

HOOGHLY COCHIN SHIPYARD LIMITED
HOWRAH – 711109

HCSL/HR/RECTT/PERMA/2024/2

Date: 30.01.2025

NOTICE

SCHEDULE OF PHASE-I SELECTION TEST (WORK EXPERIENCE IN THE RELEVANT JOB/ AREA & POWER POINT PRESENTATION ON WORK EXPERIENCE) FOR THE POST OF DEPUTY MANAGER (ESTATE & ADMINISTRATION)

1. The detail schedule for Phase-I Selection Test for the Post of **Deputy Manager (Estate & Administration)** is as follows:

Sl. No.	Name of the Post	Date of Selection test	Venue of Selection test	Reporting Time
1.	<u>Deputy Manager (Estate & Administration)</u>	10.02.2025	Hooghly Cochin Shipyard Limited, Administrative Building, Satyen Bose Road, P.O.- Danesh Shaikh Lane, Nazirgunge, Howrah, West Bengal - 711109	8.30 Hrs.

*Candidates are requested to report at the venue as per reporting time above Verification of Work Experience in the Relevant Job/ Area & Power Point Presentation on Work Experience. No candidates shall be admitted for the selection process after the commencement of the selection process.

2. As per the clause F of the Vacancy Notification No. HCSL/HR/RECTT/PERMA/2024/2 dated 25.09.2024, the method of selection shall include a Power Point Presentation, Group discussion and Personal Interview. Candidates who are provisionally short-listed for Phase-I for the referred the post shall be required to do the Power Point Presentation highlighting their work experience (duration of not more than ten minutes). The work experience shall be assessed by selection committee based on the documents submitted by the candidates and the power point presentation on work experience. The marks for Phase-I shall be assigned to the short-listed candidates based on the following parameters for final selection:

Sl. No.	Method Of Selection	Marks Distribution
1.	Work Experience in the relevant job/ area	40% marks
2.	Power Point Presentation on work experience <u>(Required to bring PPT in Candidate's own Pen drive)</u>	30% marks

3. Short-listed candidates should ensure that they fulfil all the eligibility requirements viz. age, qualification, experience, caste, disability etc., as advertised vide Notification No. HCSL/HR/RECTT/PERMA/2024/2 dated 25.09.2024 before attending the selection process.
4. The call letter to attend the Verification of Work Experience in the Relevant Job/ Area & Power Point Presentation on Work Experience is purely provisional and subject to verification of original certificates for proof of age, qualification, experience, caste, disability etc., as notified. At the time of Power Point Presentation, if the candidates short-listed 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 or there has been suppression of facts and information, the candidate shall neither be permitted for Power Point Presentation nor be considered for attending the selection process and candidature/appointment will be cancelled/rejected without further notice.
5. Candidates should bring two copies of the call letter, with recent passport size photographs pasted and a valid photo identity proof (in original). ONLY Passport/Election ID card/ Aadhaar/ Driving license issued by the Government, shall be accepted to secure entry to the Shipyard. Those who do not produce the call letter and valid photo identity proof (in original) will not be allowed to appear for selection process. One copy of the call letter is to be submitted to HCSL during the certificate verification. The candidates should retain the other copy of the call letter, till the completion of selection process. Candidates should also produce the documents mentioned in the call letter at the time of certificate verification.

Sl. No.	Documents to be arranged & submitted AS PER THE SERIAL ORDER BELOW
1.	Call letter of Verification of Work Experience in the Relevant Job/ Area & Power Point Presentation on Work Experience – Two copies
2.	Original & Copy of Aadhaar Card (please ensure that name and date of birth in Aadhaar matches that in application form)
3.	A Valid Photo Identity proof (in original) viz. Passport/Election ID proof/Aadhaar/Driving license issued by the Government.
4.	SAP generated Application form with photo pasted.
5.	Certificate in proof of DOB (Birth Certificate/ SSLC or SSC Certificate / Passport) – i.e. 35 years of age Cut Off date of age shall be as on 24.10.2024
6.	Valid recent community certificate. (OBC-NCL) issued by the Revenue Authority not below the rank of Thasildar.
7.	Educational qualification & Experience Certificates (as notified vide Vacancy Notification No. HCSL/ HR/ RECTT/ PERMA/ 2024/ 2 dated 25.09.2024
8.	Experience acquired after the date of passing of the qualification stipulated shall only be considered. Period of post qualification experience shall be reckoned as on 24 October 2024.

9.	In case of candidates working in PSUs / Government/ Autonomous bodies in the regular cadre, one year experience shall be in the immediate lower scale of pay or equivalent. The candidates working in private sector or on contract rolls in PSUs / Government/ Autonomous bodies shall be drawing CTC (only monetary/cash part) comparable to immediate lower scale of pay of HCSL. Applicants who are presently working in any company (Private/ Public Sector/ Govt) in the absence of experience certificate, should submit copy of Appointment/Offer letter issued by the company, latest Pay Slip/copy of last Pay drawn and CTC certificate during the current financial year/IT Form-16 of the previous financial year as proof of experience. For past employment, experience certificate indicating the date of joining as well as relieving should be submitted.
10.	In case you are presently working in a Government Dept. or Semi Government/ Public Sector Organization, you should submit a declaration (as per Annexure – I of vacancy notification)
11.	Disability Certificate - Valid Certificate of disability to prove minimum 40% disability in the prescribed format.
12.	Discharge Certificate / Book / Pension Payment Order, if Ex – Servicemen Note: -You should submit Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces. Those ex-servicemen having Degree endorsed in their Discharge Certificate/ Book should have working experience in the relevant discipline in the Armed Forces. Such qualification acquired during service period shall also be considered for calculation of post qualification experience. Ex-servicemen claiming equivalency of Degree in discipline 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. They should produce experience certificate from the authorities concerned, failing which their candidature shall not be considered.
13.	Re-employment undertaking if Ex – Servicemen Note: - 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 <u>02.05.1985</u> , <u>36034/6/90-Estt (SCT)</u> dated 10.10.1994 and 36034/1/2014-Estt (SCT) dated 14.08.2014. All ex-servicemen should submit an undertaking to this effect along with the online application, that he has not been re-employed in Government after availing the benefits for ex-servicemen (as per Annexure-II).
14.	Any other relevant certificates or documents specific to the notified post.

6. Candidates short-listed for Verification of Work Experience in the Relevant Job/ Area & Power Point Presentation on Work Experience should produce SAP generated Application Form, all certificates in Original towards proof of age, qualification, experience, caste, disability etc., as well as one set of self-attested copy of all the certificates (as given in below table) during the certificate verification and their candidature will be considered on the strength of the original certificates along with the

Call Letter and valid Photo ID. Those who do not produce the original certificates or SAP generated Application Form will not be allowed to appear for the selection process.

7. No TA/DA shall be paid to the candidates for attending the selection process.
8. Please note that request for changing the date, time and venue of the certificate verification and/or selection process shall not be entertained.
9. Candidates are advised to frequently visit HCSL/CSL website (Career page) for all updates related to the selection process.
10. No correspondence regarding the rejection of application in case of ineligibility during certificate verification or at any other stage shall be entertained.
11. HCSL reserves the right to extend the scheduled date or postpone / reschedule the selection process (to the following day or a later date), due to any compelling /Administrative reasons / government-imposed restrictions or guidelines and candidates are advised to plan accordingly. HCSL shall not be liable to entertain any claim arising out of re-scheduling of the selection process.
12. Issue of call letter and mere 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 or does not constitute an offer of appointment, and will not entitle the applicant to any claim for employment in HCSL.
13. Any changes in the above schedule shall be notified on HCSL website only.
14. Other terms and conditions of the Vacancy notification No. HCSL/ HR/ RECTT/ PERMA/ 2024/ 2 dated 25.09.2024 shall apply.
15. For any further clarification, please contact us vide e-mail at careers@hooghlycsl.com.

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