

HOOGHLY COCHIN SHIPYARD LIMITED

HOWRAH – 711109

Ref. No.– HCSL/HR/RECTT/PERMA/2025-26/5

Date: 06.11.2025

VENUE, REPORTING TIME & DATES FOR CERTIFICATE VERIFICATION, GROUP DISCUSSION (GD) & PERSONAL INTERVIEW FOR THE POST OF EXECUTIVE TRAINEE (NAVAL ARCHITECTURE), EXECUTIVE TRAINEE- (MECHANICAL) & EXECUTIVE TRAINEE (ELECTRICAL)

1. The detail schedule for **Certificate Verification, Group Discussion (GD) & Personal Interview** for selection to the Post of Executive Trainees are as follows:

SL. NO.	NAME OF THE POSTS	DATE OF SELECTION TEST	REPORTING TIME	VENUE
1.	Executive Trainee (Naval Architecture)	15.11.2025 (Saturday)	08.30 A.M	Hooghly Cochin Shipyards Limited, Administrative Building, Satyen Bose Road, P.O.- Danesh Shaikh Lane, Nazirgunge, Howrah, West Bengal – 711109 Map Link- https://maps.app.goo.gl/w1Ln57x19bjmUUbt9?g_st=aw
2.	Executive Trainee (Mechanical)		10.00 A.M	
3.	Executive Trainee (Electrical)		01.00 P.M	

2. As per the clause F of the Vacancy Notification No. HCSL/HR/RECTT/PERMA/2025-26/5 dated 25.06.2025, the method of selection for the post of Executive Trainees shall include Objective Type Test (60 marks), Writing Skills (10 marks), Group Discussion (GD) (10 marks) and Personal Interview (20 marks).

3. For provisionally short-listed candidates for Certificate Verification, Group Discussion (GD) & Personal Interview, 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 **10th November, 2025**. 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 Group Discussion (GD) & Personal Interview. 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 Group Discussion (GD) & Personal Interview is purely provisional.

6. Candidates should bring own stationery items for the selection test Group Discussion (GD) & Personal Interview 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 Group Discussion (GD) & Personal Interview shall be strictly prohibited.

8. Please note that request for changing the date, time and venue of the selection test Group Discussion (GD) & Personal Interview shall not be entertained.

9. Only SC candidates for the reserved post appearing for the certificate verification followed by Group Discussion (GD) & Personal Interview 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 Cochin Shipyard Ltd, Howrah on production of proof. Candidates claiming travel re-imburement 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 fulfil any of the notified eligibility conditions, he/ she shall neither be allowed to attend Phase II nor be paid any travelling allowance.

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 Group Discussion (GD) & Personal Interview 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 selection 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 CSL /HCSL website (Career page) for all updates related to the selection.

14. Any changes in the above schedule shall be notified on CSL /HCSL website only.

15. Other terms and conditions of the Vacancy Notification No. HCSL /HR/RECTT/ PERMA / 2025-26/5 dated 25.06.2025 shall apply.

16. For any queries please contact us at [033-2955 8283 ext-241](tel:033-29558283).

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