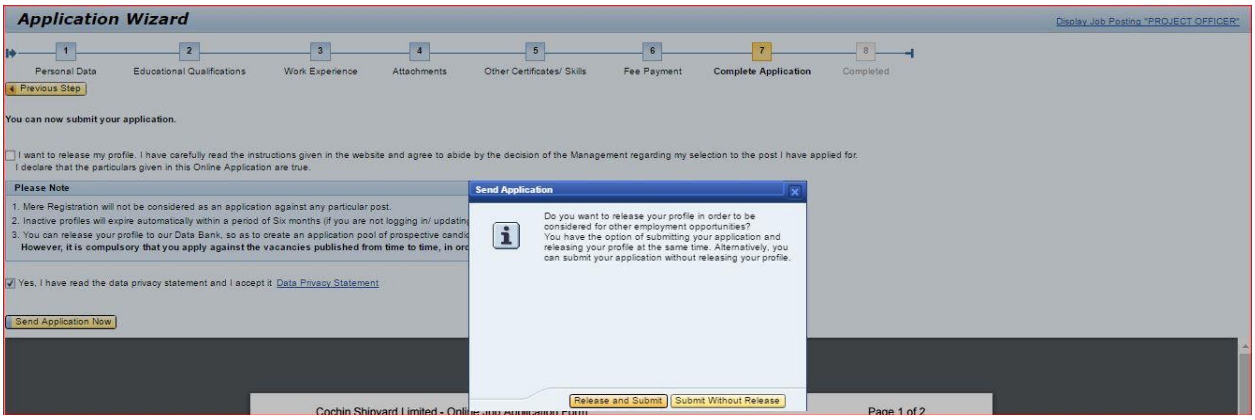
Please Note

1. Mere Registration will not be considered as an application against any particular post.
2. Inactive profiles will expire automatically within a period of Six months (if you are not logging in/ updating the profile for period of Six months).
3. You can release your profile to our Data Bank, so as to create an application pool of prospective candidates to consider against future vacancies as and when arises. **However, it is compulsory that you apply against the vacancies published from time to time, in order to be considered against a particular post.**

☑ Yes, I have read the data privacy statement and I accept it Data Privacy Statement

Tick the box for releasing your profile and then Click on "Send Application Now" button.

If you have not released your profile, the following message will populated.

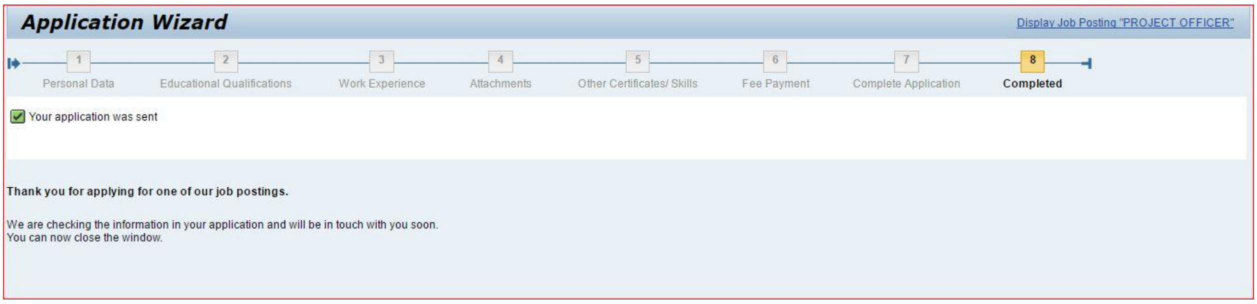

Application Wizard
Display Job Posting "PROJECT OFFICER"
Send Application
Release and Submit
Submit Without Release
Cochin Shipyard Limited - Online Job Application Form
Page 1 of 2

Do you want to release your profile in order to be considered for other employment opportunities? You have the option of submitting your application and releasing your profile at the same time. Alternatively, you can submit your application without releasing your profile.

Click on **"Release and Submit"** Button.

Otherwise Recruiter can't access your profile.

Once you click on "**Send Application Now**", the job application is completed successfully.

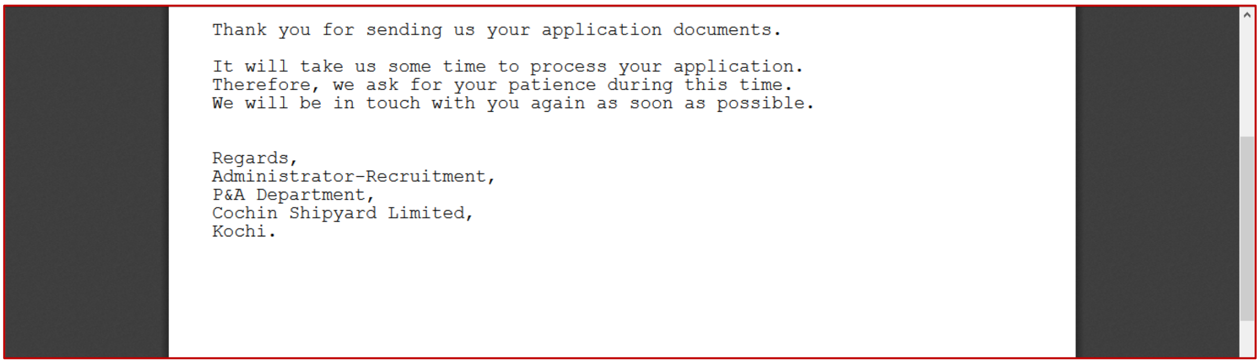

Application Wizard
Display Job Posting "PROJECT OFFICER"
1 Personal Data
2 Educational Qualifications
3 Work Experience
4 Attachments
5 Other Certificates/ Skills
6 Fee Payment
7 Complete Application
8 Completed

☑ Your application was sent

Thank you for applying for one of our job postings.

We are checking the information in your application and will be in touch with you soon.
You can now close the window.

If successful, *an auto generated mail* will be sent to your registered e-mail address: -

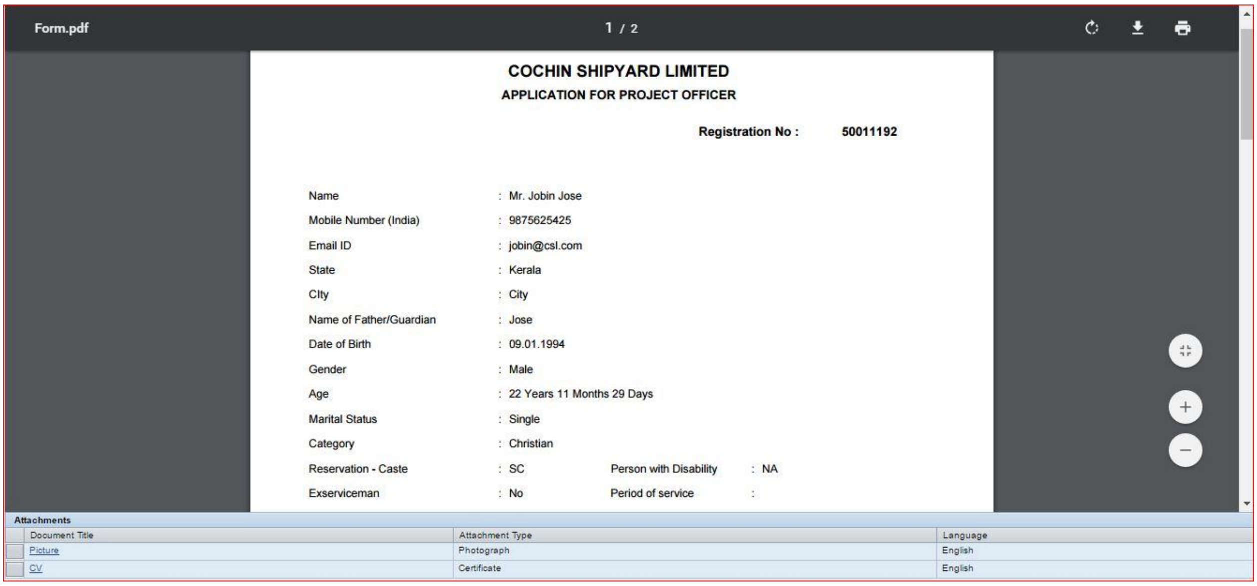


```
Thank you for sending us your application documents.

It will take us some time to process your application.
Therefore, we ask for your patience during this time.
We will be in touch with you again as soon as possible.


Regards,
Administrator-Recruitment,
P&A Department,
Cochin Shipyard Limited,
Kochi.
```

You can see and download your Job Application Form with Unique Registration number from here.



COCHIN SHIPYARD LIMITED
APPLICATION FOR PROJECT OFFICER

Registration No : 50011192

Name	: Mr. Jobin Jose			
Mobile Number (India)	: 9875625425			
Email ID	: jobin@csl.com			
State	: Kerala			
CIty	: City			
Name of Father/Guardian	: Jose			
Date of Birth	: 09.01.1994			
Gender	: Male			
Age	: 22 Years 11 Months 29 Days			
Marital Status	: Single			
Category	: Christian			
Reservation - Caste	: SC	Person with Disability	:	NA
Exserviceman	: No	Period of service	:	

Attachments

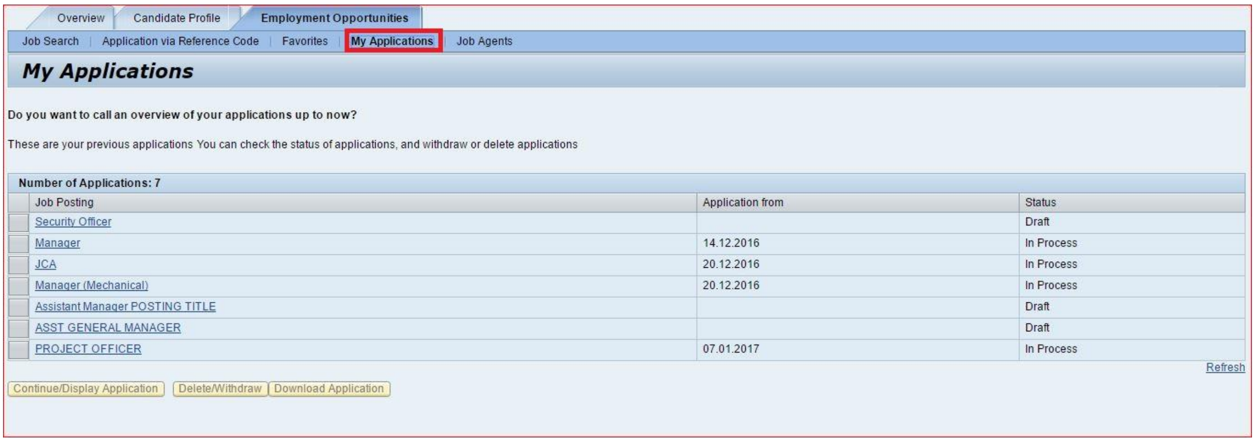
Document Title	Attachment Type	Language
Picture	Photograph	English
CV	Certificate	English

If successfully submitted, the application status in the "**My Applications**" window shall be "**In Process**".

HOW TO DELETE/WITHDRAW AN APPLICATION

Open your **"Employment opportunities"** Tab. Click on link **"My Applications"**.

The **"My Applications"** window is displayed.


Overview
Candidate Profile
Employment Opportunities
Job Search
Application via Reference Code
Favorites
My Applications
Job Agents
Refresh
Continue/Display Application
Delete/Withdraw
Download Application

My Applications

Do you want to call an overview of your applications up to now?

These are your previous applications You can check the status of applications, and withdraw or delete applications

Number of Applications: 7

	Job Posting	Application from	Status
☐	Security Officer		Draft
☐	Manager	14.12.2016	In Process
☐	JCA	20.12.2016	In Process
☐	Manager (Mechanical)	20.12.2016	In Process
☐	Assistant Manager POSTING TITLE		Draft
☐	ASST GENERAL MANAGER		Draft
☐	PROJECT OFFICER	07.01.2017	In Process

Click to select the **"Job Posting Selection Box"** button to highlight the application you would like to delete/withdraw. Click on the **"Delete/Withdraw"** button to withdraw your application.

If you have selected a job posting with status **"Draft"**, the system will allow you to delete the complete application. Once you withdraw your application with status **"In Process"** , then the status of your application has changed to Withdrawn.

Once you have been shortlisted for any position you cannot delete/withdraw your application.

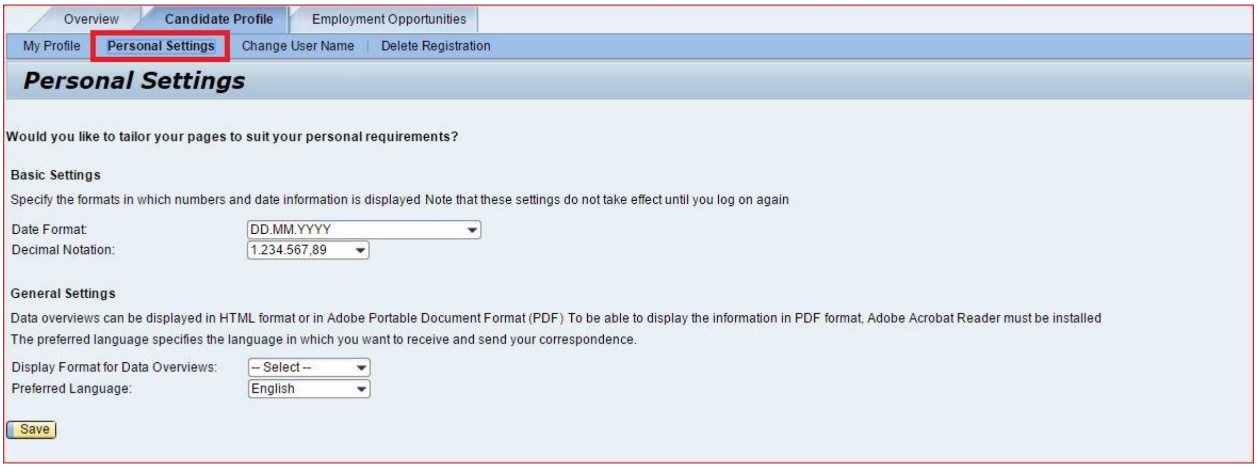
If you are not download your Application Form, then here is a provision to download it by selecting the desired job and click on "Download Application".

HOW TO CHECK THE STATUS OF YOUR APPLICATION

Click on the **"My Applications"** link in the **"Employment opportunities "** Tab. You can now see the status of your applications.

HOW TO MAINTAIN YOUR PERSONAL SETTINGS

Open the **"Candidate Profile "** Tab.
Click on the **"Personal Settings"** link to display the following window under **"Candidate Profile"**:



Personal Settings

Would you like to tailor your pages to suit your personal requirements?

Basic Settings

Specify the formats in which numbers and date information is displayed Note that these settings do not take effect until you log on again

Date Format: DD.MM.YYYY
Decimal Notation: 1.234.567,89

General Settings

Data overviews can be displayed in HTML format or in Adobe Portable Document Format (PDF) To be able to display the information in PDF format, Adobe Acrobat Reader must be installed

The preferred language specifies the language in which you want to receive and send your correspondence.

Display Format for Data Overviews: -- Select --
Preferred Language: English

Click the **"Date Format"** drop-down list button to select your preferred **"Date Format"**. You can also change the decimal notation, should you wish, by clicking on the **"Decimal Notation"** drop-down list.

The "Preferred Language" option allows you to select the language in which you wish to send and receive your correspondence regarding your application.

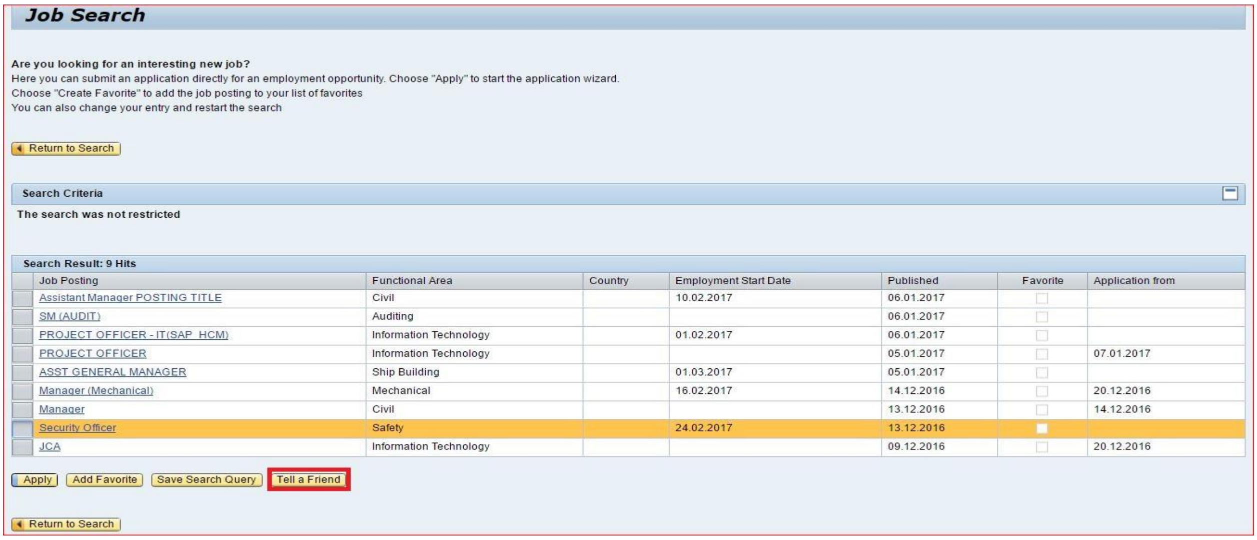
Once you have chosen, click the **"Save"** button to save the changes. The **"Personal Settings"** window will then be displayed again, and a message indicating that the data has been saved will be displayed.

RECOMMENDATION OF JOB POSTING (TELL A FRIEND)

You can use this process to forward to other people/friends an interesting job posting that you found using the search. The recipient receives an e-mail containing a link to the relevant job posting. The recipient can display the job posting via the link and then apply online if they are interested and meet the requirements. Click on the **"Employment Opportunities"** tab to activate the Job Search window. Click on the **"Start"** button to continue.

Click on the relevant job posting link to select it. Look at the job posting and decide if it could be of interest to someone you know.

If you want to recommend, then click on **“Tell a Friend”** button.



Job Search

Are you looking for an interesting new job?
Here you can submit an application directly for an employment opportunity. Choose "Apply" to start the application wizard.
Choose "Create Favorite" to add the job posting to your list of favorites
You can also change your entry and restart the search

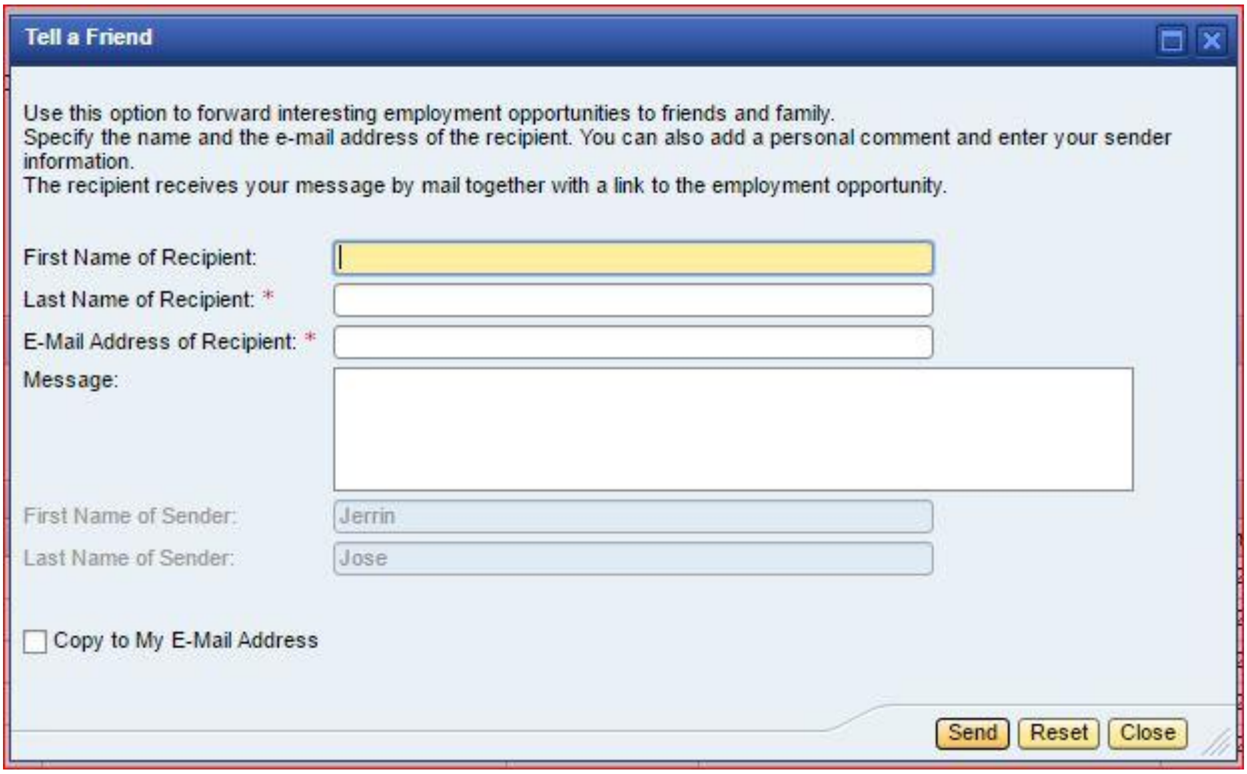
Search Criteria

The search was not restricted

Search Result: 9 Hits

Job Posting	Functional Area	Country	Employment Start Date	Published	Favorite	Application from
Assistant Manager POSTING TITLE	Civil		10.02.2017	06.01.2017	☐	
SM (AUDIT)	Auditing			06.01.2017	☐	
PROJECT OFFICER - IT(SAP_HCM)	Information Technology		01.02.2017	06.01.2017	☐	
PROJECT OFFICER	Information Technology			05.01.2017	☐	07.01.2017
ASST GENERAL MANAGER	Ship Building		01.03.2017	05.01.2017	☐	
Manager (Mechanical)	Mechanical		16.02.2017	14.12.2016	☐	20.12.2016
Manager	Civil			13.12.2016	☐	14.12.2016
Security Officer	Safety		24.02.2017	13.12.2016	☐	
JCA	Information Technology			09.12.2016	☐	20.12.2016

The Tell a Friend screen opens in a new window.



Tell a Friend

Use this option to forward interesting employment opportunities to friends and family.
Specify the name and the e-mail address of the recipient. You can also add a personal comment and enter your sender information.
The recipient receives your message by mail together with a link to the employment opportunity.

First Name of Recipient:
Last Name of Recipient: *
E-Mail Address of Recipient: *
Message:
First Name of Sender: Jerrin
Last Name of Sender: Jose

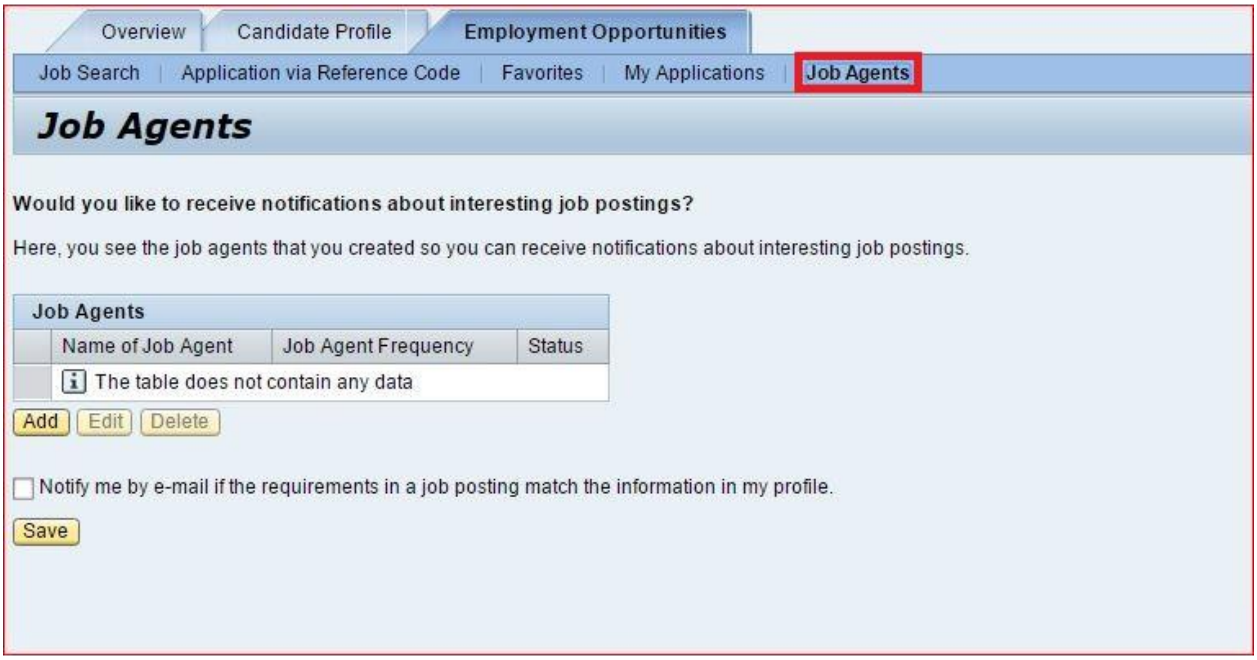
☐ Copy to My E-Mail Address

You can give the details of your friend here. If you tick the box **"Copy to My E-Mail Address"** then you will get the link.
After clicking on **"Send"** button, your friend receives an e-mail. This includes, among other things, the text entered by you and the link to the current job posting.

Your friend uses the link to look at the job posting and apply if interested.

NOTIFICATION OF RELEVANT EMPLOYMENT OPPORTUNITIES (JOB AGENT)

You can use this process to receive information regularly and automatically about employment opportunities that meet the search criteria defined by you. You can also specify that the system automatically inform you about employment opportunities that meet the criteria for a new work relationship defined in your candidate profile.
Click on the **"Job Agents"** view to activate the job agents' window.


Overview
Candidate Profile
Employment Opportunities
Job Search
Application via Reference Code
Favorites
My Applications
Job Agents

Job Agents

Would you like to receive notifications about interesting job postings?

Here, you see the job agents that you created so you can receive notifications about interesting job postings.

Job Agents

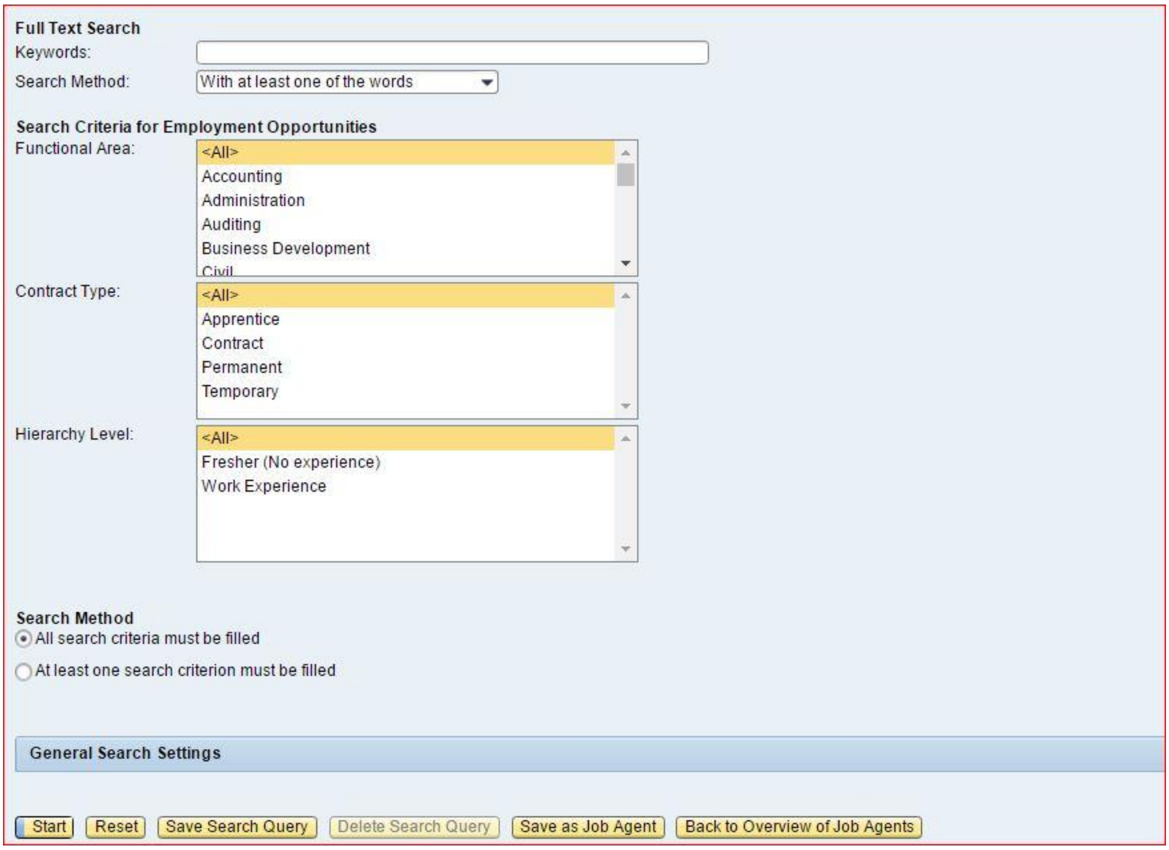
Name of Job Agent	Job Agent Frequency	Status
The table does not contain any data		

Add
Edit
Delete

☐ Notify me by e-mail if the requirements in a job posting match the information in my profile.

Click on **"Add"** button to create a new job agent.

The Job Search view appears.



Full Text Search
Keywords:
Search Method: With at least one of the words

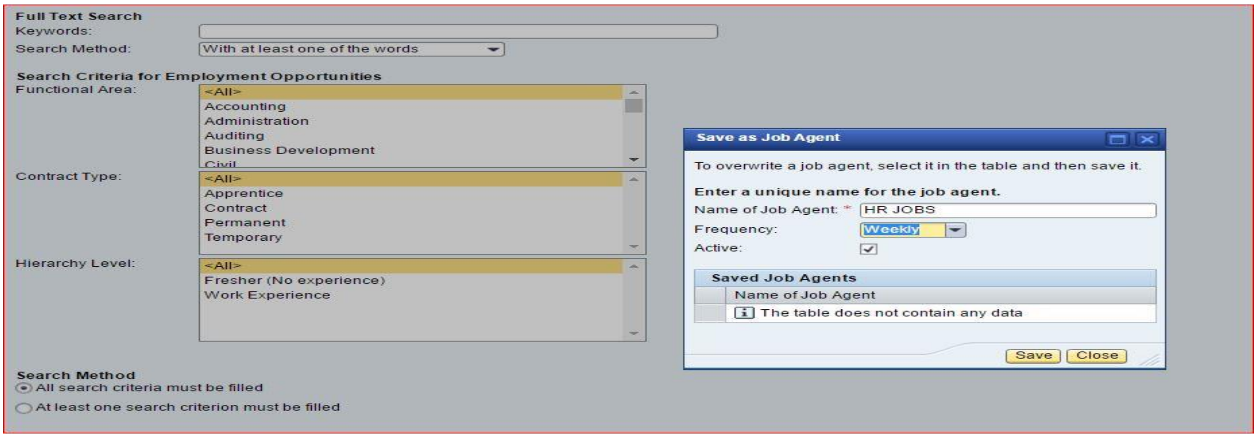
Search Criteria for Employment Opportunities
Functional Area: <All>
Contract Type: <All>
Hierarchy Level: <All>

Search Method
● All search criteria must be filled
○ At least one search criterion must be filled

Accounting
Administration
Auditing
Business Development
Civil
Apprentice
Contract
Permanent
Temporary
Fresher (No experience)
Work Experience
General Search Settings
Start
Reset
Save Search Query
Delete Search Query
Save as Job Agent
Back to Overview of Job Agents

Define your search criteria and click on **"Save as Job Agent"**.

The **"Save as Job Agent"** views opens in a new window.



Save as Job Agent

To overwrite a job agent, select it in the table and then save it.

Enter a unique name for the job agent.
Name of Job Agent: * HR JOBS
Frequency: Weekly
Active: ☑

Saved Job Agents

Name of Job Agent
The table does not contain any data

Save
Close
Full Text Search
Keywords:
Search Method:
With at least one of the words
Search Criteria for Employment Opportunities
Functional Area:
<All>
Accounting
Administration
Auditing
Business Development
Civil
Contract Type:
<All>
Apprentice
Contract
Permanent
Temporary
Hierarchy Level:
<All>
Fresher (No experience)
Work Experience
Search Method
All search criteria must be filled
At least one search criterion must be filled

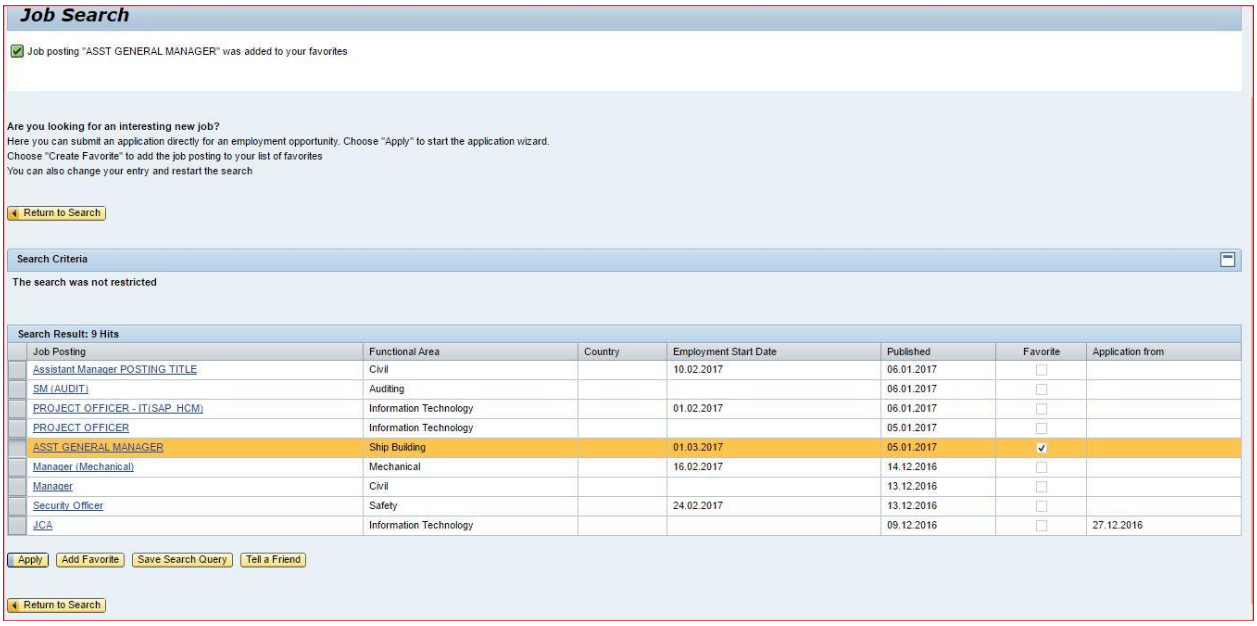
Assign a name, define the frequency with which the job agent is run, activate the job agent, and save your entries by clicking on **"Save"** button.

The system displays the list of all job agents already defined including the newly created one. You can adjust at any time the frequency with which the job agent searches for employment opportunities and the status of the job agent in the list. You then have to save your entries. You can select the job agent and click on **"Edit"** to change the search parameters. You can define up to a maximum of three job agents in the system.

FAVOURITES

You can create a list of favorites in which you store jobs that you have flagged as interesting. You can apply for jobs directly from these job postings without searching again. To search for jobs and mark them as favorites, click on the **"Employment Opportunities"** tab to activate the job search window.

Click on the **"Start"** button to continue.
The Employment Opportunities - Search Criteria window is now displayed.



Job Search

☑ Job posting "ASST GENERAL MANAGER" was added to your favorites

Are you looking for an interesting new job?
Here you can submit an application directly for an employment opportunity. Choose "Apply" to start the application wizard.
Choose "Create Favorite" to add the job posting to your list of favorites
You can also change your entry and restart the search

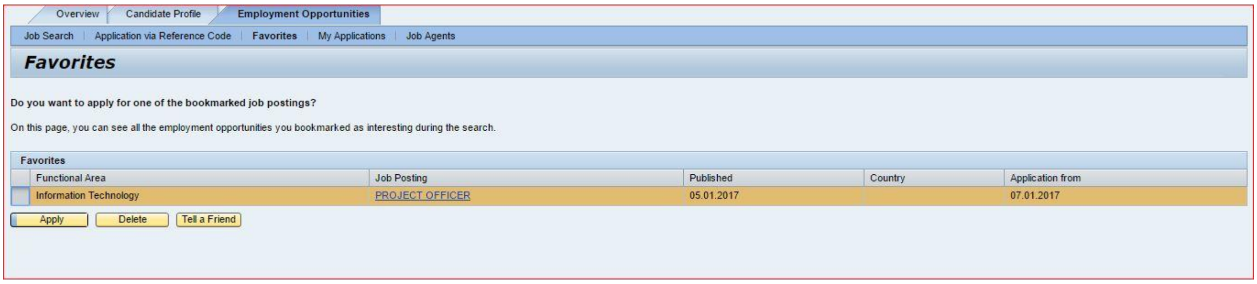
Search Criteria

The search was not restricted

Search Result: 9 Hits

Job Posting	Functional Area	Country	Employment Start Date	Published	Favorite	Application from
Assistant Manager POSTING TITLE	Civil		10.02.2017	06.01.2017	☐	
SM (AUDIT)	Auditing			06.01.2017	☐	
PROJECT OFFICER - IT(SAP HCM)	Information Technology		01.02.2017	06.01.2017	☐	
PROJECT OFFICER	Information Technology			05.01.2017	☐	
ASST GENERAL MANAGER	Ship Building		01.03.2017	05.01.2017	☑	
Manager (Mechanical)	Mechanical		16.02.2017	14.12.2016	☐	
Manager	Civil			13.12.2016	☐	
Security Officer	Safety		24.02.2017	13.12.2016	☐	
JCA	Information Technology			09.12.2016	☐	27.12.2016

Select the desired job and click on **"Add Favourite"** button. Then Job posting will added in to your Favourites.


Overview
Candidate Profile
Employment Opportunities
Job Search
Application via Reference Code
Favorites
My Applications
Job Agents
Apply
Delete
Tell a Friend

Favorites

Do you want to apply for one of the bookmarked job postings?

On this page, you can see all the employment opportunities you bookmarked as interesting during the search.

Favorites

	Functional Area	Job Posting	Published	Country	Application from
☐	Information Technology	PROJECT OFFICER	05.01.2017		07.01.2017

In order to avoid heavy traffic in website on the last date that may result in non-submission of application, candidates are advised to log in to HCSL website and submit applications well in advance before the last date. Those who apply through the SAP application portal on the last date of application may not get any troubleshooting assistance / technical support by e-mail / phone after 1630hrs on the last date.

FOR FURTHER CLARIFICATION/ GUIDANCE/ FEEDBACK CONTACT Personnel and Administration department

For matters related to **recruitment** of regular & contractual posts,
Email : careers@hooghlycsl.com
Phone: 033- 2955 8283 Extn: 241

Contact between 8:30AM to 4.30PM on all working days
(All Sundays are holidays)