

कोचीन शिपयार्ड लिमिटेड/ COCHIN SHIPYARD LIMITED
कोच्ची /KOCHI - 15
(कार्मिकवप्रशासनविभाग)/(P & A Department)

No. HCSL/PROJ/HR/01/18-19 Vol-III

Date: 20 April 2022

SELECTION TO THE POST OF ASSISTANT MANAGER (ELECTRICAL) FOR
HOOGHLY COCHIN SHIPYARD LIMITED (HCSL)

SCHEDULE FOR GROUP DISCUSSION & PERSONAL INTERVIEW THROUGH
VIDEO CONFERENCING- REG

1. Please refer Vacancy notification No. HCSL/PROJ/HR/01/18-19 Vol-III dated 31 October 2020 for selection to the posts of Executives in Hooghly Cochin Shipyard Limited (HCSL) and Schedule dated 16 February 2022 for Certificate verification & Selection tests published on Cochin Shipyard Limited (CSL) website www.cochinshipyard.in.
2. As per clause D (d) of the Vacancy Notification, the method of selection shall include Objective Type Test, Descriptive Type Test followed by a Group Discussion and Personal Interview. Based on the marks secured by the candidates in the Objective type test, the candidates shall be short-listed in the ratio of 1:6, in the order of merit. In case same marks secured by more than one candidate in the Objective type test, marks scored in the Subject part of the Objective Type Test shall be considered as the basis of determining the order of merit list. In case of a tie thereafter, relative merit shall be decided based on seniority in age.
3. Accordingly, the candidates with registration numbers given hereunder are short-listed for **Group Discussion and Personal Interview** through Video Conferencing, on **26 April 2022 (Tuesday) commencing from 0830 Hrs.** Details and time of the Video Conferencing shall be informed separately through call letters by email to the shortlisted candidates.

Name of Post, Grade & No. of Vacancies	Reg. Nos. of Provisionally Short-listed Candidates for Group Discussion & Personal Interview		
Assistant Manager (Electrical) E-1 Grade 1 post (UR)	50610445 50611766	50610565 50615335	50610971 50616464

4. Call letters for the Group Discussion and Personal Interview through Video Conferencing shall be sent by e-mail to the provisionally short-listed candidates separately. **Please note that the call letters shall not be sent by post.** In case of non-receipt of call letter by e-mail, candidates should inform the undersigned vide e-mail career@cochinshipyard.in latest by **22 April 2022**.

5. **Short-listed candidates should ensure that they fulfill all the eligibility requirements viz. age, qualification, experience, caste, disability etc, as advertised vide No. HCSL/PROJ/HR/01/18-19 Vol-III dated 31 October 2020 before attending the selection process. Verification of identity of candidates shall be done at the start of the Video Conferencing.**
6. **Candidates attending the selection process through Video Conferencing shall present the copy of call letter along with Aadhaar Card (in Original) for Identity Verification.** Those who do not produce the call letter and Aadhaar Card (in Original) shall not be allowed to appear for the Video Conferencing and further selection.
7. **All selection related instructions are detailed in the call letter. Candidates are to abide by all the instructions in the call letter.**
8. Candidates shall ensure that prerequisites for the video conferencing facility such as the bandwidth and system requirements (software and hardware), are fulfilled prior to start of the video conferencing.
9. Candidates shall be responsible to rectify any system issues or connectivity issues with written information to CSL prior to start of the video conferencing. Failure from the part of the candidate to log in to the video conferencing and / or not attending the selection process through video conferencing on the stipulated date and time and / or the selection process remain incomplete due to connectivity or any other issues, shall be treated as absence from the selection process. CSL may not reschedule such selection.
10. The candidates shall display the Aadhaar card to the selection committee at the beginning of the interview process, as part of identity verification.
11. Candidates shall ensure a professional setting as part of proper online etiquette, with pleasant natural setting/background, without any external disturbances, interruptions, sounds etc., and follow dress code (as given in the call letter).
12. Candidates shall take note to limit the meeting distractions to the extent possible, by avoiding quick movements, rattling of papers, chair squeaks etc.
13. Candidates shall ensure to keep their cameras and microphones switched on during the selection process.
14. Candidates shall maintain eye contact with the camera and stay engaged in the meeting.
15. Candidates shall not use any other electronic items or gadgets during the video conferencing for the purpose of recording the selection process or for assistance during the selection. The candidates shall ensure that he / she is alone while attending the selection process through the video conferencing and no third party / person shall assist or support him / her in the selection process. The candidate shall ensure that he / she has no access to any information for assistance of any kind that may aid him / her during the selection process.

16. The entire video conferencing process shall be confidential. The candidates shall maintain the confidentiality of the content throughout the selection process and thereafter. The candidates shall not record or transmit the content to any third party or publish the same in any real / virtual media. Any violation of the obligation shall entail cancellation of the candidature and / or attract legal action, as deemed appropriate. This confidentiality obligation would be valid for a period of three years from the date of conduct of interview, and **the candidates shall be required to submit an undertaking to this extent prior to the selection process in the prescribed format sent along with the call letter.**
17. The breach of any of the above stipulations required for the selection process, shall be considered as unfair / fraudulent practice and shall entail appropriate action including cancellation of the candidature.
18. Depending upon the number of candidates or administrative or technical or such other reasons, CSL shall extend the schedule for Group Discussion / Personal Interview to the following day or on a later date, and candidates shall plan accordingly to appear for the video conferencing.
19. However, the candidature of such candidates short-listed and permitted for personal interview through video conferencing shall be purely provisional subject to verification of original certificates for proof of age, qualification, caste, disability etc., and the short-listed candidates shall be informed accordingly in their call letters for the personal interview.
20. Original Certificates of selected candidates shall be verified at the time of joining. The selection to the post, and candidature shall be thus subject to the submission of the original certificates in proof of age, qualification, experience, caste, disability etc. meeting notified eligibility requirements, at the time of joining.
21. At the time of joining, or if at any stage, if the candidates are found not meeting the eligibility requirements or fail to produce certificates in original, or if it is found that any information furnished by the candidate is false / incorrect, the candidates shall not be considered for selection and their candidature will stand cancelled / rejected without further notice.
22. No correspondence regarding the rejection of application in case of ineligibility during the selection process or at any other stage shall be entertained.
23. Issue of call letter and mere attending the selection process through Video Conferencing 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.
24. **Candidates are requested to appear for the selection process through video conferencing on the stipulated date and time as informed. Please note that request for changing the date and time of the Video Conferencing shall not be entertained.**

25. **Candidates are advised to frequently visit CSL website (Career page→ HCSL) for all updates related to the selection.**
26. Any changes in the above schedule shall be notified on CSL website only.
27. Other terms and conditions of the advertisement Notification No. HCSL/PROJ/HR/01/18-19 Vol-III dated 31 October 2020 shall apply.
28. For any further clarification, please contact us vide e-mail career@cochinshipyard.in.

“किसी प्रकार की मतार्थना अयोग्यता मानी जाएगी।”
“CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION”

Sd/-
AGM (HR), CSL
For HCSL