

HOOGHLY COCHIN SHIPYARD LIMITED
HOWRAH – 711109

Ref. Nos. – HCSL/HR/RECTT/CONT/2025-26/1

Date: 22/07/2025

NOTICE

SCHEDULE OF SELECTION TEST (CERTIFICATE VERIFICATION & PRACTICAL TEST)
FOR THE POST OF SHIP DESIGN ASSISTANT (ELECTRICAL) &
SHIP DESIGN ASSISTANT (STRUCTURAL) FOR HOOGHLY CSL

1. The detail schedule of Selection Test (Certificate Verification & Practical Test) for the Post of **SHIP DESIGN ASSISTANT (ELECTRICAL) & SHIP DESIGN ASSISTANT (STRUCTURAL)** is as follows:

Sl. No.	Name of the Posts	Date of Selection test	Venue of Selection test	Reporting Time
1.	SHIP DESIGN ASSISTANT (ELECTRICAL)	30.07.2025	Hooghly Cochin Shipyard Limited, Administrative Building, Satyen Bose Road, P.O.- Danesh Shaikh Lane, Nazirgunge, Howrah, West Bengal - 711109	08.30 Hrs.
2.	SHIP DESIGN ASSISTANT (STRUCTURAL)			

***Candidates are requested to report at the venue as per reporting time above for the Selection Test (Certificate Verification & Practical Test). No candidates shall be admitted for the selection process after the commencement of the selection test.**

2. Candidates who are provisionally short-listed shall require to appear in the Selection Test i.e., **Certificate Verification & Practical Test.**

Sl. No.	Method of Selection	Marks Distribution (Out of 100%)
1.	Practical Test	100% 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/ CONT/ 2025-26/ 1 dated 10.06.2025** before attending the selection process. Candidates who successfully complete the certificate verification shall be permitted to attend the interview process at Hooghly CSL.
4. This call letter to attend the Certificate Verification & Practical Test 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 Practical Test 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 Hooghly CSL 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 & Practical Test 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 filled-up Original 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 & Practical Test – 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., 45 years of age</i> <i>Cut Off date of age shall be as on 30.06.2025</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/CONT/2025-26/1 dated 10 June 2025
<i>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.</i>	
8.	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).
9.	Any other relevant certificates or documents specific to the notified post.

7. No TA/DA shall be paid to the candidates for attending the selection process. Candidates should bring own stationery items for the tests and avoid sharing of such items. Movement to any other areas / buildings / work sites of shipyard other than the venue of selection tests shall be strictly prohibited.
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 Hooghly 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. Hooghly CSL 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. Hooghly CSL 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 Hooghly CSL.
13. Any changes in the above schedule shall be notified on Hooghly CSL website only.
14. Other terms and conditions of the Vacancy Notification No. HCSL/ HR/ RECTT/ CONT/ 2025-26/ 1 dated 10 June 2025 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”

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