

HOOGHLY COCHIN SHIPYARD LIMITED
HOWRAH - 711109

Ref. No.- HCSL/HR/RECTT/PERMA/1/2024

Date: 07/10/2024

NOTICE

**DETAILS OF DATES, REPORTING TIME & VENUE FOR CERTIFICATE VERIFICATION
& POWER POINT PRESENTATION ON WORK EXPERIENCE
FOR THE POST OF HINDI TRANSLATOR**

1. The detail schedule for Phase-II (Certificate Verification & Power Point Presentation on Work Experience) for selection to the Post of **Hindi Translator** is as follows:

DATE	VENUE	REPORTING TIME
21.10.2024 (Monday)	Administrative Building, Hooghly Cochin Shipyards Limited, Nazirgunge Unit, Satyen Bose Road, P.O. Danesh SK Lane, P.S. Sankrail, Howrah, West Bengal-711109	08.30 A.M.

2. As per the clause VI of the Vacancy Notification No. HCSL/HR/RECTT/PERMA/1/2024 dated 14 February 2024, in Phase II selection process, the method of selection includes Power Point Presentation on Relevant work experience. The marks shall be assigned to the short-listed candidates based on the following parameters for selection:

Sl. No.	Method Of Selection	Marks Distribution
1.	Power Point Presentation on work experience (Required to bring PPT in Candidate's own Pen drive)	20% marks

3. For provisionally short-listed candidates to present a Power Point Presentation on work experience, email for selection tests have 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 latest by 8th October 2024. 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 the copy of the email, with recent passport size photographs and a valid photo identity card (in original & in copy) like Passport/Election ID Card/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 email and valid photo identity card (in original) will not be allowed to appear for selection tests.
5. Candidates short-listed for Certificate verification & Power Point Presentation on work experience should produce **filled-up Original 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 selection process.**

Sl. No.	Documents to be arranged & submitted <u>AS PER THE SERIAL ORDER BELOW</u>
1.	Call Letter for Certificate Verification & Power Point Presentation on work experience – 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 & in copy) viz. Passport/Election ID proof/Aadhaar/Driving licence issued by the Government.
4.	Filled-up Original Application form with photo pasted on application & declaration signed.
5.	Certificate in proof of DOB (Birth Certificate/ SSLC or SSC Certificate / Passport) – Upper Age Limit is 45 years. Cut Off date of age shall be as on 13.03.2024 Age limit shall be relaxable by 10 years for Persons with Benchmark Disabilities (PwBD) and 5 years for Ex-servicemen. However, in no case, age limit after applying all age relaxations shall exceed 55 years.
6.	Valid recent community certificate. (OBC-NCL) issued by the Revenue Authority not below the rank of Thasildar.
7.	Educational qualification & Experience Certificates (as notified vide Vacancy Notification No. HCSL/HR/RECTT/PERMA/1/2024 dated 14.02.2024

6. **The call letter to attend the Certificate Verification & Power Point Presentation on Relevant work experience is purely provisional and subject to verification of original certificates for proof of age, qualification, experience, caste, disability etc., as notified.** During the Certificate Verification following with the Power Point Presentation on Work Experience, 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 neither be permitted for Power Point Presentation on Work Experience nor be considered for selection and candidature/appointment will be cancelled/rejected without further notice.

7. No TA/DA shall be paid to the candidates for attending the selection process.
8. Movement to any other areas / buildings / work sites of shipyard other than the venue of selection tests shall be strictly prohibited.
9. Please note that request for changing the date, time and venue of the selection test shall not be entertained.
10. Candidates are advised to frequently visit HCSL website (Career page) for all updates related to the selection.
11. No correspondence regarding the rejection of application in case of ineligibility shall be entertained.
12. Any changes in the above schedule shall be notified on HCSL website only.
13. All Other terms and conditions of the Vacancy notification No. HCSL/HR/RECTT/PERMA/1/2024 dated 14.02.2024 shall apply.
14. For any further clarification, please contact us vide Ph: 033 29558283, Ext.: 241.

“CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION”

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