

**HOOGHLY COCHIN SHIPYARD LIMITED**

**HOWRAH- 711109**

**Vacancy Notification No. HCSL/HR/RECTT/CONT/3/2024 dated 24.07.2024**

Hooghly Cochin Shipyard Limited (HCSL), a Wholly Owned Subsidiary of Cochin Shipyard Limited Invites applications from Indian citizens for filling up of the following posts of **Project Assistants for appointment on fixed term contract basis** at Hooghly Cochin Shipyard Limited.

**I. Name of Discipline, Educational Qualification, Experience:**

**TABLE 1**

<b>Sl. No.</b>	<b>Discipline</b>	<b>Education Qualification</b>	<b>Experience</b>
1.	Project Assistant (Office) on contract basis	<p><b><u>Essential:</u></b> Pass in 3-year Bachelor's Degree in Arts (other than fine arts/performing arts) or in science or in Computer applications or Business administration with minimum 60% of marks from a recognized university.</p> <p><b><u>Desirable:</u></b> Proficiency in Computer Applications like AutoCAD, SAP, MS Project, MS Office etc.</p>	<p><b><u>Essential:</u></b> Minimum of two years' experience in a</p> <ul style="list-style-type: none"><li>• Shipyard or</li><li>• Engineering Company or</li><li>• Commercial Organization or</li><li>• Government / Semi Government company/ Establishment.</li></ul>
2.	Project Assistant (Mechanical) on contract basis	<p><b><u>Essential:</u></b> Three-year Diploma in Mechanical Engineering with minimum 60% of marks from a State Board of Technical Education.</p> <p><b><u>Desirable:</u></b> Proficiency in Computer Applications like SAP, MS Project, MS Office etc.</p>	<p><b><u>Essential:</u></b> Minimum of two years' experience in a</p> <ul style="list-style-type: none"><li>• Shipyard or</li><li>• Engineering Company or</li><li>• Commercial Organization or</li><li>• Government / Semi Government company/ Establishment.</li></ul>

3.	Project Assistant (Electronics) on Contract Basis	<p><b>Essential:</b> Three-year Diploma in Electronics Engineering with minimum 60% of marks from a State Board of Technical Education.</p> <p><b>Desirable:</b> Proficiency in Computer Applications like SAP, MS Project, MS Office etc.</p>	<p><b>Essential:</b> Minimum of two years post qualification experience or three years post qualification training in a • Shipyard or • Engineering Company or • Commercial Organization or • Network Service Provider Company or • Government/Semi Government Company/ Establishment.</p>
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**II. Important Dates:**

*Commencement of Application* : 24<sup>th</sup> July 2024  
*Last Date of Application* : 31<sup>st</sup> August 2024

**III. Discipline, No. of Vacancies and Reservation:**

**TABLE 2**

Sl. No.	Name of Posts	UR	OBC	TOTAL
1.	Project Assistant (Office) on contract basis	3	1	4
2.	Project Assistant (Mechanical) on contract basis	1	-	1
3.	Project Assistant (Electronics) on contract basis	1	-	1
<b>Total</b>				<b>6</b>

- a) HCSL reserves the right to increase / decrease the number of vacancies or not to fill up any of the vacancies or cancel the recruitment process, as per its requirement.

**IV. Period of Contract:**

- a) The above posts are temporary in nature and **for a maximum period of three years** subject to project requirements and individual performance.

**V. Remuneration:**

a) The remuneration details for the posts are as under:

**TABLE 3**

<b>Contract Period</b>	<b>Consolidated Pay (Per month)</b>	<b>Compensation for Extra Hours of Work (For 25 hrs. Per month)</b>
First year	₹ 24,400/-	₹ 6,100/-
Second year	₹ 25,100/-	₹ 6,280/-
Third year	₹ 25,900/-	₹ 6,480/-

**VI. Age:**

- a) **The upper age limit prescribed for the posts shall not exceed 30 years as on 31.08.2024 i.e., applicants should be born on or after 01.09.1994.**
- b) The upper age limit is relaxable by 3 years for OBC (Non-Creamy Layer) candidates in posts reserved for them.
- c) Age relaxation for Persons with Benchmark Disabilities (PwBD) and Ex-servicemen shall be as per Government of India Guidelines. However, in no case, age limit after applying all age relaxations shall exceed 45 years.

**VII. Method of Selection:**

- a) The method of selection for the posts shall be through Objective Type test and Descriptive Type Test which shall be conducted out of 100 marks.
- b) The Objective Type Test shall be of 90 Minutes duration comprising of 80 Multiple Choice Questions in the following areas. Each question carries one mark and there shall be no negative marks. The Descriptive Type test shall be of 45 minutes duration. The details of Objective and Descriptive type test are as under: -

**i. Objective Type Test**

- General Knowledge - 5 Marks  
Reasoning - 5 Marks  
Quantitative Aptitude - 10 Marks  
General English - 10 Marks  
Discipline related - 50 Marks

## **ii) Descriptive Type Test**

Writing skills (English language)- 20 Marks

<b>Sl. No.</b>	<b>Name of the Posts</b>	<b>Method of Selection</b>	<b>Marks</b>
1.	Project Assistants on contract basis	Objective Type Test	80
		Descriptive Type Test	20
		<b>Total Marks</b>	<b>100</b>

- c) Detailed Syllabus for Objective type test & Descriptive type test will be published shortly in the website.
- d) Depending upon the number of applications, the objective type test shall be held at HCSL through offline mode. The allocation of examination center shall be at the sole discretion of HCSL.
- e) The minimum pass marks for Objective type test shall be as below: -
- For unreserved posts & for EWS candidates – 50 % of Total Marks of each test.
  - For OBC candidates – 45 % of Total Marks of each test only for vacancies reserved for OBC.

**The Descriptive test answer sheets of only those candidates who secure the minimum pass mark and above in Objective type test shall be evaluated.**

- f) Candidates who score minimum prescribed pass marks and above in the Selection tests shall be short listed for verification of certificates. 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 and certificates for reservation categories (OBC/EWS/PwBD) along with self-attested copies at the time of Certificate Verification, failing which they shall not be considered for further selection.
- g) Rank lists for the posts shall be prepared based on the aggregate marks secured by the candidates in the Objective type test & Descriptive Type Test. In case, same marks 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 Rank list. In case of a tie thereafter, relative merit shall be decided based on seniority in age.
- h) Only those candidates who successfully complete the certificate verification shall be provisionally considered for selection against the notified posts in the order of merit / reservation, subject to medical fitness.

### **VIII. Conditions:**

#### **a) Reservation**

- i. Government of India Directives on reservation shall apply.
- ii. Applicants belonging to OBC (Non-Creamy Layer), should produce a valid recent community certificate in the prescribed format issued by the Revenue Authority not below the rank of the Tahsildar, failing which their candidature shall not be considered against the reserved post, and for other concessions or relaxations applicable to the category.
- iii. 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 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/ Examination Board recognized by AICTE/ appropriate statutory authority in India/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.
- iii) **For the above posts, applicants without prescribed qualification, but having higher qualifications such as B. Tech, M. Sc etc. shall not be considered.**
- iv) The applicants are required to fill in the exact percentage of marks scored by them in the qualifying examination in the application submitted for the posts. Some Universities/Institutes/ Examination Boards do not award Class or Percentage of marks and allot Aggregate Grade Points (e.g., CGPA/OGPA/CPI etc.). In case University/Institute/Examination Board defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the same shall be accepted. However, where the University/Institute/ Examination does not define criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the Aggregate Grade Points may be multiplied by 10 to get the required percentage of marks.

**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 31.08.2024.**
- ii) **The period of completed Apprenticeship Training in the relevant discipline under the Apprentices Act 1961, shall be treated as experience. Any training with remuneration shall also be treated as experience.**
- iii) **Experience certificate 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.**

- iv) Applicants who are presently working in any company (Private/ Public Sector/ Government) in the absence of experience certificate, should submit copy of Appointment / Offer letter issued by the organization, 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. During the certificate verification process, the candidates should produce all certificates in original to establish the experience claimed in their application, failing which they shall not be considered for further selection.
- v) Applicants who are Ex-servicemen should submit Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces. Those applicants 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. Those applicants claiming equivalency of qualification 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 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 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 during certificate verification.
- vii) **Work experience obtained from contractors (Proprietary Firms and Partnership Firms) engaged by 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.**
- viii) **Applicants who are in the final year of contract on rolls of HCSL or units of CSL, as on date of this vacancy notification are also eligible to apply, subject to meeting all other notified requirements. Those who are in the first year or second year of contract in HCSL or units of CSL are not eligible to apply for the same posts.**

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](mailto: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: -**
- (a) Scanned copy of Aadhaar Card.
  - (b) Relevant Certificates to prove age (Birth Certificate/SSLC or SSC/Passport).
  - (c) All Qualifying Degree Certificates.
  - (d) Consolidated Mark Sheets / All Semester Mark Sheets.
  - (e) Experience certificates.
  - (f) Disability Certificate (if applicable).
  - (g) Caste 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 [careers@hooghlycsl.com](mailto:careers@hooghlycsl.com) is **31.08.2024 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](mailto: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
    - 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 as a result 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 14<sup>th</sup> 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) HCSL 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, HCSL 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 HCSL. Candidature is purely provisional subject to verification of original certificates in proof of age, qualification, experience, caste, disability, medical fitness etc., & meeting the notified eligibility requirements. At the time of Certificate verification/joining, if the candidates short-listed above 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 & information, the candidate shall not be considered for selection and candidature/appointment will be cancelled/rejected without further notice.
- (v) No correspondence regarding the rejection of application in case of ineligibility shall be entertained.
- (vi) **No TA/DA shall be paid to the candidates for attending the selection process.**
- (vii) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed to download call letter by e-mail/through HCSL website **www.hooghlycsl.com. Schedule of the selection process shall be intimated to the short-listed applicants through E-mail/HCSL website (Career page).** Candidates are requested to frequently check the above website **(Career Page, HCSL)** for updates related to the selection process.
- (viii) 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 HCSL.
- (ix) The vacancies are purely on contract basis for a specific period & HCSL is not liable to offer appointment during or after the completion of Contract Period of the selected candidates.
- (x) The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by HCSL. The reports of such medical examination shall be examined by Medical Officer of HCSL and the appointment of the candidate shall be subject to verification of medical fitness by the Medical Officer of HCSL.
- (xi) HCSL 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.

- (xii) 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.
- (xiii) The number of posts indicated in this notification is based on existing requirement 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 HCSL.
- (xiv) Notwithstanding the above or any other conditions, HCSL reserves the right not to fill up the vacancies notified. Further, the filling up of the notified vacancies shall be subject to the suitability of candidates in the rank list, availability of projects and job requirements. HCSL reserves the right to restrict/alter/cancel/modify the recruitment process, if need so arises without notice or assigning any reason thereof.
- (xv) Submission of application shall be considered as unconditional acceptance of all terms & conditions of this vacancy notification by the applicant.
- (xvi) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- (xvii) 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.
- (xviii) Any amendment, modification or addition to this advertisement shall be published in the HCSL website only.
- (xix) For any queries, please contact us via e-mail [careers@hooghlycsl.com](mailto:careers@hooghlycsl.com)/call us at 033-2955 8283 Extn:241

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

Sd/-  
SENIOR MANAGER (IR & HR)



(D) **ACADEMIC PERFORMANCE:**

1. **Basic Qualifications:**

Exam Passed	Institution/ University/ Board	Branch of Specialization	Duration of Study	Month & Year of Passing MM/YYYY	Aggregate % Of Marks	Full Time/ Part Time/ Correspondence

2. **Professional Qualification (Please mention qualification which makes you eligible) :**

Exam Passed	Institution/ University/ Board	Branch of Specialization	Duration of Study	Month & Year of Passing MM/YYYY	Aggregate % of Marks	Full Time/ Part Time/ Correspondence

3. **Additional Qualification, if Any:**


(E) **DETAILS OF EXPERIENCE (If required, please attach separate sheet)**

Teaching experience and training period including Induction training will not be counted as experience

Name of the Organization	Designation	Scale of Pay	Duration		Nature of Duties	Reason for leaving
			From MM,YYYY	To MM,YYYY		

Post Qualification Experience :                      Year                       Month

(F) WHETHER DEPARTMENTAL CANDIDATE: Yes/No

**Declaration:**

I affirm that the information given in this application is true and correct to the best my knowledge and belief. I further undertake that if at any stage it is discovered that an attempt has been made by me willfully to conceal or misrepresent the facts, my candidature/appointment shall be summarily rejected or terminated without any notice.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Applicant

**Please Enclose:**

1. Proof of SC/ST/OBC/EWS/PwBD Certificate (If applicable).
2. Certificates in support of age, education qualifications, experience, Salary Slip etc.
3. Please write Advertisement No., Category and post applied for on the top of the envelope.
4. Please attach a sheet in your own handwriting giving justification as to why you consider fit for the post applied for in maximum 300 words.
5. Certificates in support of proof of candidate's claim as belonging to EWS.

**NOTE: LAST DATE FOR RECEIPT OF APPLICATIONS: 31.08.2024.**