

HOOGHLY COCHIN SHIPYARD LIMITED
HOWRAH- 711109

No.P&A/001/PANDU/HCSL

11 April 2022

**SELECTION OF PERSONNEL ON CONTRACT BASIS FOR
HOOGHLY COCHIN SHIPYARD LIMITED (HCSL), HOWRAH**

Hooghly Cochin Shipyard Limited (HCSL), a wholly owned subsidiary of Cochin Shipyard Limited, invites applications from qualified, experienced and committed Civil Engineering professionals for filling up of the following positions on contractual basis for the Pandu Slipway Project at Guwahati, Assam.

I. Post Name, Number of Vacancies, Educational Qualification and Experience

Sl No	Post name	Number of Vacancies	Educational Qualification	Experiene	Age
1	Chief Project Engineer (CPE) (Civil)	1(UR)	Degree in Civil Engineering from a recognized University.	<p><u>Minimum Experience</u></p> <p>i. Should be presently working or have retired from Central/State Govt/ PSU/ IIT/reputed Govt. Institutions or reputed private Organisation at the level equivalent to Deputy Chief Engineer or above.</p> <p>ii. Minimum of 25 years post qualification experience in civil works out of which cumulative experience of 10 years in implementation of large infrastructure projects (Highways, railways, ports, shipyard, roads and bridge etc) through the phases of concept, planning, launch, supervision, monitoring, commissioning, contractual disputes/conciliation, arbitration etc.</p> <p>iii. Should have good managerial and interpersonal skills</p> <p>iv. Experience of coordination with Govt and private agencies in all phases of project implementation.</p> <p><u>Scope of Work</u></p> <p>i. To be available on site on a full time basis</p> <p>ii. Overall In – Charge for the total project implementation</p> <p>iii. Will be responsible for executing and commissioning the Pandu Ship Repair facility</p>	<p>Not to exceed 62 years as on 31 March 2022.</p> <p>Age limit can be relaxed by a maximum of 3 years in deserving cases and having sound health.</p>

				<p>project with support from HCSL and guidance from New Projects/Infra Projects department of CSL as well as other relevant authorities.</p> <p>iv. Review of DPR, tender documents, specification, estimates, rate analysis, designs etc submitted by the consultants</p> <p>v. Manage and oversee the day-to-day construction management of the project. Coordination & Supervision of works carried out by the Project Management Team (consultants).</p> <p>vi. Review Construction Supervision Manual, progress reports etc submitted by consultants with an aim to confirm their appropriateness and to identify possible deficiencies</p> <p>vii. Review of Bar Chart, technical details, construction schedule and bills of quantities as submitted by the relevant contractor with an aim to confirm their appropriateness and to identify possible deficiencies.</p> <p>viii. Monitor and review the project filing and accounting system such as site drawings, contract correspondences, daily reports, monthly reports, time schedule, site order registers, hindrance registers, site quality test registers etc.</p> <p>ix. Provide bonafide advice on the technical issues, legal or administrative issues arising during construction and support HCSL.</p> <p>x. Assist HCSL for interacting with relevant agencies including statutory departments during the construction phase for resolving various issues as applicable.</p> <p>xi. Review the recommendation</p>	
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				<p>from the PMC team for the running account bills and final bill claims raised by the contractors and provide verification, certification and recommendations for authorizing payment.</p> <p>xii. Review the recommendation from the PMC team (consultants) for variation/additional work claims raised by the contractors and provide verification, certification and recommendations for authorizing payment.</p> <p>xiii. Review the quality control data obtained from the construction site on day-to-day basis and verify the accuracy of such data by random checks.</p> <p>xiv. Monitor construction productivity and schedule performance and investigate reasons for less than satisfactory performance. Provide recommendations and institute measures for improvement by modification to operating procedures/work instructions.</p> <p>xv. Shall be responsible to provide high quality inputs & expertise and righteous guidance for monitoring, execution of the construction works as well as to avoid or divert foreseeable and hostile issues (if any) for ensuring successful completion of the project.</p> <p>xvi. Shall prepare & submit reports, and progress updates as directed by HCSL authorities.</p> <p><u>Job Requirement:</u> - Applicants are required to work in multi shifts/round the clock in HCSL.</p>	
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Sl No	Post name	Number of Vacancies	Educational Qualification	Experience	Age
2	Project Officer (Civil)	2 (UR)	Degree in Civil Engineering with 60% of marks from a recognized University.	<p><u>Minimum Experience</u> Minimum of two years post qualification experience/ training in Civil engineering works / large infrastructure projects (Highways, railways, ports, shipyards, roads and bridge etc) in a Shipyard/ Port/ Marine Engineering Training Institute/Heavy Engineering Company. Proficiency and experience of working in a computerized environment would be advantageous.</p> <p><u>Job Requirement:</u>-Applicants are required to work in multi shifts/round the clock and</p> <ol style="list-style-type: none"> i. To be available on site on a full time basis for overall supervision of the works. PO (Civil) should work round the clock in Day/Night shifts. ii. To assist Chief Project Engineer (Civil on project implementation and day to day activities. iii. Will be responsible for smooth & efficient execution of the Pandu ship repair facility project on time complying with all technical & qualitative requirements as stipulated. iv. Shall take necessary support & guidance from HCSL as well as New Projects/Infra Projects department of CSL for ensuring the above. v. Shall ensure all compliances as necessary by the PMC, contractors & service providers for the project. vi. Shall closely monitor ensure compliance to the relevant technical specifications and terms and conditions of the contracts with PMC and all 	Age shall not exceed 30 years as on 31 March 2022

				<p>vii. suppliers/ service providers. Shall be responsible for frontline monitoring,& execution of the construction works</p> <p>viii. Shall take advance actions to avoid or divert foreseeable and hostile issues (if any) for ensuring successful completion of the project.</p> <p>ix. Shall be responsible for coordination of all the Civil works, file processing, monitoring, supervision of the civil work.</p> <p>x. Verify and certify the works/ bills submitted by the contractor</p> <p>xi. Prepare daily reports as related to project progress and issues.</p> <p>xii. Contractors Bills verification, certification and recommendations, Maintaining site registers etc.</p> <p>xiii. Adhere to Company Safety Standards and promote safety culture among the project team</p> <p>xiv. Support the CPE in every respect in providing certification on the quality and measurement of works accomplished and on their conformity to specification and drawings and finally getting the project work accomplished.</p> <p>xv. Not limited to what is laid out above, the PO shall be liable to undertake other duties that may be entrusted by the CPE or HCSL authorities</p>	
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II. Period of Contract:

For the post of CPE, initial tenure of contractual engagement will be for two years and for the post of Project Officers (Civil), the initial tenure of contractual engagement will be for three years.

III. Remuneration:

Post name	Consolidated Pay (per month)
Chief Project Engineer (CPE) on contract (Civil)	I year – Rs. 1,65,000/- II year – Rs. 1,70,000/-
Project Officer (on contract) (Civil)	I year – Rs. 37,000/- II year – Rs. 38,000/- III year – Rs. 40,000/-

IV. Method of Selection:

For the post of Chief Project Engineer on contract the selection will be through Walk-in-interview. For the post of Project Officer on contract (Civil) the selection will be through Walk-in-interview followed by technical evaluation test and technical round of interview. Tentative Schedule for Interview is as under:

Post name	Date of interview & Location	Time
Chief Project Engineer (CPE) on contract (Civil)	19 April 2022 at HCSL, Nazirgunge Unit, Satyen Bose Road, Danesh Sk Lane Howrah 711109	0900 hrs to 1400 hrs
Project Officer on contract (Civil)	21 April 2022 at HCSL, Nazirgunge Unit, Satyen Bose Road, Danesh Sk Lane Howrah 711109 And Pandu Port Complex, Pandu, Guwahati - 781012	

V. Age:

- a) **The upper age limit prescribed for the posts shall be as on 31 March 2022.** The upper age limit is relaxable by 3 years for OBC (Non-Creamy Layer) candidates, 5 years for SC/ST candidates and 10 years for Persons with Disabilities (PWD).
- b) Age relaxation of five years is applicable for candidates who have been domicile of J&K during the period 01.01.1980 to 31.12.1989. Age relaxation for Ex-servicemen will be as per Government of India guidelines.
- c) For the post of Chief Project Engineer on contract basis, retired professionals can also apply.
- d) For all the posts, the upper age prescribed may be relaxed in the absence of suitable applicants or in deserving cases.

VI. General Conditions:

a) **Reservation**

- (i) Government of India Directives on reservation applicable for SC/ST/OBC/PWD/ Ex-Servicemen candidates will apply and be strictly followed.
- (ii) In the case of Persons With Disabilities 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 obtained from a notified authority by Government of India / State Government along with their application.
- (iii) Applicants belonging to SC or ST or OBC (Non - Creamy Layer), should submit a *valid recent community certificate* issued by the Revenue Authority not below the rank of the Tahsildar along with their application, failing which their candidature will not be considered against respective categories.

b) **Qualification**

- (i) 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 will not be considered.
- (ii) The minimum qualification stipulated for all the posts must be from a University/ Institute recognized by AICTE/ appropriate statutory authority in India/ State/ Central Government.
- (iii) **Self-attested copies of certificates of all educational qualifications as mentioned in Clause I should be submitted by the applicants along with their application and without such certificates, their candidature will not be considered.**

c) Experience

- (i) Post-qualification experience will only be considered. **Period of experience will be reckoned as on 31 March 2022.**
- (ii) Applicants who are presently working should **submit copy of experience certificate or the copy of appointment / offer letter issued by the employer and copy of last drawn Pay Slip as proof of experience along with their application,** and produce the documents during the certificate verification process. For past employment, **experience certificate indicating the date of joining as well as date of relieving should be submitted.**
- (iii) Applicants who are **Ex-servicemen should submit Discharge Certificate/ Pension Payment Order from the Armed/ Paramilitary Forces as proof of experience along with their application** and produce the same during certificate verification process at the time of interview failing which their candidature will be cancelled / rejected.
- (iv) Work experience obtained from contractors (Proprietary Firms and Partnership Firms) engaged by Shipyard or Engineering companies may be considered based on the endorsement of the Principal Employer on the certificates issued by the contractor.
- (v) Applicants who are working in Government Departments/Semi Government or Public Sector Organisations should submit **“No Objection Certificate (NOC)”** from the employer along with their application or submit NOC from the employer during the certificate verification process at the time of interview, failing which their candidature will be cancelled/ rejected.

d) How to apply

- (i) **Applicants meeting the notified requirements shall fill-up their application in the format as per Annexure-1 given along with this advertisement and attend interview on the mentioned dates as per the post.**
- (ii) Application once submitted shall be final.
- (iii) Application Form must be complete in all respects as per the Advertisement Notification. Please note that incomplete and unsigned applications will not be considered.

- (iv) **After filling the application in the format as per Annexure-1 given along with this advertisement, applicant is required to affix a recent passport size photograph, sign at the bottom of the application form and along with one copy of self-attested copies of all certificates for proof of age, qualifications, mark sheets, experience, disability (if any), caste etc. for submission and along with original certificates attend the walk-in-interview as per the dates mentioned in section IV.**

e) **General**

- (i) Only those applicants meeting the eligibility requirements and short-listed based on merit, will be allowed to appear for the interview. Applicants are advised to make sure that they are meeting the eligibility requirements for the post before submitting their applications.
- (ii) **Applicants meeting the requirements notified should fill in the enclosed application form (Annexure-I) and produce their original certificates towards proof of age, qualification, experience, caste, disability (if any) etc and self- attested copies of all these certificates, for verification on the dates scheduled for interview. Their candidature will be considered on the strength of those certificates. In case of failure to produce the original certificates, the candidature will be rejected.** During the certificate verification or at any later stage, if 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.
- (iii) **Applicants who fail to produce the original certificates and mark sheets during the certificate verification process will not be allowed to attend the interview.**
- (iv) **No TA/DA will be paid to the candidates for attending the interview.**
- (v) **The applicants should ensure that they enter a valid e-mail ID and Contact Number (Mobile, Landline/Alternate Mobile No.) in the Application format (Annexure-1), as all correspondence from HCSL will be through that e-mail ID/Contact Number only.**
- (vi) Depending upon number of applications received for the post, HCSL reserves the right to relax age and experience requirements at the discretion of HCSL.
- (vii) HCSL reserves the right to call for any additional documentary evidence in support of educational qualification and experience of the applicants indicated in their application.
- (viii) Mere submission of application by post 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.
- (ix) The vacancy is purely on contract basis for a specific period and HCSL is not liable to offer appointment during or after the completion of contract period of the selected candidate.
- (x) Applicants should be of sound health and satisfy the medical fitness standards as fixed by the company. The selected candidate should undergo a medical examination in the hospitals as prescribed by the company at their own expenses and medical fitness of all candidates is further subject to certification by the Company Medical Officer.

- (xi) The number of vacancies indicated will not necessarily be filled up and will be based on suitability of applicants and availability of projects and job requirement. Further, HCSL, reserves the right to restrict/alter/cancel/modify the recruitment process, if need so arises without notice or assigning any reason thereof.
- (xii) **No correspondence regarding the rejection of application in case of ineligibility will be entertained.**
- (xiii) The offer of appointment to selected candidates will be issued by the Competent Authorities of HCSL.
- (xiv) Any legal proceedings in respect of any claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in the Courts/Tribunals/Forums at Howrah and such Courts/ Authorities shall have sole and exclusive jurisdiction.
- (xv) Any amendment, modification or addition to this advertisement will be given in the CSL website (in the section HCSL Kolkata) only.
- (xvi) For any queries please contact us at 033-2955 8283

II. Important Date:

Walk-in-interview for the post of CPE – 19 April 2022 at Howrah

Walk-in-interview for the post of Project Officers (Civil) – 21 April 2022 at Howrah and Guwahati

Sd/-
MANAGER (IR & HR)

FOR
HOOGHLY COCHIN SHIPYARD LIMITED

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