

**HOOGLHY COCHIN SHIPYARD LIMITED**  
**(A WHOLLY OWNED SUBSIDIARY OF COCHIN SHIPYARD LIMITED)**  
**KOLKATA - 700017**

No. HCSL/PROJ/HR/02/19-20 Vol-II (B)

10 December 2020

Hooghly Cochin Shipyard Limited (HCSL), a Wholly Owned Subsidiary of Cochin Shipyard Limited invites **Online applications** from experienced professionals for filling up of the following positions on contract basis at Kolkata. Cochin Shipyard Limited (CSL) shall coordinate all recruitment related activities on behalf of HCSL. However, appointment to all posts in HCSL shall be done by the Competent Authority of HCSL and CSL does not assume any responsibility/liability regarding appointment/postings/service conditions of the selected candidates.

**I. Name of Posts, No. of Vacancies, Reservation, Educational Qualification and Experience:**

<b>Sl No</b>	<b>Name of Posts</b>	<b>Number of Vacancies &amp; Reservation</b>	<b>Educational Qualification</b>	<b>Experience</b>
1	Project Officer (Mechanical) on contract basis	6 posts (5 UR, 1 OBC)	<p><b><u>Essential:</u></b> Degree in Mechanical Engineering with 60% of marks from a recognized University.</p> <p><b><u>Desirable:</u></b> Proficiency in Computer Applications like AutoCAD, SAP, MS project etc.</p>	<p><b><u>Essential:</u></b> Minimum of two years post qualification experience/training in a</p> <ul style="list-style-type: none"> <li>• Ship Building/ Ship Repair Company or</li> <li>• Marine related Company or</li> <li>• Port or</li> <li>• Engineering Company or</li> <li>• Government / Semi Government Company/Establishment.</li> </ul> <p><b><u>Desirable:</u></b> a) Experience/training in mechanical works related to projects, production or maintenance. b) Proficiency and experience of working in a computerized environment.</p>
2	Project Officer (Electronics) on contract basis	1 post (UR)	<p><b><u>Essential:</u></b> Degree in Electronics/ Electronics &amp; Communication / Electronics &amp; Instrumentation Engineering with 60% of marks from a recognized University.</p> <p><b><u>Desirable:</u></b> Proficiency in Computer Applications like AutoCAD, SAP, MS project etc.</p>	<p><b><u>Essential:</u></b> Minimum two years post qualification experience/ training in a</p> <ul style="list-style-type: none"> <li>• Ship Building/ Ship Repair Company or</li> <li>• Marine related Company or</li> <li>• Port or</li> <li>• Engineering Company or</li> <li>• Government or Semi Government Company / Establishment.</li> </ul> <p><b><u>Desirable:</u></b> a) Experience/training in electronics related works in projects or maintenance. b) Proficiency and experience of working in a computerized environment.</p>

Sl No	Discipline	Number of Vacancies & Reservation	Educational Qualification	Experience
3	Medical Officer on contract basis	1 post (UR)	<p><b>Essential:</b></p> <p>a) MBBS Degree/ Equivalent from a recognized University.</p> <p>b) Permanent registration with Medical Council of India/State Medical Council.</p> <p><b>Desirable:</b></p> <p>a) Diploma in Industrial Health Or</p> <p>b) Associate fellow of Industrial Health (AFIH).</p>	<p><b>Essential:</b></p> <p>Minimum one year experience in a hospital after completing House Surgency.</p> <p><b>Desirable:</b></p> <p>Experience in an Industrial establishment or a factory.</p> <p><b>Duties:</b></p> <p>Consultation and Outpatient treatment to all eligible persons, provide First-Aid treatment in case of accidents, conducting statutory and comprehensive medical examinations as per schedule and maintaining records, attend any medical emergency at any time of the day, follow up treatment of employees referred/ admitted in hospitals. Compliance under Integrated Management System (IMS).</p>
<b>Total</b>		<b>8 posts (7 UR, 1 OBC)</b>		

(All candidates should have good communication skills and ability to communicate in Hindi / Bengali is desirable).

## II. Period of Contract and Place of Posting:

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

## III. Remuneration:

The remuneration details for the posts are detailed under:-

Name of posts	Contract Period	Consolidated Pay (per month)	Compensation for Extra Hours of Work (per month)
Project Officers on contract basis	First year	₹ 37,000/-	₹ 3000/-
	Second year	₹ 38,000/-	
	Third year	₹ 40,000/-	
Medical Officer on contract basis	First year	₹ 60,320/-	₹ 3000/-
	Second year	₹ 61,960/-	
	Third year	₹ 63,640/-	

#### IV. Age:

##### (i) Project Officer:

- a) **Age shall not exceed 30 years as on 31 December 2020.** The upper age limit is relaxable by 3 years for OBC (Non Creamy Layer) candidates in posts reserved for them. The upper age is relaxable by 10 years for Persons with Benchmark Disabilities (PwBD).
- b) Age relaxation for Ex-servicemen shall be as per Government of India guidelines. However, in no case, age limit after applying all age relaxations shall exceed 45 years.

##### (ii) Medical Officer:

Age shall not exceed 58 years as on **31 December 2020.**

#### V. Method of Selection:

- a) For the post of **Medical Officer**, the method of selection shall be through **Personal Interview** (Out of 100 Marks).
- b) For the posts of **Project Officer**, the method of selection shall be through **Personal Interview**. The weightages are assigned to the following parameters for the final selection:-

➤ Work Experience	-	80% weightage
➤ Personal Interview	-	20% weightage
<b>Total</b>	-	<b>100 Marks</b>
- c) For the posts of **Project Officer**, the marks for Work experience shall be awarded based on the relevance of experience to the notified post.
- d) The selection process shall be held at Cochin Shipyard Ltd, Kochi or interview through electronic media in view of Covid-19 pandemic issues.
- e) Candidates who are short-listed, based on the eligibility requirements, shall only be allowed to attend the Personal Interview.
- f) However, CSL on behalf of HCSL reserves the right to fix minimum marks for pass in the final selection at its sole discretion.

#### VI. Conditions:

##### a) Reservation

- i) Government of India Directives on reservation applicable for Scheduled caste (SC)/ Scheduled Tribe (ST)/ Other Backward Class (OBC)/ OBC (Minority)/ Economically Weaker Sections (EWS) /Persons with Benchmark Disabilities (PwBD)/ Ex-servicemen (ESM) candidates shall apply subject to meeting the eligibility requirements.
- ii) In the case of Persons with Benchmark Disabilities (PwBD), the degree of disability should be a minimum of 40%. The applicant should submit a *valid Certificate of disability* to this effect in the prescribed format issued by Competent Authority as per the Rights of Persons with Disabilities Rules, 2017.

- iii) Applicants belonging to OBC (Non Creamy Layer), should produce a valid recent community certificate in the prescribed format issued by the Revenue Authority not below the rank of the Thahsildar, failing which their candidature shall not be considered against respective categories.

**b) Qualification**

- i) The minimum qualification stipulated for all the posts must be from a University/ Examination Board recognized by AICTE/ appropriate statutory authority in India/State/Central Government.
- ii) Those applicants having qualifications equivalent to any of the prescribed qualifications should submit Equivalency Certificate issued by the Competent Authority and without such Certificate, their candidature shall not be considered.
- iii) For the posts of Project Officer, the applicants are required to fill in the exact percentage of marks scored by them in the qualifying examination in the online application submitted for the posts. Some Universities/Institutes/ Examination Boards do not award Class or Percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI, etc.). In case University/Institute / Examination Board defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the same shall be accepted. However, where the University/ Institute/ Examination does not define criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the Aggregate Grade Points may be multiplied by 10 to get the required percentage of marks.

**c) Experience**

- i) **Experience acquired after the date of passing of the qualification stipulated as per item I above shall only be considered. Period of post qualification experience shall be reckoned as on 31 December 2020.**
- ii) For the posts of Project Officer, the period of Apprenticeship Training in the relevant discipline under the Apprentices Act 1961, shall be treated as experience. Any training with remuneration shall also be treated as experience.
- iii) For the posts of Project Officer, **Experience Certificates obtained from Companies registered under the Companies Act 1956 or Foreign Companies shall only be considered for short listing to attend selection process.**
- iv) Applicants who are presently working in any company (Private/Public Sector/Govt), in the absence of experience certificate, should submit copy of **Appointment/Offer letter issued by the company, latest Pay Slip/copy of last Pay drawn** as proof of experience. **For past employment, experience certificate indicating the date of joining as well as relieving should be submitted. The candidates should submit all certificates to establish the experience claimed in their online application, failing which their candidature shall be cancelled and they shall not be considered for further selection.**
- v) Applicants who are Ex-servicemen should submit Discharge Certificate/ Book/Pension Payment Order from the Armed Forces. For the post of Project Officer, those ex-servicemen having Degree endorsed in their Discharge Certificate/Book should have working experience in the relevant discipline in the Armed Forces. Ex-servicemen claiming equivalency of Degree should produce the certificate of equivalency or endorsement in the Discharge certificate of the same with authority (refer order issued by the Govt of India),

should produce certificates indicating qualification and work experience in the relevant discipline in the Armed Forces, as proof of experience. They should produce experience certificate from the authorities concerned, failing which their candidature shall not be considered.

- vi) For the posts of Project Officer, Work experience obtained from contractors (Proprietary Firms and Partnership Firms) engaged by registered companies may be considered based on the endorsement of the Principal Employer on the certificates issued by the contractor. Such applicants are required to submit their experience certificates along with further proof such as ESI/EPF statements. Certificates of training issued by the contractors without the endorsement of the Principal Employer shall not be considered.

**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) which can be accessed through our Online application facility from 16 December 2020 to 31 December 2020. 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 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 clause d(i) above. **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 on our website [www.cochinshipyard.com](http://www.cochinshipyard.com) (Careers 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 our website [www.cochinshipyard.com](http://www.cochinshipyard.com) (Careers page) from **16 December 2020 to 31 December 2020. Application submitted direct or by any other mode shall not be accepted.**
- iii) **Before filling up the online application, all certificates towards proof of age, educational qualification, experience, caste, disability etc and a recent passport size colour photograph shall be kept ready in the system for uploading to the SAP online application portal.**
- iv) **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.**

- v) Applicants should ensure that all the entries have been correctly filled in and application submitted successfully. Filling of garbage/junk details in any of the fields can lead to rejection of your application.
- vi) 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 candidate 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.
- vii) **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 CSL.
- viii) **Applicants need not send the online application print out/certificates/ application fee in the form of DD/Challan/Cheque by post to Cochin Shipyard Ltd.**
- ix) For applying through the SAP online application facility, the website shall remain functional from **16 December 2020 to 31 December 2020**. The last date for submission of applications through online is **31 December 2020**. In order to avoid heavy traffic in website on the last date that may result in the non-submission of application, the applicants are advised to log in to 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 SAP application portal after 1600 hrs on the last date.

**f) General**

- i) **Applicants are advised to make sure that they are meeting the eligibility requirements as per the vacancy notification for the posts before submitting the applications.**
- ii) Definition of Ex-serviceman:- Ex-serviceman is a person
  - (a) Who has served in any rank whether as combatant or non-combatant in a Regular Army, Navy and Air Force of the Indian Union, and
    - (i) Who either has been retired or relieved or discharged from such service whether at his own request or being relieved by the employer after earning his or her pension; or
    - (ii) Who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or
    - (iii) Who has been released from such service as a result of reduction in establishment;
  - (b) Who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service; Or

- (c) Personnel of Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstances beyond their control and awarded medical or other disability pension; Or
  - (d) Personnel, who were on deputation in Army Postal Service for more than six months prior to 14<sup>th</sup> April, 1987; Or
  - (e) Gallantry award winners of the Armed Forces including personnel of Territorial Army; Or
  - (f) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.
- iii) Shipyard 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 online application, and information/replies to such queries should be only through the e-mail [career@cochinshipyard.com](mailto:career@cochinshipyard.com). However, Cochin Shipyard 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) **The candidature of the applicants short-listed for the Personal Interview shall be purely provisional, subject to verification of original certificates in proof of age, qualification, experience, caste, disability etc at the time of joining. In case, the candidates are found not meeting the eligibility requirements or fail to produce certificates in original, the candidate shall not be considered for selection and candidature will be cancelled/rejected without further notice.**
- v) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed by e-mail/SMS/through CSL website [www.cochinshipyard.com](http://www.cochinshipyard.com) to download call letter. Schedule of the selection shall be intimated to the short-listed applicants through SMS/Email/CSL website (Careers page).
- vi) No TA/DA shall be paid to the candidates for attending the selection.
- vii) Mere submission of online application and Issue of call letter for the Personal Interview shall not confer any right to the applicant of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion.
- viii) The vacancies are purely on contract basis for a specific period and CSL on behalf of HCSL is not liable to offer appointment during or after the completion of contract period of the selected candidates.
- ix) Candidates should be of sound health and satisfy the medical fitness standards as fixed by CSL on behalf of HCSL. The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by CSL and medical fitness further subject to certification by the Chief Medical Officer of CSL on behalf of HCSL.
- x) CSL on behalf of 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.

- xi) No correspondence regarding the rejection of application in case of ineligibility shall be entertained.
- xii) Rank lists shall be maintained for all posts and shall be operated only in the event of occurrence of a vacancy caused by non-joining of a candidate from the rank list within the date of joining as stipulated in the offer of appointment issued to the candidate, OR, where a candidate joins the post and in the event of separation of a person on account of death or resignation from the post during the period of one year from the date of joining in HCSL. The validity period of the rank list shall be upto one year from date of publication of results, unless a fresh notification for the same post is issued. Vacancy which arose as stated above shall not be treated as a fresh vacancy and the actual number of posts filled up against this notification shall under no circumstances exceed the number of vacancies indicated in this notification.
- xiii) Notwithstanding the above or any other conditions, CSL on behalf of 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. CSL on behalf of HCSL reserves the right to restrict/alter/cancel/modify the recruitment process, if need so arises without notice or assigning any reason thereof.
- xiv) If at any stage it is found that any information furnished is false/ incorrect or the candidate does not satisfy the eligibility criteria, the candidature/appointment is liable to be cancelled/ rejected.
- 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 can be instituted only in the Courts/Tribunals/Forums at Ernakulam and such Courts/ Authorities shall have sole and exclusive jurisdiction.
- xvii) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.
- xviii) For any queries please contact us via e-mail [career@cochinshipyard.com](mailto:career@cochinshipyard.com).

**VII. Important Dates:**

**Commencement of Online Application : 16 December 2020**  
**Last Date of Online Application : 31 December 2020**

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

Sd/-  
CHIEF EXECUTIVE OFFICER, HCSL