

**HOOGHLY COCHIN SHIPYARD LIMITED**  
**HOWRAH- 711109**

**Vacancy Notification No. HCSL/HR/RECTT/PERMA/2024/2 dated 25.09.2024**

Hooghly Cochin Shipyard Limited (HCSL), Howrah, a Wholly Owned Subsidiary of Cochin Shipyard Limited (CSL), invites **Online applications** from Indian citizens, fulfilling the eligibility requirements for filling up of the following **Executive posts on regular rolls in Hooghly Cochin Shipyard Limited.**

**A. Name of Posts, Educational Qualification, Experience & Age:**

**TABLE 1**

<b>Sl. No.</b>	<b>Name of Posts</b>	<b>Education Qualification</b>	<b>Experience</b>
1.	Deputy General Manager (Projects & Operations)	<b><u>Essential:</u></b> Degree in Engineering with minimum of 60% marks from a recognized University.	<b><u>Essential:</u></b> a) Minimum of 18 years post qualification managerial experience of which at least 5 years' experience as in-charge of Ship Repair Section/ Department of a <ul style="list-style-type: none"><li>• Shipyard or</li><li>• Marine related offshore company or</li><li>• Government / Semi-Government Company / Establishments.</li></ul> b) Should possess adequate knowledge and exposure in handling a wide variety of Ship building & Ship repair operations, in dealing with marine related Engineering works, contract management, sub-contracting, ship repair project management techniques, project planning, resource planning etc. c) 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.

			<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 HCSL.</p> <p><b><u>Job Requirement:</u></b></p> <p>Should be a team builder and shall demonstrate professionalism in all official activities. Will be responsible for all works and assignments connected with the overall execution of the HCSL project &amp; Operational. This will include revamping of existing infrastructure &amp; systems as well as new infrastructure &amp; systems. Physical implementation of the yard augmentation &amp; Modernization shall be undertaken. Will be responsible for execution of the Project, contract management, sub-contracting, liaisoning and interaction with clients, classification societies and various government agencies/ statutory institution etc. Regular meetings with consultants and contractors to be ensure compliance of quality, conformity with standards, specifications and drawings etc. Review of technical details/BOQs etc., verification and certification of EPC bills. Developing SOPs and record maintaining etc. Not limit to the above, the office shall be liable to undertake any other duties as directed by HCSL Management.</p>
2.	Assistant General Manager	<p><b><u>Essential:</u></b></p> <p>Degree in Mechanical/Naval Architecture/Electrical/ Marine Engineering with minimum 60 % marks from a recognized University.</p> <p><b><u>Desirable:</u></b></p>	<p><b><u>Essential:</u></b></p> <p>a) Minimum of 15 years post qualification managerial experience in</p> <ul style="list-style-type: none"> <li>• Shipbuilding or</li> <li>• Ship repair or</li> <li>• Engineering company or</li> <li>• Offshore Fabrication or</li> </ul>

		<p>Proficiency in Computer Applications like AutoCAD, SAP, MS Office, MS Project etc.</p>	<ul style="list-style-type: none"> <li>• Other Marine Installations or</li> <li>• Marine related Engineering companies or</li> <li>• Government / Semi-Government Company / Establishments.</li> </ul> <p>b) Experience shall be in the areas of Design/ Procurement/ Planning/ Production Engineering/ Fabrication / Outfitting/ Repairs/ Quality Assurance/ Project Execution.</p> <p>c) 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.</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 HCSL.</p> <p><b><u>Desirable:</u></b></p> <p>Experience of working in an ERP/ SAP computerized environment.</p> <p><b><u>Job Requirements:</u></b></p> <p>Responsible for execution of Ship Building &amp; Ship Repair Projects, contract management, subcontracting and interaction with clients, classification societies etc., for execution of projects.</p>
3.	Manager (Mechanical)	<p><b><u>Essential:</u></b></p> <p>Degree in Mechanical Engineering with minimum of 60% marks from a recognized University.</p>	<p><b><u>Essential:</u></b></p> <p>a) Minimum of 9 years post qualification managerial experience in</p> <ul style="list-style-type: none"> <li>• Shipbuilding Company or</li> <li>• Ship repair or</li> <li>• Engineering company or</li> </ul>

			<ul style="list-style-type: none"> <li>• Offshore Fabrication and Other Marine Related Engineering companies or</li> <li>• Government / Semi-Government Companies / Establishments.</li> </ul> <p>b) Experience shall be in the areas of Planning/ Production/ Procurement / Fabrication/ Outfitting/ Repairs/ Quality Assurance/ Installation/ Project Management/ Commercial/ Marketing.</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 HCSL.</p> <p><b><u>Desirable:</u></b> Experience of working in an ERP/ SAP/ computerized environment.</p> <p><b><u>Job Requirements:</u></b></p> <p>a) Planning, organizing and co-ordinating the activities of Commercial/ Procurement/ Operation sections.</p> <p>b)Execution and timely completion of all works related to ship repair.</p> <p>c) Coordinate with project team, clients, vendors &amp; contractors during project execution as well as during invoice settlement.</p> <p>d)Liaising with vendors in procurement of materials.</p> <p>e) Co-ordinate with contractors for subcontract work packages.</p> <p>f) Executing repair scope of work as per agreed defect list, AWRF, GWRP etc.,</p>
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			g) Ensure strict compliance to yard Quality Management and HSE Systems.
4.	Deputy Manager (Estate & Administration)	<p><b>Essential:</b></p> <p>a) Master Degree in Business Administration with minimum of 60% marks.</p> <p><b>OR</b></p> <p>b) Post Graduate Degree or Post Graduate Diploma in Business Administration/ Management (Two years) with minimum of 60% marks.</p>	<p><b>Essential:</b></p> <p>a) Minimum of 7(seven) years post qualification managerial experience in Estate/ Administration areas in</p> <ul style="list-style-type: none"> <li>• Public Sector Undertaking or</li> <li>• Engineering Company or</li> <li>• Commercial Organization or</li> <li>• Government / Semi-Government Companies / Establishments.</li> </ul> <p>b) In case of candidates working in PSU/Autonomous bodies in the regular cadre, one (1) year experience shall be in the immediate lower scale of pay or equivalent.</p> <p>c) 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.</p> <p><b>Desirable:</b></p> <p>a) Knowledge of Rules relating to Estate matters etc., as applicable to the state of West Bengal.</p> <p>b) Proficiency in Computer Applications like SAP, ERP, Timekeeping software, MS Office etc.</p> <p>c) The candidate should have good communication skills &amp; working knowledge in Hindi/Bengali.</p> <p><b>Job Requirements:</b></p>

			General administration of the organization, estate management, maintenance and implementation of employee welfare benefits/schemes, payroll and time administration, quarters, guest house and canteen management, records management, security management, transport, office utilities, logistics arrangements, facilities maintenance, statutory and legal compliance, conduct of timely meetings, materials management, vendor management, issuing of necessary office orders, circulars and notices, monitoring work of outsourced staff, liaisoning and coordination with internal and external stakeholders, compliance to yard Quality Management and HSE Systems etc.,
5.	Deputy Manager (Finance)	<p><b><u>Essential:</u></b></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><b><u>Essential:</u></b></p> <p>a) Minimum 7 (seven) years post qualification managerial experience in the Finance department of a</p> <ul style="list-style-type: none"> <li>• Public Sector Undertaking or</li> <li>• Engineering company or</li> <li>• Commercial organization or</li> <li>• Government / Semi-Government Company / Establishments.</li> </ul> <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</p>

			<p>drawing CTC (only monetary/cash part) comparable to immediate lower scale of pay of HCSL.</p> <p><b><u>Desirable:</u></b></p> <p>a) Experience of working in an b) Good communication skills and working knowledge in Hindi/Bengali.</p>
6.	Deputy Manager (Safety)	<p><b><u>Essential:</u></b></p> <p>a) A degree of a recognized University or its equivalent in any branch of engineering or technology with two years' experience in a position of supervision or management in a factory in either the production or the maintenance or the safety department, <b>OR</b> A degree of recognized University in Physics and Chemistry with five years' experience in a position of supervision, or management in a factory in either the production or the maintenance or the safety department, <b>OR</b> A diploma in any branch of engineering or technology recognized by the State Government with five years' experience in a position of supervision or management in a factory in either the production or the maintenance or the safety department;</p> <p>b) A degree or diploma or certificate in industrial safety recognized by the State Government. <b>**</b></p> <p><b>** Exempted for those who have not less than five years' experience in a department of the Central or a State Government which deals with the administrations of the Factories Act, 1948 (63 of 1948), or the Indian Dock Labourers Act, 1934</b></p>	<p><b><u>Essential:</u></b></p> <p>a) Further to the above requirements, candidates should have 5 years post qualification experience in the field of Industrial Safety in a</p> <ul style="list-style-type: none"> <li>• Shipyard or,</li> <li>• Factory or,</li> <li>• Government/Semi-Government Company/ Establishment.</li> </ul> <p>b) The candidate shall have experience in Handling activities related to HSE (Health, Safety and Environment) in a Shipyard / Factory.</p> <p>c) 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.</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 HCSL.</p> <p><b><u>Desirable:</u></b></p> <p>a) Experience of working in an ERP/SAP/computerized environment.</p> <p>b) The candidate shall have good communication skills. Working knowledge in Hindi/Bengali.</p>

		<p>(19 of 1934), <b>OR</b> those who have not less than five years' experience on a full-time basis in training or education or consultancy or research in the field of accident prevention in any industry or in any institution.</p> <p><b>The requirement of Industrial Safety is not mandatory in case of Graduate Engineers in Safety discipline.</b></p>	<p><b><u>Job Requirements:</u></b></p> <p>a) Should be willing to travel at short notice, willing to take responsibility to work against the set targets within the time frame etc.</p> <p>b) Responsible for overall safety activities in HCSL, undertake frequent inspection of deep tanks and restricted spaces in ships and post therefore calls for a high degree of physical fitness.</p> <p>c) Liaisoning with various government/ statutory agencies.</p> <p>d) Not limited to the above, the officer shall be liable to undertake any other duties as directed by HCSL Management.</p> <p>## Here, 5 years post qualification experience implies experience of 5 years after the degree or diploma or certificate in industrial safety recognized by the State Government.</p>
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**B. Important Dates:**

**Commencement of Online Application : 25 September 2024**  
**Last Date of Online Application : 24 October 2024**

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

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>Grade</b>	<b>UR</b>
1.	Deputy General Manager (Projects & Operations)	E6	1
2.	Assistant General Manager (Ship Building & Ship Repair)	E5	1
3.	Manager (Mechanical)	E3	1
4.	Deputy Manager (Estate & Administration)	E2	1
5.	Deputy Manager (Finance)	E2	1



6.	Deputy Manager (Safety)	E2	1
		<b>Total</b>	<b>6</b>

**TABLE 2**

- (i) HCSL reserves the right to increase / decrease the number of vacancies or not to fill up the vacancy or cancel the recruitment process, as per its requirement.
- (ii) **The following posts are identified for the Persons with Bench mark Disabilities (PwBD) as below:**

**TABLE 3**

<b><u>Name of Posts</u></b>	<b><u>Category</u></b>	<b><u>Bench Mark disability</u></b>
Deputy Manager (Estate & Administration) & Deputy Manager (Finance)	Category (a)	Low Vision
	Category (b)	Deaf and Hard of Hearing
	Category (c)	One Arm, One Leg, Both Leg, Leprosy Cured without functional impairment, Dwarfism, Acid Attack Victims without other functional disability

- (iii) HCSL is engaged in hazardous operation. Deployment of PwBD other than those shown as "Identified Disabilities" above, are likely to put them at serious risk, hence have not been included.
- (iv) PwBD candidates with disabilities as mentioned above should be capable of performing the tasks assigned to them by HCSL.

**D. Pay Scale, Benefits & Place of Posting:**

- (i) Pay scale:

**TABLE 4**

<b><u>Grade</u></b>	<b><u>Pay scale</u></b>
E6	₹90,000 -3%- ₹2,40,000/-
E5	₹80,000 -3%- ₹2,20,000/-
E3	₹60,000-3%- ₹1,80,000/-
E2	₹50,000-3%- ₹1,60,000/-

- (ii) Monthly Emoluments as on date: -

**TABLE 5**

<b><u>Sl.</u></b>	<b><u>Wage Type</u></b>	<b><u>Amount (In ₹)</u></b>
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No		Deputy General Manager (E6 grade)	Assistant General Manager (E5 grade)	Manager (E3 grade)	Deputy Manager (E2 grade)
1.	Basic pay	₹ 90,000	₹ 80,000	₹ 60,000	₹ 50,000
2.	DA (at present 44.8%)	₹ 40,320	₹ 35,840	₹ 26,880	₹ 22,400
3.	HRA (at present 27%)	₹ 24,300	₹ 21,600	₹ 16,200	₹ 13,500
4.	Perks & Allowances (35%)	₹ 31,500	₹ 28,000	₹ 21,000	₹ 17,500
<b>Total</b>		<b>₹1,86,120</b>	<b>₹1,65,440</b>	<b>₹ 1,24,000</b>	<b>₹1,03,400</b>

(iii) Other benefits under Contributory Provident Fund, Accident Insurance coverage, Reimbursement of Medical expenses under the Contributory Medical Insurance policy, leave encashment etc. as admissible shall be applicable for the post.

(iv) The posting shall be at Hooghly Cochin Shipyard Limited (HCSL), Kolkata/ other project sites as desired by HCSL. The appointment to the post carries with it the obligation to serve in any department of HCSL or on-board ships or in any of the units / work sites/ projects undertaken in any part of India or abroad as the case may be.

(v) Selected candidate shall be placed in the minimum of the pay scale and pay protection will not be considered.

**E. Age:**

(i) **The upper age limit prescribed for the post of Deputy General Manager shall not exceed 52 years as on 24.10.2024. i.e., applicants should be born on or after 25.10.1972.**

(ii) **The upper age limit prescribed for the post of Assistant General Manager shall not exceed 50 years as on 24.10.2024. i.e., applicants should be born on or after 25.10.1974.**

(iii) **The upper age limit prescribed for the post of Manager shall not exceed 40 years as on 24.10.2024. i.e., applicants should be born on or after 25.10.1984.**

(iv) **The upper age limit prescribed for the post of Deputy Manager shall not exceed 35 years as on 24.10.2024. i.e., applicants should be born on or after 25.10.1989.**

(v) **The upper age limit shall be relaxable by 5 years for Persons with Benchmark Disabilities (PwBD) for the posts of Deputy Manager (Estate & Administration) & Deputy Manager (Finance).**

(vi) **The upper age limit shall be relaxable by 10 years for Ex-servicemen for the post of Manager & Deputy Managers and 5 years for the post of Deputy General Manager & Assistant General Manager. However, in no case, age limit after applying all age relaxations shall exceed 45 years for the post of Deputy Managers, 50 years for the post of Manager and 57 years for the post of Deputy General Manager and 55 years for the post Assistant General Manager.**

**F. Method of Selection:**

- (a) The selection process shall be held at HCSL, Howrah, or interview through electronic media.
- (b) The method of selection shall include a Power Point Presentation, Group discussion and Personal Interview. Candidates who are provisionally short-listed for 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. Based on the Power Point Presentation, the candidates shall be further short-listed for 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:
- Work Experience in the relevant job/ area : 40 marks
  - Power Point Presentation on work experience : 30 marks
  - Group Discussion : 10 marks
  - Personal Interview : 20 marks
- Total : 100 marks**
- (c) HCSL reserves the right to scrutinize applications for the post and prepare shortlist of candidates based on meeting eligibility requirements ascertained through the certificates submitted and only such shortlisted candidates shall be permitted to attend the selection process.

**G. Conditions:**

**a) Reservation:**

- (i) Government of India Directives on reservation shall apply.
- (ii) For the post of Deputy Manager (Estate & Administration) and Deputy Manager (Finance), 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 post must be from a University/ Institute/Examination Board recognized by AICTE/ appropriate statutory authority/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.
- (iii) The applicants are required to fill in the exact percentage of marks scored by them in the qualifying examination in the online application submitted for the post. Some Universities/Institutes/Examination Boards do not award Class or Percentage of

marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI, etc.). In case University/Institute/Examination Board defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the same shall be accepted. However, where the University/ Institute/Examination Board does not define criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the Aggregate Grade Points may be multiplied by 10 to get the required percentage of marks.

**c) Experience:**

- (i) Experience acquired after the date of passing of the qualification stipulated as per the above requirements shall only be considered. Period of post qualification experience shall be reckoned as on 24 October 2024.**
- (ii) Training period in any organisation shall not be counted as work experience, including the period of executive training, management training, apprentice training, advanced training, or any other training.
- (iii) 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.**
- (iv) 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 work experience. **For past employment, experience certificate indicating the date of joining as well as relieving should be submitted. In case of applicants working in private sector or contract rolls, document for CTC breakup clearly indicating the monthly, annual components, benefits and payslip should be submitted.** The applicants should submit all certificates to establish the experience claimed in their online application, failing which their candidature shall be cancelled and they shall not be considered for further selection.
- (v) Applicants in regular Government service or in Government owned industrial or other similar organizations should submit their applications online directly to HCSL. 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.
- (vi) Applicants who are Ex-servicemen 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.

(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 re-employment in Government shall be governed by DoPT OM Nos. 36034/27/84-Estt(SCT) dated 02.05.1985, 36034/6/90-Estt(SCT) dated 10.10.1994 and 36034/1/2014-Estt (SCT) dated 14.08.2014. **All ex-servicemen shall submit an undertaking 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).**

(viii) 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 uploaded while submitting their online application for the post notified.

**d) Application Fee:**

(i) Application fee of ₹ 1,000/- **(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 **25 September 2024 to 24 October 2024**. No other mode of payment shall be accepted.

(ii) **Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Persons with Bench mark 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 mentioned at (ii) above should pay the application fees. 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 published in the link [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page→ HCSL) or [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page) 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 and 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) or [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page) from **25 September 2024 to 24 October 2024. 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 Ltd.**
- (viii) The website shall remain functional for the purpose of submitting applications from **25 September 2024** and the last date for submission of applications through online is **24 October 2024**. In order to avoid heavy traffic in website on the last date that may result in non-submission of application, applicants are advised to log in to HCSL/CSL 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 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 post 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 because 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 14<sup>th</sup> 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) HCSL reserves the right to call for any additional documentary evidence from applicants 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 again at the time of joining or at any other stage as decided by HCSL. Candidature is purely provisional subject to verification of original certificates in proof of age, qualification, experience, caste, disability, medical fitness etc. and meeting the notified eligibility requirements. At the time of certificate verification/joining, 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 considered for selection and candidature/ appointment will be cancelled/rejected without further notice.
- (v) All candidates appearing for Personal Interview, shall be reimbursed single to & from third 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 form to HCSL, on production of proof. Candidates claiming travel re-

imbursement are required to submit the copy of front page of **Savings bank passbook with account number and IFSC code**, at the time of certificate verification 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. This clause shall not apply in case of selection conducted through electronic media.

(vi) **No correspondence regarding the rejection of application in case of ineligibility shall be entertained.**

(vii) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed to download call letter by e-mail/through CSL website [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page→ HCSL) or HCSL website [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page) **Schedule of the selection process shall be intimated to the short-listed applicants through E-mail/ CSL website [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page→ HCSL) or HCSL website [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page).** Candidates are requested to frequently check the above website for updates related to the selection.

(viii) Mere submission of application and Issue of call letter 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.

(ix) Appointment of selected candidates will be subject to verification of character and antecedents and verification of caste certificates if applicable.

(x) The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by HCSL. The appointment of the candidate may be subject to certification of medical fitness.

(xi) HCSL 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.

(xii) Rank lists shall be maintained for all posts 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.

(xiii) 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 of HCSL.



- (xiv) Notwithstanding the above or any other conditions, HCSL 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. HCSL reserves the right to restrict/alter/cancel/modify the recruitment process, if need so arises.
- (xv) Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.
- (xvi) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- (xvii) 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.
- (xviii) Any amendment, modification or addition to this advertisement shall be given in the HCSL/CSL website only.
- (xix) 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) Or Landline Number **03329558283, Ext.: 241**.

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

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