

**HOOGHLY COCHIN SHIPYARD LIMITED
HOWRAH – 711109**

Ref. Nos. – HCSL/HR/RECTT/PERMA/2024/2

Date: 19.02.2025

NOTICE

**SCHEDULE OF PHASE-I SELECTION TEST (WORK EXPERIENCE IN THE RELEVANT JOB/ AREA
& POWER POINT PRESENTATION ON WORK EXPERIENCE) FOR THE POST OF
DEPUTY MANAGER (SAFETY)**

1. The detail schedule for Phase-I Selection Test for the Post of **DEPUTY MANAGER (SAFETY)** is as follows:

Sl. No.	Name of the Post	Date of Selection test	Mode of Phase-I Selection Test	Time
1.	Deputy Manager (Safety)	20.02.2025	Through Video Conferencing.	09:00 Hrs.

2. As per the Vacancy Notification No. HCSL/HR/RECTT/PERMA/2024/2 dated 25.09.2024, the method of selection shall include a Power Point Presentation, Group discussion and Personal Interview. **Candidates who are provisionally short-listed for the Phase-I selection test shall be required to do the Power Point Presentation highlighting their work experience (duration of not more than ten minutes). The work experience shall be assessed by selection committee based on the documents submitted by the candidates and the power point presentation on work experience.**

3. Short-listed candidates should ensure that they fulfill all the eligibility requirements viz. age, qualification, experience, caste, disability etc., as advertised vide Notification No. HCSL/HR/RECTT/PERMA/2024/2 dated 25.09.2024 before attending the selection process. Verification of identity of candidates shall be done at the start of the Video Conferencing.

4. Candidates attending the selection process through video conferencing shall present the copy of call letter along with Aadhaar Card (in original) for Identity Verification. Those who do not produce the call letter and Aadhaar Card (in Original) shall not be allowed to appear for the Video Conferencing and further selection.

5. Candidates attending the selection process through Video Conferencing, on receipt of Call Letter shall forward the following documents to careers@hooghlycsl.com.

a) Scanned copy of Aadhaar Card.	
b) Copy of Call Letter with Undertaking for selection process through Video Conferencing.	Enclosed formats of (b) and (c) to be filled in and returned.
c) Qualification details forms	

6. Candidates shall ensure that prerequisites for the video conferencing facility such as the bandwidth and system requirements (software and hardware), are fulfilled prior to start of the video conferencing.

7. Candidates shall be responsible to rectify any system issues or connectivity issues with written information to Hooghly CSL prior to start of the video conferencing. Failure from the part of the candidate to log in to the video conferencing and / or not attending the selection process through video conferencing on the stipulated date and time and / or the selection process remain incomplete due to connectivity or any other issues, shall be treated as absence from the selection process. Hooghly CSL may not reschedule such selection.

8. Candidates shall ensure a professional setting as part of proper online etiquette, with pleasant natural setting/background, without any external disturbances, interruptions, sounds etc.

9. Candidates shall wear formal attire during the selection process; i.e., formal shirt, pant and shoes for men, tie is optional and either salwar suit or churidar or saree or western formal for women.

10. Candidates shall take note to limit the meeting distractions to the extent possible, by avoiding quick movements, rattling of papers, chair squeaks etc.

11. Candidates shall ensure to keep their cameras and microphones switched on during the selection process.

12. Candidates shall maintain eye contact with the camera and stay engaged in the meeting.

13. Candidates shall not use any other electronic items or gadgets during the video conferencing for the purpose of recording the selection process or for assistance during the selection. The candidates shall ensure that he / she is alone while attending the selection process through the video conferencing and no third party / person shall assist or support him / her in the selection process. The candidate shall ensure that he / she has no access to any information for assistance of any kind that may aid him / her during the selection process.

14. The entire video conferencing process shall be confidential. The candidates shall maintain the confidentiality of the content throughout the selection process and thereafter. The candidates shall not record or transmit the content to any third party or publish the same in any real / virtual media. Any violation of the obligation shall entail cancellation of the candidature and / or attract legal action, as deemed appropriate. This confidentiality obligation would be valid for a period of three years from the date of

conduct of selection, and the candidates shall be required to submit an undertaking to this extent prior to the selection process in the prescribed format.

15. The breach of any of the above stipulations required for the selection process, shall be considered as unfair / fraudulent practice and shall entail appropriate action including cancellation of the candidature.

16. Original Certificates of the short-listed candidates shall be verified 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.

17. Candidates are requested to appear for the selection process through video conferencing on the stipulated date and time as informed. Further, the candidates are requested to make themselves available for the entire second half of the referred date as the selection process may continue till late evening. Please note that request for changing the date and time of the Video Conferencing shall not be entertained.

18. No correspondence regarding the rejection of application in case of ineligibility during the selection process or at any other stage shall be entertained.

19. Issue of call letter and mere attending the selection process through Video Conferencing 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.

20. Hooghly CSL reserves the right to extend the scheduled date or postpone / reschedule the selection process (to the following day or a later date), due to any compelling /administrative reasons / government-imposed restrictions or guidelines and candidates are advised to plan accordingly. Hooghly CSL shall not be liable to entertain any claim arising out of re-scheduling of the selection dates.

21. Any changes in the above schedule shall be notified on Hooghly CSL website only.

22. Other terms and conditions of the advertisement Notification No. HCSL/ HR/ RECTT/ PERMA/ 2024/ 2 dated 25.09.2024.

SD/-
SR. MANAGER (IR & HR)
ON & BEHALF OF HOOGHLY COCHIN SHIPYARD LIMITED