

HOOGLY COCHIN SHIPYARD LIMITED
HOWRAH – 711109

Ref. Nos. – HCSL/HR/RECTT/PERMA/2024/2

Date: 18.03.2025

NOTICE

**SCHEDULE OF PHASE-II SELECTION TEST (CERTIFICATE VERIFICATION,
GROUP DISCUSSION & PERSONAL INTERVIEW) FOR THE POST
OF DEPUTY MANAGER (FINANCE) FOR HCSL.**

1. The detail schedule Phase-II Selection Test (Certificate Verification, Group Discussion & Personal Interview) for the Post of **Deputy Manager (Finance)** is as follows:

Sl. No.	Name of the Post	Date of Phase-II Selection test	Venue of Phase-II Selection test	Reporting Time
1.	Deputy Manager (Finance)	25.03.2025	Hooghly Cochin Shipyard Limited, Administrative Building, Satyen Bose Road, P.O.- Danesh Shaikh Lane, Nazirgunge, Howrah, West Bengal - 711109	11.30 Hrs.

***Candidates are requested to report at the venue as per reporting time above for the Phase-II Selection Test (Certificate Verification, Group Discussion & Personal Interview). No candidates shall be admitted for the selection process after the commencement of the selection test.**

2. As per the clause F (b) of the Vacancy Notification No. HCSL/HR/RECTT/PERMA/2024/2 dated 25.09.2024, based on the Power Point Presentation, the shortlisted candidates have to attend Phase-II Selection Test i.e., Certificate Verification, Group discussion and Personal Interview. Only candidates who are meeting the notified work experience and job requirements shall be permitted to attend Group discussion & Personal Interview. The marks shall be assigned to the short-listed candidates based on the following parameters for final selection:

Sl. No.	Method of Phase-II Selection Test	Marks Distribution (Out of 30%)
1.	Group Discussion	10% marks
2.	Personal Interview	20% 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 Phase-II selection

process. Candidates who successfully complete the certificate verification shall be permitted to attend the Phase-II Selection process at HCSL.

4. This call letter to attend the Certificate Verification, Group discussion and Personal Interview 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 Certificate Verification, 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 not be permitted for Group Discussion & Personal Interview and candidature/appointment will be cancelled/rejected without further notice.**

5. Candidates should bring two copies of this 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.

6. Candidates short-listed for Certificate Verification, Group Discussion & Personal Interview 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 interview process:

Sl. No.	Documents to be arranged & submitted AS PER THE SERIAL ORDER BELOW
1.	Call Letter for Certificate Verification & Group Discussion & Personal Interview – 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 & copy) viz. Passport/Election ID proof/Aadhaar/Driving license issued by the Government.
4.	SAP generated Application form with photo pasted on application & declaration signed.
5.	Certificate in proof of DOB (Birth Certificate/ SSLC or SSC Certificate / Passport) – <i>i.e. 35 years of age</i> <i>Cut Off date of age shall be as on 24.10.2024</i>
6.	Valid recent community certificate if any. (OBC-NCL) issued by the Revenue Authority not below the rank of Tahsildar.
7.	Educational qualification & Experience Certificates (as notified vide Vacancy Notification No. HCSL/ HR/ RECTT/ PERMA/ 2024/ 2 dated 25.09.2024)

Note: -If the candidates having qualifications equivalent to any of the prescribed qualifications shall submit Equivalency Certificate issued by the competent authority and without such certificate, the candidature shall not be considered.

8.	<p><u>Educational qualification:</u></p> <p>Essential:</p> <p>Degree from a recognized University and pass in the final examination of the Institute of Chartered Accountants of India or Institute of Cost Accountants of India.</p> <p><u>Experience:</u></p> <p>Essential:</p> <p>a) Minimum 7 (seven) years post qualification managerial experience in the Finance department of a</p> <ul style="list-style-type: none"> • Public Sector Undertaking or • Engineering company or • Commercial organization or Government / Semi-Government Company / Establishments. <p>b) Experience shall be in the areas of financial policies, Financial Appraisal, Fund management, Budgeting and Accounting, Taxation, Audit etc.</p> <p>c) In case of candidates working in the regular cadre in PSUs /Government/ Autonomous bodies, one year experience shall be in the immediate lower scale of pay or equivalent.</p> <p>d) 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 HCSSL.</p> <p>Desirable:</p> <p>a) Experience of working in an ERP/SAP/computerized environment.</p> <p>b) Good communication skills and working knowledge in Hindi/ Bengali.</p>
9.	<p>a) 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 24th October 2024.</p> <p>b) Experience Certificates with Date of Joining and Date of Relieving (arranged in chronological order starting with the present experience).</p> <p>c) 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.</p> <p>d) 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</p>

	<p>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.</p> <p>e) 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.</p> <p>f) 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 –I) that they have informed in writing to their employer that they have applied for the post notified by HCSL. Candidature of such applicants will not be considered if objection if any received from the employer.</p> <p>vi) 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 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 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.</p> <p>vii) 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 reemployment 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 application to the effect that he has not been re-employed in Government after availing the benefits for ex-servicemen.</p>
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.	Any other relevant certificates or documents specific to the notified post.

7. Candidates appearing for the selection process shall be reimbursed single to & fro 3rd AC rail fare as admissible for the post as per company rules by the shortest route from the mailing address mentioned in their online application submitted to CSL, Kochi or HCSL, Howrah, on production of proof. Candidates claiming travel re-imburement are required to **submit the copy of front page of Savings bank passbook with account number and IFSC code**, at the time

of selection process and the eligible amount of reimbursement shall be credited to their bank account through NEFT. Reimbursement of travel fare shall only be made to those candidates who submit the above details. However, at the time of certificate verification, if it is found that the candidate does not fulfill any of the notified eligibility conditions, he/she shall neither be allowed to attend selection process nor be paid any travelling allowance.

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 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

“CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION”

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Sr. Manager (IR & HR)

On & behalf of Hooghly Cochin Shipyard Limited