

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

Ref. Nos. – HCSL/HR/RECTT/PERMA/2025-26/5

Date: 29.09.2025

**NOTICE**

**SCHEDULE OF SELECTION TEST (OBJECTIVE TYPE TEST & WRITING SKILL TEST)**  
**FOR THE POST OF EXECUTIVE TRAINEE (NAVAL ARCHITECTURE), EXECUTIVE TRAINEE**  
**(MECHANICAL) & EXECUTIVE TRAINEE (ELECTRICAL)**

1. The detail schedule Selection Test **(Objective Type Offline Test & Writing Skill Test)** for the Posts of **Executive Trainee (Naval Architecture), Executive Trainee (Mechanical) & Executive Trainee (Electrical)** is as follows:

Name of the Posts	Date of Selection test	Method Of Selection	Venue of Selection test	Reporting Time
Executive Trainee (Naval Architecture)	<b><u>10.10.2025</u></b>	<b><u>(Objective Type Test &amp; Writing Skill Test)</u></b>	<b><u>Sibpur Srimat Swami Prajnanananda Saraswati Vidyalaya, 78/8, College Rd, Botanical Garden Area, Howrah, West Bengal- 711103</u></b>	8.30 Hrs.
Executive Trainee (Mechanical)				
Executive Trainee (Electrical)				

**\*Candidates are requested to report at the venue as per reporting time above for the Objective Type Test & Writing Skill Test. No candidates shall be admitted for the selection process after the commencement of the selection process.**

2. As per the clause F of the Vacancy Notification No. HCSL/HR/RECTT/PERMA/2024/2 dated 25.09.2024, the method of selection shall include Objective Type Offline Test, Writing Skill Test, Group Discussion & Personal Interview. **Candidates who will secure the minimum passing marks in Objective Type Offline Test & Writing Skill Test will qualify for next phase of selection tests i.e., Group Discussion & Personal Interview.** The marks shall be assigned to the short-listed candidates based on the following parameters for final selection:

Sl. No.	Method Of Selection	Marks Distribution
1.	Objective Type Offline Test	60% marks
2.	Writing Skills	10% marks
3.	Group Discussion	10% marks
4.	Personal Interview	20% 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/ PERMA/ 2025-26/ 5 dated 25.06.2025 before attending the selection process.
4. The call letter to attend the Objective Type Offline Test & Writing Skill 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 Objective Type Offline Test & Writing Skill Test, 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 attending the selection process and candidature/appointment will be cancelled/rejected without further notice.
5. Candidates should bring two copies of the 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. The candidates should retain the other copy of the call letter, till the completion of selection process.**
6. Candidates short-listed for Objective Type Test & Writing Skill 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) 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 SAP generated Application Form will not be allowed to appear for the selection process.

<b><u>Sl. No.</u></b>	<b><u>Documents to be arranged &amp; submitted AS PER THE SERIAL ORDER BELOW</u></b>
1.	Call Letter for attending Objective Type Test & Writing Skill Test
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) viz. Passport/ Election ID proof/ Aadhaar/ Driving license issued by the Government.
4.	SAP generated Application form with photo pasted.
5.	Certificate in proof of DOB (Birth Certificate/ SSLC or SSC Certificate / Passport) – i.e., 27 years of age The upper age limit is relaxable by 5 years for Scheduled Caste (SC) candidates only for consideration to the post reserved for them. Cut Off date of age shall be as on 24.07.2025
6.	Valid recent community certificate. (OBC-NCL) issued by the Revenue Authority not below the rank of Thasildar.
7.	Educational qualification as notified vide Vacancy Notification No. HCSL/ HR/ RECTT/ PERMA/ 2025-26/ 5 dated 25.06.2025
8.	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.
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 HCSL website (Career page) for all updates related to the selection process.
10. No correspondence regarding the rejection of application in case of ineligibility at any other stage shall be entertained.
11. HCSL 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. HCSL 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 HCSL.
13. Any changes in the above schedule shall be notified on CSL/HCSL website only.
14. Other terms and conditions of the Vacancy notification No. HCSL /HR/ RECTT/ PERMA/ 2025-26/ 5 dated 25.06.2025 shall apply.
15. For any further clarification, please contact us vide e-mail at [careers@hooghlycsl.com](mailto:careers@hooghlycsl.com).

**"CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION"**

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