

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

**Vacancy Notification No. HCSL/HR/RECTT/PERMA/2025-26/1 dated 25.06.2025**

Hooghly Cochin Shipyard Limited (Hooghly CSL), Howrah, a Wholly Owned Subsidiary of Cochin Shipyard Limited (CSL), invites **Online applications** from Indian citizens, fulfilling the eligibility requirements for filling up of the following **Executive post on regular rolls in Hooghly Cochin Shipyard Limited.**

**A. Name of Posts, Educational Qualification, Experience:**

**TABLE 1**

Sl. No.	Name of Post	Education Qualification	Experience
1.	<b>Senior Manager/Assistant General Manager (Technical)</b>	<p><b><u>Essential:</u></b></p> <p>Degree in Mechanical/Naval Architecture with minimum 60 % marks from a recognized University.</p> <p><b><u>Desirable:</u></b></p> <p>Proficiency in Computer Applications like AutoCAD, SAP, 3D ships design software like Neupas CADMATIC, Aviva, MS Project, MS Office etc.</p>	<p><b><u>Essential:</u></b></p> <p>a) Minimum of 10 years post-qualification managerial experience in</p> <ul style="list-style-type: none"> <li>• Shipbuilding or</li> <li>• Ship Design or</li> <li>• Ship repair or</li> <li>• Engineering companies or</li> <li>• Offshore Fabrication or</li> <li>• Petrochemical Industry or</li> <li>• Marine related Engineering companies or</li> <li>• Government / Semi-Government Companies / Establishments.</li> </ul> <p>b) Experience shall be in the areas of Design/drawing and calculation of structure, machinery and piping of ships. Design experience in shipbuilding, preferably with a Mechanical Engineering qualification or as a Naval Architect with exposure to and thorough knowledge of Machinery and Piping Systems.</p> <p>c) In case of candidates working in PSU/Autonomous bodies in the regular cadre, one (1) year experience shall be in the</p>

			<p>immediate lower scale of pay or equivalent.</p> <p>d) The candidates working in private sector or on contract rolls in PSUs / Government/ Autonomous bodies shall be drawing CTC (only monetary/cash part) comparable to immediate lower scale of pay of Hooghly CSL.</p> <p><b><u>Desirable:</u></b></p> <p>a) Candidates should preferably have Marketing &amp; Business Development experience.</p> <p>b) 5 years shall be as a team lead or section head of a shipbuilding/ offshore engineering related project.</p> <p>c) Leading a team of design engineers and draftsmen in a Shipyard.</p> <p>d) Experience of working in an ERP/ SAP/ computerized environment,</p> <p>e) Good communication skills and working knowledge in English/ Hindi/ Bengali.</p> <p><b><u>Note:</u></b> <b><u>Suitable candidates with minimum of 15 years post qualification managerial experience in the areas of Design / Drawing and calculation of machinery and piping of ships as detailed above may be considered for appointment as Assistant General Manager.</u></b></p>
--	--	--	---

**B. Important Dates:**

**Commencement of Online Application : 25.06.2025**

**Last Date of Online Application : 24.07.2025**

**C. Grade, No. of Vacancies and Reservation:**

**TABLE 2**

Name of the Post	Grade	UR
Senior Manager/Assistant General Manager (Technical)	E4/E5	1
Total		1

- (i) Hooghly CSL reserves the right to increase / decrease the number of vacancies or not to fill up the vacancy or cancel the recruitment process, as per its requirement.
- (ii) The job of the above notified post involves working at heights, shops, docks and confined areas, climbing of vertical ladders, entering into manholes and through narrow passages on board ships and not safe and healthy for PwBDs. Hence the post has not been identified as suitable for Persons with Disabilities.

**D. Pay Scale, Benefits & Place of Posting:**

- (i) Pay scale:

**TABLE 3**

Grade	Pay scale
E4	₹70,000 -3%- ₹2,00,000/-
E5	₹80,000 -3%- ₹2,20,000/-

- (ii) Monthly Emoluments as on date: -

**TABLE 4**

Sl. No	Wage Type	Amount (in ₹) for E4	Amount (in ₹) for E5
1.	Basic pay	₹ 70,000.00	₹ 80,000.00
2.	DA (at present 48.7%)	₹ 34,090.00	₹ 38,960.00
3.	HRA (at present 27%)	₹ 18,900.00	₹ 21,600.00
4.	Perks & Allowances (35%)	₹ 24,500.00	₹ 28,000.00
<b>Total</b>		<b>₹ 1,47,490.00</b>	<b>₹ 1,68,560.00</b>

- (iii) Other benefits under National Pension Scheme, Contributory Provident Fund, Accident Insurance coverage, Reimbursement of Medical expenses under the Contributory Medical Insurance policy, leave encashment etc. as admissible shall be applicable for the post.

- (iv) The posting shall be at Hooghly Cochin Shipyard Limited (Hooghly CSL), Kolkata/ other project sites as desired by Hooghly CSL. The appointment to the post carries with it the obligation to serve in any department of Hooghly CSL or on-board ships or in any of the units / work sites/ projects undertaken in any part of India or abroad as the case may be.
- (v) Selected candidate shall be placed in the minimum of the pay scale and pay protection will not be considered.

**E. Age:**

- (i) The upper age limit prescribed for the post of **Senior Manager** shall not exceed **40 years as on 24.07.2025 i.e., applicants should be born on or after 25.07.1985 & the upper age limit for **Assistant General Manager** shall not exceed **50 years as on 24.07.2025 i.e., applicants should be born on or after 25.07.1975.****
- (ii) The upper age limit shall be relaxable for Ex-servicemen by 10 years for the post of Senior Manager & 5 years for Assistant General Manager. However, in no case, age limit after applying all age relaxations shall exceed 50 years for the post of Senior Manager & 55 years for Assistant General Manager.

**F. Method of Selection:**

- (i) The selection process shall be held at Hooghly CSL, Howrah, or interview through electronic media.
- (ii) The method of selection shall include a Power Point Presentation, Group discussion and Personal Interview. Candidates who are provisionally short-listed for the post 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. Based on the Power Point Presentation, the candidates shall be further short-listed for Group discussion and Personal Interview. Only candidates who are meeting the notified work experience and job requirements shall be permitted to attend Group discussion & Personal Interview. The marks shall be assigned to the short-listed candidates based on the following parameters for final selection:
- |   |                    |
|---|--------------------|
| <b>a) Work Experience in the relevant job/ area</b>   | <b>: 40% marks</b> |
| <b>b) Power Point Presentation on work experience</b> | <b>: 30% marks</b> |
| <b>c) Group Discussion</b>                            | <b>: 10% marks</b> |
| <b>d) Personal Interview</b>                          | <b>: 20% marks</b> |
- (iii) Hooghly CSL 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.

## **G. Conditions:**

### **a) Reservation:**

- (i) Government of India Directives on reservation shall apply.

### **b) Qualification:**

- (i) The minimum qualification stipulated for the post must be from a University/ Institute/Examination Board recognized by AICTE/ appropriate statutory authority/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) 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 post. 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 Board 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 the above requirements shall only be considered. Period of post qualification experience shall be reckoned as on 24.07.2025.**
- (ii) Training period in any organisation shall not be counted as work experience, including the period of executive training, management training, apprentice training, advanced training, or any other training.
- (iii) **Experience Certificates obtained from Companies registered under the Companies Act 1956 or Foreign Companies of equivalent status shall only be considered for short listing and for consideration for selection.**
- (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 and CTC Certificate during the current financial year/IT Form-16 of the previous financial year** as proof of work experience. **For past employment, experience certificate indicating the date of joining as well as relieving should be submitted. In case of applicants working in private sector or contract rolls, document for CTC breakup clearly indicating the monthly, annual components, benefits and payslip should be submitted.** The applicants 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 in regular Government service or in Government owned industrial or other similar organizations should submit their applications online directly to Hooghly CSL. However, such applicants are required to upload a declaration (as per **Annexure – I**) that they have informed in writing to their employer that they have applied for the post notified by Hooghly CSL. Candidature of such applicants will not be considered if objection is received from the employer.
- (vi) Applicants who are Ex-servicemen should submit **Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces**. Those ex-servicemen having Degree 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. Ex-servicemen claiming equivalency of Degree in discipline 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.
- (vii) Those ex-servicemen, on re-employment in any Government job on civil side after availing of the benefits given to him as an ex-serviceman, his ex-serviceman status for the purpose of re-employment in Government shall be governed by DoPT OM Nos. 36034/27/84-Estt (SCT) dated 02.05.1985, 36034/6/90-Estt (SCT) dated 10.10.1994 and 36034/1/2014-Estt (SCT) dated 14.08.2014. **All ex-servicemen shall submit an undertaking along with the online application, that he has not been re-employed in Government after availing the benefits for ex-servicemen (as per Annexure – II).**
- (viii) 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 uploaded while submitting their online application for the post notified.

**d) Application Fee:**

- (i) Application fee of ₹ 1,000/- (**Non-refundable, plus bank charges extra**) should be **remitted using the Online payment options (Debit card/Credit card/Internet Banking/Wallets/UPI etc.)** which can be accessed through our Online application facility from **25.06.2025 to 24.07.2025**. No other mode of payment shall be accepted.
- (ii) Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST) need not pay application fee. They are exempted from payment of application fee.
- (iii) All applicants for whom the fee is applicable, i.e., except those mentioned at (ii) above should pay the application fees. **It is important to note that their candidature shall be considered only on receipt of application fee.**



e) **How to Apply:**

- (i) Applicants should go through the User Manual and FAQ published in the link [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page→ HCSL) or [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page → E-Recruitment Permanent Posts) before filling the online application. The application consists of two phases - One time Registration and Submission of application against the post applicable. Applicants should not submit more than one application. Application once submitted shall be final.
- (ii) Applicants meeting the notified requirements may do the **One-time Registration in the SAP Online portal and submit their application.** The facility to submit their application can be accessed through the website [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page→ HCSL) or [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page → E-Recruitment Permanent Posts) from 25.06.2025 till 24.07.2025. **Application submitted direct or by any other mode shall not be accepted.**
- (iii) Applicants should ensure that all certificates towards proof of age, educational qualification, experience, caste, disability etc and a recent passport size colour photograph are uploaded in the SAP online application portal, failing which their candidature shall not be considered and shall be rejected.
- (iv) Applicants should ensure that all the entries in the online application have been correctly filled in and application submitted successfully. Change in the data provided in the application after final submission of the same through online will not be considered. **Filling of garbage/junk details in any of the fields can lead to rejection of application.**
- (v) Application must be complete in all respects as per this Advertisement Notification. **Please note that incomplete applications /withdrawn applications / applications in draft status shall not be considered.** On successful submission of the application, the status of the application shall be shown as "In process". After submission of the application, the applicant shall log in to My Applications and ensure that the application status is "In process" to ensure the process is complete. No refund of fees shall be considered after successful submission of application or withdrawal of application.
- (vi) **After applying through online, applicants should retain a soft copy/ printout of the online application containing the unique registration number generated by the system for their reference. It is important to note that, the unique registration number shall be obtained only upon successful submission of online application.** The Registration Number on the online application should be quoted for any correspondence with Hooghly CSL.
- (vii) **Applicants need not send the online application print out/ certificates/ application fee in the form of DD/Challan/Cheque by post to Hooghly Cochin Shipyard Ltd.**
- (viii) The website shall remain functional for the purpose of submitting applications from 25.06.2025 and the last date for submission of applications through online is 24.07.2025. **In order to avoid heavy traffic in website on the last date that may result**

in non-submission of application, applicants are advised to log in to HCSL/CSL website and submit applications well in advance before the last date. **Those who apply on the last date of application may not get any troubleshooting assistance / technical support in the application portal by email/phone after 1600 hrs. on the last date.**

#### **H. 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 because 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 14th 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) Hooghly CSL reserves the right to call for any additional documentary evidence from applicants 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, Hooghly 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 again 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.
- (v) All candidates appearing for Personal Interview, shall be reimbursed single to & from 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 CSL, on production of proof. Candidates claiming travel re-imbursement 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 fulfill any of the notified eligibility conditions, he/she shall neither be allowed to attend selection process nor be paid any travelling allowance. This clause shall not apply in case of selection conducted through electronic media.
- (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) (Career page→ HCSL) or HCSL website [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page → E-Recruitment Permanent Posts) **Schedule of the selection process shall be intimated to the short-listed applicants through E-mail/ CSL website [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page→ HCSL) or HCSL website [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page → E-Recruitment Permanent Posts) .** Candidates are requested to frequently check the above website for updates related to the selection.
- (viii) Mere submission of application and Issue of call letter 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.
- (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 Hooghly CSL. The appointment of the candidate may be subject to certification of medical fitness.
- (xi) Hooghly CSL 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 all posts 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 Hooghly CSL.
- (xiv) Notwithstanding the above or any other conditions, Hooghly CSL 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. Hooghly CSL reserves the right to restrict/ alter/ cancel/ modify the recruitment process, if need so arises.
- (xv) Submission of application shall be considered as unconditional acceptance of all terms and 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 given in the HCSL/CSL website only.
- (xix) For any further clarification related to the advertisement and conduct of selection, please contact us via e-mail [careers@hooghlycsl.com](mailto:careers@hooghlycsl.com) Or Landline Number **03329558283**.

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

Sd/-  
**SENIOR MANAGER (IR & HR)**

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

**Vacancy Notification No. HCSSL/HR/RECTT/PERMA/2025-26/2 dated 25.06.2025**

Hooghly Cochin Shipyard Limited (Hooghly CSL), Howrah, a wholly owned Subsidiary of Cochin Shipyard Limited (CSL), invites **Online applications** from Indian citizens, fulfilling the eligibility requirements for filling up of the following **Executive posts on regular rolls in Hooghly Cochin Shipyard Limited**.

**A. Name of Posts, Educational Qualification, Experience:**

**TABLE 1**

<b>Sl. No.</b>	<b>Name of Posts</b>	<b>Education Qualification</b>	<b>Experience</b>
1.	<b>Manager (Marine &amp; Central Services)</b>	<p><b><u>Essential:</u></b></p> <p>a) Engineering Degree in Mechanical Engineering or Naval Architecture with minimum of 60% marks from a recognized University,</p> <p style="text-align: center;"><b>OR</b></p> <p>b) Engineering Degree in Marine with minimum of 60% marks from a recognized University,</p> <p style="text-align: center;"><b>OR</b></p> <p>c) Degree in Mechanical Engineering with minimum of 60% marks from a recognized University along with pass in one year Graduate Marine Engineering course (pre-sea training) conducted by Directorate General of Shipping, Govt. of India,</p> <p><b><u>Desirable:</u></b></p> <p>For (b) and (c), Minimum II class MOT Certificate of Competency (Motor) issued under Merchant Shipping Act 1958.</p>	<p><b><u>Essential:</u></b></p> <p>a) Minimum of 9 years post qualification managerial experience in Shipyard or Dockyard.</p> <p>b) Experience should be in maintenance of yard equipment like cranes, forklifts, movable sheds, workshop equipment, CNC cutting machines, Hydraulic Press etc,</p> <p>c) Experience should be in Launching, docking, berthing, mooring and handling of ships.</p> <p>d) In case of candidates working in PSU/Autonomous bodies in the regular cadre, one (1) year experience shall be in the immediate lower scale of pay or equivalent.</p> <p>e) The candidates working in private sector or on contract rolls in PSUs / Government/ Autonomous bodies shall be drawing CTC (only monetary/ cash part) comparable to immediate lower scale of pay of Hooghly CSL.</p>

			<p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>a) Experience of slipway management &amp; operation,</li> <li>b) Experience of working in an ERP/ SAP/ computerized environment,</li> <li>c) Proficiency in Computer Applications like AutoCAD, MS Project, MS Office etc.</li> <li>d) Good communication skills and working knowledge in English/ Hindi/ Bengali.</li> </ul> <p><b><u>Job Requirements:</u></b></p> <ul style="list-style-type: none"> <li>a) Launching, mooring, berthing of vessels under construction &amp; repair ensuring their safety,</li> <li>b) Allocation and ensuring availability of all utility and MH equipment to all departments based on booking and priority,</li> <li>c) Allocation of operators to ensure availability at all required times,</li> <li>d) Maintenance of all utilities, yard equipment, MHE and Building/ Structures of the yard,</li> <li>e) Execution and timely completion of all works related to ship building/repair projects,</li> <li>f) Co-ordinate with project team, clients, vendors &amp; contractors during project execution as well as during invoice settlement,</li> <li>g) Co-ordinate with contracts for sub-contract work packages,</li> <li>h) Should be a good team player and shall demonstrate professionalism in official activities,</li> </ul>
--	--	--	--

			<p>i) Should be willing to travel at short notice, willing to take responsibility to work against the set targets within the time frame etc,</p> <p>j) Ensure strict compliance to yard Quality Management and HSE Systems,</p> <p>k) Not limited to the above, the officer shall be liable to undertake any other duties as directed by Hooghly CSL management.</p>
2.	<b>Deputy Manager (Estate &amp; Administration)</b>	<p><b><u>Essential:</u></b></p> <p>a) Master Degree in Business Administration with minimum of 60% marks.</p> <p><b>OR</b></p> <p>b) Post Graduate Degree or Post Graduate Diploma in Business Administration/ Management (Two years) with minimum of 60% marks.</p>	<p><b><u>Essential:</u></b></p> <p>a) Minimum of 7 years post qualification managerial experience in Estate/ Administration areas in</p> <ul style="list-style-type: none"> <li>• Public Sector Undertaking or</li> <li>• Engineering Company or</li> <li>• Commercial Organization or</li> <li>• Government / Semi-Government Companies / Establishments.</li> </ul> <p>b) In case of candidates working in PSU/Autonomous bodies in the regular cadre, one (1) year experience shall be in the immediate lower scale of pay or equivalent.</p> <p>c) The candidates working in private sector or on contract rolls in PSUs / Government/ Autonomous bodies shall be drawing CTC (only monetary/cash part) comparable to immediate lower scale of pay of Hooghly CSL.</p> <p><b><u>Desirable:</u></b></p> <p>a) Knowledge of Rules relating to Estate matters etc., as</p>



			<p>applicable to the state of West Bengal.</p> <p>b) Proficiency in Computer Applications like SAP, ERP, Timekeeping software, MS Office etc.</p> <p><b><u>Job Requirements:</u></b>  General administration of the organization, estate management, maintenance and implementation of employee welfare benefits/schemes, payroll and time administration, quarters, guest house and canteen management, records management, security management, transport, office utilities, logistics arrangements, facilities maintenance, statutory and legal compliance, conduct of timely meetings, materials management, vendor management, issuing of necessary office orders, circulars and notices, monitoring work of outsourced staff, liaisoning and coordination with internal and external stakeholders, compliance to yard Quality Management and HSE Systems etc.,</p>
3.	<b>Deputy Manager (Electronics)</b>	<p><b><u>Essential:</u></b>  Degree in Electronics / Electronics &amp; Communication / Electronics &amp; Instrumentation Engineering with minimum of 60% marks from a recognized University.</p>	<p><b><u>Essential:</u></b>  a) Minimum seven years post qualification managerial experience in</p> <ul style="list-style-type: none"> <li>• Shipbuilding or</li> <li>• Ship repair or</li> <li>• Government / Semi-Government Companies / Establishments or</li> <li>• Offshore Fabrication and other Marine related Engineering Companies.</li> </ul> <p>b) Experience shall be in the areas of Electronics Equipment /integration /Equipment Design/Procurement /</p>

			<p>Installation/ Repair of Ship related electronics, Navigation and Communication Equipment, Equipment Controls &amp; Instrumentation and Project Execution in related field.</p> <p>c) In case of candidates working in PSUs/ Government / Autonomous bodies in the regular cadre, one year experience shall be in the immediate lower scale of pay or equivalent.</p> <p>d) The applicants working in private sector or on contract rolls in PSUs / Government/ Autonomous bodies shall be drawing CTC (only monetary/cash part) comparable to immediate lower scale of pay of Hooghly CSL.</p> <p><b><u>Desirable:</u></b></p> <p>a) Experience of working in an ERP/ SAP/ computerized environment.</p> <p>b) Proficiency in Computer Applications like CADMATIC, AutoCAD, MS Project, MS Office etc.</p> <p>c) Good communication skills and working knowledge in English/ Hindi/ Bengali.</p> <p><b><u>Job Requirements:</u></b></p> <p>a) Planning, organizing and coordinating the activities of ship building and repair section, especially Electronics, Communication &amp; Navigation system onboard vessels under construction/repair.</p> <p>b) Execution and timely completion of all works</p>
--	--	--	--

			<p>related to ship building/repair projects.</p> <p>c) Co-ordinate with project team, clients, vendors &amp; contractors during project execution as well as during invoice settlement.</p> <p>d) Co-ordinate with contracts for sub-contract work packages,</p> <p>e) Should be a good team player and shall demonstrate professionalism in official activities,</p> <p>f) Should be willing to travel at short notice, willing to take responsibility to work against the set targets within the time frame etc.,</p> <p>g) Ensure strict compliance to yard Quality Management and HSE Systems,</p> <p>h) Not limited to the above, the officer shall be liable to undertake any other duties as directed by Hooghly CSL management.</p>
4.	<b>Deputy Manager (Mechanical)</b>	<p><b><u>Essential:</u></b> Degree in Mechanical Engineering with minimum of 60% marks from a recognized University.</p>	<p><b><u>Essential:</u></b></p> <p>a) Minimum of 7 years post qualification managerial experience in</p> <ul style="list-style-type: none"> <li>• Shipbuilding or</li> <li>• Ship repair or</li> <li>• Government / Semi-Government Companies / Establishments.</li> <li>• Offshore Fabrication and other Marine related Engineering Companies.</li> </ul> <p>b) Experience shall be in the areas of Mechanical &amp; Machinery System/ Fabrication/ Construction/ Outfitting/ Installation/</p>

			<p>Commissioning/ Procurement etc.</p> <p>c) In case of applicants working in the regular cadre in PSUs /Government/ Autonomous bodies, one year experience shall be in the immediate lower scale of pay or equivalent.</p> <p>d) The applicants working in private sector or on contract rolls in PSUs / Government/ Autonomous bodies shall be drawing CTC (only monetary/cash part) comparable to immediate lower scale of pay of Hooghly CSL.</p> <p><b><u>Desirable:</u></b></p> <p>a) Experience of working in an ERP/ SAP/ computerized environment.</p> <p>b) Proficiency in Computer Applications like CADMATIC, AutoCAD, SAP, MS Project, MS Office etc.</p> <p>c) Good communication skills and working knowledge in English/ Hindi/ Bengali.</p> <p><b><u>Job Requirements:</u></b></p> <p>a) Planning, organising and coordinating the activities of ship building &amp; repair section, especially mechanical, outfit and machinery system onboard vessels under construction/ repair.</p> <p>b) Execution and timely completion of all works related to ship building/repair projects.</p> <p>c) Co-ordinate with project team, clients, vendors &amp;</p>
--	--	--	---

			<p>contractors during project execution as well as during invoice settlement.</p> <p>d) Co-ordinate with contracts for sub-contract work packages,</p> <p>e) Should be a good team player and shall demonstrate professionalism in official activities,</p> <p>f) Should be willing to travel at short notice, willing to take responsibility to work against the set targets within the time frame etc.,</p> <p>g) Ensure strict compliance to yard Quality Management and HSE Systems,</p> <p>h) Not limited to the above, the officer shall be liable to undertake any other duties as directed by Hooghly CSL management.</p>
--	--	--	---

**B. Important Dates:**

**Commencement of Online Application : 25.06.2025**

**Last Date of Online Application : 24.07.2025**

**C. Name of the posts, Pay Scale, No. of Vacancies and Reservation:**

**TABLE 2**

Sl. No.	Name of the Posts	Pay Scale	UR	OBC	Total
1.	Manager (Marine & Central Services)	E3	1	-	1
2.	Deputy Manager (Estate & Administration)	E2	1	-	1
3.	Deputy Manager (Electronics)	E2	1	-	1
4.	Deputy Manager (Mechanical)	E2	-	1	1
<b>Total</b>			<b>3</b>	<b>1</b>	<b>4</b>



- (i) Hooghly CSL reserves the right to increase / decrease the number of vacancies or not to fill up the vacancy or cancel the recruitment process, as per its requirement.
- (ii) The following post is identified for the Persons with Bench mark Disabilities (PwBD) as below:

**TABLE 3**

Name of Posts	Category	Bench Mark disability
Deputy Manager (Estate & Administration)	Category (a)	Low Vision
	Category (b)	Deaf and Hard of Hearing
	Category (c)	One Arm, One Leg, Both Leg, Leprosy Cured without functional impairment, Dwarfism, Acid Attack Victims without other functional disability

- (iii) PwBD candidates with disabilities as mentioned above should be capable of performing the tasks assigned to them by Hooghly CSL.
- (iv) The job of the other notified posts involves working at heights, shops, docks and confined areas, climbing of vertical ladders, entering into manholes and through narrow passages on board ships and not safe and healthy for PwBDs. Hence, those posts have not been identified as suitable for Persons with Disabilities.

**D. Pay Scale, Benefits & Place of Posting:**

- (i) Pay Scale & Scale of Pay:

**TABLE 4**

Pay Scale	Pay scale
E3	₹60,000/- 3% - ₹1,80,000/-
E2	₹50,000/- 3% - ₹1,60,000/-

- (ii) Monthly Emoluments as on date: -

**TABLE 5**

Sl. No	Wage Type	Amount (In ₹)	
		Manager (E3 grade)	Deputy Manager (E2 grade)
1.	Basic pay	₹ 60,000	₹ 50,000
2.	DA (at present 48.7%)	₹ 29,220	₹ 24,350
3.	HRA (at present 27%)	₹ 16,200	₹ 13,500
4.	Perks & Allowances (35%)	₹ 21,000	₹ 17,500
<b>Total</b>		<b>₹ 1,26,420</b>	<b>₹1,05,350</b>

- (iii) Other benefits under National Pension Scheme, Contributory Provident Fund, Accident Insurance coverage, Reimbursement of Medical expenses under the Contributory Medical Insurance policy, leave encashment etc. as admissible shall be applicable for the post.
- (iv) The posting shall be at Hooghly Cochin Shipyard Limited (Hooghly CSL), Howrah/ other project sites as desired by Hooghly CSL. The appointment to the post carries with it the obligation to serve in any department of Hooghly CSL or on-board ships or in any of the units / work sites/ projects undertaken in any part of India or abroad as the case may be.
- (v) Selected candidate shall be placed in the minimum of the pay scale and pay protection will not be considered.

**E. Age:**

- (i) **The upper age limit prescribed for the post of Manager shall not exceed 40 years as on 24.07.2025. i.e., applicants should be born on or after 25.07.1985.**
- (ii) **The upper age limit prescribed for the post of Deputy Manager shall not exceed 35 years as on 24.07.2025. i.e., applicants should be born on or after 25.07.1990.**
- (iii) The upper age limit is relaxable by 3 years for OBC (Non-Creamy Layer) candidates. The upper age limit shall be relaxable by 5 years for Persons with Benchmark Disabilities (PwBD) for the post of Deputy Manager (Estate & Administration).
- (iv) The upper age limit shall be relaxable for Ex-servicemen by 10 years for the post of Manager and Deputy Managers. However, in no case, age limit after applying all age relaxations shall 50 years for the post of Manager, 45 years for the post of Deputy Managers.

**F. Method of Selection:**

- (i) The selection process shall be held at Hooghly CSL, Howrah, or interview through electronic media.
- (ii) The method of selection shall include a Power Point Presentation, Group discussion and Personal Interview. Candidates who are provisionally short-listed for the post 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. Based on the Power Point Presentation, the candidates shall be further short-listed for Group discussion and Personal Interview. Only candidates who are meeting the notified work experience and job requirements shall be permitted to attend Group discussion & Personal Interview. The marks shall be assigned to the short-listed candidates based on the following parameters for final selection:
  - a) Work Experience in the relevant job/ area : 40% marks**
  - b) Power Point Presentation on work experience : 30% marks**
  - c) Group Discussion : 10% marks**
  - d) Personal Interview : 20% marks**

(iii) Hooghly CSL reserves the right to scrutinize applications for all the posts 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.

**G. 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 Thah
- (iii) sildar, failing which their candidature shall not be considered against the reserved post, and for other concessions or relaxations applicable to the category.
- (iv) For the post of Deputy Manager (Estate & Administration), 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/ Institute/Examination Board recognized by AICTE/ appropriate statutory authority/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) 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 post. 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 Board 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 the above requirements shall only be considered. Period of post qualification experience shall be reckoned as on 24.07.2025.**

- (ii) Training period in any organisation shall not be counted as work experience, including the period of executive training, management training, apprentice training, advanced training, or any other training.
- (iii) **Experience Certificates obtained from Companies registered under the Companies Act 1956 or Foreign Companies of equivalent status shall only be considered for short listing and for consideration for selection.**
- (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 and CTC Certificate during the current financial year/ IT Form-16 of the previous financial year** as proof of work experience. **For past employment, experience certificate indicating the date of joining as well as relieving should be submitted. In case of applicants working in private sector or contract rolls, document for CTC breakup clearly indicating the monthly, annual components, benefits and payslip should be submitted.** The applicants 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 in regular Government service or in Government owned industrial or other similar organizations should submit their applications online directly to Hooghly CSL. However, such applicants are required to upload a declaration (as per **Annexure – I**) that they have informed in writing to their employer that they have applied for the post notified by Hooghly CSL. Candidature of such applicants will not be considered if objection if any received from the employer.
- (vi) Applicants who are Ex-servicemen should submit **Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces**. Those ex-servicemen having Degree 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. Ex-servicemen claiming equivalency of Degree in discipline 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.
- (vii) Those ex-servicemen, on re-employment in any Government job on civil side after availing of the benefits given to him as an ex-serviceman, his ex-serviceman status for the purpose of re-employment in Government shall be governed by DoPT OM Nos. 36034/ 27/ 84-Estt (SCT) dated 02.05.1985, 36034/ 6/ 90-Estt (SCT) dated 10.10.1994 and 36034/ 1/ 2014-Estt (SCT) dated 14.08.2014. **All ex-servicemen shall submit an undertaking along with the online application, that he has not been re-employed in Government after availing the benefits for ex-servicemen (as per Annexure – II).**

- (viii) 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 uploaded while submitting their online application for the post notified.

**d) Application Fee:**

- (i) Application fee of ₹ 1,000/- (Non-refundable, plus bank charges extra) should be remitted using the Online payment options (Debit card/Credit card/Internet Banking/Wallets/UPI etc.) which can be accessed through our Online application facility from 25.06.2025 to 24.07.2025. No other mode of payment shall be accepted.
- (ii) Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST) need not pay application fee. They are exempted from payment of application fee.
- (iii) Candidates belonging to Persons with Bench mark Disabilities (PwBD) applying for the post of Deputy Manager (Estate & Administration) need not pay application fee. They are exempted from payment of application fee.
- (iv) All applicants for whom the fee is applicable, i.e., except those mentioned at (ii) & (iii) above should pay the application fees. It is important to note that their candidature shall be considered only on receipt of application fee.

**e) How to Apply:**

- (i) Applicants should go through the User Manual and FAQ published in the link [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page → HCSL) or [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page → E-Recruitment Permanent Posts) before filling the online application. The application consists of two phases - One time Registration and Submission of application against the post applicable. Applicants should not submit more than one application. Application once submitted shall be final.
- (ii) Applicants meeting the notified requirements may do the **One-time Registration in the SAP Online portal and submit their application.** The facility to submit their application can be accessed through the website [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page → HCSL) or [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page → E-Recruitment Permanent Posts) from 25.06.2025 to 24.07.2025. **Application submitted direct or by any other mode shall not be accepted.**
- (iii) Applicants should ensure that all certificates towards proof of age, educational qualification, experience, caste, disability etc., and a recent passport size colour photograph are uploaded in the SAP online application portal, failing which their candidature shall not be considered and shall be rejected.
- (iv) Applicants should ensure that all the entries in the online application have been correctly filled in and application submitted successfully. Change in the data provided in the application after final submission of the same through online will not be considered. **Filling of garbage/junk details in any of the fields can lead to rejection of application.**



- (v) Application must be complete in all respects as per this Advertisement Notification. **Please note that incomplete applications /withdrawn applications / applications in draft status shall not be considered.** On successful submission of the application, the status of the application shall be shown as **"In process"**. After submission of the application, the applicant shall log in to My Applications and ensure that the application status is **"In process"** to ensure the process is complete. **No refund of fees shall be considered after successful submission of application or withdrawal of application.**
- (vi) **After applying through online, applicants should retain a soft copy/ printout of the online application containing the unique registration number generated by the system for their reference. It is important to note that, the unique registration number shall be obtained only upon successful submission of online application.** The Registration Number on the online application should be quoted for any correspondence with Hooghly CSL.
- (vii) **Applicants need not send the online application print out/ certificates/ application fee in the form of DD/Challan/Cheque by post to Hooghly Cochin Shipyard Ltd.**
- (viii) The website shall remain functional for the purpose of submitting applications from **25.06.2025** and the last date for submission of applications through online is **24.07.2025**. **In order to avoid heavy traffic in website on the last date that may result in non-submission of application, applicants are advised to log in to HCSL/CSL website and submit applications well in advance before the last date. Those who apply on the last date of application may not get any troubleshooting assistance / technical support in the application portal by email/phone after 1600 hrs. on the last date.**

**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 because 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) Hooghly CSL reserves the right to call for any additional documentary evidence from applicants 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, Hooghly 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 again 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.**
- (v) All candidates appearing for 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 CSL on production of proof. Candidates claiming travel re-imbursement 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 fulfill any of the notified eligibility conditions, he/she shall neither be allowed to attend selection process nor be paid any travelling

allowance. This clause shall not apply in case of selection conducted through electronic media.

- (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) (Career page → HCSL) or HCSL website [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page → E-Recruitment Permanent Posts) **Schedule of the selection process shall be intimated to the short-listed applicants through E-mail/ CSL website [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page → HCSL) or HCSL website [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page → E-Recruitment Permanent Posts).** Candidates are requested to frequently check the above website for updates related to the selection.
- (viii) Mere submission of application and Issue of call letter 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.
- (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 Hooghly CSL. The appointment of the candidate may be subject to certification of medical fitness.
- (xi) Hooghly CSL 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 list shall be maintained for all posts 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 Hooghly CSL.
- (xiv) Notwithstanding the above or any other conditions, Hooghly CSL 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. Hooghly CSL reserves the right to restrict/ alter/ cancel/ modify the recruitment process, if need so arises.

- (xv) Submission of application shall be considered as unconditional acceptance of all terms and 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 given in the HCSL/CSL website only.
- (xix) For any further clarification related to the advertisement and conduct of selection, please contact us via e-mail [careers@hooghlycsl.com](mailto:careers@hooghlycsl.com) Or Landline Number **03329558283, Ext.: 241.**

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



**Sd/-  
SENIOR MANAGER (IR & HR)  
HOOGHLY COCHIN SHIPYARD LIMITED**

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

**Vacancy Notification No. HCSL/HR/RECTT/PERMA/2025-26/3 dated 25.06.2025**

Hooghly Cochin Shipyard Limited (Hooghly CSL), Howrah, a Wholly Owned Subsidiary of Cochin Shipyard Limited (CSL), invites **Online applications** from Indian citizens, fulfilling the eligibility requirements for filling up of the following **Executive posts on regular rolls in Hooghly Cochin Shipyard Limited.**

**A. Name of Posts, Educational Qualification, Experience:**

**TABLE 1**

Sl. No.	Name of Posts	Education Qualification	Experience
1.	<b>Assistant Manager (Machinery/Piping Design)</b>	<b><u>Essential:</u></b> Degree in Mechanical Engineering / Naval Architecture/ Marine Engineering with minimum of 60% marks from a recognized University.	<b><u>Essential:</u></b> a) Minimum three years post qualification experience in • Shipbuilding or • Ship repair or • Engineering companies or • Offshore Fabrication or • Petrochemical Industry or • Marine related Engineering companies or • Government / Semi Government Companies / Establishments,  b) Experience shall be in the areas of Machinery outfitting/ Commissioning function.  <b><u>Desirable:</u></b>  a) Experience of working in an ERP/ SAP/ Auto CAD / computerized environment.  b) Good communication skills and working knowledge in Hindi/ Bengali.
2.	<b>Assistant Manager (Electrical Outfit Design)</b>	<b><u>Essential:</u></b> Degree in Electrical Engineering with minimum of 60% marks from a recognized University.	<b><u>Essential:</u></b> a) Minimum three years post qualification experience in • Shipbuilding or • Ship repair or • Engineering companies or • Offshore Fabrication or • Petrochemical Industry or



		<ul style="list-style-type: none"> <li>• Marine related Engineering companies or</li> <li>• Government / Semi Government Companies / Establishments,</li> </ul> <p>b) Experience shall be in the areas of Electrical Design/Drawing and calculation of ship system.</p> <p><b><u>Desirable:</u></b></p> <p>a) Proficiency in Computer Applications like AutoCAD, SAP, 3D Ship Design software like Neupas CADMATIC, Aviva, Tribon, MS Project, MS Office etc.</p> <p>b) Good communication skills and working knowledge in Hindi/ Bengali.</p> <p><b><u>Job Requirements:</u></b></p> <p>Responsible for design and development of electrical systems of ships. Interaction with Business Development, Production Departments and working with National Authorities, Classification Societies etc. Preparation of Purchase Technical Specifications, Technical evaluation etc. during procurement process of ship equipment / components. Travel at short notice, good communication skills in project sales catering to national &amp; international clients, willing to take responsibility to work against the set targets within the time frame etc. Liaison with various government/ statutory agencies.</p>
--	--	---

**B. Important Dates:**

**Commencement of Online Application : 25.06.2025**  
**Last Date of Online Application : 24.07.2025**

**C. Grade, No. of Vacancies and Reservation:**

**TABLE 2**

Sl. No.	Name of the Posts	Grade	UR	OBC	Total
1.	Assistant Manager (Machinery/Piping Design)	E1	1	-	1
2.	Assistant Manager (Electrical Outfit Design)	E1	-	1	1
<b>Total</b>			<b>1</b>	<b>1</b>	<b>2</b>

- (i) Hooghly CSL reserves the right to increase / decrease the number of vacancies or not to fill up the vacancy or cancel the recruitment process, as per its requirement.
- (ii) The job of the above notified posts involves working at heights, shops, docks and confined areas, climbing of vertical ladders, entering into manholes and through narrow passages on board ships and not safe and healthy for PwBDs. Hence these posts have not been identified as suitable for Persons with Disabilities.

**D. Pay Scale, Benefits & Place of Posting:**

- (i) Pay scale and Scale of Pay:

**TABLE 3**

Pay Scale	Scale of Pay
E1	₹40,000/- 3%- ₹1,40,000/-

- (ii) Monthly Emoluments as on date: -

**TABLE 4**

Sl. No	Wage Type	Amount (In ₹)
		Assistant Manager (E1 grade)
1.	Basic pay	₹ 40,000
2.	DA (at present 48.7%)	₹ 19,480
3.	HRA (at present 27%)	₹ 10,800
4.	Perks & Allowances (35%)	₹ 14,000
<b>Total</b>		<b>₹84,280</b>

- (iii) Other benefits under National Pension Scheme, Contributory Provident Fund, Accident Insurance coverage, Reimbursement of Medical expenses under the Contributory Medical Insurance policy, leave encashment etc. as admissible shall be applicable for the post.
- (iv) The posting shall be at Hooghly Cochin Shipyard Limited (Hooghly CSL), Howrah/ other project sites as desired by Hooghly CSL. The appointment to the post carries with it the obligation to serve in any department of Hooghly CSL or on-board ships or in any of the units / work sites/ projects undertaken in any part of India or abroad as the case may be.

- (v) Selected candidate shall be placed in the minimum of the pay scale and pay protection will not be considered.

**E. Age:**

- (i) **The upper age limit prescribed for the post shall not exceed 30 years as on 24.07.2025 i.e., applicants should be born on or after 25.07.1995.**
- (ii) The upper age limit is relaxable by 3 years for OBC (Non-Creamy Layer) candidates.
- (iii) The upper age limit shall be relaxable for Ex-servicemen by 10 years for the post. However, in no case, age limit after applying all age relaxations shall exceed **40** years for the post.

**F. Method of Selection:**

- (i) The method of selection shall include: -

**(i) Phase I - Objective type Offline test (40 Marks)**

**(ii) Phase II - Descriptive type Written test (30 Marks)**

**(iii) Phase III - Group Discussion & Personal Interview (30 Marks)**

- (ii) The Objective type Test shall be of 40 marks, 45 minutes duration comprising of 40 Multiple-choice questions in the areas of General Knowledge, General English, Reasoning, Quantitative Aptitude and Subject Based. The Descriptive type test shall be of 30 marks, 90 minutes duration comprising of Subject based questions. Accordingly, weightage is assigned to the following parameters for the final selection: -

• Objective type test Marks	: 40 marks
• Descriptive type test Marks	: 30 marks
• Group Discussion	: 10 marks
• Personal Interview	: 20 marks

**Total : 100 marks**

- (iii) Mark list shall be prepared on the basis of marks secured by candidates in the Objective type test & Descriptive type test. The candidates shall be short-listed for further selection process in the minimum ratio of 6 candidates against the post in the order of merit.
- (iv) The minimum pass marks each for Objective as well as Descriptive type test shall be as follows;
- For unreserved post – 50 % of Total Marks of each test,  
For OBC candidates – 45 % of Total Marks of objective type test only for vacancies reserved for OBC.
- (v) The Descriptive test answer sheets of only those candidates shall be evaluated, who secure the minimum pass mark and above in Objective type test and who meet the notified eligibility requirements.

- (vi) Only those candidates who successfully complete the certificate verification and secure pass marks in the tests will be allowed to attend the Group discussion & Personal Interview.
- (vii) Depending upon the number of online applications, the selection tests shall be held at Hooghly CSL, Howrah or as decided by Hooghly CSL. The allocation of examination centre shall be at the sole discretion of CSL.
- (viii) The Group Discussion and Personal Interview shall be held at Hooghly CSL interview through electronic media.
- (ix) Depending upon the number of online applications received, Hooghly CSL reserves the right to scrutinize applications for the post and prepare shortlist of candidates based on meeting eligibility requirements ascertained through the certificates uploaded by the applicants, and only such shortlisted candidates shall be permitted to attend the selection process.
- (x) Further to the certificate verification, the selection process shall be conducted with the shortlisted candidates, even if it is less than 1:6 ratio as decided by Hooghly CSL.
- (xi) Rank list for the posts shall be prepared based on the total marks secured by the candidates in all the selection parameters. In case, same aggregate marks are secured by more than one candidate, marks scored in the subject 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.

**G. 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 Thahsildar, failing which their candidature shall not be considered against the reserved post, and for other concessions or relaxations applicable to the category.

**b) Qualification:**

- (i) The minimum qualification stipulated for the post must be from a University/ Institute/Examination Board recognized by AICTE/ appropriate statutory authority/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) 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 post. 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 Board 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 the above requirements shall only be considered. Period of post qualification experience shall be reckoned as on 24.07.2025.**
- (ii) Training period in any organisation shall not be counted as work experience, including the period of executive training, management training, apprentice training, advanced training, or any other training.
- (iii) **Experience Certificates obtained from Companies registered under the Companies Act 1956 or Foreign Companies of equivalent status shall only be considered for short listing and for consideration for selection.**
- (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 and CTC Certificate during the current financial year/IT Form-16 of the previous financial year** as proof of work experience. **For past employment, experience certificate indicating the date of joining as well as relieving should be submitted. In case of applicants working in private sector or contract rolls, document for CTC breakup clearly indicating the monthly, annual components, benefits and payslip should be submitted.** The applicants 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 in regular Government service or in Government owned industrial or other similar organizations should submit their applications online directly to Hooghly CSL. However, such applicants are required to upload a declaration (as per **Annexure – I**) that they have informed in writing to their employer that they have applied for the post notified by Hooghly CSL. Candidature of such applicants will not be considered if objection is received from the employer.
- (vi) Applicants who are Ex-servicemen should submit **Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces**. Those ex-servicemen having Degree 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. Ex-servicemen claiming equivalency of Degree in discipline 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.

- (vii) Those ex-servicemen, on re-employment in any Government job on civil side after availing of the benefits given to him as an ex-serviceman, his ex-serviceman status for the purpose of re-employment in Government shall be governed by DoPT OM Nos. 36034/27/84-Estt (SCT) dated 02.05.1985, 36034/6/90-Estt (SCT) dated 10.10.1994 and 36034/1/2014-Estt (SCT) dated 14.08.2014. **All ex-servicemen shall submit an undertaking along with the online application, that he has not been re-employed in Government after availing the benefits for ex-servicemen (as per Annexure – II).**
- (viii) **Employees who are currently working in CSL/ any other units of CSL on the regular rolls are not eligible to apply for the same posts at the same pay scales notified by CSL.**
- (ix) 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 uploaded while submitting their online application for the post notified.

**d) Application Fee:**

- (i) Application fee of ₹ 1,000/- (Non-refundable, plus bank charges extra) **should be remitted using the Online payment options (Debit card/Credit card/Internet Banking/Wallets/UPI etc.)** which can be accessed through our Online application facility from **25.06.2025 to 24.07.2025**. No other mode of payment shall be accepted.
- (ii) **Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST) need not pay application fee. They are exempted from payment of application fee.**
- (iii) All applicants for whom the fee is applicable, i.e., except those mentioned at (ii) above should pay the application fees. It is important to note that their candidature shall be considered only on receipt of application fee.

**e) How to Apply:**

- (i) **Applicants should go through the User Manual and FAQ published in the link [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page→ HCSL) or [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page → E-Recruitment Permanent Posts) before filling the online application. The application consists of two phases – One time Registration and Submission of application against the post applicable.** Applicants should not submit more than one application. Application once submitted shall be final.



- (ii) Applicants meeting the notified requirements may do the **One-time Registration in the SAP Online portal and submit their application**. The facility to submit their application can be accessed through the website [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page→ HCSL) or [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page→ E-Recruitment Permanent Posts) from 25.06.2025 to 24.07.2025. **Application submitted direct or by any other mode shall not be accepted.**
- (iii) **Applicants should ensure that all certificates towards proof of age, educational qualification, experience, caste, disability etc and a recent passport size colour photograph are uploaded in the SAP online application portal, failing which their candidature shall not be considered and shall be rejected.**
- (iv) **Applicants should ensure that all the entries in the online application have been correctly filled in and application submitted successfully. Change in the data provided in the application after final submission of the same through online will not be considered. Filling of garbage/junk details in any of the fields can lead to rejection of application.**
- (v) Application must be complete in all respects as per this Advertisement Notification. **Please note that incomplete applications/ withdrawn applications/ applications in draft status shall not be considered.** On successful submission of the application, the status of the application shall be shown as **"In process"**. After submission of the application, the applicant shall log in to My Applications and ensure that the application status is **"In process"** to ensure the process is complete. **No refund of fees shall be considered after successful submission of application or withdrawal of application.**
- (vi) **After applying through online, applicants should retain a soft copy/ printout of the online application containing the unique registration number generated by the system for their reference. It is important to note that, the unique registration number shall be obtained only upon successful submission of online application.** The Registration Number on the online application should be quoted for any correspondence with Hooghly CSL.
- (vii) **Applicants need not send the online application print out/ certificates/ application fee in the form of DD/Challan/Cheque by post to Hooghly Cochin Shipyard Ltd.**
- (viii) The website shall remain functional for the purpose of submitting applications from 25.06.2025 and the last date for submission of applications through online is 24.07.2025. **In order to avoid heavy traffic in website on the last date that may result in non-submission of application, applicants are advised to log in to HCSL/CSL website and submit applications well in advance before the last date. Those who apply on the last date of application may not get any**

***troubleshooting assistance / technical support in the application portal by email/phone after 1600 hrs. on the last date.***

**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 because 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) Hooghly CSL reserves the right to call for any additional documentary evidence from applicants 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, Hooghly 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 again 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.
- (v) All candidates appearing for Personal Interview, shall be reimbursed single to & from 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 CSL, on production of proof. Candidates claiming travel reimbursement 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 fulfill any of the notified eligibility conditions, he/she shall neither be allowed to attend selection process nor be paid any travelling allowance. This clause shall not apply in case of selection conducted through electronic media.
- (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) (Career page→ HCSL) or HCSL website [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page → **E-Recruitment Permanent Posts**) **Schedule of the selection process shall be intimated to the short-listed applicants through E-mail/ CSL website [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page→ HCSL) or HCSL website [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page → E-Recruitment Permanent Posts).** Candidates are requested to frequently check the above website for updates related to the selection.
- (viii) Mere submission of application and Issue of call letter 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.
- (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 Hooghly CSL. The appointment of the candidate may be subject to certification of medical fitness.

- (xi) Hooghly CSL 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 all posts 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 post 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 Hooghly CSL.
- (xiv) Notwithstanding the above or any other conditions, Hooghly CSL 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. Hooghly CSL reserves the right to restrict/ alter/cancel/modify the recruitment process, if need so arises.
- (xv) Submission of application shall be considered as unconditional acceptance of all terms and 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 given in the HCSL/CSL website only.
- (xix) For any further clarification related to the advertisement and conduct of selection, please contact us via e-mail [careers@hooghlycsl.com](mailto:careers@hooghlycsl.com) Or Landline Number **03329558283, Ext.: 241.**

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

**Sd/-  
SENIOR MANAGER (IR & HR)  
HOOGHLY COCHIN SHIPYARD LIMITED**

## HOOGHLY COCHIN SHIPYARD LIMITED

HOWRAH- 711109

### **Vacancy Notification No. HCSL/HR/RECTT/PERMA/2025-26/5 dated 25.06.2025**

Hooghly Cochin Shipyard Limited (Hooghly CSL), a wholly owned Subsidiary of Cochin Shipyard Limited, invites **Online Applications** from young professionals for filling up the posts of **Executive Trainees** in the following disciplines:

#### **A. Discipline and Educational Qualification:**

**TABLE-1**

<b>Sl. No.</b>	<b>Discipline</b>	<b>Educational Qualification</b>
1.	Naval Architecture	Degree in Naval Architecture with minimum of 65% marks from a recognized University.
2.	Mechanical	Degree in Mechanical Engineering with minimum of 65% marks from a recognized University.
3.	Electrical	Degree in Electrical Engineering with minimum of 65% marks from a recognized University.

#### **B. Important Dates:**

**Commencement of Online Application : 25.06.2025**  
**Last Date of Online Application : 24.07.2025**

#### **C. No. of Vacancies & Reservation:**

**TABLE 2**

<b>Sl. No.</b>	<b>Name of Posts</b>	<b>UR</b>	<b>SC</b>	<b>Total</b>
1.	Executive Trainee (Naval Architecture)	1	-	1
2.	Executive Trainee (Mechanical)	1	-	1
3.	Executive Trainee (Electrical)	-	1	1
<b>Total</b>		<b>2</b>	<b>1</b>	<b>3</b>



- (i) Hooghly CSL 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.
- (ii) The job of the above notified posts involves working at heights, shops, docks and confined areas, climbing of vertical ladders, entering into manholes and through narrow passages on board ships and not safe and healthy for PwBDs. Hence these posts have not been identified as suitable for Persons with Disabilities.

**D. Compensation and Benefits, Place of posting:**

- i) The candidate selected as Executive Trainee will have to undergo one year training during which the trainee will be paid a consolidated monthly stipend of Rs. 50,000/-. If required, the trainee would be retained for extra hours of training on closed holidays, and in such cases would be paid an additional stipend limited to a maximum of Rs. 3000/-per month.
- ii) On successful completion of one year training, the Executive Trainees shall be considered for appointment as Assistant Manager in E-1 Grade in the scale of pay of Rs. 4,0000/- - 3% - 1,40,000/- and pay fixed at the start of the scale. In addition to Basic Pay, the incumbent shall be eligible for Industrial Dearness Allowance as applicable, HRA @ 27% of Basic pay, perks up to 35% of Basic Pay, and other benefits viz. National Pension Scheme, Contributory Provident Fund, Accident Insurance coverage, Leave Encashment, Reimbursement of Medical expenses under the Contributory Medical Insurance policy etc., as per the rules of the company. The monthly emoluments as on date is detailed under: -

**TABLE 3**

Sl. No.	Wage type	Monthly Emoluments
1.	Basic pay	₹40,000/-
2.	DA (at present 48.7%)	₹19,480/-
3.	HRA (at Present 27%)	₹10,800/-
4.	Perks & Allowances (35%)	₹14,000/-
<b>Total per month</b>		<b>₹84,280/-</b>

The Annual CTC (at the minimum of the E1 scale) is **12 lakhs** approximately.

- iii) The posting shall be at Hooghly CSL or any other Hooghly CSL units/ project sites as desired by Hooghly CSL. However, depending upon project requirements, the candidates are liable to be transferred within different units/project sites of Hooghly CSL. The appointment to the post carries with it the obligation to serve in any



department of Hooghly CSL or on-board ships or in any of the units/ work sites/ projects undertaken in any part of India or abroad as the case may be.

**E. Age:**

- i) The upper age limit prescribed for all the posts shall be **27 years as on 24.07.2025** i.e., applicants should be born on or after **25.07.1998**.
- ii) The upper age limit is relaxable by 5 years for Scheduled Caste (SC) candidates only for consideration to the post reserved for them.

**F. Method of Selection:**

The selection process comprises of two phases:

**i) Phase-I - Objective Type Offline Test (60 marks)**

The Objective Type Offline Test shall be of **60 Minutes duration comprising of 60 Multiple Choice Questions** in the areas of General Awareness (5 Marks), English Language (5 marks), Numerical Ability (5 marks), Reasoning Ability (5 marks) and Subject Based (40 marks). Each question carries one mark.

**ii) Phase-II - Group Discussion (GD), Writing Skills and Personal Interview (40 marks)**

- iii)** Marks are assigned to the following parameters for preparing the final rank list for selection:

Objective Type Offline Test	: 60 marks
Group Discussion (GD)	: 10 marks
Writing Skills	: 10 marks
Personal Interview	: 20 marks

**Total : 100 marks**

- iv)** The Phase I selection test shall be held at Hooghly CSL or any other venue as decided by Hooghly CSL. The Phase-II shall be held at Hooghly CSL, Howrah.
- v)** The mark list for each post shall be prepared on the basis of marks secured by candidates in the Phase-I - Objective type test. The minimum pass mark each for Objective as well as Descriptive tests shall be as below: -

For unreserved posts – 50 % of Total Marks of each test,

For SC candidates – 40 % of Total Marks of each test only for vacancy reserved for Scheduled Caste (SC).

- vi) Candidates who score minimum pass marks and above shall be short listed for certificate verification. For each post, Hooghly CSL shall call sufficient number of candidates for verification of certificates so as to get candidates in the minimum ratio of 6 candidates against one post in the order of merit/ reservation.
- vii) Only those candidates who successfully complete the certificate verification shall be allowed to attend the Phase II (Group Discussion, Writing Skills and Personal Interview).
- viii) Further to the Certificate verification, the Phase II shall be conducted with the eligible candidates even if it is less than 1:6 ratio as decided by Hooghly CSL.
- ix) Rank lists of candidates who qualified in all the phases shall be prepared based on the total marks secured by the candidates in Phase I & Phase II Selection Tests. In case, same aggregate marks are 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.

**G. Conditions:**

**i) Reservation**

- a) Government of India Directives on reservation shall apply.
- b) Applicants belonging to Scheduled Caste (SC), should produce a valid 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 posts, and for other concessions/ relaxations applicable to the categories.

**ii) Qualification**

- a) The minimum qualification stipulated for the post must be from a University/ Institute/ Examination Board recognized by AICTE/ appropriate statutory authority in State/ Central Government.
- b) The equivalent qualifications for the following Engineering disciplines prescribed at clause A are as given under. No claim of possession of any other Engineering qualification as equivalent to the notified disciplines shall be entertained.

<b>Notified discipline as per clause A</b>	<b>Eligible Disciplines of Engineering considered equivalent by Hooghly CSL</b>
Mechanical	1. Industrial and Production Engineering 2. Industrial Engineering 3. Mechanical Production and Tool Engineering 4. Mechatronics 5. Production Engineering 6. Mechanical (Automobile) Engineering
Naval Architecture	1. Naval Architecture & Offshore Engineering 2. Naval Architecture & Ocean Engineering 3. Dual degree in Naval Architecture (BTech with MTech) 4. Naval Architecture and Ship Building Engineering 5. Naval Architecture & Marine Engineering
Electrical	1. Electrical & Electronics Engineering

- c) Applicants who possess such equivalent qualifications may apply for the respective post, and shall attend the offline test being conducted in the notified discipline, against which they had submitted their application online.
- d) 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. The candidate may also produce the percentage conversion certificate issued by the University. However, where the University/ Institute/ Examination Board does not define criteria or provide percentage conversion certificate 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.
- e) Students appearing or who have appeared for the final semester of the Qualifying course indicated at clause A above, can also apply by giving their aggregate marks scored in all the previous semesters. Such candidates, if shortlisted, after the offline test should submit documentary proof of having completed the qualifying degree with required percentage of marks specified in this Advertisement at the time of certificate verification failing which their candidature will be cancelled. Extension of time for producing proof of having passed the qualifying Degree examination shall not be granted. Date of verification of certificates/ Discussion/ Writing Skills/

Personal Interview shall be notified on Hooghly CSL Website shortly.

iii) **Service Agreement:**

- a) The selected candidates are required to execute a Service Agreement to serve Hooghly CSL at least for a period of three years after successful completion of the training and to pay an amount of ₹3 Lakhs (Rupees Three lakhs) to Hooghly CSL for violation of the agreement as liquidated damages. During the period of training and during the period of service agreement, application for outside employment shall not be forwarded. No Objection Certificate for outside employment also will not be issued.

iv) **Documents to be uploaded Online:**

- a) Applicants are required to ensure that all certificates towards proof of age, qualification, caste etc., a recent passport size colour photograph, signature are ready for uploading before commencement of the online application process. **Copies of certificates / mark sheets in proof of all relevant educational qualifications, certificates in proof of age, caste etc., should be uploaded** as per guidelines provided in the online application portal, **failing which their candidature will not be considered.**
- b) Applicants in regular Government service or in Government owned industrial or other similar organizations should submit their applications online directly to Hooghly CSL. However, such applicants are required to upload a declaration (as per **Annexure – I**) that they have informed in writing to their employer that they have applied for the posts notified by Hooghly CSL. Such candidates if selected, should join for duty on the date specified in the offer of appointment after being relieved by the employer.

H. **Application Fee: -**

- a) Application fee of **₹750/- (Non-refundable, plus bank charges extra) should be remitted using the Online payment options (Debit card/ Credit card/ Internet Banking/ Wallets/ UPI etc.,)** which can be accessed through the Online application portal **from 25.06.2025 to 24.07.2025. No other mode of payment will be accepted.**
- b) Applicants belonging to Scheduled Caste (SC)/Scheduled Tribe (ST) need not pay application fee. They are exempted from payment of application fee.

- c) All applicants for whom the fee is applicable, i.e., except those belonging to SC/ST should pay the application fee as stipulated in the above clause. **It is important to note that their candidature will be considered only on receipt of application fee.**

**I. How to Apply:**

- a) **Applicants should go through the User Manual and FAQ published in the link [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page→ HCSL) or [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page → E-Recruitment Permanent Posts) before filling the online application. The application consists of two phases – One time Registration and Submission of application.** Applicants should not submit more than one application. Application once submitted shall be final.
- b) Applicants meeting the notified requirements may do the one-time registration in the SAP Online Portal and submit their application can be accessed through the website [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page→ HCSL) or [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page → E-Recruitment Permanent Posts) from 25.06.2025 to 24.07.2025. Application submitted direct or by any other mode shall not be accepted.
- c) Applicants should ensure that all the entries in the online application have been correctly filled in and application submitted successfully. Change in the data provided in the application after final submission of the same through online will not be considered. Filling of garbage/junk details in any of the fields can lead to rejection of application.
- d) **Application must be complete in all respects as per this Advertisement Notification. Please note that incomplete applications /withdrawn applications / applications in draft status shall not be considered.** On successful submission of the application, the status of the application shall be shown as "In Process". After submission of the application, the applicant shall log in to My Applications and ensure that the application status is "In process" to ensure the process is complete. **No refund of fees shall be considered after successful submission of application or withdrawal of application.**
- e) **After applying through online, applicants should retain a soft copy/ printout of the online application containing the unique registration number generated by the system for their reference. It is important to note that, the unique application number shall be obtained only upon successful submission of online application.** The Registration Number on the online application should be



quoted for any correspondence with Hooghly CSL.

- f) **Applicants need not send the online application print out/ certificates/ application fee in the form of DD/ Challan/ Cheque by post to Hooghly Cochin Shipyard Ltd.**
- g) The website will remain functional for the purpose of submitting applications from **25.06.2025** and the last date for submission of applications through online is **24.07.2025**. In order to avoid heavy traffic in website on the last date that may result in non-submission of application, candidates are advised to log in to Hooghly CSL website and submit applications well in advance before the last date. ***Those who apply on the last date of application may not get any troubleshooting assistance/ technical support in the SAP application portal by email/phone after 1600 hrs. on the last date.***

**F. General:**

- i) **Applicants are advised to make sure that they are meeting the eligibility requirements as per the vacancy notification for the posts before submitting the applications.**
- ii) Hooghly CSL reserves the right to call for any additional documentary evidence from candidates in support of educational qualification/ other notified eligibility requirements as indicated in their online application and information / replies to such queries should be only through the e-mail [careers@hooghlycsl.com](mailto:careers@hooghlycsl.com). However, Hooghly 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.
- iii) 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. The candidature of the applicants short-listed for the selection process shall be purely provisional, subject to verification of original certificates in proof of age, qualification, experience, caste, 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.

- iv) No travelling allowance shall be paid to any candidates for appearing for the Objective type test. However, SC candidates for the reserved post appearing for the certificate verification 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.
- v) No correspondence regarding the rejection of application in case of ineligibility shall be entertained.
- vi) Call letters shall not be sent to short-listed candidates by post. They shall be informed to download call letter by e-mail/ through Hooghly CSL website [www.hooghlycsl.com](http://www.hooghlycsl.com) Schedule of the selection process shall be intimated to the short-listed applicants through E-mail/ Hooghly CSL website (Career page). Candidates are requested to frequently check the above website i.e., [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page → E-Recruitment Permanent Posts) for updates related to the selection process.
- vii) 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 Hooghly CSL.
- viii) Appointment of selected candidates shall be subject to verification of character and antecedents and verification of caste certificates if applicable.

- ix) The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by Hooghly CSL. The reports of such medical examination shall be examined by Medical Officer of Hooghly CSL and the appointment of the candidate shall be subject to verification of medical fitness by the Medical Officer of Hooghly CSL.
- x) Hooghly CSL 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.
- xi) Hooghly CSL reserves the right not to fill up the vacancies notified. Further, the filling up of the notified vacancies will be subject to the suitability of candidates in the rank list, availability of projects and job requirements. Hooghly CSL reserves the right to restrict/ alter/ cancel/ modify the recruitment process, if need so arises without notice or assigning any reason thereof.
- xii) Submission of applications shall be considered as an unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.
- xiii) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- xiv) 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.
- xv) Any Change, amendment, modification or addition to this advertisement shall be published on the CSL/ Hooghly CSL website only.
- xvi) For any further clarifications related to the advertisement & conduct of selection, please contact us via e-mail [careers@hooghlycsl.com](mailto:careers@hooghlycsl.com)/call us at 033- 2955 8283: Ext: 241.

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

**Sd/-  
SR. MANAGER (IR & HR)  
HOOGHLY COCHIN SHIPYARD LIMITED**

## HOOGHLY COCHIN SHIPYARD LIMITED

HOWRAH- 711109

### Vacancy Notification No. HCSL/HR/RECTT/PERMA/2025-26/4 dated 25.06.2025

Hooghly Cochin Shipyard Limited (Hooghly CSL), a wholly owned Subsidiary of Cochin Shipyard Limited Invites **Online applications** from Indian citizens fulfilling the eligibility requirements, for filling up the following Supervisory post in Hooghly CSL:

#### **I. Name of Post, Educational Qualification, Experience:**

**TABLE-1**

<b><u>Name of Post</u></b>	<b><u>Educational Qualification</u></b>	<b><u>Experience</u></b>
<b>Assistant Engineer (Information Technology)</b>	<b><u>Essential:</u></b>  a) Three-year Degree in Computer Science / Information Technology / Computer Application securing minimum of 60% marks from a recognized University.  <b>OR</b>  b) Three-year Diploma in Computer Engineering / Information Technology securing minimum of 60% marks from a State Board of Technical Education.  <b><u>Desirable:</u></b>  A valid certification from reputed agencies or organizations on Networking/ Systems Management.	<b><u>Essential:</u></b>  Seven years post qualification experience in IT department/ section of a Government/ Semi-Government Company or Establishment/ Public Sector undertaking/ Private Company, out of which two years should be in a supervisory grade.  <b><u>Desirable:</u></b>  a) Experience of working in an ERP/ SAP/ computerized environment. b) Good communication skills and working knowledge in Hindi/Bengali.

#### **II. Important Dates:**

Commencement of Online Application : **25.06.2025**  
Last Date of Online Application : **24.07.2025**

### III. No. of Vacancy and Reservation:

**TABLE-2**

Name of Post	UR
Assistant Engineer (Information Technology)	1

- (i) Hooghly CSL reserves the right to increase / decrease the number of vacancies or not to fill up any of the vacancy or cancel the recruitment process, as per its requirement.
- (ii) PwBD candidates belonging to the following categories of disabilities can also apply for the post:

**TABLE-3**

Name of the Post	Category	Identified Bench Mark disability
Assistant Engineer (Information Technology)	Category (a)	Low vision
	Category (b)	Deaf and hard of hearing
	Category (c)	One Arm, One Leg, Both Leg, Leprosy Cured without functional impairment, Dwarfism, Acid Attack Victims without other functional disability.

- (iii) Hooghly CSL is engaged in hazardous operations. Deployment of PwBD other than those shown as "Identified Benchmark disabilities" above, are likely to put them at serious risk, hence have not been included.
- (iv) PwBD candidates with disabilities as mentioned above should be capable of performing the tasks assigned to them by Hooghly CSL.

### IV. Scale of Pay, Benefits & Place of Posting:

- (i) Grade and Scale of Pay:

**TABLE-4**

Grade	Scale of Pay
PS-I	₹ 28,000/- - 3% - ₹1,10,000/-

- (ii) Monthly Emoluments as on date:

**TABLE-5**

Sl. No.	Wage type	Amount (₹)
1.	Basic pay	₹ 28,000/-
2.	DA (at present 48.7%)	₹ 13,636/-
3.	HRA (at present 27%)	₹ 7,560/-
4.	Perks & Allowances (35%)	₹ 9,800/-
<b>Total</b>		<b>₹ 58,996/-</b>

- (iii) Other benefits under National Pension Scheme, Contributory Provident Fund, Accident Insurance coverage, Reimbursement of Medical expenses under the Contributory Medical Insurance policy, leave encashment etc., as admissible shall be applicable.
- (iv) **The posting shall be at Hooghly CSL/any other Hooghly CSL units/project sites as desired by Hooghly CSL.** However, depending upon project requirements, the candidate is liable to be transferred within different project sites of Hooghly CSL. The appointment to the post carries with it the obligation to serve in any department of Hooghly CSL or on-board ships or in any of the units / work sites/ projects undertaken in any part of India or abroad as the case may be.
- (v) Selected candidate shall be placed in the minimum of the pay scale and Pay protection will not be considered.

**V. Age:**

- (i) **The upper age limit prescribed for the post shall not exceed 45 years as on 24.07.2025, i.e., applicants should be born on or after 25.07.1980.**
- (ii) Age relaxation for Ex-servicemen shall be as per Government of India guidelines. The upper age limit shall be relaxable by 10 years for Persons with Benchmark Disabilities (PwBD). However, all age relaxations are subject to a maximum age of 55 years.

**VI. Method of Selection:**

- (i) The method of selection shall include:
  - (i) **Phase I - Written test (Objective Type – 40 Marks & Descriptive Type – 40 Marks)**
  - (ii) **Phase II - Power point presentation on work experience (20 Marks)**
- (ii) **Depending upon the number of online applications, the Phase I shall be held at Hooghly CSL, Howrah or as decided by Hooghly CSL through offline mode.**
- (iii) **The Phase-I Objective type offline test shall be of 45 minutes duration** and consists of two parts - **General (Part A) and Discipline related (Part B)**. Part A comprises of General Knowledge, General English, Reasoning and Quantitative Aptitude. The pattern of the Objective Type Offline Test question paper, number of questions and allotment of marks is detailed under:

**TABLE-6**

No. of questions in each section/ marks per section*					Total no. of questions for Objective type Offline test / Max marks
General Knowledge	General English	Reasoning	Quantitative Aptitude	Discipline related	
5	5	5	5	20	40

\*Each question carries one mark.



- (iv) The Descriptive type offline test shall be of 40 marks, 90 minutes duration comprising of discipline related questions.
- (v) Detailed Syllabus for Objective type test & Descriptive type Test is at **Annexure I**. Please note that the given syllabus is only indicative and not exhaustive.
- (vi) The mark list for the post shall be prepared on the basis of marks secured by the candidates in the Phase-I - Objective type offline test. The Descriptive test answer sheets of only those candidates shall be evaluated who secure the minimum pass mark and above in Objective type test and who meet the notified eligibility requirements.
- (vii) The minimum pass mark each for Objective as well as Descriptive tests shall be as below:  
  
For unreserved post – 50 % of Total Marks of each test,  
For PwBD Candidates – 40 % of Total Marks of each test.
- (viii) Candidates who score minimum pass marks and above and meeting notified eligibility requirements, shall be short listed for certificate verification. Hooghly CSL shall call sufficient number of candidates for verification of certificates so as to get candidates in the minimum ratio of 6 candidates against the post in the order of merit. Only those candidates who successfully complete the certificate verification shall be shortlisted to attend the Phase-II.
- (ix) Further to the Certificate verification, the Phase II shall be conducted with the eligible candidates even if it is less than 1:6 ratio as decided by Hooghly CSL.
- (x) The Phase II (Power Point Presentation), shall be held at Hooghly CSL, Kolkata. The Power Point Presentation shall be of duration not more than ten minutes highlighting the work experience of candidates.
- (xi) Depending upon the number of online applications received, Hooghly CSL reserves the right to scrutinize applications and prepare shortlist of candidates based on meeting eligibility requirements ascertained through the certificates uploaded by the applicants in the online application portal and only such shortlisted candidates may be considered for the selection.
- (xii) Rank list of candidates who qualified in all the phases shall be prepared based on the total marks secured by the candidates in Phase I & Phase II. In case, same aggregate marks are 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.

**VII. Conditions:**

**(i) Reservation:**

- a) Government of India Directives on reservation shall apply.
- b) 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



(ii) **Qualification:**

- a) The minimum qualification stipulated for the post must be from a University/Institute/ Examination Board recognized by AICTE/ appropriate statutory authority/ State/ Central Government.
- b) 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.
- c) 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 post as applicable. 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 Board 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.

(iii) **Experience:**

- a) Experience acquired after the date of passing the qualification stipulated as per Table No. I above shall only be considered. Period of experience shall be reckoned as on **24.07.2025**.
- b) The period of completed Apprenticeship Training in the relevant discipline/ trade under the Apprentices Act 1961, shall be treated as experience. Any training with remuneration shall also be treated as experience. However, the period of training shall not be counted to calculate the two years supervisory experience.
- c) **Experience Certificates obtained from Companies registered under the Companies Act 1956 or Foreign Companies of equivalent status shall only be considered for short listing and for consideration for selection.**
- d) 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. **During the certificate verification process, the candidates should produce all certificates in original to establish the experience claimed in their online application, failing which they shall not be considered for further selection.**
- e) **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.**

- f) Applicants in regular Government service or in Government owned industrial or other similar organizations may submit their applications online directly. However, such applicants are required to upload a declaration **(as per Annexure-II)** that they have informed in writing to their employer that they have applied for the post notified by Hooghly CSL. Candidature of such applicants may not be considered if they fail to produce No objection certificate from the employer before final selection.
  - g) Applicants who are Ex-servicemen should submit **Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces**. Those **Ex-servicemen 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 Ex-servicemen 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.
  - h) Those ex-servicemen, on re-employment in any Government job on civil side after availing of the benefits given to him as an ex-serviceman, his ex-serviceman status for the purpose of re-employment in Government shall be governed by DoPT OM Nos. 36034/27/84- Estt (SCT) dated 02.05.1985, 36034/6/90-Estt (SCT) dated 02.04.1992 and 36034/1/2014- Estt (SCT) dated 14.08.2014. **All ex-servicemen should submit an undertaking to this effect along with the online application, that he has not been re-employed in Government after availing the benefits for ex-servicemen (as per Annexure III).**
  - i) 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 uploaded while submitting online application for the post notified.
  - j) **Employees who are currently working in CSL or any other units of CSL on the regular rolls, are not eligible to apply for the same post at the same pay scale notified by Hooghly CSL.**
- (iv) **Application Fee:**
- a) **Application fee of Rs. 400/- (Non – refundable, plus bank charges extra) should**

**be remitted using the Online payment options (Debit card/Credit card/Internet Banking/Wallets/ UPI etc.) which can be accessed through our Online application facility from 25.06.2025 to 24.07.2025. No other mode of payment shall be accepted.**

- b) **Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST)/Persons with Benchmark Disabilities need not pay application fee. They are exempted from payment of application fee.**
  - c) All applicants for whom the fee is applicable, i.e., except those belonging to SC/ST/PwBD, should pay the application fee as stipulated in the above clause. **It is important to note that their candidature shall be considered only on receipt of application fee.**
- (v) **How to Apply:**
- a) **Applicants should go through the User Manual and FAQ published in the link [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page→ HCSL) or [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page→E-Recruitment Permanent Posts) before filling the online application. The application consists of two phases – One time Registration and Submission of application against the post applicable. Applicants should not submit more than one application. Application once submitted shall be final.**
  - b) **Applicants meeting the notified requirements may do the One-time registration in the SAP Online portal to submit their application.** The facility to submit their application can be accessed through the website [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page→HCSL) or [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page→E-Recruitment Permanent Posts) from 25.06.2025 to 24.07.2025. **Application submitted direct or by any other mode shall not be accepted.**
  - c) **Applicants should ensure that all certificates towards proof of age, educational qualification, experience, caste, disability etc., and a recent passport size colour photograph are uploaded in the SAP online application portal, failing which their candidature shall not be considered and shall be rejected.**
  - d) **Applicants should ensure that all the entries in the online application have been correctly filled in and application submitted successfully. Change in the data provided in the application after final submission of the same through online will not be considered. Filling of garbage/junk details in any of the fields can lead to rejection of application.**
  - e) **Application must be complete in all respects as per this Advertisement Notification. Please note that incomplete applications /withdrawn applications / applications in draft status shall not be considered.** On successful submission of the application, the status of the application shall be shown as **"In process"**. After submission of the application, the applicant shall log in to My Applications and ensure that the application status is **"In process"** to ensure the process is complete. No refund of fees shall be considered after successful submission of application or withdrawal of application.

- f) **After applying through online, applicants should retain a soft copy/ printout of the online application containing the unique registration number generated by the system for their reference. It is important to note that, the unique registration number shall be obtained only upon successful submission of online application. The Registration Number on the online application should be quoted for any correspondence with Hooghly CSL.**
- g) Applicants need not send the online application print out/ certificates/ application fee in the form of DD/Challan/Cheque by post to Hooghly Cochin Shipyard Limited.
- h) **The website will remain functional for the purpose of submitting applications from 25.06.2025 and the last date for submission of applications through online is 24.07.2025. In order to avoid heavy traffic in website on the last date that may result in non-submission of application, applicants are advised to log in to Hooghly CSL website and submit applications well in advance before the last date. Those who apply on the last date of application may not get any troubleshooting assistance / technical support in the SAP application portal by email/phone after 1600 hrs. on the last date.**
- (vi) **General:**
- a) 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.
- b) 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 14th 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) Hooghly CSL 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, Hooghly 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 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 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 & information, the candidate shall not be considered for selection and candidature will be cancelled/rejected without further notice.
- (v) No travelling allowance shall be paid to any candidates for appearing for the written tests. However, SC/ST/PwBD candidates appearing for the Phase-II shall be reimbursed single to & fro sleeper class 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 CSL, on production of proof. Candidates claiming travel re-imbursement 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 fulfill any of the notified eligibility conditions, he/she shall neither be allowed to attend selection process nor be paid any travelling allowance.
- (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 HCSL website [www.hooghlycsl.com](http://www.hooghlycsl.com). **Schedule of the selection process shall be intimated to the short-listed applicants through E-mail/ HCSL website i.e., [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page → E-Recruitment Permanent Posts).** Candidates are requested to frequently check the above website i.e., [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career Page→E-Recruitment Permanent Posts) for updates related to the selection process.
- (viii) Mere submission of application through online and issue of call letter for the 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 candidate will be subject to verification of character and antecedents and verification of caste certificate if applicable.
- (x) The candidate short-listed for appointment should undergo a medical examination in the hospitals as prescribed by Hooghly CSL. The reports of such medical examination may be examined by Medical Officer of Hooghly CSL and the appointment of the candidate is subject to certification of medical fitness.
- (xi) Hooghly CSL 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 list shall be maintained for the posts and the validity 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, or until a fresh notification for the same post is issued. The rank list may be operated only if a vacancy occurs either due to the non-joining of candidate advised to join from the rank list or due to subsequent separation of a candidate selected from the rank list at the discretion of Hooghly CSL.
- (xiii) Notwithstanding the above or any other conditions, Hooghly CSL reserves the right not to fill up the vacancy notified. Further, the filling up of the notified vacancy shall be subject to the suitability of candidates in the rank list, availability of projects and job requirements. Hooghly CSL reserves the right to restrict/ alter/ cancel/ modify the recruitment process, if need so arises without notice or assigning any reason thereof.
- (xiv) **Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.**
- (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 Hooghly CSL website only.
- (xviii) For any further clarifications related to the advertisement and conduct of selection, please contact us via e-mail [careers@hooghlycsl.com](mailto:careers@hooghlycsl.com)/call us at 033- 2955 8283, Ext.: 241.

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

**Sd/-**

**SR. MANAGER (IR & HR)**

**HOOGHLY COCHIN SHIPYARD LIMITED**

