

HOOGHLY COCHIN SHIPYARD LIMITED

HOWRAH- 711109

Vacancy Notification No. HCSL/HR/RECTT/CONT/2025-26/2 dated 10.06.2025

Hooghly Cochin Shipyard Limited (Hooghly CSL), a Wholly Owned Subsidiary of Cochin Shipyard Limited Invites **Online Applications** from Indian citizens for filling up of the following posts of **Project Officers on contract basis for Guwahati Project Site** in Hooghly CSL.

I. Name of Posts, Educational Qualification, Experience:

TABLE 1

Sl. No.	Name of Posts	Education Qualification	Experience
1.	Project Officer (Mechanical) for Guwahati	<u>Essential:</u> Degree in Mechanical Engineering with 60% of marks from a recognized University.	<u>Essential:</u> Minimum of two years post qualification experience • Ship Building Company or • Ship Repair Company or • Marine related Company or • Port or • Engineering Company or • Government Company or Establishment or • Semi Government Company or Establishment. <u>Desirable:</u> a) Experience in MEP works which involves installing to maintaining mechanical, electrical and plumbing systems in buildings. b) Experience in HVAC, Fire Fighting Systems for building works. c) Proficiency and experience of Working in a computerized environment.

2.	Project Officer (Electrical) for Guwahati	<p><u>Essential:</u> Degree in Electrical Engineering with 60% marks from a recognized University.</p>	<p><u>Essential:</u> Minimum of two years post qualification experience in a</p> <ul style="list-style-type: none"> • Ship Building Company or • Ship Repair Company or • Marine related Company or • Port or • Engineering Company or • Government Company or Establishment or • Semi Government Company or Establishment. <p><u>Desirable:</u></p> <p>a) Experience in MEP works which involves installing to maintaining mechanical, electrical and plumbing systems in buildings. b) Experience in HVAC, Fire Fighting Systems for building works. c) Proficiency and experience of Working in a computerized environment.</p>
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II. **Important Dates:**

Commencement of Online Application : 10 June 2025

Last Date of Online Application : 30 June 2025

III. **No. of Vacancies & Reservation:**

TABLE 2

Sl. No.	Name of Posts	UR
1.	Project Officer (Mechanical) for Guwahati	1
2.	Project Officer (Electrical) for Guwahati	1
Total		2

- Hooghly CSL reserves the right to increase / decrease the number of vacancies or not to fill up any of the vacancies or cancel the recruitment process, as per its requirement.
- Due to the frequent visits to yards and vessels inherent in the nature of the employment, the post is not identified for Persons with Benchmark Disabilities (PwBD).

IV. Period of Contract & Place of Posting:

- a) The contract tenure of above post is for a maximum period of **five years** subject to project requirements and individual performance.
- b) **The posting shall be at Pandu project site, Guwahati.** However, depending upon project requirements, the candidates are liable to be transferred within different project sites of Hooghly CSL. The appointment to the posts carries with it the obligation to serve in any department of Hooghly CSL or on- board ships or in any work sites/ projects undertaken in any part of India or abroad as the case may be.

V. Remuneration:

TABLE 3

Contract Period	Consolidated Pay (Per month)	Compensation for Extra Hours of Work (per month)
First Year	₹46,000/-	₹3,000/-
Second Year	₹48,000/-	
Third Year	₹50,000/-	
Fourth Year	₹52,000/-	
Fifth Year	₹54,000/-	

VI. Age:

- a) **The upper age limit prescribed for the posts shall not exceed 45 years as on 30 June 2025 i.e., applicants should be born on or after 01 July 1980.**
- b) Age relaxation for 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.

VII. Method of Selection:

- a) 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
 - Power Point Presentation for assessing Work experience – 30 marks
- Total – 100 marks**
- b) The Objective Type Test shall be of 60 Minutes duration comprising of 50 Multiple Choice Questions in the area of General Knowledge (10 Marks) & Subject Based (40 Marks). Each question carries 1 mark and there will be no negative marks.
- c) Mark lists for each post shall be prepared on the basis of marks secured by candidates in the Objective type test.

- d) The minimum pass marks for Objective type test shall be as below: -
For Unreserved posts - 50 % of total marks of objective type test,
Hooghly CSL may relax the minimum pass mark, if the number of qualified candidates is insufficient.
- e) Candidates who score minimum prescribed pass marks and above in the Objective test shall be short listed for Power Point Presentation and Personal Interview subject to verification of eligibility requirements (age, educational qualification, reservation and experience etc.) for which the candidate should produce the original certificates in proof of age, educational qualification. The candidates shall produce all required certificates in original along with self-attested copies at the time of Certificate Verification failing which they shall not be considered for shortlisting to attend Power Point Presentation and Personal Interview.
- f) Only those candidates who successfully complete the certificate verification shall be shortlisted to attend the Power Point Presentation and Personal Interview.
- g) **The Selection Tests shall be held at Pandu Port, Maligaon, Railway Bazar Road, Opposite Assam Railway Police Station, Guwahati, Assam-781012; a project site of Hooghly CSL.**
- h) Rank lists for the 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 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 rank list. In case of a tie thereafter, relative merit shall be decided based on seniority in age.

VIII. Conditions:

a) **Reservation**

- i) Government of India Directives on reservation shall apply.

b) **Qualification**

- i) The minimum qualification stipulated for the post 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) The applicants are required to fill in the exact percentage of marks scored by them in the qualifying examination in the 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 above requirements shall only be considered. Period of post qualification experience shall be reckoned as on 30 June 2025.**
- ii) All types of training with remuneration including apprenticeship Training in the relevant field under the Apprentices Act shall be treated as experience.
- iii) **Experience certificate obtained from Companies registered under the Companies Act, 1956 Or Foreign Companies of equivalent Status shall only be considered for shortlisting to attend the 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 Order or Offer letter issued by the organization, 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 application, failing which their candidature shall be cancelled and 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 who are Ex-servicemen should submit **Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces.** Those applicants having qualification endorsed in their Discharge Certificate/ Book should have working experience in the relevant discipline in the Armed Forces. Such qualification acquired during service period shall also be considered for calculation of post qualification experience. Those applicants 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 and produce the same during certificate verification process. They should produce experience certificate from the authorities concerned, failing which their candidature shall not be considered.
- vii) **Applicants who are in the final year of contract on rolls of Hooghly CSL or units of CSL, as on date of this vacancy notification are also eligible to apply, subject to meeting all other notified requirements. Those who are in the first year or second year of contract in Hooghly CSL or units of CSL are not eligible to apply for the same posts.**
- viii) Applicants should clearly specify the nature of work performed and duties, responsibilities handled in the respective jobs, as well as experience certificate in proof of the same shall be submitted along with their application for the post notified.

d) **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 etc.) which can be accessed through our Online application facility from 10 June 2025 to 30 June 2025. No other mode of payment shall be accepted.**
- ii) **Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST) 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, should pay the application fee as stipulated in the above clause. It is important to note that their candidature shall be considered only on receipt of application fee.**

e) **How to Apply:**

- i) **Applicants should go through the User Manual and FAQ published in the link www.cochinshipyard.in (Career page ♦ HCSL) or www.hooghlycsl.com (Career page> E-Recruitment Contract Posts) 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 to submit their application.** The facility to submit their application can be accessed through the website www.cochinshipyard.in (Career page ♦ HCSL) or www.hooghlycsl.com (Career page> E-Recruitment Contract Posts) from from 10 June 2025 to 30 June 2025. **Application submitted direct or by any other mode shall not be accepted.**
- iii) Applicants should ensure that all certificates towards proof of age, educational qualification, experience, caste 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.
- iv) Applicants should ensure that all the entries in the online application have been correctly filled in and application submitted successfully. Change in the data provided in the application after final submission of the same through online will not be considered. Filling of garbage/junk details in any of the fields can lead to rejection of application.
- v) 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 applicant 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.

- vi) **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 Hooghly CSL.
- vii) **Applicants need not send the online application print out/ certificates/ application fee in the form of DD/Challan/Cheque by post to Hooghly Cochin Shipyard Ltd.**
- viii) The website will remain functional for the purpose of submitting applications from **10 June 2025** onwards and the last date for submission of applications through online is **30 June 2025**. In order to avoid heavy traffic in website on the last date that may result in non- submission of application, candidates are advised to log in to HCSL/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 the online application portal by email/ phone after 1600 hrs. on the last date.***
- f) **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) Hooghly CSL 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, Hooghly 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.
- (iv) Original Certificates of the short-listed candidates shall be verified at the time of joining or at some other stage as decided by Hooghly CSL. Candidature is purely provisional subject to verification of original certificates in proof of age, qualification, experience, caste, disability, medical fitness etc., & meeting the notified eligibility requirements. At the time of Certificate 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, or there has been suppression of facts & information, the candidate shall not be considered for selection and candidature/appointment will be cancelled/rejected without further notice.
- (v) **No TA/DA shall be paid to the candidates for attending the selection process.**
- (vi) The vacancies are purely on contract basis for a specific period & Hooghly CSL is not liable to offer appointment during or after the completion of contract period of the selected candidates.
- (vii) **No correspondence regarding the rejection of application in case of ineligibility shall be entertained.**
- (viii) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed to download call letter by e-mail/through Hooghly CSL website www.hooghlycsl.com. **Schedule of theselection 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, HCSL > E-Recruitment Contract Posts)** for updates related to the selection process.
- (ix) 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 or does not constitute an offer of appointment, and will not entitle the applicant to any claim for employment in Hooghly CSL.
- (x) The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by Hooghly CSL. The reports of such medical examination shall be examined by Medical Officer of Hooghly CSL and the appointment of the candidate shall be

subject to certification of Medical fitness.

- (xi) Hooghly CSL 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 all posts and the validity period of the rank list shall be up to 18 months from the date of reporting of the last candidate, from the list of candidates advised to join on publication of the result, or until a fresh notification for the same post is issued. The rank list may be operated if a vacancy occurs either due to non-joining of a candidate advised to join from the rank list or due to the subsequent separation of a candidate selected from the rank list. The rank list may also be used to fill up future vacancies that arise during the validity of the rank list, with specific approval from competent authority.
- (xiii) The number of posts indicated in this notification 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 lists may be filled up from that rank lists at the discretion of Hooghly CSL.
- (xiv) Notwithstanding the above or any other conditions, Hooghly CSL 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. Hooghly CSL reserves the right to restrict/ alter/ cancel/ modify the recruitment process, if need so arises without notice or assigning any reason thereof.
- (xv) Submission of application shall be considered as unconditional acceptance of all terms & conditions of this vacancy notification by the applicant.
- (xvi) The selected candidates are required to give an undertaking to comply with CSL/Hooghly CSL policy on usage of smart phones at work place.
- (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 Howrah/ Kolkata and such Courts/ Authorities shall have sole and exclusive jurisdiction.
- (xix) Any amendment, modification or addition to this advertisement shall be published in the Hooghly CSL website only.
- (xx) For any further clarification related to the advertisement and conduct of selection, please contact us via e-mail careers@hooghlycsl.com/call us at 033- 2955 8283 Extn:241.

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

**Sd/-
SENIOR MANAGER (IR & HR)**