

HOOGHLY COCHIN SHIPYARD LIMITED (HCSL) HOWRAH-711109

USER GUIDE FOR E-RECRUITMENT

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USAGE

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BROWSE VACANCIES/SEARCH FOR A POSITION

To search for a vacancy (without registering/logging in as a candidate), click on link on the website (<u>https://hooghlycsl.com/Page/hcslcareer</u>)

* **NOTE:** Most screens are opened and displayed in new windows. If you have suppressed the additional windows with a popup blocker, you must deactivate this for this application. The Career page will then be displayed. <u>Choose the unit where the post is notified.</u>

Click on "Job Search". The "Job Search" page is displayed.

Are you looking for an interesting new job? Cochin Shipyard Limited is constantly looking for talented and motivated new employees who can contribute to the success of Shipyard. Click on "Start" to take a look at all the posted Employment Opportunities! You can also restrict the search result by choosing from different search criteria as shown under. Start Reset Full Text Search Keywords: Search Method: With at least one of the words Search Criteria for Employment Opportunities Functional Area: Alb Administration Administration Contract Type: Apprentice Contract Type: Apprentice Contract Type: Apprentice Contract Type: Apprentice Contract Type: Apprentice
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How to register online

Click on link "Registration" within the page. The Registration page is displayed as follows.

Sector on the Online Recruitment Application of Cockin Shippard Limited Constructions application of the Sector Sec	Registration	1	^
Sector be below: • Substrate Sector bel	Welcome to the O	nline Recruitment Application of Cochin Shipyard Limited	l
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8. After fightstatus and Completion of Profile, you may browes though the "Employment Opportunities" stapping to a patiolize point. 6. You can allow examples you profile to an Uppate, you apply to apport the and distatus that a stancing and that a stancing applicating for the tree to tree, in examples you profile to and Uppate and U	with a maximum size of 2 the registration process.	2 MB for each file in the "Attachments" section of the Application Wizard. As such, it is advised to keep these ready before starting	
<pre>6. 'Wo can also mease your prifts to worbs taker, is as to create an application pool of prospective and/dates to consider against the accesse point of prior to be considered against the accesse point of prior to be considered against the accesse point of prior to be considered against the accesse point of prior to be considered against the accesse point of prior to be considered against the accesse point of prior to be considered against the accesse point of prior to be considered against the accesse point of prior to be considered against the access point of prior to be point of prio</pre>	5. After Registration and Co	ompletion of Profile, you may browse through the "Employment Opportunities" to apply for a particular post.	
Hereker, is complexy far you gap yaps for the vacances polahed from the tome, in ord to be considered against that particular post. A logication for for candicuss biological (Sci) Schedel Tell (Sci) (Schedel Tell (Sci) (S	6. You can also release you	ur profile to our Data Bank, so as to create an application pool of prospective candidates to consider against future vacancies as and when arises.	
7. No splication fee for candidate satistic biologing to Scheduler Their (SC) / Schedule	However, it is compulsor	y that you apply against the vacancies published from time to time, in order to be considered against that particular post.	
Application fee a membry hold table models through Uniter spinster typical (Letter destinated sample). It is important to note that, and/address as an application spans any particular post. 5. Incerive profiles will express advances by filling up the following details: *** Please proceed to Profile Creation by filling up the following details: *** Please proceed to Profile Creation by filling up the following details: User Data User Data User Data Baserod: * Please proceed to Profile Creation by filling up the following details: *** Please proceed to Profile Creation by filling up the following details: *** Please proceed to Profile Creation by filling up the following details: *** Please proceed to Profile Creation by filling up the following details: *** Please proceed to Profile Creation by filling up the following details: *** Please proceed to Profile Creation by filling up the following details: *** Please proceed to Profile Creation by filling up the following details: *** Please proceed to Profile Creation by filling up the following details: *** Please proceed to Profile Creation by filling up the following details: *** Please proceed to Profile Creation by filling up the following details: *** Please proceed to Profile Creation by filling up the following details: *** Please proceed to Profile Creation by filling up the following details: *** Please proceed to Profile Creation by filling up the following details: *** Please proceed to Profile Creation by filling up the following details: *** Please proceed to prove prove the following details: *** Please proceed to prove prove the prove prove adjust and we there do cover(): *** The is important as further correspondence is through this specified E-Mail address. *** Please prove p	7. No application fee for ca	indidates belonging to Scheduled Caste (SC) / Scheduled Tribe (ST) / Person with Disability (PWD). In case of Open and OBC candidates,	
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First Name,* Last Name,* Last Name,* User Dat User Name,* Enter your EMail ID as the User Name Password,*	*** Please proceed to Pro	file Creation by filling up the following details:	
First Name.* Last Name.* User Data User Name.* Enter your Extail () as the User Name Password.* Password.* * *		Name (as in AADHAAR)	
Last Name." User Data User Name." User Name." User Name." User Name." Repeat Password: Password should contain at last one uppertase alphabet (a-2), one number (09), one special character (@, 5, %, *) and should be minimum 8 characters long. Repeat Password: Make sure that the E-Mail address is valid and enteed correctly,. This is important as future correspondence is through this specified E-Mail address. Repeat E-Mail:* Confirm that you accept our data privacy statement A the data privacy statement Confirm that you accept our data privacy statement A the data privacy statement We enderwort to userve that the data you submit to us meaning confidential and is used only for the purposes stated in the data privacy statement. We have read the data privacy statement and I accept it	First Name:*		
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one special character (@,S, %, *) and should be minimum 8 characters long. Repart Password: EAM: If Make sure that the E-Mail address is valid and entered convectly. This is important as future correspondence is through this specified E-Mail address. Repart E-Mail: Data Privacy Statement Confirm that you accept our data privacy statement A: The information is display of additional windows is currently suppressed by a pop-up blocker, you must first deactivate this setting. Cata Privacy Statement We endeavour to ensure that the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement. "Yes, I have read the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement.	Password.	Password should contain at least one unpercase alphabet (A-Z) and one lowercase alphabet (a-z) one number (09).	
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Ves. I have read the data privacy statement and I accept it	We endeavour to ensure th	at the data you submit to us remains confidential and is used only for the purposes stated in the data privacy statement.	
	Yes, I have read the dat	la privacy statement and I accept it	
	Register		~

Please complete the Registration Form. The fields marked with an asterisk (*) are mandatory, and are necessary for us to identify and contact you. Please note that once you have registered, you will use a username to access this site in future.

Your **Username** should be the **E-mail ID**.

The e-mail address that you enter must be unique to you, and should not belong to, or be used by other people. Please re-type it in the "**Repeat E-mail**" field to ensure that you have not made any typographical errors. Please "**Check**" the Instruction Statement. Once you have clicked "**Register**", you will be advised whether your registration has been successful. If it is not, please check the information you have submitted and rectify any errors/omissions.

If successfully registered, you will be sent an auto generated confirmation e-mail to the email address. Open the pdf attached to the email message, which contains a link (or URL) valid for 14 days. Copy and paste the URL (shown below) contained in the pdf into a web browser.





The message "**You have confirmed your email address**" will be displayed on screen once the email address is confirmed.

Once you have registered and confirmed your email address, you can use your login details (user name/ID and password) to log into the HCSL's career site, which besides enabling you to apply for positions, also gives you the ability to track your application progress.

The overview page is opened with links for further navigation.

HINTS FOR REGISTERED USERS

Once you have registered in our career website, you need not register again but sign in with the username and password you have provided. To do so, open the HCSL's career website and the post is notified. Click on "Sign In" within the page.

The login screen is displayed.

Register here	
User *	
Password *	
	Accessibility
	Log On
Change Baseword	Password Forgetten

Enter your user name and password entered during registering. Click on "Logon".



The "Applicant Cockpit" is opened. Changing Password

If you would like to change your password, you will click on "**Sign In**" link to get the login screen.

Enter your user name and your password. Click on "Change Password" link.

User	JOBIN@CSL.COM
Current Password *	
New Password *	
Reneat Password *	2

Enter your current password and your new password. Repeat your new password. Choose Change. The system checks your new password and saves it. From now on, you can log on using your new password only.

Requesting an Alternative Password

If you have forgotten your username or password click on link "**Sign In**" to get the Logon screens. Click on "**Password Forgotten**" link. The forgotten password screen opens.

Have you forgotten your password?	
If you cannot remember your password, you can request that an alternative password be sent to the	re e-mail address that you specified in your resume Enter your user name and/or your e-mail address and request the password
User Name:	
Request Password Back to Logon	

Provide your User Name or Email Address in the given textbox, and then click on the "Request Password". An alternative password is auto-generated and auto sent to the email address that you entered. You can use the alternative password to regain access to your Applicant Cockpit.

For security reasons, you should change the alternative password immediately once you have logged on successfully.

Repeated typing of wrong password may lead to locking of the profile, and in such cases wait for the auto-generated e-mails, and/or try after some time or next day.

HOW TO CREATE A PROFILE

To apply for a vacancy online, you need to create an electronic résumé, complete with supporting documentation. (section - **My Profile**)



1. **Personal Data:** The "**My Profile**" page allows you to add your address and contact information. You can also update this information if it has changed.

You need not re-enter data that you already entered while registering

My Profile			·
[þ 1	2 3	4 5 6	7
Personal Data Educ	ational Qualifications Work Experience	Other Certificates/ Skills Attachments Overview and Rele	ase Completed
Previous Step Next Step			
Title: First Name: Gender: Nationality:*	Mr. v Tino Male v	Last Name:*	
Date of Birth: Religion:* Father/ Spouse/ Gaurdian Name	01.01.1974 E Hindu v	Marital Status:* Single	v
Disability: Percentage of Disability:*	Yes V 50	Catgory of Disability:* Visual	y Handicapped 🔹
Reservation Category:* Ex-Service Men: Aadhar No.:* Do you have any relatives workin Do you have any relatives retired	The degree of disability should ST • • Yes • 123456789000 rg in CSL? No •	be minimum of 40%. Service Duration (Completed Years):* 20	
Copy Permanent Adress to G	Correspondence Address		
Address Line-1:	ds		
Address Line-2:	awed	Circles (Jamman Marketin	
City:	df	Postal Code: 956324	
Correspondence Address			
Address Line-1:	ds		
Address Line-2:	awed		
Country:	India •	State: Jammu und Kashmir V	
City:	ΔT	Postal Code: 956324	
Which address would you prefer Preferred Address:	Permanent Address		
Communication Data E-Mail Address:*	tino@csl.com		
Which telephone number would	you prefer us to use to contact you?		
Residence Number:	2504215		
Office Number:	8965241536444		
Mobile Number:	8965241538		
Preferred Telephone Number:	Mobile Number 💌		
	Mobile Number: should be an Indian Mo	ile Number	

2. Educational Qualifications: In this page you can enter completed courses of education details.

٨	ly Profile													
I Þ-	1 2 3 4 5 6 7 Personal Data Educational Qualifications Work Experience Other Certificates/ Skills Attachments Overview and Release Completed													
f P	Previous Step Next Step >													
Whic	Which courses of study have you completed?													
	List all courses of st	udy you have completed in	the Chronolog	ical Order (Si	arting from the Highest Qualifi	cation to th	e Lowest	Qualif	ication).					
	These certificates ar	e all mandatory for a partice	ılar job.											
Add	Edit Delete													
Ed	ucational Qualifications													
	Educational Institution	Name of University/ Board	Start Date	End Date	Passing/ Expected Result Dat	e Country	State	City	Grade/ Percentage	Highest Degree/ Certificate	Qualification Held	Education Type	Branch of Study	Description
	FISAT	MG	01.05.2012	30.05.2016	30.06.2016	India	Kerala		80		B.Tech/B.E	Full Time	Mechanical	Mechanical Engg. from FISAT
	CUSAT	MG	04.05.2011	31.07.2015	31.07.2015	India	Kerala		82	\checkmark	B.Tech/B.E	Full Time	Electrical	

Click on the "Add" button to enter each Qualification separately.



Add Education			ē
Educational Institution:* Name of University/ Board:*			
Start Date:*		End Date:*	
Passing/ Expected Result Date:*			
Country:	Select V	State:	
City:			
Education Type:	Select 💌	Qualification Held:*	Select 💌
Branch of Study:*	Select 💌	Highest Degree/Certificate:	
Percentage:*			
Description:			

Enter the details and click on OK button.

3. Work Experience: This page allows you to add and update your Work Experience.

Ny Profile																	
1 2 3 4 5 6 7 Personal Data Educational Qualifications Work Experience Other Certificates/ Skills Attachments Overview and Release Completed																	
Previous Step Next Step 🕨																	
That is your previous work experience?																	
otal Experience is 2.45 Years.																	
Flease	enter the deta	ils starting fro	om the Lates	st Employer													
dd Edit C)elete																
Work Experie	ence																
Employer	Start Date	End Date	Current Employer	Experience	Job Title	Functional Area	Other Functional area	Hierarchy Level	Industry	Other Industries	Scale of Pay	Annual C.T.C.	Currency	Country of Posting	State of Posting	City of Posting	Description (Positions) held and Reason for job chang
ABC COmp	01.11.2017	16.08.2019		1.79 Years	Engineer	Manufacturing		Work Experience	Automotive / Rail / Aerospace and Space Technology		15000	320,000.00	Indian R	India	Kerala	Kochi	
ABC	02.11.2015	30.06.2016		0.66 Years	TEST	Manufacturing		Work	Health and		50000	600,000.00	Indian R	India	Kerala	TVM	NA

You can add each Experience details using the button "Add".

Add Work Experience			L.
Employer:* Employer Category:* Registered HO Address:	↓	Company Incorporation Date:	
Current Job:			
Start Date:*	[7	End Date:	(7)
Country of Posting:*		State of Posting:	
City of Posting:*			
Industry:*			
Functional Area:*			
Hierarchy Level:			
Job Title:			
Scale of Pay:*			
Annual C.T.C.:*	0.00	Currency:*	•
Description (Please provide details of the position held and reason for Job change):			
	L		



Enter the details and click on OK button.

4. Other Certificates/Skills This page allows you to add and update your Skills / Certificates in the respective functional area.

Click on the **"Add**" button then the following window will appears. Enter the details and save.

Personal Data Educational Qualifications Work Experien Personal Step Next Step late your competencies and qualifications. You can use the text fields to pro-	ce Other Certificates/ S	skills Attachments	6 Overview and Rele	ase Completed	4				
Qualifications	Add Qualifications								
Qualification Group	1								
i No qualifications maintained	Basic Computer Lite	eracy CSL Testing GRP	Certificate	ERP/SAP Language	s known Special	Qualification/Training			
	Qualifications Selected Qualification Other Information Proficiency Basic Computer Literacy Image: Computer Literacy Not rated Other Qualifications:					Description of Proficiencies Norrated: - Beginner: Has the basic understanding. Knows the fundamental concepts and procedures. Requires guidance Intermediate: Has a good understanding and Solves problems in the area. Fairly independent in applying throwledge. Occasionally requires guidance. Expert: Outstanding knowledge/expertise. Single			
			_			(OK) (Cancel)			

- 5. Attachments: This page allows you to upload relevant attachments to your application such as,
- Copy of SSLC/Class X/Birth certificate indicating Date of Birth.
- Copy of a recent passport size colour photograph.
- Copies of Mark sheets/ Certificates indicating relevant Educational Qualifications.
- Copies of Experience Certificates, indicating the date of joining as well as relieving, Appointment / Offer letter issued, latest Pay Slip / copy of last Pay drawn and CTC Certificate during the current financial year/ IT Form-16 of the previous financial year etc.
- Candidates working in Government Departments or Semi Government/ Public Sector Organizations, should upload "No Objection Certificate" from the employer or submit "No Objection Certificate" at the time of Certificate Verification/Personal Interview.
- Candidates belonging to Ex-servicemen category should upload copy of Discharge Certificate/ Pension Payment Order and all certificates indicating qualification and work experience in the relevant discipline in the Armed Forces.
- Candidates belonging to OBC (Non Creamy Layer)/SC/ST categories, should upload <u>valid recent community certificate</u> issued by the Revenue Authority not below the rank of the Thahsildar.
- Candidates belonging to EWS category should produce a <u>valid Income and Asset</u> <u>Certificate</u> issued by any of the following authorities in the prescribed format. This



certificate shall only be accepted as proof of candidate's claim as belonging to EWS, failing which their candidature will not be considered against reservation under EWS category:

- a) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
- b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
- c) Revenue Officer not below the rank of Tahsildar and
- d) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.
- Candidates belonging to Persons with Benchmark Disabilities, should upload <u>valid</u> <u>Certificate of disability</u> obtained from a notified authority by Government of India / State Government.

My Profile		
Image: State State State Image: State State State State Image: State State State State Image: State State State State Image: State Image: State Image:	5 7 4 tachments Overview and Release Completed	
Attachments		
Document Title	Attachment Type	Language
Picture	Photograph	English
<u>ov</u>	Certificate	English
Add Edit (Delate)		

Click on the "Add" button to upload the details. Provide relevant details and browse the file then click on "Transfer" button.

My Profile				
Personal Data Educational Qualifications Work Experience Previous Step Next Step Do you want to supplement your data by adding attachments? You can attach electronically stored documents to supplement your data.	4 5 Other Certificates/ Skills Attachments	6 Overview and Release	7 Completed	
Attachments				
Document Title	Attachment Type			Language
i No attachments maintained				
Add Edit Delete Document Title:				

6. Overview and Release: This page allows you to review your Profile and submit. Click on "Complete", if you have completed your profile.



My Profile						
I+ 1	2	3	4	5	6	7
Personal Data	Educational Qualifications	Work Experience	Other Certificates/ Skills	Attachments	Overview and Release	Completed
Previous Step	plete					
Do you want to be consid	lered for open job vacancies?					
✓ I want to release my pro For this purpose, other	ofile in order to be considered for o r recruiters can access my data in a	ther employment opportu accordance with the data	nities as well. privacy statement.			
Confirm that you accept ou	ur data privacy statement					
Data Privacy Statement						
We endeavour to ensure t	hat the data you submit to us rem	ains confidential and is us	ed only for the purposes stated	in the data privacy st	atement.	
✓ Yes, I have read the data	ita privacy statement and I accept	it				
Complete						



Perso Form Mr. Acade Date o (9.01.	onal Data of Address First (
Form Mr. Acade Date o 09.01.	of Address First			Address	
09.01.	Jobin Prinic Title 1 Last r Jose of Birth Sex	ame		Mr. Jobin Jose Address 1 Address 2 CITY 359665 INDIA	
Comm	nunication Data				
Street		Postal Code	City	Country	
Addres	ss 1	359665	City	India	
Telep	hone				
achments					

You may note that until you click on "**Complete**", we cannot access your application and your application will be in locked mode.

Employment Opportunities

You can then click on the "Employment Opportunities" tab to browse our available job opportunities

Click on the "Employment Opportunities" tab to activate the job search window. Click on the "Start" button to continue.



Job Search Job Sea For viewing curre	Application via Refe arch	erence Code Favor	ites My App	lications Job Agents	
Job Se	arch				
For viewing curre					
For viewing curre					
	nt job openings, c	ick on "Start" Butto	n:		
Start Reset	Save Search Qu	Delete Searc	h Query S	ave as Job Agent	
You can save you	r search criteria fo	or later reuse	-		
ordion adoly.	No search quels s				
You can also restr	ict the search by s	pecifying different sea	arch criteria a	s shown below:	
Full Text Search					
Keywords:					
Search Method:	with at least one o	r the words			
Search Criteria fo	or Employment Op	portunities			
Functional Area:	A desiriates			<u>^</u>	
	Administra	tion			
	Finance				
	Finance	0.011700.0			
	Human Re			-	
Job Search					
apply for a particular post, choose the n	spective row and click "Apply".				
 Registration and logon as a registered u 	er.				
 Create/Update your detailed profile. Search the published employment oppor 	unities and Apply against the post.				
For sending the job information to your frier	ds, choose the respective row and click "Tell	a Friend".			
Return to Search	Click			an and disk on "Armha" hatten	
	Cuck	on the line to apply the job. Of	nerwise select the ri	wand click on Apply Ballon.	
Search Criteria The search was not restricted					
Search Result: 9 Hits	Functional Area	Country E	mployment Start Date	Reference Code	Published
Assistant Manager POSTING TITLE	Civil	1	0.02.2017	58899805-3f8e-25c0-e100-80000ad20924	08.01.2017
SM (AUDIT)	Auditing		1 02 2017	P&A/18(188)/13	06.01.2017
PROJECT OFFICER	Information Tech Information Tech	inology 0	1.02.2017	588e02da-0ef8-1240-e100-80000ad20924	06.01.2017
ASST GENERA' MANAGER	Ship Building	0	1.03.2017	586e1588-249e-1f50-e100-80000ad20924	05.01.2017
Manager (Mechanical)	Mechanical	1	6.02.2017	584e516c-7281-0f20-e100-80000ad20924	14.12.2016
Manager	Civil			MNGR	13.12.2016
Security Officer	Safety	2	4.02.2017	584ddd82-81ac-0880-e100-80000ad20924	13.12.2018
JCA	Information Teol	inology		JCA	09.12.2016
Apply Tell a Friend					
Return to Search					

Click on the relevant job posting link to select it.

Here you can display the details of the advertised position.





Once you have done so, click on the "Apply" button to start the application wizard.



Click on "Continue" button. Application Wizard window is now displayed.

You can now update your application before submitting it for the position you wish to apply.

Work your way through each step of the wizard to make sure that you have covered each page (steps 1 - 5) of your application.



Application Wiz	zard							Display Job Posting "Manager"
I þ 1	2	3	4	5	6	7	8	
Personal Data Educ	ational Qualifications	Work Experience	Attachments	Other Certificates/ Skills	Fee Payment	Complete Application	Completed	
Title:	Select	•						
First Name:	Jerrin		Last Name: *	Jose				
Gender:	Unknown	-						
Nationality: *	Indian	•						
Date of Birth:	01.12.1988	1						
Religion: *	Hindu	•	Marital Status: *	Single 👻				
Father/ Spouse/ Gaurdian Name: *	Jose							
Dis ability:	No 👻							
Reservation Category: *	SC 💌							
Ex-Service Men:	No 👻							
Fill in relevar	nt auestic	nnaire l	if any)	applicable	- for th	e notified	nosts	

Next will be the Fee Payment section (if applicable, the fees as displayed shall be paid through the following step).

Applica	tion Wiza	rd						Display Job Posting "PROJECT OFFICER"
+1		2	3	4	5	6	7	8
Personal D	ata Educatio	nal Qualifications	Work Experience	Attachments	Other Certificates/ Skills	Fee Payment	Complete Application	Completed
Previous Step	Next Step 🕨							
	Transaction ID	50011192						
	Application Fee	1,00						
	Currency	INR						
1	Payment Status	Payment Not Initiated	Check	Payment Status				
		Proceed to Payment						
e								

In above screen, click on "Proceed to Payment" button to continue (Even if payment not applicable).

Credit Card	Pay by Credit Card Pay by AmEx ez		Merchant Name Cochin Shipyard Ltd
PIN Debit Card + ATM PIN	Card Number		Payment Amount: ₹ 2.00
1 Internet Banking	Enter card number	Law m	
	Expiration Date Month Year	cvv/ cvc	
	Card Holder Name		
	Make Payme	ent	
		Cancel	BillDesk Mynorphyradia

In case of Fee Payment, you can use Debit Card, Credit Card or Internet Banking

Further, it will go to next level "Complete Application"



Application	n Wizard							Display Job Por
I+1	2	3	4	5	6	7	8	
Personal Data	Educational Qualifications	Work Experience	Attachments	Other Certificates/ Skills	Fee Payment	Complete Application	Completed	
You can now submit you	ur application.							
I want to release my p I declare that the partic Please Note	rofile. I have carefully read the inst culars given in this Online Application	ructions given in the webs on are true.	ite and agree to abi	de by the decision of the Manage	ement regarding my s	election to the post I have app	olied for.	
1. Mere Registration will	not be considered as an applicatio	on against any particular p	ost.					
2. Inactive profiles will e	xpire automatically within a period of	of Six months (if you are n	ot logging in/ updat	ng the profile for period of Six mo	inths).			
3. You can release your However, it is complete	r profile to our Data Bank, so as to ulsory that you apply against the	create an application poo vacancies published fro	l of prospective can m time to time, in o	lidates to consider against future rder to be considered against a	vacancies as and wh particular post.	ien arises.		
Ves, I have read the d	lata privacy statement and I accept	it <u>Data Privacy Statemer</u>	t					
Send Application Now)							

Tick the box for releasing your profile and then Click on "Send Application Now" button.

If you have not released your profile, the following message will populated.

Application Wizard		Display Job Posting "PROJECT OFFICER"
le 1 2 3 4 Personal Data Educational Qualifications Work Experience Attachments Previous Step	5 6 7 Other Certificates/ Skills Fee Payment Complete Application	Completed
Tou can now submit your application. I sant to release my profile. I have carefully read the instructions given in the website and agree to abide I declare that the particulars given in this Online Application are true. Please Note	by the decision of the Management regarding my selection to the post I have a	splied for
Mere Registration will not be considered as an application against any particular post. Inatche profiles will exprese automatically within a period of 5k months (if you are not togging in / updating). Nou can release your profile to our Data Bank, is as to oreate an application pool of prospective candid However, it is compulsory that you apply against the vacancies published from time to time, in ord Yes. I have read the data privacy statement and I accept it <u>Data Privacy Statement</u>	Do you want to release your profile in order to be considered for other employment opportunites? You have the option of solwniting your application and releasing your profile at the same time. Atternatively, you can submit your application without releasing your profile.	
Cochin Shinward Limited, Onli	Belease and Submit Submit Without Release	Page 1 of 2

Click on "Release and Submit" Button. Otherwise Recruiter can't access your profile.

Once you click on "**Send Application Now**", the job application is completed successfully.

Application	n Wizard						Display Job Posting "PROJECT OFFICER"
Personal Data	2 Educational Qualifications	3 Work Experience	4 Attachments	5 Other Certificates/ Skills	6 Fee Payment	7 Complete Application	Completed
Vour application was	sent						
Thank you for applying	for one of our job posungs.						
We are checking the infor You can now close the wir	mation in your application and will b ndow.	e in touch with you soon.					

If successful, an auto generated mail will be sent to your registered e-mail address: -





You can see and download your Job Application Form with Unique Registration number from here.

1 / 2	¢ ± a
COCHIN SHIPYARD LIMITED APPLICATION FOR PROJECT OFFICER	
Registration No : 50011192	
: Mr. Jobin Jose	
ia) : 9875625425	
: jobin@csl.com	
: Kerala	
: City	
ardian : Jose	
: 09.01.1994	
: Male	
: 22 Years 11 Months 29 Days	
: Single	
: Christian	
: SC Person with Disability : NA	
: No Period of service :	
	Las versiones
Attachment Type	Language
Certificate	English
(Ind r/Gu	COCHIN SHIPYARD LIMITED APPLICATION FOR PROJECT OFFICER Registration No: 50011192 if Mr. Jobin Jose : Mr. Jobin Jose : Mr. Jobin Jose : S975625425 : jobin@csl.com : Kerala : Oity : Gity : Gose : Single : Christian : Single : Christian : Single : Christian : Single : No : No : Single : No : Christian : Read of service : No : Period of service : Attachment Type Photograph : Centificate

If successfully submitted, the application status in the "**My Applications**" window shall be "**In Process**".



HOW TO DELETE/WITHDRAW AN APPLICATION

Open your "Employment opportunities" Tab. Click on link "My Applications".

The "My Applications" window is displayed.

Overview Candidate Profile Employment Opportunities		
My Applications		
riy Applications		
Do you want to call an overview of your applications up to now?		
These are your previous applications. You can check the status of applications, and withdraw or dalate applications		
These are your previous applications for can creek are status or applications, and wardian or derete applications		
Number of Applications: 7		
Job Posting	Application from	Status
Security Officer		Draft
Manager	14.12.2016	In Process
JCA	20.12.2016	In Process
Manager (Mechanical)	20.12.2016	In Process
Assistant Manager POSTING TITLE		Draft
ASST GENERAL MANAGER		Draft
PROJECT OFFICER	07.01.2017	In Process
		Refresh
Continue/Display Application Delete/Withdraw Download Application		

Click to select the "Job Posting Selection Box" button to highlight the application you would like to delete/withdraw. Click on the "Delete/Withdraw" button to withdraw your application.

If you have selected a job posting with status "**Draft**", the system will allow you to delete the complete application. Once you withdraw your application with status "**In Process**", then the status of your application has changed to Withdrawn.

Once you have been shortlisted for any position you cannot delete/withdraw your application.

If you are not download your Application Form, then here is a provision to download it by selecting the desired job and click on "Download Application".

HOW TO CHECK THE STATUS OF YOUR APPLICATION

Click on the **"My Applications**" link in the **"Employment opportunities**" Tab. You can now see the status of your applications.



HOW TO MAINTAIN YOUR PERSONAL SETTINGS

Open the "Candidate Profile " Tab.

Click on the "Personal Settings" link to display the following window under "Candidate Profile":

Overview Candidate Profile Employment Opportunities
My Profile Personal Settings Change User Name Delete Registration
Personal Settings
/ould you like to tailor your pages to suit your personal requirements?
Basic Settings
specify the formats in which numbers and date information is displayed Note that these settings do not take effect until you log on again
Date Format: DD.MM.YYYY Decimal Notation: 1.234.567,89
Seneral Settings
Data overviews can be displayed in HTML format or in Adobe Portable Document Format (PDF) To be able to display the information in PDF format, Adobe Acrobat Reader must be installed
The preferred language specifies the language in which you want to receive and send your correspondence.
Display Format for Data Overviews: - Select
Preferred Language: English -
Save

Click the "Date Format" drop-down list button to select your preferred "Date Format". You can also change the decimal notation, should you wish, by clicking on the "Decimal Notation" drop-down list.

The "Preferred Language" option allows you to select the language in which you wish to send and receive your correspondence regarding your application.

Once you have chosen, click the **"Save"** button to save the changes. The **"Personal Settings"** window will then be displayed again, and a message indicating that the data has been saved will be displayed.

RECOMMENDATION OF JOB POSTING (TELL A FRIEND)

You can use this process to forward to other people/friends an interesting job posting that you found using the search. The recipient receives an e-mail containing a link to the relevant job posting. The recipient can display the job posting via the link and then apply online if they are interested and meet the requirements. Click on the "Employment Opportunities" tab to activate the Job Search window. Click on the "Start" button to continue.

Click on the relevant job posting link to select it. Look at the job posting and decide if it could be of interest to someone you know.



If you want to recommend, then click on "Tell a Friend" button.

you looking for an interesting new job? you can submit an application directly for an employ use "Create Favorite" to add the job posting to your li can also change your entry and restart the search	vment opportunity. Choose "Apply" to start the ap st of favorites	plication wizard.				
eturn to Search						
search was not restricted						
arch Result: 9 Hits						
arch Result: 9 Hits Job Posting	Functional Area	Country	Employment Start Date	Published	Favorite	Application from
arch Result: 9 Hits Job Posting Assistant Manager POSTING TITLE	Functional Area Civil	Country	Employment Start Date 10.02.2017	Published 06.01.2017	Favorite	Application from
arch Result: 9 Hits Job Posting Assistant Manager POSTING TITLE SM (AUDIT)	Functional Area Civil Auditing	Country	Employment Start Date 10.02.2017	Published 06.01.2017 06.01.2017	Favorite	Application from
arch Result: 9 Hits Job Posting Assistant Manager POSTING TITLE SM (AUDIT) PROJECT OFFICER - IT(SAP_HCM)	Functional Area Civil Auditing Information Technology	Country	Employment Start Date 10.02.2017 01.02.2017	Published 06.01.2017 06.01.2017 06.01.2017	Favorite	Application from
arch Result 9 Hits Job Posting Assistant Manager POSTING TITLE SM (AUDIT) PROJECT OFFICER - IT(SAP_HCM) PROJECT OFFICER	Functional Area Civil Auditing Information Technology Information Technology	Country	Employment Start Date 10.02.2017 01.02.2017	Published 06.01.2017 06.01.2017 06.01.2017 05.01.2017	Favorite	Application from 07.01.2017
arch Result: 9 Hits Job Posting Assistant Manager POSTING TITLE SM (AUDIT) PROJECT OFFICER - IT(SAP_HCM) PROJECT OFFICER ASST GENERAL MANAGER	Functional Area Civil Auditing Information Technology Ship Building	Country	Employment Start Date 10.02.2017 01.02.2017 01.03.2017	Published 06.01.2017 06.01.2017 06.01.2017 05.01.2017 05.01.2017	Favorite	Application from 07.01.2017
arch Result: 9 Hits Job Posting Assistant Manager POSTING TITLE SM (AUDIT) PROJECT OFFICER - IT(SAP_HCM) PROJECT OFFICER ASST GENERAL MANAGER Manager (Mechanical)	Functional Area Civil Auditing Information Technology Information Technology Ship Building Mechanical	Country	Employment Start Date 10.02.2017 01.02.2017 01.03.2017 16.02.2017	Published 06.01.2017 06.01.2017 06.01.2017 05.01.2017 05.01.2017 05.01.2017 14.12.2016	Favorite	Application from 07.01.2017 20.12.2016
arch Result 9 Hits Job Posting Assistant Manager POSTING TITLE SM (AUDIT) PROJECT OFFICER - IT(SAP_HCM) PROJECT OFFICER ASST GENERAL MANAGER Manager (Mechanica) Manager	Functional Area Civil Auditing Information Technology Information Technology Ship Building Mechanical Civil	Country	Employment Start Date 10.02.2017 01.02.2017 01.03.2017 16.02.2017	Published 06.01.2017 06.01.2017 05.01.2017 05.01.2017 05.01.2017 14.12.2016 13.12.2016	Favorite	Application from 07.01.2017 20.12.2016 14.12.2016
Inch Result: 9 Hits Job Posting Assistant Manager POSTING TITLE SM (AUDT) PROJECT OFFICER-IT(SAP HCM) PROJECT OFFICER ASST GENERAL MANAGER Manager Manager Security Officer	Functional Area Civil Auditing Information Technology Information Technology Ship Building Mechanical Civil Safety	Country	Employment Start Date 10.02.2017 01.02.2017 01.03.2017 16.02.2017 24.02.2017	Published 06.01.2017 06.01.2017 05.01.2017 05.01.2017 14.12.2016 13.12.2016 13.12.2016	Favorite	Application from 07.01.2017 20.12.2016 14.12.2016

The Tell a Friend screen opens in a new window.

Tell a Friend		
Use this option to forward intere Specify the name and the e-ma information. The recipient receives your me	esting employment opportunities to friends and family. ail address of the recipient. You can also add a personal comment and enter your ser essage by mail together with a link to the employment opportunity.	nder
First Name of Recipient:		
Last Name of Recipient: *		
E-Mail Address of Recipient: *		
Message:		
First Name of Sender:	Jerrin	
Last Name of Sender:	Jose	
Copy to My E-Mail Address		
	Send Reset C	lose



You can give the details of your friend here. If you tick the box "Copy to My E-Mail Address" then you will get the link.

After clicking on "Send" button, your friend receives an e-mail. This includes, among other things, the text entered by you and the link to the current job posting.

Your friend uses the link to look at the job posting and apply if interested.

NOTIFICATION OF RELEVANT EMPLOYMENT OPPORTUNITIES (JOB AGENT)

You can use this process to receive information regularly and automatically about employment opportunities that meet the search criteria defined by you. You can also specify that the system automatically inform you about employment opportunities that meet the criteria for a new work relationship defined in your candidate profile.

Click on the "Job Agents" view to activate the job agents' window.

Overview Ca Job Search Applicati	andidate Profile Emp	ployment Op Favorites	pportunities My Applications	Job Agents	5	
Job Agents						
Would you like to receive	notifications about intere	esting job p	ostinas?			
Here, you see the job agent	s that you created so you ca	an receive no	tifications about in	teresting job p	ostings.	
Job Agents						
Name of Job Agent	Job Agent Frequency	Status				
i The table does no	t contain any data					
Add Edit Delete						
Notify me by e-mail if the	requirements in a job posti	ng match the	information in my	profile.		
Save						

Click on "Add" button to create a new job agent.



The Job Search view appears.

Full Text Search		
Keywords:		
Search Method:	With at least one of the words	
Search Criteria for	Employment Opportunities	
Functional Area:	<all></all>	
	Accounting Administration Auditing Business Development	
	Civil	
Contract Type:	<all></all>	
	Apprentice Contract Permanent Temporary	*
Hierarchy Level:	<all></all>	
	Fresher (No experience) Work Experience	
		*
Search Method All search criteria	must be filled	
⊖ At least one searc	h criterion must be filled	
General Search S	iettings	
Start Reset	Save Search Query Delete Search Query Sav	/e as Job Agent Back to Overview of Job Agents

Define your search criteria and click on "Save as Job Agent".

The "Save as Job Agent" views opens in a new window.

oorob Mothod:	With at least one of the words	
earch wethou.	With at least one of the words	
earch Criteria for I	Employment Opportunities	
unctional Area:	<all></all>	
	Accounting	
	Administration	
	Auditing	Save as Job Agent
	Business Development	
	Civil	To overwrite a job agent, select it in the table and then save it.
contract Type:	<all></all>	
	Apprentice	Enter a unique name for the job agent.
	Contract	Name of Job Agent: * HR JOBS
	Permanent	Frequency: Weekly
	Temporary	Active
lierarchy Level:		
	Eresher (No experience)	Saved Job Agents
	Work Experience	Name of Job Agent
		The table does not contain any data
		· ·
		Save Close
analy Mathead		
earch Method	must be filled	
An search chiena	nust be med	



Assign a name, define the frequency with which the job agent is run, activate the job agent, and save your entries by clicking on "Save" button.

The system displays the list of all job agents already defined including the newly created one. You can adjust at any time the frequency with which the job agent searches for employment opportunities and the status of the job agent in the list. You then have to save your entries. You can select the job agent and click on "**Edit**" to change the search parameters. You can define up to a maximum of three job agents in the system.

FAVOURITES

You can create a list of favorites in which you store jobs that you have flagged as interesting. You can apply for jobs directly from these job postings without searching again. To search for jobs and mark them as favorites, click on the **"Employment Opportunities**" tab to activate the job search window.

Click on the "Start" button to continue.

The Employment Opportunities - Search Criteria window is now displayed.

g lob posting "ASST GENERAL MANAGER" was added to your favorities							
you looking for an interesting new job? e you can submit an application directly for an employment opportunity. Choose "Apply" to start the application wizard. can also change your entry and restart the search Return to Search earch Criteria e search was not restricted Job Posting County E provide and the search E Search Job Posting County E Published Favorite Application from Assistant Manager POSTING TITLE Civil County E projonent Start Date Published Favorite Application from Assistant Manager POSTING TITLE Civil Civ	Job posting "ASST GENERAL MANAGER" was added to y	your favorites					
Return to Search dot Posting to treat to the search was not restricted	you looking for an interesting new job? e you can submit an application directly for an employment ose "Create Favorte" to ad the job posting to your ist of f can also change your entry and restart the search	opportunity. Choose "Apply" to start the application wi avorites	ard.				
e search was not restricted seric Result: 9 Hits Job Posting Functional Area Country Enployment Start Date Published Favorite Application from Assistant Manager POSTING TITLE Civi College Country Engloyment Start Date Published Favorite Application from Assistant Manager POSTING TITLE Civi Country Engloyment Start Date Published Favorite Application from Assistant Manager POSTING TITLE Civi Country Engloyment Start Date Published Favorite Application from Assistant Manager POSTING TITLE Civi Country Engloyment Start Date Published Favorite Application from Assistant Manager POSTING TITLE Civi Civi Civi Civi Civi Civi Civi Civ	teturn to Search						
Base Subscription Subscription Subscription Job Position Area County Published Position from Application from Appl	arch Criteria						
Interview Control Control Control Control Final Action Final							
MALADITI Auding Mathematication	earch Result: 9 Hits	Exectional Area	Country	Employment Start Date	Dublished	Favorite	Application from
PROJECT OFFICER - ITISAP HCMI Information Technology 01.02.2017 06.01.2017 0 PROJECT OFFICER Information Technology 05.01.2017 0 0 0 ASST GENERAL MANAGER 01.03.2017 05.01.2017 V V Manager (Mechanical) Mechanical 16.02.2017 14.12.2016 0 Manager (Mechanical) V 13.12.2016 0 0	arch Result: 9 Hits Job Posting Assistant Manager POSTING TITLE	Functional Area	Country	Employment Start Date	Published	Favorite	Application from
PROJECT OFFICER Information Technology Information Technology 05.012017 Image ASST GENERAL MANAGER Ship Bulking 01.03.2017 V V Manager (Mechanical) Mechanical 16.02.2017 14.12.2016 Image Manager (Mechanical) Civil 0 13.12.2016 Image Security Officer Safety 24.02.2017 13.12.2016 Image	arch Result: 9 Hits Job Posting Assistant Manager POSTING TITLE SM (AUDIT)	Functional Area Civil Audino	Country	Employment Start Date 10.02.2017	Published 06.01.2017 06.01.2017	Favorite	Application from
ASST GENERAL MANAGER Ship Building 01.03.2017 05.01.2017 v Manager (Mechanical) Mechanical 16.02.2017 14.12.2016	arch Result: 9 Hits Job Posting Assistant Manager POSTING TITLE SM (AUDT) PROJECT OFFICER - IT(SAP HCM)	Functional Area Civil Auditing Information Technology	Country	Employment Start Date 10.02.2017 01.02.2017	Published 06.01.2017 06.01.2017 06.01.2017	Favorite	Application from
Manager (Mechanical) Mechanical 16,02.2017 14,12.2016	arch Result: 9 Hits Job Posting Assistant Manager POSTING TITLE SM (AUDT) PROJECT OFFICER - IT(SAP HCM) PROJECT OFFICER	Functional Area Civil Auditing Information Technology Information Technology	Country	Employment Start Date 10.02.2017 01.02.2017	Published 06.01.2017 06.01.2017 06.01.2017 05.01.2017	Favorite	Application from
Manager Civil 13.12.2016	arch Result: 9 Hits Job Posting Assistant Manager POSTING TITLE SM (AUDIT) PROJECT OFFICER - IT(SAP HCM) PROJECT OFFICER ASST GENERAL MANAGER	Functional Area Civil Auditing Information Technology Information Technology Ship Building	Country	Employment Start Date 10 02 2017 01 02 2017 01 03 2017	Published 06.01.2017 06.01.2017 05.01.2017 05.01.2017	Favorite	Application from
Security Officer Safety 24.02.2017 13.12.2016	arch Result: 9 Hits Job Posting Assistant Manager POSTING TITLE SM (AUDIT) PROJECT OFFICER - IT(SAP HCM) PROJECT OFFICER ASST GENERAL MANAGER Manager (Mechanical)	Functional Area Civil Auditing Information Technology Information Technology Ship Building Mechanical	Country	Employment Start Date 10 02.2017 01 02.2017 01 03.2017 16 02.2017	Published 06.01.2017 06.01.2017 05.01.2017 05.01.2017 14.12.2016	Favorite	Application from
	arch Result: 9 Hits Job Posting Assistant Manager POSTING TITLE SM (AUDT) PROJECT OFFICER - IT(SAP HCM) PROJECT OFFICER ASST CONTRACT MANAGER Manager (Mechanical) Manager	Functional Area Cvil Audting Information Technology Information Technology Ship Building Mechanical Cvil	Country	Employment Start Date 10.02.2017 01.02.2017 01.03.2017 16.02.2017	Published 06.01.2017 06.01.2017 05.01.2017 05.01.2017 14.12.2016 13.12.2016	Favorite	Application from
JCA Information Technology 09.12.2016 27.12.2016	Arch Result: 9 Hits Job Posting Assistant Manager POSTING TITLE SM (AUDIT) PROJECT OFFICER - IT(SAP HCM) PROJECT OFFICER ASST GENERAL MANAGER Manager (Mechanical) Manager Security Officer	Functional Area Civil Auditing Information Technology Ship Building Mechanical Civil Safety	Country	Employment Start Date 10.02.2017 01.02.2017 01.03.2017 16.02.2017 24.02.2017	Published 06.01.2017 05.01.2017 05.01.2017 05.01.2017 05.01.2017 14.12.2016 13.12.2016 13.12.2016	Favorite	Application from

Select the desired job and click on "Add Favourite" button. Then Job posting will added in to your Favourites.



Favorites				
you want to apply for one of the bookmarked jo	ob postings?			
his page, you can see all the employment opportun	ities you bookmarked as interesting during the search.			
avorites				
		Dublished	Country	Application from
Functional Area	Job Posting	Published		
Functional Area Information Technology	Job Posting PROJECT OFFICER	05.01.2017		07.01.2017

In order to avoid heavy traffic in website on the last date that may result in nonsubmission of application, candidates are advised to log in to HCSL website and submit applications well in advance before the last date. Those who apply through the SAP application portal on the last date of application may not get any troubleshooting assistance / technical support by e-mail / phone after 1630hrs on the last date.

FOR FURTHER CLARIFICATION/ GUIDANCE/ FEEDBACK CONTACT Personnel and Administration department

For matters related to **recruitment** of regular & contractual posts,

Email: <u>careers@hooghlycsl.com</u>

Phone: 033- 2955 8283 Extn: 241

Contact between 8:30AM to 4.30PM on all working days (All Sundays are holidays)