

**HOOGHLY COCHIN SHIPYARD LIMITED
HOWRAH – 711109**

Ref. No. – HCSL/HR/RECTT/PERMA/2024/3

Date: 20/12/2024

NOTICE

**VENUE, REPORTING TIME & DATES FOR WRITTEN TEST FOR THE POST OF
EXECUTIVE TRAINEE (HUMAN RESOURCE)**

1. The detail schedule for Phase- I -Objective Type Test & Writing Skill Test for selection to the Post of Executive Trainee (Human Resource) is as follows:

TABLE-1

SL. NO.	NAME OF THE POST	DATE OF WRITTEN TEST	VENUE OF WRITTEN TEST	REPORTING TIME
1.	EXECUTIVE TRAINEE (HUMAN RESOURCE)	07.01.2025	Hooghly Cochin Shipyards Limited, Administrative Building, Satyen Bose Road, P.O.- Danesh Shaikh Lane, Nazirgunge, Howrah, West Bengal - 711109	09:00 A.M.

2. As per the clause F of the Vacancy Notification No. HCSL/HR/RECTT/PERMA/2024/3 dated 25.09.2024, the method of selection for the post of Executive Trainee (Human Resource) shall include Phase I- Objective Type Test (60 marks) and Phase-II: - Group Discussion (GD) (10 marks), Writing Skills (10 marks) and Personal Interview (20 marks).

The details of the Objective Type Test and Writing Skills Test is as follows: -

TABLE-2

Name of Post	Type of test
EXECUTIVE TRAINEE (HUMAN RESOURCE)	<p style="text-align: center;">1. Objective Type Test, Total Marks: 60, General Awareness (5 Marks), English Language (5 marks), Numerical Ability (5 marks), Reasoning Ability (5 marks) and Subject Based (40 marks) Time Duration: 60 minutes</p> <p style="text-align: center;">2. Writing Skills Test, Total Marks: 10, Time Duration: 30 minutes</p>

3. For provisionally short-listed candidates, email for selection tests has already been sent to e-mail ID mentioned in the application. Non-receipt of emails, if any, shall be informed by email

careers@hooghlycsl.com latest by 23rd December, 2024. Other instructions are detailed in the email. Candidates are requested to go through the general instructions in the email, and ensure that all instructions mentioned in the email are adhered to before appearing for the selection.

4. 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 & xerox copy) 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 (Objective & Writing Skill 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.
5. The call letter to attend the selection test (Objective Type Test & Writing Skill Test) is purely provisional.
6. Candidates should bring own stationery items for the selection test (Objective Type Test & Writing Skill Test) and avoid sharing of such items.
7. Movement to any other areas / buildings / work sites of yard other than the venue of the selection test (Objective Type Test & Writing Skill Test) shall be strictly prohibited.
8. Please note that request for changing the date, time and venue of the selection test (Objective Type Test & Writing Skill Test) shall not be entertained.
9. No TA/DA will be paid to the candidates for attending the test.
10. No correspondence regarding the rejection of application in case of ineligibility at any stage shall be entertained.
11. Depending upon number of candidates, HCSL reserves the right to extend the scheduled date or postpone / re-schedule the selection test (Objective Type Test & Writing Skill Test) to the following day or a later date, due to any compelling / administrative reasons and candidates are advised to plan accordingly.
12. 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.
13. Candidates are advised to frequently visit HCSL website (Career page) for all updates related to the selection.
14. Any changes in the above schedule shall be notified on HCSL/CSL website only.
15. Other terms and conditions of the Vacancy Notification No. HCSL/HR/RECTT/PERMA/2024/3 dated 25.09.2024 shall apply.
16. For any queries please contact us at 033-2955 8283.

“CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION”

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