

**HOOGLY COCHIN SHIPYARD LIMITED**

**HOWRAH- 711109**

**Vacancy Notification No. HCSL/HR/RECTT/CONT/2026-27/2 dated 20.05.2026**

**NURSING ASSISTANT – CUM- FIRST AIDER ON CONTRACT BASIS**

Hooghly Cochin Shipyard Limited (Hooghly CSL), a Wholly Owned Subsidiary of Cochin Shipyard Limited Invites **Online applications** from Indian citizens for filling up of the **Nursing Assistant-Cum – First Aider on contract basis** at Hooghly Cochin Shipyard Limited.

**A. Name of the Post & Educational Qualification:**

**TABLE 1**

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>Educational Qualification</b>
1.	Nursing Assistant-Cum-First Aider on contract basis	<b>Essential:</b> a) VII Standard pass. b) Valid First Aid Certificate from any Recognized Institutions. <b>(OR)</b> VHSE Domestic Nursing. <b>(OR)</b> General Duty Assistant QP No. HSS/Q5101 NSQF Level 4. <b>Desirable:</b> (a) Adequate knowledge of Bengali. (b) Candidates with work experience as Nursing Assistant/First Aider.

**\*Ex-Servicemen with valid first aid certificate are also eligible.**

**B. Important Dates:**

**Commencement of Application : 20.05.2026**

**Last Date of Application : 09.06.2026**

**C. No. of Vacancies and Reservation:**

**TABLE 2**

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>UR</b>
1.	Nursing Assistant-Cum-First Aider on contract basis	1

- Hooghly CSL reserves the right to increase / decrease the number of vacancy or not to fill up any of the vacancies or cancel the recruitment process, as per its requirement.
- Reservation for Persons with Benchmark Disabilities (PwBD) shall be as per Govt. of India Guidelines.

**D. Period of Contract:**

- a) The above posts are temporary in nature and **for a maximum period of three years** subject to project requirements and individual performance.

**E. Remuneration:**

- a) The remuneration details for the post are as under: -

**Table 3**

<b>Contract Period</b>	<b>Consolidated pay per month</b>	<b>Compensation for Extra Hours of Work (per month)</b>
1st Year	₹ 22,100/-	₹ 5,530/-
2nd Year	₹ 22,800/-	₹ 5,700/-
3rd Year	₹ 23,400/-	₹ 5,850/-

- b) **Other benefits include Contributory Provident Fund, Medical Allowances, Accident Insurance coverage, Cashless Medical Facility/ reimbursement of medical expenses under the Insurance policy etc., as admissible shall be applicable.**

**F. Age:**

- a) **The upper age limit prescribed for the posts shall not exceed 30 years as on 09.06.2026 i.e., applicants should be born on or after 10.06.1996.**
- b) Age relaxation for Ex-Servicemen & Persons with Benchmark Disabilities (PwBD) shall be as per Government of India guidelines, i.e., shall not exceed 40 years.

**G. Method of Selection:**

- a) The method of selection for the post shall be through **Objective type written test and practical test** which shall be conducted out of **100 marks** and marks awarded accordingly.
- b) The Objective Type Written Test shall be of 35 Minutes duration comprising of 30 Multiple Choice Questions. Each question carries one mark and there shall be no negative marks The details of Objective type test as under: -
- |                         |   |          |
|-------------------------|---|----------|
| (i) General             | - | 10 Marks |
| (ii) Discipline related | - | 20 Marks |
- c) The practical test shall be for 70 marks.

**Total: 100 Marks**

- d) Based on the notified eligibility requirements only shortlisted candidates shall be permitted **to attend selection tests. The date and venue shall be communicated separately to the shortlisted candidates through e-mail / HCSL website.** Candidates who successfully complete the certificate verification shall only be permitted to attend the Objective type written test & Practical test. The tests shall be held at Hooghly CSL, Howrah.
- e) The minimum pass mark for Objective type written test and practical test shall be as below: -

- i. For unreserved candidates – 50 % of Total Marks in each test;
  - ii. For PwBD candidates – 40 % of Total Marks in each test.
- f) The rank list for the post shall be prepared based on marks secured by the candidates meeting the notified eligibility requirements and who pass in both Objective type written test and practical test. In case, same aggregate marks are secured by more than one candidate, relative merit shall be decided based on seniority in age.

## **H. Conditions:**

### **a. Reservation:**

- i. Government of India Directives on reservation shall apply.
- ii. In the case of Persons with Benchmark Disabilities, 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. Qualification:**

- (i) The minimum qualification stipulated for the posts must be from an Institute/ Examination Board recognized by AICTE/ appropriate statutory authority in India/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.

### **c. Experience:**

- (i) Candidates with work experience as Nursing Assistant/ First Aider shall be given preference.
- (ii) Apprenticeship in relevant area shall be considered as experience.
- (iii) Applicants who are presently working in any company (Private/ Public sector /Govt), in the absence of experience certificate, should submit copy of **Appointment Order or 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) Applicants who are Ex-servicemen should submit **Discharge Certificate / Book/ Pension Payment Order from the Armed Forces** and all certificates indicating relevant qualification and work experience in the specified area in the Armed Forces. Such experience acquired during service period, shall also be considered for calculation of post qualification experience.
- (v) Applicants should clearly specify the nature of work performed and duties, responsibilities handled in the respective jobs, as well as experience certificate in proof of the same shall be submitted along with their application for the posts notified.

- (vi) **During the certificate verification process, the applicants should produce all certificates in original to establish the experience claimed in their application, failing which they shall not be permitted to attend the selection process.**

d. **Application Fee:**

- i) **Application fee of Rs. 300/- (Non - refundable, plus bank charges extra) should be remitted using the Online payment options (Debit card/Credit card/Internet Banking/Wallets/ UPI etc.,) which can be accessed through our Online application facility from 20.05.2026 to 09.06.2026. No other mode of payment shall be accepted.**
- ii) **Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Persons with Benchmark Disabilities (PwBD) need not pay application fee. They are exempted from payment of application fee.**
- iii) All applicants for whom the fee is applicable, i.e., except those belonging to SC/ST/PwBD, should pay the application fee as stipulated in the above clause. It is important to note that their candidature shall be considered only on receipt of application fee.

e. **How to Apply:**

- (i) **Applicants should go through the User Manual and FAQ published in the link [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page → HCSL → E-Recruitment Contract Posts) or [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page → E-Recruitment Contract Posts → Sl. No.: - 179) before filling the online application. The application consists of two phases - One time Registration and Submission of application against the post applicable. Applicants should not submit more than one application. Application once submitted shall be final.**
- (ii) **Applicants meeting the notified requirements may do the One-time registration in the SAP Online portal submit their application. The facility to submit their application can be accessed through the website [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page → HCSL → E-Recruitment Contract Posts) or [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page → E-Recruitment Contract Posts → Sl. No.: - 179) from 20.05.2026 to 09.06.2026. Application submitted direct or by any other mode shall not be accepted.**
- (iii) **Applicants should ensure that all certificates towards proof of age, educational qualification, experience, caste, disability etc., and a recent passport size colour photograph are uploaded in the SAP online application portal, failing which their candidature shall not be considered and shall be rejected.**
- (iv) **Applicants should ensure that all the entries in the online application have been correctly filled in and application submitted successfully. Change in the data provided in the application after final submission of the same through online will not be considered. Filling of garbage/junk details in any of the fields can lead to rejection of application.**

- (v) Application must be complete in all respects as per this Advertisement Notification. **Please note that incomplete applications /withdrawn applications / applications in draft status shall not be considered.** On successful submission of the application, the status of the application shall be shown as "**In process**". After submission of the application, the applicant shall log in to My Applications and ensure that the application status is "**In process**" to ensure the process is complete. No refund of fees shall be considered after successful submission of application or withdrawal of application.
- (vi) **After applying through online, applicants should retain a soft copy/ printout of the online application containing the unique registration number generated by the system for their reference. It is important to note that, the unique registration number shall be obtained only upon successful submission of online application.** The Registration Number on the online application should be quoted for any correspondence with HCSL.
- (vii) **Applicants need not send the online application print out/ certificates/ application fee in the form of DD/ Challan/ Cheque by post to Hooghly Cochin Shipyard Limited.**
- (viii) The website will remain functional for the purpose of submitting applications from **20.05.2026** and the last date for submission of applications through online is **09.06.2026**. 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 on the last date of application may not get any troubleshooting assistance / technical support in the online application portal by email/phone after 1600 hrs. on the last date.**

**f. General:**

- (i) Applicants are advised to make sure that they are meeting the eligibility requirements as per the vacancy notification for the posts 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) Hooghly CSL 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](mailto: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 any other stage as decided by Hooghly CSL.** Candidature is purely provisional subject to verification of original certificates in proof of age, qualification, experience, disability, medical fitness etc. and meeting the notified eligibility requirements. At the time of certificate verification/joining, if the candidates shortlisted 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 not be considered for selection and candidature/ appointment will be cancelled/ rejected without further notice.
- (v) **No TA/ DA shall be paid to the candidates for attending the selection process.**
- (vi) The vacancies are purely on contract basis for a specific period and Hooghly CSL is not liable to offer appointment during or after the completion of contract period of the selected candidates.
- (vii) **No correspondence regarding the rejection of application in case of ineligibility will be entertained. In case the selection test is held on a different date other than walk in selection, call letters shall not be sent to short-listed candidates by post. They shall be informed to download call letter by e-mail /through HCSL website [www.hooghlycsl.com](http://www.hooghlycsl.com).** Schedule of the selection process shall be intimated to the short-listed applicants through Email/HCSL website (Career page). Candidates are requested to frequently check the above website (Career Page) for updates related to the selection. Mere submission of application and Issue of call letter for the 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 Hooghly CSL.

- (viii) The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by Hooghly CSL. The reports of such medical examination shall be examined by Medical Officer of Hooghly CSL and the appointment of the candidate shall be subject to certification of medical fitness.
- (ix) Hooghly CSL 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.
- (x) Rank list 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 up to 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.
- (xi) The number of post indicated in this notification 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 during the validity period of the rank list shall be filled up from that rank list at the discretion of Hooghly CSL.
- (xii) Notwithstanding the above or any other conditions, Hooghly CSL 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. Hooghly CSL reserves the right to restrict/ alter/ cancel/ modify the recruitment process, if need so arises.
- (xiii) Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.
- (xiv) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- (xv) 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 Howrah/ Kolkata and such Courts/ Authorities shall have sole and exclusive jurisdiction.
- (xvi) Any amendment, modification or addition to this advertisement shall be published in the Hooghly CSL website only.
- (xvii) For any further clarification related to the advertisement and conduct of selection, please contact us via e-mail [careers@hooghlycsl.com](mailto:careers@hooghlycsl.com).

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

Sd/-  
**SENIOR MANAGER (IR & HR)**