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HOOGHLY COCHIN SHIPYARD LIMITED

HOWRAH- 711109

Vacancy Notification No. HCSL/HR/RECTT/CONT/2025-26/5 dated 06.08.2025

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 of the following **Workmen posts on contract basis for Hooghly CSL: -**

I. Name of Posts, Educational Qualification, Experience:

TABLE 1

Sl. No.	Name of Posts	Education Qualification	Experience
1.	**Project Assistant (Electronics)**	**Essential:** Three-year Diploma in Electronics Engineering with minimum 60% of marks from a State Board of Technical Education. **Desirable:** Proficiency in Computer Applications like SAP, MS Project, MS Office etc.	**Essential:** Minimum of two years post qualification experience or three years post qualification training in a • Shipyard or • Engineering Company or • Commercial Organization or • Network Service Provider Company or • Government/Semi Government Company/ Establishment.
2.	**Outfit Assistants (Fitter) on contract basis**	**Essential:** Pass in SSLC and ITI – NTC (National Trade Certificate) in the trade of Fitter.	**Essential:** Minimum of three years post qualification experience/training in the relevant trade. **Desirable:** (i) Experience in Scaffolding works. (ii)Ability to communicate in Hindi/Bengali.
3.	**Semi-Skilled Rigger on contract basis**	Pass in IV Std.	**Essential:** Minimum of three years' experience in rigging of which two years in rigging of heavy-duty machine parts, assisting in the erection of machinery/equipment etc. **Desirable:** Good knowledge of splicing work of wire ropes.

HOOGHLY COCHIN SHIPYARD LIMITED

II. Important Dates:

Commencement of Application : 06th August 2025
Last Date of Application : 26th August 2025

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III. No. of Vacancies and Reservation:

TABLE 2

Sl. No.	Name of Posts	UR	SC	ST	OBC	EWS	TOTAL
1.	**Project Assistant (Electronics) on contract basis**	1	-	-	-	-	**1**
2.	**Outfit Assistants (Fitter) on contract basis**	2	1	-	1	1	**5**
3.	**Semi-Skilled Rigger on Contract Basis**	3	1	1	1	-	**6**
	Total	**6**	**2**	**1**	**2**	**1**	**12**

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

b) 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.

IV. Period of Contract & Place of Posting:

a) The contract tenure of all the posts is for a maximum period of **five years** subject to project requirements and individual performance.

V. Remuneration:

a) The Consolidated pay for the post of **Project Assistant (Electronics) on contract basis** meeting the minimum experience requirement (i.e., 2 years post qualification experience or 3 years post qualification training) is **₹ 24,400/-** per month. They will also be eligible for compensation for extra hours of work up to **₹ 6,100/-** per month.

b) The Consolidated pay for the post of **Outfit Assistants (Fitter) on contract basis** meeting the minimum experience requirement (i.e., 3 years) is **₹ 23,300/-** per month. They will also be eligible for compensation for extra hours of work up to **₹ 5,830/-** per month.

c) The Consolidated pay for the post of **Semi-Skilled Rigger on contract basis** meeting the minimum experience requirement (i.e., 3 years) is **₹ 22,100/-** per month. They will also be eligible for compensation for extra hours of work up to **₹ 5,530/-** per month.

d) For completed year of services over and above the minimum years as notified for the posts, a technical committee will review the relevancy of the experience to the proposed job in Hooghly CSL and based on their recommendation, higher pay may be offered to the candidates.

e) The posting shall be at Hooghly CSL project sites as desired by Hooghly CSL. However, depending upon project requirements, the candidates are liable to be transferred within different project sites of Hooghly CSL. The appointment to the posts carries with it the obligation to serve in any department of Hooghly CSL or on-board ships or in any of the work sites/ projects undertaken in any part of India or abroad as the case may be.

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VI. Age:

a) **The upper age limit prescribed for the post of Project Assistant (Electronics) on contract basis shall not exceed 30 years as on 26th August 2025 i.e., applicants should be born on or after 27th August 1995.**

b) **The upper age limit prescribed for the posts of Outfit Assistants (Fitter) on contract basis & Semi-Skilled Rigger on Contract Basis shall not exceed 45 years as on 26th August 2025 i.e., applicants should be born on or after 27th August 1980.**

c) The upper age limit is relaxable by 3 years for OBC (Non-Creamy Layer) candidates and 5 years for SC/ST candidates in posts reserved for them.

d) The upper age limit shall be relaxable for Ex-servicemen as per Government of India guidelines. However, in no case, age limit after applying all age relaxations shall exceed **55** years.

VII. Method of Selection:

i) **Project Assistant (Electronics) on contract basis:**

a) The method of selection for the posts shall be through Objective Type Offline test and Descriptive Type Test which shall be conducted out of 100 marks.

b) The Objective Type Test shall be of 90 Minutes duration comprising of 80 Multiple Choice Questions in the following areas. Each question carries one mark. The Descriptive Type test shall be of 45 minutes duration. The details of Objective and Descriptive type test are as under: -

i. Objective Type Test

a) General Knowledge – 5 Marks
b) Reasoning – 5 Marks
c) Quantitative Aptitude – 10 Marks
d) General English – 10 Marks
e) Discipline related – 50 Marks

ii. Descriptive Type Test

Writing skills (English language)- 20 Marks.

TABLE 3

Name of Post	Method of Selection	Marks
Project Assistant (Electronics) on contract basis	Objective Type Test	**80**
	Descriptive Type Test	**20**
	Total Marks	**100**

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ii) **Outfit Assistants (Fitter) on contract basis:**

a) The method of selection shall include Phase I - Objective type offline test and Phase II Practical Test, as detailed under: -

TABLE 4

Name of Post	Method of Selection	Marks
Outfit Assistants (Fitter) on contract basis	Objective Type Offline Test	**30**
	Practical Test	**70**
	Total Marks	**100**

b) The Objective Type Test shall be of 35 Minutes duration comprising of 30 Multiple Choice Questions and consists of two parts - General (Part A - 10 marks) and Trade related (Part B - 20 marks). Each question carries one mark.

iii) **Semi-Skilled Rigger on contract basis:**

a) The method of selection shall be through Practical/Physical test which shall be given 100% weightage as detailed under and marks awarded accordingly for final selection: -

TABLE 5

Name of Post	Method of Selection	Marks
Semi-Skilled Rigger on contract basis	Practical Test	**100**
	Total Marks	**100**

b) The Physical Test shall include climbing.

iv) Depending upon the number of online applications, the objective type test shall be held at Nazirgunge unit of Hooghly CSL or at Howrah or as decided by Hooghly CSL. The allocation of examination centres shall be at the sole discretion of Hooghly CSL.

v) The minimum pass mark each in selection tests for all posts shall be as below:

For unreserved posts & for EWS candidates– 50 % of Total Marks of each test,
For OBC candidates – 45 % of Total Marks of each test only for vacancies reserved for OBC.
For SC/ST candidates – 40% of Total Marks of each test only for vacancies reserved for SC/ST.

Hooghly CSL may relax the minimum pass mark, if the number of qualified candidates is insufficient.

vi) Depending upon the number of online applications received, Hooghly CSL reserves the right to scrutinize applications for various posts and prepare shortlist of candidates based on meeting eligibility requirements ascertained through the certificates submitted by the applicants with the application format and only such shortlisted candidates may be permitted to attend the selection process.

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vii) Mark lists for each post shall be prepared on the basis of marks secured by the candidates in the selection tests. Candidates who score minimum pass marks and above in the selection tests shall be short listed for certificate verification, subject to meeting eligibility requirements for the referred posts.

viii) The selection shall be subject to verification of eligibility requirements (age, educational qualification, reservation and experience etc.) for which the candidate should produce the original certificates in proof of age, educational qualification, experience and certificates for reservation categories along with self-attested copies at the time of Certificate Verification, **failing which they shall not be considered for further selection.**

ix) Candidates who successfully complete the certificate verification shall only be permitted to attend the selection tests. The tests shall be held at Hooghly CSL, Howrah.

x) Rank lists for each post shall be prepared based on marks secured by the candidates meeting the notified eligibility requirements. In case, same aggregate marks are secured by more than one candidate, marks scored in the selection tests 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.

xi) Depending upon the number of online applications received, Hooghly CSL reserves the right to scrutinize applications for various posts 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 permitted to attend the selection process.

VIII. Conditions:

a) Reservation

i. Government of India Directives on reservation shall apply.

ii. Applicants belonging to EWS category should produce a *valid Income and Asset Certificate* issued by any of the following authorities in the prescribed format. This certificate shall only be accepted as proof of applicant's claim as belonging to EWS, failing which their candidature shall not be considered against reservation under EWS category: -

- District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
- Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
- Revenue Officer not below the rank of Tahsildar and
- Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

iii. Applicants belonging to SC or ST or OBC (Non-Creamy Layer), should produce a *valid recent community certificate* issued by the Revenue Authority not below the rank of the Thahsildar, failing which their candidature will not be considered against the reserved posts, and for other concessions/relaxations applicable to the categories.

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b) Qualification

i) The minimum qualification stipulated for all the posts must be from an 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.

c) Experience

i) **Experience acquired after the date of passing of the qualification stipulated as per above requirements shall only be considered. Period of post qualification experience shall be reckoned as on 26th August 2025.**

ii) Training with remuneration shall be treated as experience.

iii) 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 organization, latest Pay Slip / copy of last Pay drawn as proof of experience. For past employment, experience certificate indicating the date of joining as well as relieving should be submitted. During the certificate verification process, the candidates should produce all certificates in original to establish the experience claimed in their application, failing which they shall not be considered for further selection.

iv) Applicants who are Ex-servicemen should submit **Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces.** Those applicants having qualification endorsed in their Discharge Certificate/ Book should have working experience in the relevant discipline in the Armed Forces. Such qualification acquired during service period shall also be considered for calculation of post qualification experience. Those applicants claiming equivalency of qualification should produce the certificate of equivalency or endorsement in the Discharge certificate of the same with authority (refer order issued by the Govt of India), should produce certificates indicating qualification and work experience in the relevant discipline in the Armed Forces, as proof of experience and produce the same during certificate verification process. They should produce experience certificate from the authorities concerned, failing which their candidature shall not be considered.

v) Applicants should clearly specify the nature of work performed and duties, responsibilities handled in the respective jobs, as well as experience certificate in proof of the same shall be submitted during certificate verification.

vi) ***Applicants who are in the final year of contract on rolls of Hooghly CSL or units of CSL, as on date of this vacancy notification are also eligible to apply, subject to meeting all other notified requirements. Those who are in the first year or second year of contract in Hooghly CSL or units of CSL are not eligible to apply for the same posts.***

d) Application Fee:

(i) For the post of ***Project Assistant (Electronics) & Outfit Assistant (Fitter) on contract basis*, Application fee of ₹ 300/- (Non-refundable, plus bank charges extra) should be remitted using the online payment options (Debit card/Credit card/Internet Banking etc.) which can**

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be accessed through our Online application facility from 6th August 2025 to 26th August 2025. No other mode of payment shall be accepted.

(ii) For the post of ***Semi-Skilled Rigger on contract basis***, **Application fee of ₹ 200/- (Non-refundable, plus bank charges extra) should be remitted using the online payment options (Debit card/Credit card/Internet Banking etc.) which can be accessed through our Online application facility from 6th August 2025 to 26th August 2025. No other mode of payment shall be accepted.**

(iii) 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 shall be considered only on receipt of application fees.**

e) How to Apply:

(i) **Applicants should go through the User Manual and FAQ published in the link www.cochinshipyard.in (Career page ◊ HCSL, Kolkata) or www.hooghlycsl.com (Career page ◊ E-Recruitment Contract Posts ◊ Sl. No. 134)** 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 to submit their application.** The facility to submit their application can be accessed through the website **www.cochinshipyard.in (Career page ◊ HCSL, Kolkata) or www.hooghlycsl.com (Career page ◊ E-Recruitment Contract Posts ◊ Sl. No. 134)** from **6th August 2025 from 10:00 hrs. onwards to 26th August 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 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.

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(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 will remain functional for the purpose of submitting applications from 6th August 2025 at 10:00 hrs. onwards and the last date for submission of applications through online is 26th August 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 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 online 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 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

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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**. 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., & meeting the notified eligibility requirements. At the time of Certificate verification/joining, if the candidates short-listed above are found not meeting the eligibility requirements or fail to produce certificates in original or if at any stage, it is found that any information furnished by the candidate is false/incorrect, or there has been suppression of facts & information, the candidate shall not be considered for selection and candidature/appointment will be cancelled/rejected without further notice.

v) **No correspondence regarding the rejection of application in case of ineligibility shall be entertained.**

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

vii) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed to download call letter by e-mail/through HCSL website **www.hooghlycsl.com. Schedule of the selection process shall be intimated to the short-listed applicants through E-mail/CSL/HCSL website (Career page).** Candidates are requested to frequently check the above website **(Career Page, CSL/HCSL)** for updates related to the selection process.

HOOGHLY COCHIN SHIPYARD LIMITED

viii) Mere submission of application, Issue of call letter and attending Selection process shall not confer any right to the applicant of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion or does not constitute an offer of appointment, and will not entitle the applicant to any claim for employment in Hooghly CSL.

ix) The vacancies are purely on contract basis for a specific period & Hooghly CSL is not liable to offer appointment during or after the completion of Contract Period of the selected candidates.

x) The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by 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 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

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Government/Public Sector Undertakings.

xii) Rank lists shall be maintained for all posts and 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, or until a fresh notification for the same post is issued. The rank list may be operated if a vacancy occurs either due to non-joining of a candidate advised to join from the rank list or due to the subsequent separation of a candidate selected from the rank list. The rank list may also be used to fill up future vacancies that arise during the validity of the rank list, with specific approval from competent authority.

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 lists may be filled up from that rank lists 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 without notice or assigning any reason thereof.

xv) Submission of application shall be considered as unconditional acceptance of all terms & conditions of this vacancy notification by the applicant.

xvi) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.

xvii) The selected candidates are required to give an undertaking to comply with CSL/Hooghly CSL policy on usage of smart phones at work place.

xviii) 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.

xix) Any amendment, modification or addition to this advertisement shall be published in the Hooghly CSL website only.

xx) For any queries, please contact us via e-mail **careers@hooghlycsl.com/call us at 033- 2955 8283 Extn:241.**

"CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION"
"ONLY INDIAN NATIONALS NEED TO APPLY"

Sd/-
SENIOR MANAGER (IR & HR)

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HOOGHLY COCHIN SHIPYARD LIMITED

HOWRAH- 711109

Vacancy Notification No. HCSL/HR/RECTT/CONT/2025-26/4 dated 06.08.2025

Hooghly Cochin Shipyard Limited (Hooghly CSL), a Wholly Owned Subsidiary of Cochin Shipyard Limited Invites **Online Applications** from Indian citizens for filling up of the post of Hindi Translator on contract basis at Hooghly Cochin Shipyard Limited.

I. Name of Post, Educational Qualification & Experience:

TABLE 1

Sl. No.	Name of Post	Educational Qualification	Experience
01	SUPERVISOR (Hindi Translator on Contract Basis)	**Essential:** Master's Degree in Hindi with English as a compulsory elective subject in graduation from a recognized university. And Post-Graduate Diploma in Translation from a recognized Institution.	**Essential:** a) Two years' experience in translation from English to Hindi and vice versa in Central/State Government offices including Government of India Undertaking/ PSUs or Universities. b) Knowledge of Hindi and English Typing on a computer.

II. Important Dates:

Commencement of Online Application : 06th August, 2025

Last Date of Online Application : 26th August, 2025

III. Name of the Vacancy and Reservation:

TABLE 2

Name of Post	UR
SUPERVISOR (Hindi Translator on Contract Basis)	1
Total	1

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

b) Reservation for Persons with Benchmark Disabilities (PwBD) shall be as per Govt. of India Guidelines.

IV. Period of Contract & Place of Posting:

a) The contract tenure of the post is for a maximum period of **five years** subject to Organizational requirements and individual performance.

b) The posting shall be at the Hooghly CSL, Howrah and any other Hooghly CSL units/project sites as desired by Hooghly CSL. However, depending on project requirements, the candidates are liable to be transferred to different units 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. Remuneration & Place of Posting:

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

TABLE 3

Contract period	Consolidated pay (per month) TS-1
1st year	₹ 40,650/-
2nd year	₹ 41,490/-
3rd year	₹ 42,355/-
4th year	₹ 43,246/-
5th year	₹ 44,164/-

VI. Age:

a) **The upper age limit prescribed for the post shall not exceed 45 years as on 26 August, 2025 i.e., applicants should be born on or after 27 August 1980.**

b) Age relaxation for Persons with Benchmark Disabilities (PwBD) and Ex-servicemen shall be as per Government of India guidelines. However, in no case, the age limit after applying all age relaxations shall exceed 55 years.

VII. Method of Selection:

The method of selection shall include: -

a) **Phase I - Written test (Objective Type Test – 40 Marks & Descriptive Type Test–40 Marks)**
Phase II – PowerPoint presentation on work experience (20 Marks).

b) Depending upon the number of online applications, the Objective & Descriptive Type Tests shall be held at Hooghly CSL, Howrah or as desired by Hooghly CSL. The allocation of examination centres shall be at the sole discretion of Hooghly CSL.

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c) The **Phase I - Objective type test shall be of 45 minutes duration** and consists of two parts – **General (Part A) and Discipline related (Part B**). The pattern of the Objective Type Test question paper, number of questions and allotment of marks is detailed under:

TABLE 4

No of questions in each section/ mark per section*		Total no of questions for objective type test/max marks
General	Discipline related	
20	20	40

*Each question carries one mark.

d) The Descriptive type written test shall be of 40 marks, 90 minutes duration comprising of discipline-related questions.

e) The mark list shall be prepared based on marks secured by candidates in the Phase-I – Objective type test. The Descriptive test answer sheets of only those candidates shall be evaluated, who secure the minimum pass mark and above in the Objective type test and who meet the notified eligibility requirements.

f) 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 the Total Marks of each test.

g) Phase II (PowerPoint Presentation on work experience), shall be held at Hooghly CSL or through electronic media or any other location as decided by Hooghly CSL. The PowerPoint Presentation on work experience shall be of duration not more than ten minutes highlighting the work experience of candidates.

h) Depending upon the number of online applications received, Hooghly CSL reserves the right to scrutinize applications for the post and prepare a short-list 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 selection.

i) 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. In case, the same aggregate mark is 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 the rank list. In case of a tie thereafter, relative merit shall be decided based on seniority in age.

j) The selection shall be subject to verification of eligibility requirements (age, educational qualification, reservation and experience etc.) for which the candidate should produce the original certificates in proof of age, educational qualification, experience and certificates for reservation categories along with self-attested copies at the time of Certificate Verification, failing which they shall not be considered for further selection.

k) Candidates who successfully complete the certificate verification shall only be permitted to

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attend the selection tests. The selection process shall be held at Hooghly CSL- Nazirgunge Unit or through electronic media or any other location as decided by Hooghly CSL.

VIII. Conditions:

a) Reservation:

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

(ii) 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 the 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. 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.

(iv) The year of passing the qualification of PG Diploma in translation shall not be factored for calculating the post qualification experience for the post.

c) Experience:

(i) **Experience acquired after the date of passing of the qualification stipulated as per above requirements shall only be considered. Period of post qualification experience shall be reckoned as on 26th August, 2025.**

(ii) Applicants who are presently working in any company (Private/Public Sector/Govt), in the absence of experience certificate, should submit copy of **Appointment Order or Offer letter issued by the company, latest Pay Slip/copy of last Pay drawn** as proof

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of experience. **For past employment, experience certificate indicating the date of joining as well as relieving should be submitted.** The candidates should submit all certificates to establish the experience claimed in their online application, failing which their candidature shall not be considered for further selection.

(iii) 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. Ex-servicemen claiming equivalency of qualification should produce certificate of equivalency or endorsement in the Discharge Certificate of the same with authority (refer order issued by the Govt. of India), should produce certificates indicating qualification and work experience in the relevant discipline in the Armed Forces, as proof of experience and produce the same during certificate verification process. They should produce experience certificate from the authorities concerned, failing which their candidature shall not be considered**.**

(iv) Applicants should 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.

(v) All types of training with remuneration including Apprenticeship Training in the relevant discipline under the Apprentices Act, shall be treated as experience.

d) Application Fee:

(i) **Application fee of ₹ 300/- (Non-refundable, plus bank charges extra) should be remitted using the online payment options (Debit card/Credit card/Internet Banking etc.)** which can be accessed through our Online application facility **from 06th August, 2025** to **26th August, 2025. No other mode of payment shall be accepted.**

(ii) **Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST)/ Persons with Benchmark Disability (PwBD) need not pay the application fee 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 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.**

e) How to Apply:

(i) **Applicants should go through the User Manual and FAQ published in the link www.cochinshipyard.in (Career page → HCSL, Kolkata)** or **www.hooghlycsl.com (Career page > E-Recruitment Contract Posts → Sl. No. 129)** 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.

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(ii) 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 (Career page → HCSL, Kolkata)** or **www.hooghlycsl.com (Career page > E-Recruitment Contract Posts → Sl. No. 129)** from **06th August, 2025 from 10:00 hrs. onwards to 26th August, 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 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 Limited.***

(viii) The website will remain functional for the purpose of submitting applications from **6th August, 2025** and the last date for submission of applications through online is **26th August, 2025**. 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 CSL/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 online 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**

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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 14thApril, 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**. 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,

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caste, disability, medical fitness 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, the candidate shall not be considered for selection and candidature will be cancelled/rejected without further notice.

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

(vi) The vacancies are purely on a contract basis for a specific period and Hooghly CSL is not liable to offer appointments during or after the completion of the contract period of the selected candidates.

(vii) **No correspondence regarding the rejection of application in case of ineligibility shall be entertained.**

(viii) **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 (Career page→HCSL) or www.hooghlycsl.com (Career page> E-Recruitment Contract Posts)**.

(ix) The Schedule **of the selection process shall be intimated to the short-listed applicants through E-mail/** CSL website **www.cochinshipyard.in (Career page→HCSL) or www.hooghlycsl.com (Career page> E-Recruitment Contract Posts)**. Candidates are requested to frequently check the above for updates related to the selection process.

(x) 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.

(xi) 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 may be examined by Medical Officer of Hooghly CSL and the appointment of the candidate is subject to verification of medical fitness.

(xii) 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.

(xiii) Rank lists shall be maintained for the post 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.

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(xiv) The number of post indicated in this notification is based on existing requirements 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 the Hooghly CSL.

(xv) 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 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 the need so arises.

(xvi) Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.

(xvii) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.

(xviii) 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.

(xix) Any amendment, modification or addition to this advertisement shall published in the CSL/Hooghly CSL website only.

(xx) For any further clarifications related to the advertisement and conduct of selection, please contact us via e-mail 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

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HOOGHLY COCHIN SHIPYARD LIMITED

HOWRAH- 711109

Vacancy Notification No. HCSL/HR/RECTT/CONT/2025-26/3 dated 06.08.2025

Hooghly Cochin Shipyard Limited (Hooghly CSL), a Wholly Owned Subsidiary of Cochin Shipyard Limited Invites **Online Applications** from Indian citizens for filling up of the following posts of **Project Officers on contract basis** at Hooghly Cochin Shipyard Limited.

I. Name of Posts, Educational Qualification, Experience:

TABLE 1

Sl. No.	Name of Posts	Education Qualification	Experience
1.	Project Officer (Mechanical) on contract basis	Degree in Mechanical Engineering with 60% of marks from a recognized University.	**Essential:** Minimum of two years post qualification experience • Ship Building Company or • Ship Repair Company or • Marine related Company or • Port or • Engineering Company or • Government Company or Establishment or • Semi Government Company or Establishment. **Desirable:** Proficiency and experience of working in a computerized environment.
2.	Project Officer (Electronics) on contract basis	Degree in Electronics/ Electronics & Communication / Electronics & Instrumentation Engineering with 60% marks from a recognized University.	**Essential:** Minimum of two years post qualification experience in a • Ship Building Company or • Ship Repair Company or • Marine related Company or • Port or • Engineering Company or • Government Company or Establishment or • Semi Government Company or Establishment. **Desirable:** Proficiency and experience of working in a computerized environment.

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II. Important Dates:

Commencement of Online Application : 06th August 2025
Last Date of Online Application : 26th August 2025

III. No. of Vacancies & Reservation:

TABLE 2

Sl. No.	Name of Posts	ST	OBC	TOTAL
1.	Project Officer (Mechanical) on Contract Basis	1	1	**2**
2.	Project Officer (Electronics) on Contract Basis	-	1	**1**
Total		**1**	**2**	**3**

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

b) Due to the frequent visits to yards and vessels inherent in the nature of the employment, the posts are not identified for Persons with Benchmark Disabilities (PwBD).

IV. Period of Contract & Place of Posting:

a) The contract tenure of the above posts is for a maximum period of **five years** subject to project requirements and individual performance.

V. Remuneration:

TABLE 3

Contract Period	Consolidated Pay (Per month)	Compensation for Extra Hours of Work (per month)
First Year	₹ 46,000/-	₹ 3,000/-
Second Year	₹ 48,000/-	
Third Year	₹ 50,000/-	
Fourth Year	₹ 52,000/-	
Fifth Year	₹ 54,000/-	

HOOGHLY COCHIN SHIPYARD LIMITED

VI. Age:

a) **The upper age limit prescribed for the posts shall not exceed 45 years as on 26 August 2025 i.e., applicants should be born on or after 27 August 1980.**

b) The upper age limit is relaxable by 3 years for OBC (Non-Creamy Layer) candidates and 5 years for ST candidates in the posts reserved for them.

c) Age relaxation for Ex-servicemen shall be as per Government of India Guidelines. However, in no case, age limit after applying all age relaxations shall exceed **55** years.

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VII. Method of Selection:

a) The method of selection shall be through **Objective Type Offline Test and Personal Interview**. The marks shall be assigned to the following parameters for the final selection:

- Objective Type Test – 50 marks
- Personal Interview – 20 marks
- Power Point Presentation for assessing Work experience – 30 marks

Total – 100 marks

b) The Objective Type Test shall be of 60 Minutes duration comprising of 50 Multiple Choice Questions in the area of General Knowledge (10 Marks) & Subject Based (40 Marks). Each question carries 1 mark.

c) Mark lists for each post shall be prepared on the basis of marks secured by candidates in the Objective type test.

d) The minimum pass marks for Objective type test shall be as below: -

(i) For OBC candidates – 45 % of Total Marks of objective type test only for vacancies reserved for OBC.

(ii) For ST candidates – 40% of Total Marks of each test only for vacancies reserved for ST.

e) Hooghly CSL may relax the minimum pass mark, if the number of qualified candidates is insufficient. Candidates who score minimum prescribed pass marks and above in the Objective test shall be short listed for Power Point Presentation and Personal Interview subject to verification of eligibility requirements (age, educational qualification, reservation and experience etc.) for which the candidate should produce the original certificates in proof of age, educational qualification and certificates for reservation categories ST/OBC (Non-Creamy Layer). The candidates shall produce all required certificates in original along with self-attested copies at the time of Certificate Verification failing which they shall not be considered for shortlisting to attend Power Point Presentation and Personal Interview.

f) Only those candidates who successfully complete the certificate verification shall be shortlisted to attend the Power Point Presentation and Personal Interview.

g) The Power Point Presentation and Personal Interview shall be held at Hooghly Cochin Shipyard Limited (Hooghly CSL), Howrah.

h) Rank lists for the posts shall be prepared based on the aggregate marks secured by the candidates in the Objective type test, Power Point Presentation for assessing Work experience and Personal Interview. In case, same marks 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.

VIII. Conditions:

a) Reservation

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i) Government of India Directives on reservation shall apply.

ii) Applicants belonging to ST or 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/ Examination Board recognized by AICTE/ appropriate statutory authority in India/State/Central Government.

ii) Those applicants having qualifications equivalent to any of the prescribed qualifications should submit Equivalency Certificate issued by the Competent Authority and without such Certificate, their candidature shall not be considered.

iii) The applicants are required to fill in the exact percentage of marks scored by them in the qualifying examination in the application submitted for the posts. Some Universities/ Institutes/ Examination Boards do not award Class or Percentage of marks and allot Aggregate Grade Points (e.g., CGPA/ OGPA/ CPI etc.). In case University/ Institute/ Examination Board defines criteria for conversion of Aggregate Grade Point into Class and/ or percentage of marks, the same shall be accepted. However, where the University/ Institute/ Examination does not define criteria for conversion of Aggregate Grade Point into Class and/ or percentage of marks, the Aggregate Grade Points may be multiplied by 10 to get the required percentage of marks.

c) Experience

i) **Experience acquired after the date of passing of the qualification stipulated as per above requirements shall only be considered. Period of post qualification experience shall be reckoned as on 26 August 2025.**

HOOGHLY COCHIN SHIPYARD LIMITED

ii) All types of training with remuneration including apprenticeship Training in the relevant field under the Apprentices Act shall be treated as experience.

iii) **Experience certificate obtained from Companies registered under the Companies Act, 1956 Or Foreign Companies of equivalent Status shall only be considered for shortlisting to attend the selection process**.

iv) Applicants who are presently working in any company (Private/Public Sector/Govt.), in the absence of experience certificate, should submit copy **of Appointment Order or Offer letter issued by the organization, latest Pay Slip/copy of last Pay drawn as proof of experience. For past employment, experience certificate indicating the date of joining as well as relieving should be submitted.** The candidates should submit all certificates to establish the experience claimed in their application, failing which their candidature shall be cancelled and they shall not be considered for further selection.

v) **Work experience obtained from contractors (Proprietary Firms and Partnership Firms) engaged by registered companies may be considered based on the endorsement of the Principal Employer on the certificates issued by the contractor. Such applicants are required to submit their experience certificates along with further proof such as**

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ESI/EPF statements. Certificates of training issued by the contractors without the endorsement of the Principal Employer shall not be considered.

vi) Applicants who are Ex-servicemen should submit **Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces.** Those applicants having qualification endorsed in their Discharge Certificate/ Book should have working experience in the relevant discipline in the Armed Forces. Such qualification acquired during service period shall also be considered for calculation of post qualification experience. Those applicants claiming equivalency of qualification should produce the certificate of equivalency or endorsement in the Discharge certificate of the same with authority (refer order issued by the Govt. of India), should produce certificates indicating qualification and work experience in the relevant discipline in the Armed Forces, as proof of experience and produce the same during certificate verification process. They should produce experience certificate from the authorities concerned, failing which their candidature shall not be considered.

vii) **Applicants who are in the final year of contract on rolls of Hooghly CSL or units of CSL, as on date of this vacancy notification are also eligible to apply, subject to meeting all other notified requirements. Those who are in the first year or second year of contract in Hooghly CSL or units of CSL are not eligible to apply for the same posts.**

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 submitted along with their application for the post notified.

d) Application Fee:

i) **Application fee of ₹400/- (Non-refundable, plus bank charges extra) should be remitted using the online payment options (Debit card/Credit card/Internet Banking etc.)** which can be accessed through our Online application facility **from 6th August 2025** to **26th August 2025. No other mode of payment shall be accepted.**

ii) **Applicants belonging to 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., expect those belonging to ST, 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.**

e) How to Apply:

i) **Applicants should go through the User Manual and FAQ published in the link www.cochinshipyard.in (Career page → HCSL, Kolkata) or www.hooghlycsl.com (Career page> E-Recruitment Contract Posts → Sl. No. 124)** 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 to submit their application.** The facility to submit their application can be accessed through the website **www.cochinshipyard.in (Career page → HCSL, Kolkata) or www.hooghlycsl.com (Career page> E-Recruitment Contract Posts → Sl. No. 124) from**

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06.08.2025 from 10:00 hrs. onwards to 26.08.2025. 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 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 will remain functional for the purpose of submitting applications from **06.08.2025 at 10:00 hrs.** onwards and the last date for submission of applications through online is **26.08.2025**. 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 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 online 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

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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.

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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.** 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., & meeting the notified eligibility requirements. At the time of Certificate verification/joining, if the candidates short-listed above are found not meeting the eligibility requirements or fail to produce certificates in original or if at any stage, it is found that any information furnished by the candidate is false/incorrect, or there has been suppression of facts & information, the candidate shall not be considered for selection and candidature/appointment will be cancelled/rejected without

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further notice.

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

vi) The vacancies are purely on contract basis for a specific period & Hooghly CSL is not liable to offer appointment during or after the completion of contract period of the selected candidates.

vii) **No correspondence regarding the rejection of application in case of ineligibility shall be entertained.**

viii) **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. Schedule of the selection process shall be intimated to the short-listed applicants through E-mail/CSL/HCSL website (Career page).** Candidates are requested to frequently check the above website **(Career Page, CSL/HCSL)** for updates related to the selection process.

ix) 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.

x) 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 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 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, or until a fresh notification for the same post is issued. The rank list may be operated if a vacancy occurs either due to non-joining of a candidate advised to join from the rank list or due to the subsequent separation of a candidate selected from the rank list. The rank list may also be used to fill up future vacancies that arise during the validity of the rank list, with specific approval from competent authority.

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 lists may be filled up from that rank lists 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 without notice or assigning any reason thereof.

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xv) Submission of application shall be considered as unconditional acceptance of all terms & conditions of this vacancy notification by the applicant.

xvi) The selected candidates are required to give an undertaking to comply with CSL/Hooghly CSL policy on usage of smart phones at work place.

xvii) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.

xviii) 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.

xix) Any amendment, modification or addition to this advertisement shall be published in the Hooghly CSL website only.

xx) For any further clarification related to the advertisement and conduct of selection, please contact us via e-mail **careers@hooghlycsl.com./call us at 033-2955 8283 Extn: 241**

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"ONLY INDIAN NATIONALS NEED TO APPLY"

HOOGHLY COCHIN SHIPYARD LIMITED

Sd/-
SENIOR MANAGER (IR & HR)