

**HOOGHLY COCHIN SHIPYARD LIMITED**  
**HOWRAH – 711109**

Ref. Nos. – HCSL/HR/RECTT/CONT/2024-25/7

Date: 06.05.2025

**NOTICE**

**SCHEDULE OF SELECTION TESTS FOR THE POST OF PROJECT OFFICER (CIVIL) ON CONTRACT BASIS FOR GUWAHATI**

1. Selection Test for the Post of **Project Officer (Civil) on contract basis for Guwahati** is as follows:

Sl. No.	Name of the Post	Date of Phase-I & Phase-II Selection test	Venue of Phase-I & Phase-II Selection test	Reporting Time
1.	Project Officer (Civil) on contract basis for Guwahati	16.05.2025 (Friday)	Hooghly Cochin Shipyard Limited, Ship Repair Facility Site, Pandu, Near IWT Guest House, <b><u>Guwahati-781012</u></b>	09.00 A.M.

**\*Candidates are requested to report at the venue as per reporting time above for the test.**

2. The details of Phase-I (Objective Type Test) and Certificate Verification & Phase-II (Personal interview & Power Point Presentation on Relevant work experience) are as follows:

Name of Post	Type of test
Project Officer (Civil) on contract basis for Guwahati	(i) Phase-I (Objective Type Test - Weightage - 50 marks) <b>Time duration is 1 Hour.</b>  (ii) Phase-II (Personal interview - Weightage - 20 marks & Power Point Presentation on Relevant work experience - Weightage - 30 marks) <b><u>(Required to bring PPT in Candidate's own Pen drive)</u></b>

**\*Note- Candidates who will be qualified in the Written Examination will appear in the Phase-II Selection test.**

3. Candidates should bring two copies of the call letter (copy of the email communication), with recent passport size photographs pasted and a valid photo identity proof (in original) like Passport/Election ID proof/ 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 call letter and valid photo identity proof (in original) will not be allowed to appear for selection tests (Objective type test, Power Point Presentation and Personal Interview).** One copy of the call letter is to be submitted during the selection tests. The candidates should retain the other copy of the call letter, till the completion of selection process.

4. The call letter to attend the selection test (Objective type test, Power Point Presentation and Personal Interview) is purely provisional.

5. **Short-listed candidates should ensure that they fulfil all the eligibility requirements viz. age, qualification, experience, etc., as advertised vide Notification No. HCSL/ HR/ RECTT/ CONT/ 2024-25/7 dated 04.03.2025 before attending the selection process. Candidates who will successfully complete the certificate verification shall be permitted to attend the selection process at Guwahati.**

6. **The call letter to attend the Selection test (Objective type test, Power Point Presentation and Personal Interview) is 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 & Personal Interview, 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 & Personal Interview nor be considered for selection and candidature/appointment will be cancelled/rejected without further notice.

7. **Candidates should bring own stationery items for the selection tests and avoid sharing of such items.**

8. **Movement to any other areas / buildings / work sites of yard other than the venue of the selection tests shall be strictly prohibited.**

9. Candidates short-listed for Written Test, Certificate Verification, Point Presentation on Work Experience & Personal Interview 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 <b><u>AS PER THE SERIAL ORDER BELOW</u></b>
1.	Call Letter for Certificate Verification, Objective Type Test, Power Point Presentation on Work Experience & Personal Interview – <b>Two copies</b>
2.	<b>Original &amp; Copy of Aadhaar Card</b> (please ensure that name and date of birth in Aadhaar matches that in application form)
3.	<b>A Valid Photo Identity proof (in original)</b> viz. Passport/Election ID proof/Aadhaar/Driving license 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) – <b><i>i.e., 45 years of age</i></b> <b><i>Cut Off date of age shall be as on 24.03.2025</i></b>
6.	Valid recent community certificate. (OBC-NCL) issued by the Revenue Authority not below the rank of Tahsildar.
7.	<b>Educational qualification &amp; Experience Certificates</b> (as notified vide Vacancy Notification No. HCSL/ HR/ RECTT/ CONT/ 2024-25/ 7 dated <b>04. 03.2025</b>
8.	Disability Certificate - <i>Valid Certificate of disability to prove minimum 40% disability in the prescribed format.</i>
9.	Any other relevant certificates or documents specific to the notified post.

10. **Please note that request for changing the date, time and venue of the selection tests shall not be entertained.**

11. **No TA/DA will be paid to the candidates for attending the selection tests.**

12. No correspondence regarding the rejection of application in case of ineligibility at any stage shall be entertained.

13. Depending upon number of candidates, HCSL reserves the right to extend the scheduled date or postpone / re-schedule the selection tests to the following day or a later date, due to any compelling / administrative reasons and candidates are advised to plan accordingly.

14. Issue of call letter and mere attending tests 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 you to any claim for employment in HCSL.

15. **Candidates are advised to frequently visit HCSL website (Career page) for all updates related to the selection.**

16. Any changes in the above schedule shall be notified on HCSL website only.

17. Other terms and conditions of the Vacancy Notification No HCSL/HR/RECTT/CONT/2024-25/7 dated **04.03.2025** shall apply.

18. For any queries please contact us at [033-2955 8283](tel:033-29558283).

**“CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION”**

**SD/-**

**Sr. Manager (IR & HR)**

**On & behalf of Hooghly Cochin Shipyard Limited**