

HOOGHLY COCHIN SHIPYARD LIMITED
(A WHOLLY OWNED SUBSIDIARY OF COCHIN SHIPYARD LIMITED)
KOLKATA - 700017

No. HCSL/PROJ/HR/01/20-21 Vol-I (A)

08 January 2021

Hooghly Cochin Shipyard Limited (HCSL), a Wholly Owned Subsidiary of Cochin Shipyard Limited invites **Online applications** from candidates fulfilling the eligibility requirements, for filling up of the **supervisory post** at Kolkata. Cochin Shipyard Limited (CSL) shall coordinate all recruitment related activities on behalf of HCSL. However, appointment to all posts in HCSL shall be done by the Competent Authority of HCSL and CSL does not assume any responsibility/liability regarding appointment/postings/service conditions of the selected candidates.

I. Name of Post, No. of Vacancies, Reservation, Educational Qualification, Experience & Job Requirements:

Name of Post, No. of Vacancies and Reservation Break up	Educational Qualification	Experience* & Job Requirements
Accountant - 1 post (UR)	a) Post Graduation in Commerce from a recognized University. OR b) Graduate with a Pass in intermediate examination of the Institute of Cost Accountants of India / Institute of Chartered Accountants of India.	<u>Essential:</u> I. <u>For the educational qualification at Sl. No. a)</u> Seven years experience in Finance/Accounting in a Government Establishment / Public or Private Sector Undertaking. II. <u>For the educational qualification at Sl. No. b)</u> Five years experience in Finance / Accounting in a Government Establishment / Public or Private Sector Undertaking. III. Out of the above experience, two years experience should be in a Supervisory Grade. <u>Desirable:</u> a) Experience of working in a computerized environment. b) Good communication skills and working knowledge in Hindi & Bengali. <u>Job Requirements:</u> Verification of estimates in relation to subcontracting of works, procurement of materials etc., verification of various price comparison statements as related to tenders, and its accounting of EMD and release of same, verification of invoices with respect to passing of bills and their processing, generation of various reports for timely

		remittance of Statutory returns like IT return, GSTR etc., effective handling of queries raised by various Auditors during the course of audit, preparation of reconciliation statements in connection with quarterly and annual closing of accounts, updation in ERP System, record and MIS report generation, prepare budget forecasts and financial statement in time, comply with financial policies and regulations, preparing payments by verifying documentation and requesting disbursements. Any other works, assignments in general in other areas/projects of HCSL.
<p>*Experience acquired after the date of passing of the qualification shall only be considered. Period of post qualification experience shall be reckoned as on 02 February 2021. Experience Certificates obtained from Companies registered under the Companies Act 1956 or Foreign Companies of equivalent status shall only be considered for short listing and for consideration for selection.</p>		

II. Scale of Pay, Benefits & Place of Posting:

- a) In addition to the Basic Pay, Supervisors are eligible for Industrial DA as applicable, HRA @ 24% of Basic pay, Perks upto 35 % of Basic Pay, Contributory Provident Fund Scheme, Accident Insurance coverage, Reimbursement of Medical expenses under the Contributory Medical Insurance policy, Leave encashment etc as admissible.
- b) Table below indicates the CTC at the minimum of scale as on date:

Grade	Pay Scale	CTC (Approx)
PS -I	₹ 28000-3%-110000	₹ 7.46 lakhs

- c) The posting shall be at Hooghly Cochin Shipyard Limited (HCSL), Kolkata/ other project sites as desired by HCSL.

III. Age:

- a) **Age shall not exceed 45 years as on 02 February 2021.**
- b) 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 55 years.

IV. Method of Selection:

- a) The method of selection shall include :-
- (i) **Phase I - Objective type Online test (40 Marks)**
 - (ii) **Phase II - Descriptive type Written test (40 Marks)**
 - (iii) **Phase III - Power point presentation on work experience (20 Marks)**

- b) The Phase I Objective type Online test shall be of **45 minutes duration** and consists of two parts- General (Part A) and Discipline related, based on job requirements (Part B). Part A comprises of General Knowledge, General English, Reasoning and Quantitative Aptitude. The pattern of the question paper, number of questions and allotment of marks is detailed under:

No. of questions in each section/ marks per section*					Total no. of questions for Objective type Online test / Max marks
General Knowledge	General English	Reasoning	Quantitative Aptitude	Discipline related	
5	5	5	5	20	40

*Each question carries one mark. There shall be no negative marks.

- c) Detailed Syllabus for the tests shall be published later.
- d) Depending upon the number of online applications, the selection process shall be held at Kolkata or at any other place in West Bengal.
- e) The merit list shall be prepared on the basis of marks secured by candidates in the Phase - I Objective type Online test. In case, same marks secured by more than one candidate, marks scored in the discipline part of the Objective type Online test shall be 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.
- f) Based on the merit list, candidates shall be short-listed in the ratio of 1:6 for certificate verification. However, CSL on behalf of HCSL reserves the right to fix minimum marks for pass in the Objective type online test (Phase I) and in such cases, the ratio of short-listing may be less than 1:6.
- g) Only those candidates who successfully complete the certificate verification shall be allowed to attend the Phase-II (Descriptive type written test) & Phase III (Power Point Presentation), which shall be held at Kolkata or at any other place in West Bengal.
- h) A final merit list shall be prepared based on the total marks secured by the candidates in Phase I, Phase II & Phase III. CSL on behalf of HCSL also reserves the right to fix minimum marks for pass in any of the phases at its sole discretion.

V. 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.

b) **Physical Requirements for Persons with Benchmark Disabilities (PwBD) for the post:**

Sl. No	Name of Post	Categories of Persons with Benchmark Disabilities (PwBD) as per clause 2.2 of DoPT OM No.36035/02/2017-Estt (Res) dated 15.01.2018	Physical Requirements
1	Accountant	Categories of PwBD under clauses 2.2 (b, c & e)	S, ST, MF, SE, RW, C

For details on categories of PwBD, refer DoPT OM 36035/02/2017-Estt (Res) dated 15.01.2018 (Career Page).

Abbreviations used: S=Sitting, ST=Standing, MF=Manipulation by Fingers, SE=Seeing, RW=Reading & Writing, C=Communication.

c) **Qualification**

- i) The minimum qualification stipulated for the post must be from a University/Institute/Examination Board recognized by AICTE/ appropriate statutory authority/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.

d) **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 02 February 2021.**
- ii) 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) **Experience Certificates obtained from Companies registered under the Companies Act 1956 or Foreign Companies of equivalent status shall only be considered for short listing and for consideration for selection.**
- 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. During the certificate verification process, the candidates should produce all certificates in original to establish the experience claimed in their online application, failing which they shall not be considered for further selection.**
- v) **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.

- vi) Applicants in regular Government service or in Government owned industrial or other similar organizations should submit their applications online directly. However, such applicants are required to upload a declaration **(as per Annexure -I)** that they have informed in writing to their employer that they have applied for the post notified by CSL on behalf of HCSL. Candidature of such applicants will not be considered if objection if any received from the employer.
- vii) Applicants who are Ex-servicemen should submit **Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces**. Those ex-servicemen having qualification endorsed in their Discharge Certificate/ Book should have working experience in the relevant discipline in the Armed Forces. Ex-servicemen claiming equivalency of qualification 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 during certificate verification process. They should produce experience certificate from the authorities concerned, failing which their candidature shall not be considered.
- viii) Those ex-servicemen, on re-employment in any Government job on civil side after availing of the benefits given to him as an ex-serviceman, his ex-serviceman status for the purpose of re-employment in Government shall be governed by DoPT OM Nos. 36034/27/84-Estt(SCT) dated 02.05.1985, 36034/6/90-Estt(SCT) dated 02.04.1992 and 36034/1/2014-Estt (SCT) dated 14.08.2014. **All ex-servicemen shall submit an undertaking along with the online application to the effect that he has not been re-employed in Government after availing the benefits for ex-servicemen.**

e) Application fee

- i) **Application fee of ₹ 400/- (Non - refundable, plus bank charges extra) should be remitted using the Online payment options (Debit card/Credit card/Internet Banking) which can be accessed through our Online application facility from 12 January 2021 to 02 February 2021. No other mode of payment shall be accepted.**
- ii) **Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Persons with Benchmark Disability (PwBD) need not pay application fee.** They are exempted from payment of application fee.
- iii) All applicants for whom the fee is applicable, i.e. except those belonging to SC/ST/PwBD, should pay the application fee as stipulated in clause e(i) above. **It is important to note that their candidature shall be considered only on receipt of application fee.**

f) How to apply

- i) **Applicants should go through the User Manual and FAQ published on our website www.cochinshipyard.com (Career page) before filling the online application. The application consists of two phases -One time Registration and submission of application against the post applicable. Applicants should not submit more than one application. Application once submitted shall be final.**

- ii) **Applicants meeting the notified requirements may do the One time Registration in the SAP Online portal and submit their application.** The facility to submit their application can be accessed through our website www.cochinshipyard.com (Career page) from 12 January 2021 to 02 February 2021. **Application submitted direct or by any other mode shall not be accepted.**
- iii) Before filling up the online application, all certificates towards proof of age, educational qualification, experience, caste, disability etc and a recent passport size colour photograph shall be kept ready in the system for uploading to the SAP online application portal.
- iv) **Applicants should ensure that all certificates towards proof of age, educational qualification, experience, caste, disability etc and a recent passport size colour photograph are uploaded in the SAP online application portal , failing which their candidature shall not be considered and shall be rejected.**
- v) Applicants should ensure that all the entries have been correctly filled in and application submitted successfully. Filling of garbage/junk details in any of the fields can lead to rejection of your application.
- vi) Application must be complete in all respects as per this Advertisement Notification. **Please note that incomplete applications /withdrawn applications / applications in draft status shall not be considered. On successful submission of the application, the status of the application shall be shown as "In process".** After submission of the application, the candidate shall log in to My Applications and ensure that the application status is "In process" to ensure the process is complete. **No refund of fees shall be considered after successful submission of application or withdrawal of application.**
- vii) **After applying through online, applicants should retain a soft copy/ printout of the online application containing the unique registration number generated by the system for their reference. It is important to note that, the unique registration number shall be obtained only upon successful submission of online application.** The Registration Number on the online application should be quoted for any correspondence with CSL.
- viii) **Applicants need not send the online application print out/certificates/ application fee in the form of DD/Challan/Cheque by post to CSL/HCSL.**
- ix) For applying through the SAP online application facility, the website shall remain functional from 12 January 2021 to 02 February 2021. The last date for submission of applications through online is 02 February 2021. **In order to avoid heavy traffic in website on the last date that may result in the non-submission of application, the applicants are advised to log in to CSL website and submit applications well in advance before the last date. Those who apply on the last date of application may not get any troubleshooting assistance/technical support in SAP application portal after 1600 hrs on the last date.**

g) General

- i) Depending upon the number of online applications received, CSL on behalf of HCSL reserves the right to scrutinise applications and short list candidates based on meeting eligibility requirements ascertained through the certificates uploaded by them in the online application and such shortlisted candidates shall only be permitted to attend selection process at clause IV.

- ii) Depending upon number of online applications received for the post, CSL on behalf of HCSL reserves the right to stipulate a higher cut off mark in the qualifying examination for the post and accordingly short-list candidates for consideration for selection.
- iii) **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.**
- iv) 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.
- v) CSL on behalf of 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 online application, and information / replies to such queries should be only through the e-mail career@cochinshipyard.com. However, CSL 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.
- vi) **Candidates who fail to produce the original certificates and mark sheets during the certificate verification process prior to Phase II & Phase III shall not be allowed to attend the Phase II & Phase III selection.**
- vii) No travelling allowance shall be paid to any candidates for appearing for the Objective type Online test. However, SC/ST/PwBD candidates appearing for the certificate verification shall be reimbursed single to & fro sleeper class rail/bus fare as admissible for the post as

per company rules by the shortest route from the mailing address mentioned in their online application form to HCSL, Kolkata on production of proof. Candidates claiming travel re-imbursment are required to submit the copy of front page of **Savings bank passbook with account number and IFSC code**, at the time of certificate verification and the eligible amount of reimbursement shall be credited to their bank account through NEFT. Reimbursement of travel fare shall only be made to those candidates who submit the above details. However, at the time of certificate verification, if it is found that the candidate does not fulfil any of the notified eligibility conditions, he/she shall neither be allowed to Phase II/III nor paid any travelling allowance.

- viii) No correspondence regarding the rejection of application in case of ineligibility will be entertained.
- ix) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed to download call letter by e-mail/SMS/through CSL website www.cochinshipyard.com. Schedule of the selection shall be intimated to the short-listed applicants through SMS/E-mail/CSL website (Career page).
- x) Mere submission of application through online and Issue of call letter shall not confer any right to the applicant of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion.
- xi) Appointment of selected candidates will be subject to verification of character and antecedents and verification of caste certificates if applicable.
- xii) Candidates should be of sound health and satisfy the medical fitness standards as fixed by the CSL on behalf of HCSL. The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by CSL and medical fitness further subject to certification by the Chief Medical Officer of CSL on behalf of HCSL.
- xiii) CSL on behalf of 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.
- xiv) Rank lists shall be maintained for the post and shall be operated only in the event of occurrence of a vacancy caused by non-joining of a candidate from the rank list within the date of joining as stipulated in the offer of appointment issued to the candidate, OR, where a candidate joins the post and in the event of separation of a person on account of death or resignation from the post during the period of one year from the date of joining. The validity period of the rank list shall be upto one year from date of publication of results, unless a fresh notification for the same post is issued. Vacancy which arose as stated above shall not be treated as a fresh vacancy and the actual number of post filled up against this notification shall under no circumstances exceed the number of vacancies indicated in this notification.
- xv) Notwithstanding the above or any other conditions, CSL on behalf of 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. CSL on behalf of HCSL reserves the right to restrict/ alter/cancel/modify the recruitment process, if need so arises without notice or assigning any reason thereof.
- xvi) If at any stage it is found that any information furnished is false/ incorrect or the candidate does not satisfy the eligibility criteria, the candidature/appointment is liable to be cancelled/ rejected.

- xvii) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- xviii) 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 Ernakulam and such Courts/Authorities shall have sole and exclusive jurisdiction.
- xix) Any amendment, modification or addition to this advertisement shall be published in the CSL website only.
- xx) For any queries please contact us via e-mail career@cochinshipyard.com.

VI. Important Dates:

Commencement of Online Application : 12 January 2021
Last Date of Online Application : 02 February 2021

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

Sd/-
CHIEF EXECUTIVE OFFICER, HCSL