

**HOOGLY COCHIN SHIPYARD LIMITED**

**HOWRAH- 711109**

**Vacancy Notification No. HCSL/HR/RECTT/CONT/2026-27/4 dated 10.07.2026**

**SUPERVISOR (HR) ON CONTRACT BASIS FOR HOOGLY CSL**

Hooghly Cochin Shipyard Limited (Hooghly CSL), a Wholly Owned Subsidiary of Cochin Shipyard Limited Invites **Online Applications** from Indian citizens for filling up of the post of **Supervisor (HR) on Contract Basis at Hooghly Cochin Shipyard Limited.**

**I. Name of the Post, Educational Qualification & Experience:**

**TABLE 1**

<b>Sl. No.</b>	<b>Name of the Post</b>	<b>Educational Qualification</b>	<b>Experience</b>
01	Supervisor (HR) on Contract Basis	<b><u>Essential:</u></b> Bachelor's Degree in Arts (other than Fine Arts/ Performing Arts) or Science or Commerce or Computer Applications or Bachelor of Social Work, Business Administration, with minimum 60% of marks from a recognized University.	<b><u>Experience:</u></b> Minimum 7 years post qualification experience in matters relating to human resource/ Labor welfare/ contract labor management Office work, Recruitment activities / maintenance of files, registers and records in a Public / Private sector /Commercial Organization.  <b><u>Desirable:</u></b> Proficiency in Computer Applications like MS Office (MS Excel, MS Word & MS Power Point), SAP etc.

**II. Important Dates:**

**Commencement of Online Application : 10<sup>th</sup> July 2026**

**Last Date of Online Application : 31<sup>st</sup> July 2026**

**III. Number of the Vacancy and Reservation:**

**TABLE 2**

<b>Name of the Post</b>	<b>UR</b>
Supervisor (HR) on Contract Basis	1
<b>Total</b>	<b>1</b>

- a) Hooghly CSL reserves the right to increase / decrease the number of vacancies or not to fill up any of the vacancy or cancel the recruitment process, as per its requirement.
- b) Reservation for Persons with Benchmark Disabilities (PwBD) shall be as per Govt. of India Guidelines.

**IV. Period of Contract & Place of Posting:**

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

**V. Remuneration, Place of Posting & Other benefits:**

- a) The remuneration details for the post are as under:

**TABLE 3**

<b>Contract period</b>	<b>Consolidated pay (per month)</b>
1 <sup>st</sup> year	₹ 40,650/-
2 <sup>nd</sup> year	₹ 41,490/-
3 <sup>rd</sup> year	₹ 42,355/-
4 <sup>th</sup> year	₹ 43,246/-
5 <sup>th</sup> year	₹ 44,164/-

- 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.**

**VI. Age:**

- a) **The upper age limit prescribed for Supervisor shall not exceed 45 years as on 31<sup>st</sup> July 2026, i.e., applicants should be born on or after 1<sup>st</sup> August 1981.**
- b) Age relaxation for Persons with Benchmark Disabilities (PwBD) and Ex-servicemen shall be as per Government of India guidelines. However, in no case, the age limit after applying all age relaxations shall exceed 55 years.

**VII. Method of Selection:**

**The method of selection shall include: -**

- a) **Phase I - Written test (Objective Type Test – 40 Marks & Descriptive Type Test–40 Marks)  
Phase II – PowerPoint presentation on work experience (20 Marks).**

- b) Depending upon the number of online applications, the Objective & Descriptive Type Tests shall be held at Hooghly CSL, Howrah or as desired by Hooghly CSL. The allocation of examination centers shall be at the sole discretion of Hooghly CSL.
- c) The **Phase-I Objective type test shall be of 45 minutes duration** and consists of two parts – **General (Part A) and Discipline related (Part B)**. The pattern of the Objective Type Test question paper, number of questions and allotment of marks is detailed under:

**TABLE 4**

No of questions in each section/ mark per section*					Total no of questions for objective type test/max marks
General Knowledge	General English	Reasoning	Quantitative aptitude	Discipline related	
5	5	5	5	20	40

\*Each question carries one mark.

- d) The Descriptive type written test shall be of 40 marks, 90 minutes duration comprising of discipline-related questions.
- e) The mark list shall be prepared based on marks secured by candidates in the Phase-I – Objective type test. The Descriptive test answer sheets of only those candidates shall be evaluated, who secure the minimum pass mark and above in the Objective type test and who meet the notified eligibility requirements.
- f) The minimum pass mark each for Objective as well as Descriptive tests shall be as below:
- For unreserved post – 50 % of Total Marks of each test.  
For PwBD Candidates – 40% of the Total Marks of each test.
- g) Phase-II (PowerPoint Presentation on work experience), shall be held at Hooghly CSL as decided by Hooghly CSL. The PowerPoint Presentation on work experience shall be of duration not more than ten minutes highlighting the work experience of candidates.
- h) Depending upon the number of online applications received, Hooghly CSL reserves the right to scrutinize applications for the post and prepare a short-list of candidates based on meeting eligibility requirements ascertained through the certificates uploaded by the applicants in the online application portal and only such shortlisted candidates may be considered for selection.
- i) Rank lists of candidates who qualified in all the phases shall be prepared based on the total marks secured by the candidates in Phase I & Phase II. In case, the same aggregate mark is secured by more than one candidate, marks scored in the discipline part of the Objective type test shall be the basis of determining the order of the rank list. In case of a tie thereafter, relative merit shall be decided based on seniority in age.

- j) The selection shall be subject to verification of eligibility requirements (age, educational qualification, reservation and experience etc.) for which the candidate should produce the original certificates in proof of age, educational qualification, experience and certificates for reservation categories along with self-attested copies at the time of Certificate Verification, failing which they shall not be considered for further selection.
- k) Candidates who successfully complete the certificate verification shall only be permitted to attend the selection tests. The selection process shall be held at Hooghly CSL- Nazirgunge Unit or through electronic media or any other location as decided by Hooghly CSL.

## VIII. Conditions:

### a) Reservation:

- (i) Government of India Directives on reservation shall apply.
- (ii) In the case of Persons with Benchmark 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 issued by the 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 an 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 above requirements shall only be considered. Period of post qualification experience shall be reckoned as on 31<sup>st</sup> July 2026.**
- (ii) Experience Certificates obtained from companies registered under the Companies Act 1956 or Foreign Companies of equivalent status shall only be considered for shortlisting to attend the selection process.
- (iii) Applicants who are presently working in any company (Private/Public Sector/Govt), in the absence of experience certificate, should submit copy of **Appointment Order or Offer letter issued by the company, latest Pay Slip/copy of last Pay drawn as proof of experience. For past employment, experience certificate indicating the date of joining as well as relieving should be submitted. The candidates should submit all certificates to establish the experience claimed in their online application, failing which their candidature shall not be considered for further selection.**

- (iv) Work experience obtained from contractors (Proprietary Firms and Partnership Firms) engaged by registered companies may be **considered based on the endorsement of the Principal Employer** on the certificates issued by the contractor. Such applicants are required to submit their experience certificates along with further proof such as ESI/EPF statements. Certificates of training issued by the contractors without the endorsement of the Principal Employer shall not be considered.
- (v) Applicants who are Ex-servicemen should submit **Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces**. Those ex-servicemen having qualification endorsed in their Discharge Certificate/ Book should have working experience in the relevant discipline in the Armed Forces. Such qualification acquired during service period shall also be considered for calculation of post qualification experience. Ex-servicemen claiming equivalency of qualification should produce certificate of equivalency or endorsement in the Discharge Certificate of the same with authority (refer order issued by the Govt. of India), should produce certificates indicating qualification and work experience in the relevant discipline in the Armed Forces, as proof of experience and produce the same during certificate verification process. They should produce experience certificate from the authorities concerned, failing which their candidature shall not be considered.
- (vi) Applicants should 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 uploaded while submitting their online application for the post notified.
- (vii) **All types of training with remuneration including Apprenticeship Training in the relevant discipline under the Apprentices Act, shall be treated as experience.**

**d) Application Fee:**

- (i) An application fee of ₹ 300/- (Non-refundable, plus bank charges extra) should be remitted using the online payment options (Debit card/Credit card/Internet Banking) which can be accessed through our Online application facility from 10<sup>th</sup> July 2026 to 31<sup>st</sup> July 2026. No other mode of payment shall be accepted.
- (ii) **Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Persons with Benchmark Disability (PwBD) need not pay the application fee.** They are exempted from payment of the application fee.

**e) How to Apply:**

- (i) **Applicants should go through the User Manual and FAQ published in the link [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page → HCSL, Kolkata) or [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page → E-Recruitment Contract Posts → Page-2) before filling the online application. **The application consists of two phases - One time Registration and Submission of application against the post applicable.** Applicants should not submit more than one application. Application once submitted shall be final.**

- (ii) Applicants meeting the notified requirements may do the **One-time registration in the SAP Online portal to submit their application.** The facility to submit their application can be accessed through the website [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page → HCSL, Kolkata) or [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page → E-Recruitment Contract Posts → Page-2) from **10.07.2026 from 10:00 hrs. onwards to 31.07.2026. Application submitted direct or by any other mode shall not be accepted.**
- (iii) Applicants should ensure that all certificates towards proof of age, educational qualification, experience, caste, disability etc., and a recent passport size color photograph are uploaded in the SAP online application portal, failing which their candidature shall not be considered and shall be rejected.
- (iv) Applicants should ensure that all the entries in the online application have been correctly filled in and application submitted successfully. Change in the data provided in the application after final submission of the same through online will not be considered. **Filling of garbage/junk details in any of the fields can lead to rejection of application.**
- (v) Application must be complete in all respects as per this Advertisement Notification. **Please note that incomplete applications /withdrawn applications / applications in draft status shall not be considered.** On successful submission of the application, the status of the application shall be shown as **"In process"**. After submission of the application, the applicant shall log in to My Applications and ensure that the application status is **"In process"** to ensure the process is complete. No refund of fees shall be considered after successful submission of application or withdrawal of application.
- (vi) After applying through online, applicants should retain a soft copy/ printout of the online application containing the unique registration number generated by the system for their reference. It is important to note that, the unique registration number shall be obtained only upon successful submission of online application. The Registration Number on the online application should be quoted for any correspondence with Hooghly CSL.
- (vii) Applicants need not send the online application print out/ certificates/ application fee in the form of DD/Challan/Cheque by post to Hooghly Cochin Shipyard Limited.
- (viii) The website will remain functional for the purpose of submitting applications from **10.07.2026** and the last date for submission of applications through online is **31.07.2026**. To avoid heavy traffic in website on the last date that may result in non-submission of application, applicants are advised to log in to CSL/Hooghly CSL website and submit applications well in advance before the last date. **Those who apply on the last date of application may not get any troubleshooting assistance / technical support in the online application portal by email/ phone after 16.00 hrs. on the last date.**

**f) General:**

- (i) **Applicants are advised to make sure that they are meeting the eligibility requirements as per the vacancy notification for the post before submitting the applications.**
- (ii) Definition of Ex-serviceman: Ex-serviceman is a person
- a) Who has served in any rank whether as combatant or non-combatant in a Regular Army, Navy and Air Force of the Indian Union, and
    - i. Who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
    - ii. who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
    - iii. who has been released from such service 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 candidates in support of educational qualification / experience / other notified eligibility requirements as indicated in their application, and information / replies to such queries should be only through the e-mail [careers@hooghlycsl.com](mailto:careers@hooghlycsl.com). However, Hooghly CSL shall not be responsible for any delay/non-receipt of such e-mails within the stipulated date and time. Replies to any such queries received after the stipulated date and time shall not be considered, and no further correspondence shall be entertained in this regard.

- (iv) Original Certificates of the short-listed candidates shall be verified at the time of joining or at some other stage as decided by Hooghly CSL. Candidature is purely provisional subject to verification of original certificates in proof of age, qualification, experience, caste, disability, medical fitness and meeting the notified eligibility requirements. At the time of 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, the candidate shall not be considered for selection and candidature will be cancelled/rejected without further notice.
- (v) **No TA/DA shall be paid to the candidates for attending the selection process.**
- (vi) The vacancies are purely on a contract basis for a specific period and Hooghly CSL is not liable to offer appointments during or after the completion of the contract period of the selected candidates.
- (vii) **No correspondence regarding the rejection of application in case of ineligibility shall be entertained.**
- (viii) **Call letters shall not be sent to short-listed candidates by post. They shall be informed to download call letter by e-mail/through Hooghly CSL website [www.hooghlycsl.com](http://www.hooghlycsl.com). Schedule of the selection process shall be intimated to the short-listed applicants through E-mail/CSL/Hooghly CSL website (Career page). Candidates are requested to frequently check the above website (Career Page, CSL/Hooghly CSL) for updates related to the selection process.**
- (ix) The Schedule of the selection process shall be intimated to the short-listed applicants through E-mail/ CSL website [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page→HCSL) or [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page> E-Recruitment Contract Posts → Page-2). Candidates are requested to frequently check the above for updates related to the selection process.
- (x) 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.
- (xi) The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by Hooghly CSL. The reports of such medical examination may be examined by Medical Officer of Hooghly CSL and the appointment of the candidate is subject to verification of medical fitness.
- (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 the validity of the rank list shall be up to 18 months from the date of reporting of the last candidate, from the list of candidates advised to join on publication of the result, or until a fresh notification for the same post is issued. The rank list may be operated only if a vacancy occurs either due to the non-joining of candidate advised to join from the rank list or due to subsequent separation of a candidate selected from the rank list.
- (xiv) The number of post indicated in this notification is based on existing requirements and shall vary depending on the future requirements and the vacancies that may arise during the validity period of the rank list shall be filled up from that rank list at the discretion of the Hooghly CSL.
- (xv) Notwithstanding the above or any other conditions, Hooghly CSL reserves the right not to fill up the vacancies notified. Further, the filling up of the notified vacancies will 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 the 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 published in the CSL/Hooghly CSL website only.
- (xx) For any further clarifications related to the advertisement and conduct of selection, please contact us via e-mail [careers@hooghlycsl.com](mailto:careers@hooghlycsl.com)/call us at 033- 2955 8283, Ext.: 241.

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

**Sd/-  
SR. MANAGER (IR & HR),  
HOOGHLY COCHIN SHIPYARD LIMITED**