

HOOGHLY COCHIN SHIPYARD LIMITED
HOWRAH - 711109

Vacancy Notification No. HCSL/HR/RECTT/CONT/2025-26/7 dated 23.03.2026

Hooghly Cochin Shipyard Limited (Hooghly CSL), Howrah, a Wholly Owned Subsidiary of Cochin Shipyard Limited (CSL) invites applications from Indian citizens for filling up of the post of **Medical Officer on contract basis**:-

I. Name of Post, Educational Qualification and Experience & Duties:

TABLE 1

<u>Name of Post</u>	<u>Educational Qualification</u>	<u>Experience & Duties</u>
Medical Officer on Contract basis	<p><u>Essential:</u></p> <p>a) MBBS Degree or equivalent from recognized University.</p> <p>b) Valid registration with Medical Council of India/ State Medical Council.</p> <p>c) Knowledge of Bengali.</p>	<p><u>Experience</u></p> <p><u>Essential:</u></p> <p>Minimum 2 years post-internship clinical experience in</p> <ul style="list-style-type: none">• Govt. Hospital• Public Sector Undertaking• Armed Forces• ESI Hospital• Private Hospital. <p><u>Desirable:</u></p> <p>a) Experience in an Industrial/ Factory/ PSU Medical Establishment.</p> <p>b) Emergency/ Occupational Health exposure, Associate Fellow of Industrial Health / Diploma in Industrial Health / Women's Health exposure.</p> <p>c) Medical Audit - TPA / Medical Claims verification experience.</p> <p><u>Duties:</u></p> <p>a) Out-patient consultation and treatment to all eligible employees and dependents.</p> <p>b) Attending medical emergencies at any time of the day.</p> <p>c) Providing First-Aid treatment in case of accidents.</p> <p>d) Follow-up of employees/ dependents referred or admitted in hospitals.</p> <p>e) Conducting pre-employment, periodic and statutory medical examinations.</p> <p>f) Verification and issue of Medical & Fitness certificates.</p>

		<p>g) Maintenance of medical and health records.</p> <p>h) Compliance with Integrated Management System (IMS).</p> <p>i) Emergency medical coverage for ship repair operations.</p> <p>j) Occupational health monitoring in high-risk industrial areas.</p> <p>k) Health advisory services for employees.</p> <p>l) Health education programs for employees and family members.</p> <p>m) Verification of hospital bills under CSL Medical Scheme.</p> <p>n) Medical audit and eligibility confirmation of claims.</p> <p>o) Any other medical duties assigned by the Competent Authority.</p>
--	--	--

II. Important Date:

Commencement of Application : 23rd March 2026

Last Date of Application : 13th April 2026

III. No. of Vacancy and Reservation:

TABLE 2

Name of the Post	UR	Total
Medical Officer on Contract basis	1	1

a) Hooghly CSL reserves the right to increase / decrease the number of vacancy or not to fill up the vacancy or cancel the recruitment process, as per its requirement.

IV. Period of Contract:

a) Contract tenure of the prescribed post is **for a period of Five Years**, depending on organizational requirement, individual performance and conduct.

V. Remuneration & Place of Posting:

a) The monthly consolidated pay during the first year of contract is **Rs. 75,000/- per month., and an annual increase shall be applicable as per the policy of Hooghly CSL in the subsequent years.**

b) **Other benefits under Contributory Provident Fund, Medical Insurance Coverage, Accident Insurance Coverage, Reimbursement of Medical expenses shall be applicable as per the Hooghly CSL Policy.**

c) Higher consolidated pay may be considered for candidates with more experience which is relevant to the post.

d) The posting shall be at Hooghly Cochin Shipyard Limited, Howrah.

VI. Age:

- a) The upper age limit for the prescribed post **shall not exceed 64 years** as on **13th April 2026** i.e., applicants should be born on or after **14th April 1962**.

VII. Method of Selection & Mode of receipt of application:

- a) The method of selection shall be through **Personal Interview (Out of 100 marks)**.
- b) The parameters for selection may be subject to change and the same would be notified prior to commencement of the selection process.
- c) The applications shall be verified with their original certificates and **candidates who successfully complete the certificate verification shall only be allowed to attend the Personal Interview at Hooghly CSL.**
- d) Applicants should fill in the application form (**Annexure-I**) with recent passport size photograph pasted and e-mail the scanned copies of signed application form along with supporting documents in one PDF file to the e-mail id careers@hooghlycsl.com and mention "Application for the post of.....(Name of the post)" as the subject of the e-mail. **Applications submitted in any other mode shall not be accepted. Application once submitted shall be final.**
- e) Application Form must be complete in all respects as per the Advertisement Notification. Please note that incomplete and unsigned applications shall not be considered. Filling of garbage/junk details in any of the fields can lead to rejection of application.
- f) Original certificates towards **proof of age, qualification, experience, caste etc.** and self-attested copies of all these certificates, should be produced for verification and their candidature shall be considered on the strength of the original certificates. **In case of failure to produce the original certificates, the candidature shall be rejected.**
- g) Application that are incomplete, not in the prescribed format, not legible, without the required enclosures will be summarily rejected without assigning any reason and no correspondence in this regard will be entertained.
- h) Hooghly CSL reserves the right to scrutinize applications for the post and prepare shortlist of candidates based on meeting eligibility requirements ascertained through the certificates submitted and only such shortlisted candidates shall be permitted to attend the selection process.

VIII. Conditions:

a) Reservation:

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

c) Experience:

- (i) Experience acquired after **the date of passing of the qualification stipulated as per the above requirements shall only be considered. Period of post qualification experience shall be reckoned as on 13th April 2026.**
- (ii) 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 and CTC Certificate during the current financial year/IT Form-16 of the previous financial year** as proof of work experience. **For past employment, experience certificate indicating the date of joining as well as relieving should be submitted. In case of applicants working in private sector or contract rolls, document for CTC breakup clearly indicating the monthly, annual components, benefits and payslip should be submitted. The applicants should submit all certificates to establish the experience claimed in their online application, failing which their candidature shall be cancelled and they shall not be considered for further selection.**
- (iii) Applicants in regular Government service or in Government owned industrial or other similar organizations should submit their applications to Hooghly CSL. However, such applicants are required to upload a declaration (as per **Annexure – II**) that they have informed in writing to their employer that they have applied for the post notified by Hooghly CSL. Candidature of such applicants will not be considered if objection if any received from the employer.
- (iv) Applicants who are Ex-servicemen should submit **Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces**. Those ex-servicemen having Degree 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. Ex-servicemen claiming equivalency of Degree in discipline 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. They should produce experience certificate from the authorities concerned, failing which their candidature shall not be considered.
- (v) 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 10.10.1994 and 36034/1/2014-Estt (SCT) dated 14.08.2014. **All ex-servicemen shall submit an undertaking along with the online application, that he has not been re-employed in Government after availing the benefits for ex-servicemen (as per Annexure – III).**

(vi) 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 form for the post notified.

d) Application Fee:

Nil

e) How to Apply:

(i) Applicants should fill in the application form (**Annexure-I**) with recent passport size photograph pasted and e-mail the scanned copies of signed application form along with supporting documents in one PDF file to the e-mail id careers@hooghlycsl.com and mention "Application for the post of.....(Name of the post)" as the subject of the e-mail.

(ii) **The Checklist of documents to be submitted along with the Application Form are as under: -**

1. Scanned copy of Aadhaar Card.
2. Relevant Certificates to prove age (Birth Certificate/SSLC or SSC/Passport).
3. All Qualifying Degree Certificates.
4. Consolidated Mark Sheets / All Semester Mark Sheets.
5. Permanent Registration Certificate (Issued by State Medical Council/National Medical Commission).
6. Experience certificates.
7. Disability Certificate (if applicable).

(iii) **Applicants should ensure that the scanned copy of Application Form (Signed with photo pasted) & all certificates towards proof of age, educational qualification, experience, caste, disability etc. are sent through e-mail, failing which their candidature shall not be considered and shall be rejected.**

(iv) Application Form must be complete in all respects as per the Advertisement Notification. Applicants should ensure that all the entries have been correctly filled in. Filling of garbage / junk details in any of the fields can lead to rejection of your application. Applications that are incomplete, not in the prescribed format, not legible, without the required enclosures or unsigned, will be summarily rejected without assigning any reason and no correspondence in this regard will be entertained.

(v) The last date for receipt of applications through e-mail: careers@hooghlycsl.com is **13.04.2026 latest by 23:59hrs (IST)**. Application submitted direct or by any other mode shall not be accepted.

(vi) Applicants should ensure that their application has been received at HCSL by getting acknowledgement via e-mail: careers@hooghlycsl.com and via telephone (**033-2955 8283 Ext: 241**).

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,
 - 1. 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
 - 2. 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
 - 3. Who has been released from such service because 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 applicants 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 again at the time of joining or at any 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. and meeting the notified eligibility requirements. At the time of certificate verification/ joining, if the candidates short-listed 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 and 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 vacancy is purely on contract basis for a specific period and Hooghly CSL is not liable to offer appointment during or after the completion of contract period of the selected candidate.
- (vii) **No correspondence regarding the rejection of application in case of ineligibility shall be entertained.**
- (viii) The selected candidate is required to give an undertaking to comply with Hooghly CSL policy on usage of smart phones at work place.
- (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 candidate short-listed for appointment should undergo a medical examination in the hospitals as prescribed by Hooghly CSL. The reports of such medical examination may be examined by Medical Officer of CSL/ Hooghly CSL and the appointment of the candidate may be subject to certification of medical fitness.
- (xi) Appointment of selected candidate will be subject to verification of character and antecedents and verification of all the certificates in original.
- (xii) 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.
- (xiii) Rank lists shall be maintained for the post and shall be operated only in the event of occurrence of a vacancy during the validity period of the rank list. 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, unless a fresh notification for the same post is issued. Vacancy which arose as stated above shall not be treated as a fresh vacancy.
- (xiv) The number of posts indicated in this notification is based on existing requirement and shall vary depending on the future requirements, and the vacancy that may arise during the validity period of the rank list shall be filled up from that rank list at the discretion of Hooghly CSL.
- (xv) Notwithstanding the above or any other conditions, Hooghly CSL reserves the right not to fill up the vacancy notified. Further, the filling up of the notified vacancy 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.
- (xvi) Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.
- (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 given in the CSL /HCSL website only.
- (xx) For any further clarification related to the advertisement and conduct of selection, please contact us via e-mail careers@hooghlycsl.com Or Landline Number **03329558283, Ext.: 241.**

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

**Sd/-
SENIOR MANAGER (IR & HR)
HOOGHLY COCHIN SHIPYARD LIMITED**

