

HOOGHLY COCHIN SHIPYARD LIMITED
HOWRAH – 711109

Ref. Nos. – HCSL/HR/RECTT/PERMA/2025-26/3

Date: 12.09.2025

NOTICE

SCHEDULE OF SELECTION TESTS FOR THE POST OF ASSISTANT MANAGER
(MACHINERY/PIPING DESIGN) & ASSISTANT MANAGER (ELECTRICAL OUTFIT
DESIGN) FOR HOOGHLY CSL

1. The detail schedule of Selection Test (Objective & Descriptive Type Test, Group Discussion & Personal Interview) for the posts of **Assistant Managers** are as follows:

Sl. No.	Name of the Posts	Date of Selection test	Venue of Selection test	Reporting Time
1.	Assistant Manager (Machinery/Piping Design)	23.09.2025 (Tuesday)	Hooghly Cochin Shipyard Limited, Administrative Building, Satyen Bose Road, P.O.- Danesh Shaikh Lane, Nazirgunge, Howrah, West Bengal - 711109	08:30 A.M
2.	Assistant Manager (Electrical Outfit Design)			

***Candidates are requested to report at the venue as per reporting time above for the Selection Test. No candidates shall be admitted for the selection process after the commencement of the selection test.**

2. The details of selection tests is as follows: -

Name of Posts	Method Of Selection
Assistant Manager (Machinery/Piping Design) & Assistant Manager (Electrical Outfit Design)	a) Objective Type Test: 40% marks b) Descriptive Type Test: 30% marks c) Group Discussion & Personal Interview: 30% marks <u>Total: 100 Marks</u>

3. Candidates who are provisionally short-listed for the post shall require to do the Certificate Verification before the selection tests.

4. Short-listed candidates should ensure that they fulfil all the eligibility requirements viz. age, qualification, experience, caste, disability etc., as advertised vide Notification No. HCSL/HR/RECTT/PERMA/2025-26/3 dated 25.06.2025 before attending the selection process. **Candidates who will successfully complete the certificate verification shall be permitted to attend the selection process at Hooghly CSL.**

5. Candidates should bring two copies of the **call letter (copy of the email communication)**, with recent passport size photographs pasted and a valid photo identity proof (in original) like Passport/Election ID proof/ Aadhaar/ Driving license issued by the Government, to secure entry to the venue and abide by all safety and security instructions while inside the company premises. Those who do not produce the call letter and valid photo identity proof (in original) will not be allowed to appear for selection test. One copy of the call letter is to be submitted during the selection tests. The candidates should retain the other copy of the call letter, till the completion of selection process.

6. The call letter to attend the Certificate Verification & Selection tests is purely provisional and subject to verification of original certificates for proof of age, qualification, experience, caste, disability etc., as notified. During the Certificate Verification following with the Selection Test, 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 neither be permitted for The Selection Test nor be considered for selection and candidature/ appointment will be cancelled/rejected without further notice.

7. Candidates short-listed for Certificate Verification & Selection test should produce filled-up Original Application Form, all certificates in Original towards proof of age, qualification, experience, caste, disability etc., as well as one set of self-attested copy of all the certificates (as given in below table), during the certificate verification and their candidature will be considered on the strength of the original certificates along with the Call Letter and valid Photo ID. Those who do not produce the original certificates or filled-up Original Application Form will not be allowed to appear for the selection process.

Sl. No.	Documents to be arranged & submitted as per the serial order below:
1.	Call Letter for Certificate Verification and the Selection Test – Two copies
2.	Original & Copy of Aadhaar Card (please ensure that name and date of birth in Aadhaar matches that in application form)
3.	A Valid Photo Identity proof (in original) viz. Passport/Election ID proof/Aadhaar/Driving license issued by the Government.
4.	Filled-up Original Application form with photo pasted on application & declaration signed.
5.	Certificate in proof of DOB (Birth Certificate/ SSLC or SSC Certificate / Passport) –

	i.e 30 years of age Cut Off date of age shall be as on 24.07.2025
6.	Educational qualification & Experience Certificates (as notified vide Vacancy Notification No. HCSL/HR/RECTT/PERMA/2025-26/3 dated 25.06.2025.
7.	If caste is other than General You have to submit Valid Community Recent (OBC-NCL) certificate issued by the Revenue Authority not below the rank of Thasildar.
8.	In case you are presently working in a Government Dept. or Semi Government/ Public Sector Organization, you should submit a declaration (as per Annexure – I).
9.	Disability Certificate - Valid Certificate of disability to prove minimum 40% disability in the prescribed format.
10.	Any other relevant certificates or documents specific to the notified post.

8. Candidates should bring own stationery items for the selection test and avoid sharing of such items.

9. Movement to any other areas / buildings / work sites of yard other than the venue of the selection test shall be strictly prohibited.

10. Please note that request for changing the date, time and venue of the selection test shall not be entertained.

11. Candidates provisionally shortlisted for Personal Interview & Group Discussion shall be reimbursed single to & fro third AC Rail fare as admissible for the post as per company rules by the shortest route from the mailing address mentioned in their online application form to Hooghly CSL on production of proof. Candidates claiming travel reimbursement are required to submit the copy of front page of Savings bank passbook with account number and IFSC code, at the time of certificate verification and the eligible amount of reimbursement shall be credited to their bank account through NEFT. Reimbursement of travel fare shall only be made to those candidates who submit the above details. However, at the time of certificate verification, if it is found that the candidate does not fulfill any of the notified eligibility conditions, he/she shall neither be allowed to attend selection process nor be paid any travelling allowance. This clause shall not apply in case of selection conducted through electronic media.

12. No correspondence regarding the rejection of application in case of ineligibility at any stage shall be entertained.

13. HCSL reserves the right to extend the scheduled date or postpone / re-schedule the selection test to the following day or a later date, due to any compelling / administrative reasons and candidates are advised to plan accordingly.

14. Issue of call letter and mere attending tests 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 you to any claim for employment in HCSL.

15. Candidates are advised to frequently visit CSL/HCSL website (Career page) for all updates related to the selection.
16. Any changes in the above schedule shall be notified on CSL/HCSL website only.
17. Other terms and conditions of the Vacancy Notification No. HCSL/HR/RECTT/PERMA/2025-26/3 dated 25.06.2025 shall apply.
18. For any queries please contact us at 033-2955 8283.

SD/-
Sr. Manager (IR & HR)
On & behalf of Hooghly Cochin Shipyard Limited