

**HOOGLY COCHIN SHIPYARD LIMITED**  
**HOWRAH- 711109**

**Vacancy Notification No. HCSL/HR/RECTT/CONT/1/2024 dated 14.02.2024**

Hooghly Cochin Shipyard Limited (HCSL), a Wholly Owned Subsidiary of Cochin Shipyard Limited invites online applications from experienced professionals for filling up of the following positions on contract basis at Howrah/ Guwahati/ other project sites as desired by HCSL.

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

Sl. No.	Name of Post & No. of Vacancies	Educational Qualification	Experience
1.	Project Officer (Safety) on contract basis- 01 post (UR).	<p><b><u>Essential:</u> -</b></p> <p>(a) Degree in Safety Engineering from arecognized University</p> <p style="text-align: center;">OR</p> <p>(b) Degree in any branch of Engineering from a recognized University</p> <p style="text-align: center;">OR</p> <p>(c) Degree in Physics or Chemistry from arecognized University</p> <p>(d) Diploma in any branch of Engineering recognized by State Board of technical Education</p> <p style="text-align: center;">AND</p> <p>(e) Degree or Diploma or Certificate in Industrial Safety recognized by the State Government*.</p>	<p><b><u>Essential:</u> -</b></p> <p>a) Engineering Degree holder should have minimum two years' experience</p> <p>b) Other Degree/Diploma holders should have minimum five years' experience in a position of supervision or management in a Shipyard/Factory in either the production or the maintenance or the safety department.</p> <p>c) The candidate shall have experience in handling activities related to HSE (Health, Safety and Environment) in a Shipyard/Factory.</p>

		<p>*The requirement of Degree or Diploma or Certificate in Industrial Safety is not mandatory in the following cases:-</p> <p>i) Those who meet the qualification in (a) above</p> <p>ii) Those who meet the qualification in (b), (c) and (d) above and have one year experience in Safety.</p> <p><b><u>Desirable:</u></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><u>Job Requirements</u></b></p> <p>Duties associated with the post include frequent inspection of deep tanks and restricted spaces in ships and therefore call for a high degree of physical fitness.</p>
2.	Project Officer (Mechanical) on contract basis- 05 post (2 UR, 1 SC, 1 OBC, 1 EWS).	<p><b><u>Essential:</u></b> -</p> <p>a) Degree in Mechanical Engineering with 60% of marks from a recognized University.</p> <p><b><u>Desirable:</u></b> -</p> <p>(a) Proficiency in Computer Applications like AutoCAD, SAP, MS project etc.</p>	<p><b><u>Essential:</u></b> -</p> <p>a) Minimum of two years post qualification experience</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>

3.	Project Officer (Civil) on contract basis for Guwahati 01 No (UR)	<p><b><u>Essential:</u></b> -</p> <p>a) Degree in Civil Engineering with 60% of marks from a recognized University.</p> <p><b><u>Desirable:</u></b> -</p> <p>a) Proficiency in Computer Applications like AutoCAD, SAP, MS project etc.</p>	<p><b><u>Essential:</u></b> -</p> <p>a) 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><u>Desirable:</u></b> -</p> <p>a) Experience of working in a computerized environment. b) Good communication skills and working knowledge in English/Hindi/Bengali.</p>
4.	Project Officer (Electrical - Quality Control) on contract 01 No (UR)	<p><b><u>Essential:</u></b> -</p> <p>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><u>Essential:</u></b> -</p> <p>Minimum of 2 years post qualification experience in a • Ship Building Company or • Ship Repair Company or • Marine related Company or • Port or • Engineering Company or • Government Company or Establishment or • Semi Government Company or Establishment.</p> <p><b><u>Desirable:</u></b> -</p> <p>a) Proficiency and experience of working in a computerized environment. b) Good communication skills and working knowledge in English/Hindi/Bengali.</p>

**I. Important Dates:**

**Commencement of Application : 14.02.2024**

**Last Date of Application : 13.03.2024**

**II. Period of Contract:**

- a) The above post is temporary in nature and **for a maximum period of 3 years** subject to project requirements and individual performance.
- b) The posting shall be at Hooghly Cochin Shipyard Limited (HCSL), Howrah/Guwahati/ other project sites as desired by HCSL.

**III. Remuneration:**

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

<b>Name of posts</b>	<b>Contract Period</b>	<b>Consolidated Pay (per month)</b>	<b>Compensation for Extra Hours of Work (Per month)</b>
<b>1. Project Officer (Safety) on contract basis.</b> <b>2. Project Officer (Mechanical) on contract basis.</b> <b>3. Project Officer (Civil) on contract basis for Guwahati.</b> <b>4. Project Officer (Electrical - Quality Control) on contract.</b>	First year	₹37,000/-	₹3,000/-
	Second year	₹38,000/-	
	Third year	₹40,000/-	

**IV. Age:**

- a) For the post of Project Officer on contract basis, age shall not exceed 30 years as on 14.02.2024 i.e., applicants should be born on or after 15 February 1994.
- b) The upper age limit is relaxable by 3 years for OBC (Non-Creamy Layer) candidates and 5 years for Scheduled Caste (SC) applicants 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.

**V. Method of Selection:**

The method of selection for the post shall be through Objective Type test followed by Personal Interview & Relevant work experience on PPT. The marks shall be assigned to the following parameters for the final selection which shall be conducted out of 100 marks and marks awarded accordingly as under: -

<b>Sl. No.</b>	<b>Method of Selection</b>	<b>Marks</b>
1.	Objective Type Test	50
2.	Personal Interview	20
3.	Relevant work experience on PPT as assessed by selection committee during interview	30
<b>Total</b>		<b>100</b>

- a) Based on the marks secured by the candidates in the Objective, Personal Interview & Relevant work experience on PPT, post wise merit list shall be prepared. The candidates shall be further short listed for appointment based on the marks secured in the Objective Type Test, Personal Interview & Relevant work experience on PPT, 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.
- b) The parameters for selection may be subject to change and the same would be notified prior to commencement of the selection process.
- c) 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.

**VI. Conditions:**

**a) Reservation**

- a) Government of India Directives on reservation shall apply.
- b) Applicants belonging to EWS category should produce a valid Income and Asset Certificate issued by any of the following authorities in the prescribed format. This certificate shall only be accepted as proof of applicant's claim as belonging to EWS, failing which their candidature shall not be considered against reservation under EWS category:-
  - District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendary



Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.

- Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
  - Revenue Officer not below the rank of Tahsildar and
  - Sub-Divisional Officer or the area where the candidate and/or his family normally resides.
- c) Applicants belonging to SC/ST or OBC (Non-Creamy Layer), should produce a valid recent community certificate issued by the Revenue Authority not below the rank of the Tahsildar, failing which their candidature will not be considered against the reserved seats, and for other concessions/relaxations applicable to the categories.
- d) 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) Original Certificates and Self-attested copies of certificates of the educational qualification as mentioned in Clause I of this notification should be produced at the time of selection processed.

**c) Experience**

- i) **Experience acquired after the date of passing of the qualification shall only be considered. Period of post qualification experience shall be reckoned as on 14 February 2024.**
- ii) Applicants who are presently working in any company (Private/Public Sector/Govt), in the absence of experience certificate, should submit copy of Appointment Order or 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.
- iii) 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.

iv) 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 along with their application for the post notified.

**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 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).
- (h) EWS 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 **13.03.2024 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 Extn: 241).

## VII. General:

**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.**

## VIII. 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.

**IX.** HCSL reserves the right to call for any additional documentary evidence from candidates in support of educational qualification / experience / other notified 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.

**X.** 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-list 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.

**XI. No TA/DA shall be paid to the candidates for attending the selection process.**

**XII. No correspondence regarding the rejection of application in case of ineligibility shall be entertained and;**

- (i) **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.hooghlycochinshipyard.in](http://www.hooghlycochinshipyard.in). 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) for updates related to the selection process.
- (ii) 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.
- (iii) Appointment of selected candidates will be subject to verification of character and

antecedents and verification of caste certificates if applicable.

- (iv) 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.
- (v) 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.
- (vi) 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. 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
- (vii) validity period of the rank list shall be filled up from that rank list at the discretion of HCSL.
- (viii) 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.
- (ix) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- (x) 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.
- (xi) Any amendment, modification or addition to this advertisement shall be published in the HCSL website only.
- (xii) 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 APPLY”**

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