

**HOOGHLY COCHIN SHIPYARD LIMITED**  
**HOWRAH- 711109**

**Vacancy Notification No. HCSL/HR/RECTT/CONT/009/2022-23 dated 10 November 2022**

Hooghly Cochin Shipyard Limited (HCSL), a Wholly Owned Subsidiary of Cochin Shipyard Limited invites applications from experienced professionals for filling up of the following positions on contract basis at Kolkata.

**I. Name of Posts, Number of Vacancies/Reservation, Educational Qualification & Experience:-**

Sl No	Post name, No. of Post & Reservation	Educational Qualification	Experience	Age
1	Chief Project Engineer (CPE) (Civil) on contract for Guwahati 01 No (UR)	Degree in Civil Engineering from a recognized University.	<p><b>Minimum Experience:</b></p> <p>i. Should be presently working or have retired from Central/State Govt/ PSU/ IIT/reputed Govt. Institutions or reputed private Organisation at the level equivalent to Deputy Chief Engineer or above.</p> <p>ii. Minimum of 25 years post qualification experience in civil works out of which cumulative experience of 10 years in implementation of large infrastructure projects (Highways, railways, ports, shipyard, roads and bridge etc) through the phases of concept, planning, launch, supervision, monitoring, commissioning, contractual</p>	<p>Not to exceed 62 years as on 30 September 2022.</p> <p>Age limit can be relaxed by a maximum of 3 years in deserving cases and having sound health.</p>

			<p>disputes/conciliation, arbitration etc.</p> <p>iii. Should have good managerial and interpersonal skills</p> <p>iv. Experience of coordination with Govt and private agencies in all phases of project implementation.</p> <p><b><u>Scope of Work :</u></b></p> <p>i. To be available on site on a full time basis,</p> <p>ii. Overall In – Charge for the total project implementation,</p> <p>iii. Will be responsible for executing and commissioning the Pandu Ship Repair facility, Guwahati, project with support from HCSL and guidance from New Projects/Infra Projects department of CSL as well as other relevant authorities,</p> <p>iv. Review of DPR, tender documents, specification, estimates, rate analysis, designs etc submitted by the consultants,</p> <p>v. Manage and oversee the day to-day construction management of the project. Coordination &amp; Supervision of works carried out by the Project Management Team</p>	
--	--	--	---	--

			<p>(consultants),</p> <p>vi. Review Construction Supervision Manual, progress reports etc submitted by consultants with an aim to confirm their appropriateness and to identify possible deficiencies,</p> <p>vii. Review of Bar Chart, technical details, construction schedule and bills of quantities as submitted by the relevant contractor with an aim to confirm their appropriateness and to identify possible deficiencies,</p> <p>viii. Monitor and review the project filing and accounting system such as site drawings, contract correspondences, daily reports, monthly reports, time schedule, site order registers, hindrance registers site quality test registers etc,</p> <p>ix. Provide bonafide advice on the technical issues, legal or administrative issues arising during construction and support HCSL.</p> <p>x. Assist HCSL for interacting with relevant agencies including statutory departments during the construction phase for</p>	
--	--	--	--	--

			<p>resolving various issues as applicable.</p> <p>xi. Review the recommendation from the PMC team for the running account bills and final bill claims raised by the contractors and provide verification, certification and recommendations for authorizing payment.</p> <p>xii. Review the recommendation from the PMC team (consultants) for variation/ additional work claims raised by the contractors and provide verification, certification and recommendations for authorizing payment,</p> <p>xiii. Review the quality control data obtained from the construction site on day to-day basis and verify the accuracy of such data by random checks,</p> <p>xiv. Monitor construction productivity and schedule performance and investigate reasons for less than satisfactory performance. Provide recommendations and institute measures for improvement by modification to operating procedures/work instructions,</p> <p>xv. Shall be</p>	
--	--	--	--	--

			<p>responsible to provide high quality inputs &amp; expertise and righteous guidance for monitoring, execution of the construction works as well as to avoid or divert foreseeable and hostile issues (if any) for ensuring successful completion of the project.</p> <p>xvi. Shall prepare &amp; submit reports, and progress updates as directed by HCSL authorities.</p> <p><b><u>Job Requirement:-</u></b> Applicants are required to work in multi shifts/round the clock in HCSL.</p>	
2	Medical Officer on contract basis 01 No (UR)	<p><b><u>Essential:</u></b></p> <p>a) MBBS Degree / Equivalent from a recognized University.</p> <p>b) Permanent Registration with Medical Council of India/State Medical Council.</p> <p><b><u>Desirable:</u></b></p> <p>a) Diploma in Industrial Health Or</p> <p>b) Associate fellow of Industrial Health (AFIH).</p>	<p><b><u>Essential:</u></b></p> <p>(a) Experience is not mandatory.</p> <p>(b) Experience preferably with Third Party Administrators (TPAs), in verification of Medical Bills.</p> <p><b><u>Duties:</u></b></p> <p>A. The primary duty will be Verification of bills received from Hospitals and confirming the eligibility as per HCSL Scheme.</p> <p>B. The other responsibilities include the following:-</p> <p>a) Maintenance of health records of employees,</p> <p>b) Issue of Medical and Fitness certificates,</p> <p>c) Verifying pre-employment Medical reports,</p> <p>d) Consultation and Outpatient treatment to all eligible persons at HCSL Medical Centre, handling medical emergencies at any time of</p>	Not to exceed 65 years.

			<p>the day, provide First-Aid treatment in case of accidents, follow up treatment with hospitals where employees or their dependants are referred/ admitted.,</p> <p>e) Compliance under Integrated Management System stem (IMS),</p> <p>f) Any other duties as assigned from to time.</p> <p>g) Good communication skills and working knowledge in English/Hindi/Bengali.</p>	
3	<p>Nurse on contract basis 01 No (UR)</p> <p><b>Note:- Only Male candidates shall apply</b></p>	<p><b>Essential:</b></p> <p>a) Diploma in Nursing from an Institution recognized by Nursing Council of India.</p> <p>OR</p> <p>B.Sc (Nursing) from an Institution recognized by Nursing Council of India.</p> <p>b) Valid registration under the State Nursing Council.</p>	<p><b>Essential:</b></p> <p><b>(i) For those with Diploma qualification:</b></p> <p>Minimum three years post qualification clinical experience in any government or private hospital.</p> <p><b>(ii) For those with B.Sc. qualification:</b></p> <p>Minimum two years post qualification clinical experience in any government or private hospital.</p> <p><b>Desirable:</b></p> <p>a) Experience in an Industrial establishment.</p> <p>b) Good communication skills and working knowledge in English/Hindi/Bengali.</p>	Not to exceed 30 years.
4	<p>Project Officer (Mechanical) on contract basis 02 Nos (UR)</p>	<p><b>Essential:</b></p> <p>Degree in Mechanical Engineering with 60% of marks from a recognized University.</p> <p><b>Desirable:</b></p> <p>Proficiency in Computer Applications like AutoCAD, SAP, MS project</p>	<p><b>Essential:</b></p> <p>Minimum of two years</p> <ul style="list-style-type: none"> <li>• Ship Building/ Ship Repair Company or</li> <li>• Marine related Company or</li> <li>• Port or</li> <li>• Engineering Company or</li> <li>• Government / Semi Government Company/Establishment.</li> </ul>	Not to exceed 30 years.

		etc.	<p><b>Desirable:</b></p> <p>a) Experience/training in mechanical works related to projects, production or maintenance.</p> <p>b) Proficiency and experience of working in a computerized Environment.</p> <p>c) Good communication skills and working knowledge in English/Hindi/Bengali.</p>	
5	Project Officer (Civil) on contract basis for Guwahati 01 No (UR)	<p><b>Essential:</b> Degree in Civil Engineering with 60% of marks from a recognized University.</p> <p><b>Desirable:</b> Proficiency in Computer Applications like AutoCAD, SAP, MS project etc.</p>	<p><b>Essential:</b> Minimum of two years post qualification experience/ training in Civil engineering works / large infrastructure projects (Highways, railways, ports, shipyards, roads and bridge etc) in a Shipyard/ Port/Marine Engineering Training Institute/Heavy Engineering Company. Proficiency and experience of working in a computerized environment would be advantageous.</p> <p><b>Desirable:</b></p> <p>a) Experience of working in a computerized environment.</p> <p>b) Good communication skills and working knowledge in English/Hindi/Bengali.</p> <p><b>Job Requirement:-</b> Applicants are required to work in multi shifts/round the clock and</p> <p>i. To be available on site on a full time basis for overall supervision of the works. PO (Civil) should work round the clock in Day/Night shifts.</p> <p>ii. To assist Chief Project Engineer (Civil on project implementation and day to day activities.</p> <p>iii. Will be responsible for smooth &amp; efficient execution of the Pandu ship repair facility project on time</p>	Not to exceed 30 years.

			<p>complying with all technical &amp; qualitative requirements as stipulated.</p> <p>iv. Shall take necessary support &amp; guidance from HCSL as well as New Projects/Infra Projects department of CSL for ensuring the above.</p> <p>v. Shall ensure all compliances as necessary by the PMC, contractors &amp; service providers for the project.</p> <p>vi. Shall closely monitor ensure compliance to the relevant technical specifications and terms and conditions of the contracts with PMC and all suppliers/ service providers.</p> <p>vii. Shall be responsible for frontline monitoring, &amp; execution of the construction works</p> <p>viii. Shall take advance actions to avoid or divert foreseeable and hostile issues (if any) for ensuring successful completion of the project.</p> <p>ix. Shall be responsible for coordination of all the Civil works, file processing, monitoring, supervision of the civil work.</p> <p>x. Verify and certify the works/ bills submitted by the contractor</p> <p>xi. Prepare daily reports as related to project progress and issues.</p> <p>xii. Contractors Bills verification, certification and recommendations, Maintaining site registers etc.</p> <p>xiii. Adhere to Company Safety Standards and promote safety culture among the project team</p> <p>xiv. Support the CPE in every respect in providing certification on the quality</p>	
--	--	--	---	--

			and measurement of works accomplished and on their conformity to specification and drawings and finally getting the project work accomplished. xv. Not limited to what is laid out above, the PO shall be liable to undertake other duties that may be entrusted by the CPE or HCSL authorities.	
6	Project Officer (Materials) on contract basis 01 No (UR)	<p><b>Essential:</b> Degree in Engineering (Mechanical/Electrical) with 60% of marks from a recognized University.</p> <p><b>Desirable:</b> Proficiency in Computer Applications like AutoCAD, SAP, MS project etc.</p>	<p><b>Essential :</b> Minimum of two years post qualification experience in a</p> <ul style="list-style-type: none"> <li>• Ship Building Company or</li> <li>• Ship Repair Company or</li> <li>• Marine related Company or</li> <li>• Port or</li> <li>• Engineering Company or</li> <li>• Government Company or Establishment or</li> <li>• Semi Government Company or Establishment.</li> </ul> <p><b>Desirable :</b> a) Proficiency and experience of working in a computerized environment. b) Good communication skills and working knowledge in English/Hindi/Bengali.</p>	Not to exceed 30 years.
7	Project Officer (Electrical - Quality Control) on contract 01 No (UR)	<p><b>Essential:</b> Degree in Electrical/ Electrical &amp; Electronics / Electronics/Electronics &amp; Communication / Electronics &amp; Instrumentation Engineering with 60% of marks from a recognized University.</p>	<p><b>Essential:</b> Minimum of 2 years post qualification experience in a</p> <ul style="list-style-type: none"> <li>• Ship Building Company or</li> <li>• Ship Repair Company or</li> <li>• Marine related Company or</li> <li>• Port or</li> <li>• Engineering Company or</li> <li>• Government Company or Establishment or</li> <li>• Semi Government Company or Establishment.</li> </ul> <p><b>Desirable :</b></p>	Not to exceed 30 years.

			<p>a) Proficiency and experience of working in a computerized environment.</p> <p>b) Good communication skills and working knowledge in English/Hindi/Bengali.</p>	
8	Project Assistant (HR) on contract basis 02 Nos (UR)	<p><b>Essential :</b></p> <p>a) Two year Master's Degree or equivalent Degree or equivalent Diploma or Post Graduate Degree in any of the following areas, with minimum of 60% marks from a recognized University:-</p> <p>(i) Master's Degree in Business Administration with specialization in HR or equivalent Degree with specialization in HR or equivalent Diploma with specialization in HR OR</p> <p>(ii) Post Graduate Degree in Social Work with specialization in Personnel Management or Labour Welfare &amp; Industrial Relations OR</p> <p>(iii) Post Graduate Degree in Personnel Management.</p> <p><b>Desirable:</b> Proficiency in Computer Applications like SAP, MS Project, MS Office etc.</p>	<p><b>Essential :</b></p> <p>Minimum of two years post qualification experience in the HR department of 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> <p><b>Desirable:</b></p> <p>a) Experience of working in a computerized environment.</p> <p>b) Good communication skills and working knowledge in English/Hindi/Bengali.</p> <p>c) Working knowledge of ERP/SAP</p>	Not to exceed 30 years.
9	Draftsman (Mechanical) on contract 01 No (UR)	<p><b>Essential:</b></p> <p>Three-year Diploma in Mechanical Engineering with minimum 60% of marks from a State Board of Technical Education.</p>	<p><b>Essential:</b></p> <p>2 years post qualification work experience or training in design and drafting of Hull / Hull Structure / Hull Machinery outfit / Accommodation outfit in a Shipyard/ Ship Design Establishment.</p>	Not to exceed 30 years.

		<p>Or Pass in SSLC and ITI –NTC (National Trade Certificate) in the trade of Draughtsman (Mechanical).</p> <p><b><u>Desirable:</u></b> Proficiency in Computer Applications like SAP, MS Project, MS Office etc.</p>	<p><b><u>Desirable:</u></b> a) Experience of working in a computerized environment. b) Good communication skills and working knowledge in English/Hindi/Bengali.</p>	
10	Project Assistant (Accounts) on contract basis 01 No (UR)	<p><b><u>Essential:</u></b> Post Graduate Degree in Commerce from a recognized University.</p> <p><b><u>Desirable:</u></b> Proficiency in Computer Applications like SAP, MS Project, MS Office etc. CA/CMA (Inter).</p>	<p><b><u>Essential:</u></b> Minimum of two years post qualification experience or three years post qualification training in the Finance Department of Government or a Private/ Public Sector Enterprise.</p> <p><b><u>Desirable:</u></b> a) Experience of working in a computerized environment. b) Good communication skills and working knowledge in English/Hindi/Bengali.</p>	Not to exceed 30 years.
11	Project Assistant (Materials) on contract basis 01 No (UR)	<p><b><u>Essential:</u></b> Three year Diploma in Mechanical Engineering with 60% of marks from a State Board of Technical Education.</p> <p><b><u>Desirable:</u></b> a) Diploma in Materials Management. b) Proficiency in Computer Applications like SAP, MS Project, MS Office etc.</p>	<p><b><u>Essential:</u></b> Minimum of two years post qualification experience or three years post qualification training in material procurement/store keeping in a</p> <ul style="list-style-type: none"> <li>• Shipyard or</li> <li>• Engineering Company or</li> <li>• Government / Semi Government Company / Establishment.</li> </ul> <p><b><u>Desirable:</u></b> a) Experience of working in a computerized environment. b) Good communication skills and working knowledge in English/Hindi/Bengali.</p>	Not to exceed 30 years.

12	Project Assistant (Commercial) On Contract Basis 01 post (UR)	<p><b>Essential:</b></p> <p>a) Pass in three year Diploma in Commercial Practice/ Computer Engineering/ Information Technology with 60% of marks from a State Board of Technical Education.</p> <p style="text-align: center;"><b>OR</b></p> <p>b) Degree in Arts (other than Fine Arts/Performing Arts)/ Science/ Mathematics/ Commerce/ Computer Applications/ Business Administration with 60% of marks from a recognized University.</p> <p><b>Desirable:</b></p> <p>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 the relevant trade in a</p> <ul style="list-style-type: none"> <li>• Shipyard or</li> <li>• Engineering Company or</li> <li>• Commercial Organization or • Government / SemiGovernment Company/ Establishment.</li> </ul> <p><b>Desirable:</b></p> <p>a) Data Processing Systems. b) Experience of working in an ERP / SAP/ computerized environment. c) Good communication skills and working knowledge in English/Hindi/ Bengali.</p>	Not to exceed 30 years.
<b>Total</b>		<b>14 Posts (UR)</b>		

## II. Important Dates:

**Commencement of Application: 10 November 2022**

**Last Date of Application : 09 December 2022**

## III. Period of Contract:

- a) All posts above are temporary in nature and **for a maximum period of 3 years** subject to project requirements and individual performance.
- b) For all posts, the posting shall be at Hooghly Cochin Shipyard Limited (HCSL), Kolkata/Guwahati/ other project sites as desired by HCSL.

**IV. Remuneration :**

Name of posts	Contract Period	Consolidated Pay (per month)	Compensation for Extra Hours of Work (per month)
Chief Project Engineer (CPE) (Civil)	First year	₹1,65,000/-	
	Second year	₹1,70,000/-	
Medical Officer on contract basis	First year	₹60,320/-	₹3,000/-
	Second year	₹61,960/-	
	Third year	₹63,640/-	
Project Officers on contract basis	First year	₹37,000/-	₹3,000/-
	Second year	₹38,000/-	
	Third year	₹40,000/-	
Nurse & Draftsman on contract basis	First year	₹23300/-	₹4900/-
	Second year	₹24000/-	₹5000/-
	Third year	₹24800/-	₹5100/-
Project Assistants on contract basis	First year	₹24,400/-	₹5100/-
	Second year	₹25,100/-	₹5200/-
	Third year	₹25,900/-	₹5400/-

e) For all posts, the posting shall be at Hooghly Cochin Shipyard Limited (HCSL), Kolkata/ other project sites as desired by HCSL.

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

**V. Age:**

- Age shall not exceed **65 years for CPE and Medical Officer** and 30 years for other posts as on 09 December 2022. The upper age limit is relaxable by 3 years for OBC (Non-Creamy Layer) candidates. The upper age is relaxable by 10 years for Persons with Benchmark Disabilities (PwBD).
- Age relaxation for 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.

**VI. Method of Selection:**

a) For the post of CPE and Medical Officer, the method of selection shall be through Personal Interview (Out of 100 Marks).

b) For the other posts at Sl Nos. 02 to 11 (Nurse, Draftsman, Project Officer & Project Assistant) :-

➤ 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 and marks awarded accordingly as under:-

o Objective Type Test	-	80 Marks
o Descriptive Type Test	-	20 Marks
<b>Total</b>	-	<b>100 marks</b>

➤ Based on the marks secured by the candidates in the Objective and Descriptive Type Test, post wise merit lists shall be prepared. The candidates shall be further short listed for appointment based on the marks secured in the Objective and Descriptive Type Test, in the order of merit, subject to Medical Fitness. 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 merit list. In case of a tie thereafter, relative merit shall be decided based on seniority in age.

c) The parameters for selection may be subject to change and the same would be notified prior to commencement of the selection process.

d) HCSL reserves the right to scrutinize applications for the post and prepare shortlist of candidates based on meeting eligibility requirements ascertained through the certificates submitted and only such shortlisted candidates shall be permitted to attend the selection process.

## II. Conditions:

### a) Reservation

- i) Government of India Directives on reservation applicable for Scheduled caste (SC)/ Scheduled Tribe (ST)/ Other Backward Class (OBC)/ OBC (Minority)/ Economically Weaker Sections (EWS) /Persons with Benchmark Disabilities (PwBD)/ Ex-servicemen (ESM) candidates shall apply subject to meeting the eligibility requirements.
- ii) In the case of Persons with Benchmark Disabilities (PwBD), 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.
- iii) 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 Thahsildar, failing which their candidature shall not be

considered against respective categories.

**b) Qualification**

- i) The minimum qualification stipulated for all the posts 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 posts of Project Officer, the applicants are required to fill in the exact percentage of marks scored by them in the qualifying examination in the online 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 item I above shall only be considered. Period of post qualification experience shall be reckoned as on 09 December 2022.**
- ii) For the posts of Project Officer, the period of 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) For the posts of Project Officer, **Experience Certificates obtained from Companies registered under the Companies Act 1956 or Foreign Companies shall only be considered for short listing to attend selection process.**
- iv) Applicants who are presently working in any company (Private/Public Sector/Govt), in the absence of experience certificate, should submit copy of **Appointment/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 be cancelled and 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. For the post of Project Officer, those ex-servicemen having Degree endorsed in their Discharge Certificate/Book should have working experience in the relevant discipline in the Armed Forces. Ex-servicemen claiming equivalency of Degree 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. They should produce experience certificate from the authorities concerned, failing which their candidature shall not be considered.
- vi) For the posts of Project Officer & Project Assistant, 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.

**H) Application Fee:**

Nil

**I) 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 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** is **09 December 2022 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** and via telephone **(033-2955 8283)**.

**J) 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, 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 HCSL.** Candidature is purely provisional subject to verification of original certificates in proof of age, qualification, experience, caste, disability, medical fitness etc. At the time of 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, 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) **No correspondence regarding the rejection of application in case of ineligibility shall be entertained.**

- (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 CSL website [www.cochinshipyard.in](http://www.cochinshipyard.in). Schedule of the selection process shall be intimated to the short-listed applicants through E-mail/CSL website (Career page). Candidates are requested to frequently check the above website (Career Page) 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.
- (ix) Appointment of selected candidates will be subject to verification of character and antecedents and verification of caste certificates if applicable.
- (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 upto 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 at para A 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) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- (xvi) 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.
- (xvii) Any amendment, modification or addition to this advertisement shall be published in the CSL website only.
- (xviii) For any queries please contact us via e-mail [careers@hooghlycsl.com](mailto:careers@hooghlycsl.com)/call us at 033-2955 8283

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

Sd/-

MANAGER (IR & HR), HCSL

HOOGHLY COCHIN SHIPYARD LIMITED