

# HOOGHLY COCHIN SHIPYARD LIMITED

HOWRAH – 711109

Ref. No. – HCSL/HR/RECTT/PERMA/2024/3

Date: 30.01.2025

## **VENUE, REPORTING TIME & DATES FOR CERTIFICATE VERIFICATION, GROUP DISCUSSION (GD) & PERSONAL INTERVIEW FOR THE POST OF EXECUTIVE TRAINEE (HUMAN RESOURCE)**

1. The detail schedule for **Certificate Verification, Group Discussion (GD) & Personal Interview** for selection to the Post of Executive Trainee (Human Resource) is as follows:

SL. NO.	NAME OF THE POST	DATE OF SELECTION TEST	VENUE	REPORTING TIME
1.	<b>EXECUTIVE TRAINEE (HUMAN RESOURCE)</b>	<b>05.02.2025</b>	Hooghly Cochin Shipyard Limited, Administrative Building, Satyen Bose Road, P.O.- Danesh Shaikh Lane, Nazirgunge, Howrah, West Bengal - 711109	<b>08.30 A.M</b>

2. As per the clause F of the Vacancy Notification No. HCSL/HR/RECTT/PERMA/2024/3 dated 25.09.2024, the method of selection for the post of Executive Trainee (Human Resource) shall include Objective Type Test, Writing Skills (10 marks), Group Discussion (GD) (10 marks) and Personal Interview (20 marks).

3. For provisionally short-listed candidates for **Certificate Verification, Group Discussion (GD) & Personal Interview**, email for selection tests has already been sent to e-mail ID mentioned in the application. Non-receipt of emails, if any, shall be informed by email [careers@hooghlycsl.com](mailto:careers@hooghlycsl.com) latest by 31<sup>st</sup> January 2025. Other instructions are detailed in the email. Candidates are requested to go through the general instructions in the email, and ensure that all instructions mentioned in the email are adhered to before appearing for the selection.

4. Candidates should bring two copies of the call letter (copy of the email communication), with recent passport size photographs pasted and a valid photo identity proof (in original & xerox copy) like Passport/Election ID proof/ Aadhaar/ Driving license issued by the Government, to secure entry to the venue and abide by all safety and security instructions while inside the company premises. Those who do not produce the call letter and valid photo identity proof (in original) will not be allowed to appear for selection test Group Discussion (GD) & Personal Interview. One copy of the call letter is to be submitted during the selection tests. The candidates should retain the other copy of the call letter, till the completion of selection process.

5. The call letter to attend the selection test **Group Discussion (GD) & Personal Interview** is purely provisional.

6. Candidates should bring own stationery items for the selection test **Group Discussion (GD) & Personal Interview** and avoid sharing of such items.
7. Movement to any other areas / buildings / work sites of yard other than the venue of the selection test **Group Discussion (GD) & Personal Interview** shall be strictly prohibited.
8. Please note that request for changing the date, time and venue of the selection test **Group Discussion (GD) & Personal Interview** shall not be entertained.
9. **No TA/DA will be paid to the candidates for attending the test.**
10. No correspondence regarding the rejection of application in case of ineligibility at any stage shall be entertained.
11. Depending upon number of candidates, HCSL reserves the right to extend the scheduled date or postpone / re-schedule the selection test **Group Discussion (GD) & Personal Interview** to the following day or a later date, due to any compelling / administrative reasons and candidates are advised to plan accordingly.
12. Issue of call letter and mere attending selection tests 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 you to any claim for employment in HCSL.
13. Candidates are advised to frequently visit HCSL/CSL website (Career page) for all updates related to the selection.
14. Any changes in the above schedule shall be notified on HCSL/CSL website only.
15. Other terms and conditions of the Vacancy Notification No. HCSL/HR/RECTT/PERMA/2024/3 dated 25.09.2024 shall apply.
16. For any queries please contact us at 033-2955 8283.

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