

HOOGLY COCHIN SHIPYARD LIMITED
HOWRAH- 711109

Vacancy Notification No. HCSL/HR/RECTT/CONT/010/2022-23 dated 10 November 2022

Hooghly Cochin Shipyard Limited (HCSL), a Wholly Owned Subsidiary of Cochin Shipyard Limited invites online applications from experienced professionals for filling up of the following positions on contract basis at Kolkata and other units.

I. Name of Posts, Number of Vacancies/Reservation, Educational Qualification & Experience:-

Sl No	Post name, No. of Post & Reservation	Educational Qualification	Experience	Age
1	Senior Project Officer (Civil) on contract 01 No (UR)	Degree in Civil Engineering with 60% of marks from a recognized University.	<p><u>Essential:</u></p> <p>Minimum of four years post qualification experience in a</p> <ul style="list-style-type: none"> • Shipyard or • Port or • Engineering Company or • Civil Construction Company or • Infrastructure Development Company or • Government Company or Establishment. or • Semi Government Company or Establishment <p><u>Desirable:</u></p> <p>Proficiency and experience of working in a computerized environment.</p>	Not to exceed 35 years
Total		01 Post (UR)		

II. Important Dates:

Commencement of Application : 10 November 2022
Last Date of Application : 09 December 2022

III. Period of Contract :

- All posts above are temporary in nature and **for a maximum period of 3 years** subject to project requirements and individual performance.
- For all posts, the posting shall be at Hooghly Cochin Shipyard Limited (HCSL), Kolkata/Guwahati/ other project sites as desired by HCSL.

IV. Remuneration :

Name of posts	Contract Period	Consolidated Pay (per month)	Compensation for Extra Hours of Work (per month)
Senior Project Officer on contract basis	First year	₹47,000/-	₹3,000/-
	Second year	₹48,000/-	
	Third year	₹50,000/-	

- For all posts, the posting shall be at Hooghly Cochin Shipyard Limited (HCSL), Kolkata/ other project sites as desired by HCSL.

f) HCSL reserves the right to increase / decrease the number of vacancies or not to fill up the vacancies or cancel the recruitment process, as per its requirement.

V. Age:

- For the post of Senior Project Officer on contract basis, age shall not exceed 35 years as on 10 November 2022.
- The upper age limit is relaxable by 3 years for OBC (Non Creamy Layer) applicants and 5 years for SC/ST applicants only for consideration to the posts reserved for the respective categories.
- Age relaxation for Persons with Benchmark Disabilities (PwBD) and Ex-servicemen shall be as per Government of India guidelines. However, in no case, age limit after applying all age relaxations shall exceed 50 years for Senior Project Officers.

VI. Method of Selection:

- The method of selection shall be through **Objective Type Test and Personal Interview**. The marks shall be assigned to the following parameters for the final selection:

- Objective Type Test - 50 marks
 - Personal Interview - 20 marks
 - Relevant work experience as assessed by selection committee during interview and presentation – 30 marks
- Total – 100 marks

- b) Depending upon the number of online applications, the objective type test shall be held at HCSL or at any place in Kolkata as decided by HCSL and through online or offline mode. The allocation of examination centre shall be at the sole discretion of HCSL.
- c) The Objective Type Test shall be of 60 Minutes duration comprising of 50 Multiple Choice Questions in the areas of General knowledge (10 marks) and Subject Based (40 marks). Each question carries one mark and there will be no negative marks.
- d) Based on the marks secured in the Objective Type Test, the candidates who score minimum pass mark and above shall be short listed for personal interview, subject to a ratio of 1 post: 6 candidates, in the order of merit. For such short listing, reserved candidates in the merit list will be counted against merit as well as reservation post. In case, same marks are secured by more than one candidate, marks scored in the subject part of the Objective Type Test shall be the basis of determining the order of merit. In case of a tie thereafter, relative merit shall be decided based on seniority in age. The minimum pass mark for various categories will be as below:
- i. General candidates – 50% of Total Marks
 - ii. OBC candidates – 45% of Total Marks
 - iii. SC/ST/PwBD candidates – 40% of Total Marks
- e) The Personal Interview shall be held at Hooghly Cochin Shipyard Limited, Howrah or interview through electronic media in view of Covid-19 pandemic issues.
- f) The verification of original certificates of candidates shall be conducted at any time as decided by HCSL and those candidates who meet the eligibility requirements only would be allowed to participate in the further selection process.
- g) Rank lists for the various posts shall be prepared based on the aggregate marks secured by the candidates in the Objective type test, Experience and Personal Interview. In case, same marks are secured by more than one candidate, relative merit shall be decided based on seniority in age.
- h) HCSL reserves the right to scrutinize the online applications against the notified eligibility requirements and shortlist candidates based on eligibility requirements ascertained through the certificates uploaded in the online application portal.

II. **Conditions:**

a) **Reservation**

- i) Government of India Directives on reservation applicable for Scheduled caste (SC)/ Scheduled

Tribe (ST)/ Other Backward Class (OBC)/ OBC (Minority)/ Economically Weaker Sections (EWS) /Persons with Benchmark Disabilities (PwBD)/ Ex-servicemen (ESM) candidates shall apply subject to meeting the eligibility requirements.

- ii) In the case of Persons with Benchmark Disabilities (PwBD), 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.
- iii) Applicants belonging to OBC (Non Creamy Layer), should produce a valid recent community certificate in the prescribed format issued by the Revenue Authority not below the rank of the Thahsildar, failing which their candidature shall not be considered against respective categories.

b) Qualification

- i) The minimum qualification stipulated for all the posts must be from a University/ 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.
- iii) For the posts of Project Officer, 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 posts. 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 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 item I above shall only be considered. Period of post qualification experience shall be reckoned as on 10 November 2022.**
- ii) For the posts of Project Officer, the period of Apprenticeship Training in the relevant discipline under the Apprentices Act 1961, shall be treated as experience. Any training with remuneration shall also be treated as experience.
- iii) For the posts of Project Officer, **Experience Certificates obtained from Companies registered under the Companies Act 1956 or Foreign Companies shall only be considered for short listing to attend selection process.**
- 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** as proof of experience. For past employment, **experience certificate indicating the date of joining as well as relieving should be submitted.** The candidates 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 who are Ex-servicemen should submit Discharge Certificate/ Book/Pension Payment Order from the Armed Forces. For the post of Project Officer, those ex-servicemen having Degree endorsed in their Discharge Certificate/Book should have working experience in the relevant discipline in the Armed Forces. Ex-servicemen claiming equivalency of Degree 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.

vi) For the posts of Project Officer & Project Assistant, 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.

H) Application Fee:

Nil

I) How to Apply:

(i) Applicants should fill in the application form (Annexure I) with recent passport size photograph pasted and e-mail the scanned copies of signed application form along with supporting documents in one PDF to the e-mail id careers@hooghlycsl.com and mention “Application for the post of.....(Name of the post)” as the subject of the e-mail.

(ii) The Checklist of documents to be submitted along with the application form are as under:-

- (a) Scanned copy of Aadhaar Card.
- (b) Relevant Certificates to prove age (Birth Certificate/SSLC or SSC/Passport).
- (c) All Qualifying Degree Certificates.
- (d) Consolidated Mark Sheets / All Semester Mark Sheets.
- (e) Experience certificates.
- (f) Disability Certificate (if applicable).
- (g) Caste Certificate (if applicable).

(iii) Applicants should ensure that the scanned copy of application form (Signed with photo pasted) & all certificates towards proof of age, educational qualification, experience, caste, disability etc are sent through e-mail, failing which their candidature shall not be considered and shall be rejected.

- (iv) Application Form must be complete in all respects as per the Advertisement Notification. Applicants should ensure that all the entries have been correctly filled in. Filling of garbage / junk details in any of the fields can lead to rejection of your application. Applications that are incomplete, not in the prescribed format, not legible, without the required enclosures or unsigned, will be summarily rejected without assigning any reason and no correspondence in this regard will be entertained.
- (v) The last date for receipt of applications through **careers@hooghlycsl.com** is **09 December 2022 latest by 23:59hrs (IST)**. Application submitted direct or by any other mode shall not be accepted.
- (vi) Applicants should ensure that their application has been received at HCSL by getting acknowledgement via e-mail **careers@hooghlycsl.com** and via telephone (033-2955 8283).

J) 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 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) HCSL 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. 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 some 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. At the time of verification/joining, if the candidates short-listed above 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, the candidate shall not be considered for selection and candidature will be cancelled/rejected without further notice.
- (v) **No TA/DA shall be paid to the candidates for attending the selection process.**
- (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. Schedule of the selection process shall be intimated to the short-listed applicants through E-mail/HCSL website (Career page). Candidates are requested to frequently check the above website (Career Page) for updates related to the selection process.
- (viii) Mere submission of application, Issue of call letter and 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.
- (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 reports of such medical examination shall be examined by

Medical Officer of HCSL and the appointment of the candidate shall be subject to verification of Medical fitness by the Medical Officer of HCSL.

- (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 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 upto 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 posts indicated at para A 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 without notice or assigning any reason thereof.
- (xv) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- (xvi) 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.
- (xvii) Any amendment, modification or addition to this advertisement shall be published in the CSL website only.
- (xviii) For any queries please contact us via e-mail careers@hooghlycsl.com/call us at 033-2955 8283

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

Sd/-

MANAGER (IR & HR), HCSL