

**HOOGHLY COCHIN SHIPYARD LIMITED**

**HOWRAH- 711109**

**Vacancy Notification No. HCSL/HR/RECTT/PERMA/2024/3 dated 25.09.2024**

Hooghly Cochin Shipyard Limited (HCSL), a Wholly Owned Subsidiary of Cochin Shipyard Limited invites **online applications** from young professionals for filling up of the post of **Executive Trainee** in the following discipline:

**A. Discipline and Educational Qualification:**

**TABLE-1**

<b>Sl. No.</b>	<b>Discipline</b>	<b>Education Qualification</b>
1.	Human Resource	<p>a) Degree with minimum of 65% marks from a recognized University <b>AND</b></p> <p>b) Two-year Master's Degree or equivalent Degree or equivalent Diploma or Post Graduate Degree in any of the following areas, with minimum of 65% marks from a recognized University: -</p> <p>(i) Master's Degree in Business Administration with specialization in HR or equivalent Degree with specialization in HR or equivalent Diploma with specialization in HR OR</p> <p>(ii) Post Graduate Degree in Social Work with specialization in Personnel Management or Labour Welfare &amp; Industrial Relations OR</p> <p>(iii) Post Graduate Degree in Personnel Management.</p> <p><b><u>Desirable:</u></b></p> <p>Proficiency in Computer Applications like SAP, MS Project, MS Office etc.</p>

**B. Important Dates:**

**Commencement of Application : 25 September 2024**

**Last Date of Application : 24 October 2024**

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

**TABLE 2**

<b>Sl. No.</b>	<b>Name of Post</b>	<b>UR</b>	<b>Total</b>
1.	Executive Trainee (Human Resource)	1	1
<b>Total</b>		<b>1</b>	<b>1</b>

- (i) HCSL reserves the right to increase / decrease the number of vacancy or not to fill up the vacancy or cancel the recruitment process, as per its requirement.
- (ii) The above-mentioned post is earmarked for Persons with Benchmark Disabilities (PwBD). The detailed physical requirements and categories identified are given below: -

**TABLE 3**

Executive Trainee (Human Resource)	Category (a)	Blind and Low Vision
	Category (b)	Deaf and hard of hearing
	Category (c)	One Arm, Both Arms, One Leg, Both Leg, One Arm and One Leg, Leprosy Cured, Dwarfism, Acid Attack Victims, Muscular Dystrophy
	Category (d)	Mental Illness
	Category (e)	Multiple Disabilities involving above

**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. 40000-3%-140000 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. 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 CTC per annum at the minimum of the E1 scale of pay as on date is detailed under: -

**TABLE 4**

Sl. No.	Wage type	Monthly Emoluments (₹)
1.	Basic pay	₹40,000/-
2.	DA (at present 44.8%)	₹17,920/-
3.	HRA (at Present 27%)	₹10,800/-
4.	Perks & Allowances (35%)	₹14,000/-
5.	Other benefits (approx.)	₹8,150/-
<b>Total per month (approx.)</b>		<b>₹90,870/-</b>
<b>Annual CTC (approx.)</b>		<b>11 lakhs</b>

- iii) The posting shall be at HCSL or any other HCSL units/project sites as desired by HCSL. However, depending upon project requirements, the candidates are liable to be transferred within different units/project sites of HCSL. The appointment to the post carries with it the obligation to serve in any department of HCSL 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 the post shall be 27 years as on 24 October 2024 i.e., applicants should be born on or after 25 October 1997.**
- (ii) Age relaxation for Persons with Benchmark Disabilities (PwBD) shall be as per Government of India guidelines, subject to maximum of 37 years.

**F. Method of Selection:**

The selection process comprises of two phases:

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

The Objective Type 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 and there will be no negative marks.

**(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:

a) Objective Type Test	: 60 marks
b) Group Discussion (GD)	: 10 marks
c) Writing Skills	: 10 marks
d) Personal Interview	: 20 marks

**Total : 100 marks**

(iv) The Phase I & Phase-II tests shall be held at HCSL or any other venue as decided by HCSL.

(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 PwBD Candidates – 40 % of Total Marks of each test.

(vi) Candidates who score minimum pass marks and above shall be short listed for certificate verification. For each post, HCSL 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.

(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 HCSL.

- (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. 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:**

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

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

- (i) Applicants are required to ensure that all certificates towards proof of age, qualification, caste, disability 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, disability, experience etc., should be uploaded, as per guidelines provided in the online application portal, failing which their candidature will not be considered.**
- (ii) Applicants in regular Government service or in Government owned industrial or other similar organizations should submit their applications online directly to HCSL. 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 HCSL. 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: -**

- (i) 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 September 2024 to 24 October 2024. No other mode of payment will be accepted.**
- (ii) **No application fee for candidates belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST) / Person with Benchmark Disability (PwBD).** 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 will be considered only on receipt of application fee.**

**I. 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) 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 (Career page→ HCSL) or www.hooghlycsl.com (Career page) from 16 August 2024 to 15 September 2024. 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 HCSL.
- 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 September 2024** and the last date for submission of applications through online is **24 October 2024**. 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.*

**J. General:**

- (i) Candidates 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) HCSL 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, HCSL 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 HCSL. 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, 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.
- (iv) Candidates belonging to PwBD and requiring the service of scribe for attending the Objective Type test should indicate this in the online application and shall bring valid certificate issued by notified authority for proof of benchmark disability.**



- (v) No travelling allowance shall be paid to any candidates for appearing for the Objective type test. However, SC/ST/PwBD candidates 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.
- (vi) No correspondence regarding the rejection of application in case of ineligibility will be entertained.
- (vii) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed by e-mail/through CSL/HCSL website) to download call letter from [www.cochinshipyard.in](http://www.cochinshipyard.in) (Career page→ HCSL)/ [www.hooghlycsl.com](http://www.hooghlycsl.com) (Career page. Schedule of the selection shall be intimated to the short-listed applicants through E-mail/CSL ([www.cochinshipyard.in](http://www.cochinshipyard.in)→Career page→ HCSL) or HCSL website ([www.hooghlycsl.com](http://www.hooghlycsl.com)→Career page). Candidates are requested to frequently check the above website i.e., [www.cochinshipyard.in](http://www.cochinshipyard.in)→Career page→ HCSL / ([www.hooghlycsl.com](http://www.hooghlycsl.com)→Career page) for updates related to the selection.
- (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 HCSL.
- (ix) Appointment of selected candidates will be subject to verification of character and antecedents and verification of caste certificates if applicable.
- (x) The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by HCSL. The reports of such medical examination shall be examined by Medical Officer of HCSL and the appointment of the candidate shall be subject to verification of medical fitness.
- (xi) HCSL shall not bear any liability on account of salary/leave salary/gratuity/pension contribution etc., if any related to previous employment of any candidate already working in Government/Public Sector Undertakings.

- (xii) 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 will be filled up from that rank list at the discretion of the HCSL.
- (xiii) Notwithstanding the above or any other conditions, HCSL reserves the right not to fill up the vacancies notified. Further, the filling up of the notified vacancies shall be subject to the suitability of candidates in the rank list, availability of projects and job requirements. HCSL reserves the right to restrict/ alter/ cancel/ modify the recruitment process, if need so arises without notice or assigning any reason thereof.
- (xiv) Submission of application shall be considered as an 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 change, amendment, modification or addition to this advertisement shall be published in the CSL/HCSL website only.
- (xviii) For any technical queries related to the online application form, please contact us via email [careers@hooghlycsl.com](mailto:careers@hooghlycsl.com).
- (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).

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

**Sd/-**

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