



Vacancy Notification Ref No. CSL/P&A/RECTT/HCSL PERMA/EXECUTIVES/2023/2
Dated 18 April 2023

Hooghly Cochin Shipyard Limited (HCSL), a wholly owned subsidiary of Cochin Shipyard Limited (CSL), invites **Online Applications** from experienced professionals who are Indian citizens for filling up of the Executive post for HCSL, Howrah. Cochin Shipyard Limited (CSL) shall coordinate all recruitment related activities on behalf of HCSL. However, appointment to the post 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.

A. Name of the post, Educational Qualification, Experience & Job Requirements:

TABLE 1

Sl No	Name of the post	Educational Qualification, Experience & Job Requirements
1.	Manager/Senior Manager (Industrial Relations & Human Resources)	<p><u>Educational Qualification:</u></p> <p><u>Essential:</u></p> <p>Two year Master's Degree or equivalent Degree or equivalent Diploma or Post Graduate Degree in any of the following areas, with minimum of 60% marks from a recognized University :-</p> <ul style="list-style-type: none">• 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• Post Graduate Degree in Social Work with specialization in Personnel Management or Labour Welfare & Industrial Relations OR• Post Graduate Degree in Personnel Management. <p><u>Desirable:</u></p> <p>LLB Degree with Labour Laws as elective subject.</p> <p><u>Experience:</u></p> <p><u>Essential:</u></p> <p>a) For the post of Manager, minimum of 9 years post qualification managerial experience in Human Resource or Industrial Relations, in a</p> <ul style="list-style-type: none">• Shipyard or• Government or Semi-Government Company / Establishment or• Public Sector Undertaking or• Engineering Company. <p>b) Should be well experienced and conversant with administrative functions, modern HR and IR applications and practices.</p>



Sl No	Name of the post	Educational Qualification, Experience & Job Requirements
		<p>c) In case of candidates working in the regular cadre in PSUs / Government/ Autonomous bodies, one-year experience shall be in the immediate lower scale of pay or equivalent.</p> <p>d) Knowledge of West Bengal State Rules.</p> <p>Desirable:</p> <p>a) Experience of working in an ERP/SAP/ computerised environment. b) Knowledge in Hindi/ Bengali.</p> <p>Note :- <u>Suitable candidates with minimum of 10 years post qualification managerial experience in Human Resource or Industrial Relations as detailed above may be considered for appointment as Senior Manager.</u></p> <p>Job Requirements:</p> <p>Should be a good team player and shall demonstrate professionalism in official activities. Should be willing to travel at short notice, willing to take responsibility to work against the set targets within the time frame etc. Liaisoning with various government/ statutory agencies. Not limited to the above, the officer shall be liable to undertake any other duties as directed by HCSL Management.</p>

B. Important dates:

Commencement of Online Application : 26 April 2023
Last Date of Online Application : 20 May 2023

C. Grade, No. of Vacancies and Reservation:

TABLE 2

Name of the post	Grade	UR
Manager/Senior Manager (Industrial Relations & Human Resources)	E3/E4	1
TOTAL		1

(i) CSL on behalf of HCSL reserves the right to increase / decrease the number of vacancies or not to fill up the vacancy or cancel the recruitment process, as per its requirement.

(ii) The post is identified for applicants, with bench mark disabilities as below:-

TABLE 3

Category	Bench Mark disability
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 the above

D. Pay Scale, Benefits & Place of Posting:

(i) Pay scale:

TABLE 4

Grade	Pay scale
E3	₹ 60000-3%-180000
E4	₹ 70000-3%-200000

(ii) Monthly Emoluments as on date:

TABLE 5

Sl No	Wage Type	Amount (in ₹) for E3	Amount (in ₹) for E4
1	Basic pay	₹ 60,000.00	₹ 70,000.00
2	DA (at present 37.2%)	₹ 22,320.00	₹ 26,040.00
3	HRA (at present 27%)	₹ 16,200.00	₹ 18,900.00
4	Perks & Allowances (35%)	₹ 21,000.00	₹ 24,500.00
Total		₹ 1,19,520.00	₹ 1,39,440.00

(iii) Other benefits under New Pension Scheme, Contributory Provident Fund, Accident Insurance coverage, Reimbursement of Medical expenses under the Contributory Medical Insurance policy, Leave encashment, Performance related Payment etc. as admissible shall be applicable for the post.

(iv) The posting shall be at HCSL /project sites as desired by HCSL. However, depending upon project requirements, the candidate is liable to be transferred within different units 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.

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



E. Age:

- (i) **The upper age limit prescribed for the post shall not exceed 40 years as on 20 May 2023. i.e., applicants should be born on or after 21 May 1983.**
- (ii) The upper age limit shall be relaxable by 5 years for Persons with Benchmark Disabilities (PwBD) and 10 years for Ex-servicemen. However, in no case, age limit after applying all age relaxations shall exceed 50 years.

F. Method of Selection:

(i) The selection process shall be held at CSL, Kochi or HCSL, Howrah or interview through electronic media.

(ii) The method of selection shall include a Power Point Presentation, Group discussion and Personal Interview. Candidates who are provisionally short-listed for the post shall be required to do the Power Point Presentation highlighting their work experience (duration of not more than ten minutes). The work experience shall be assessed by selection committee based on the documents submitted by the candidates and the power point presentation on work experience. Based on the Power Point Presentation, the candidates shall be further short-listed for Group discussion and Personal Interview. Only candidates who are meeting the notified work experience and job requirements shall be permitted to attend Group discussion & Personal Interview. The marks shall be assigned to the short-listed candidates based on the following parameters for final selection:

a) Work Experience in the relevant job/ area	: 40 marks
b) Power Point Presentation on work experience	: 30 marks
c) Group Discussion	: 10 marks
d) Personal Interview	: 20 marks
Total	: 100 marks

(iii) CSL on behalf of HCSL reserves the right to scrutinise applications for the post and prepare shortlist of candidates based on meeting eligibility requirements ascertained through the certificates submitted and only such shortlisted candidates shall be permitted to attend the selection process.

G. Conditions:

a) Reservation:

- (i) Government of India Directives on reservation shall apply.
- (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 Competent Authority as per the Rights of Persons with Disabilities Rules, 2017.



b) Qualification:

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

c) Experience:

- (i) **Experience acquired after the date of passing of the qualification stipulated as per the above requirements shall only be considered. Period of post qualification experience shall be reckoned as on 20 May 2023.**
- (ii) Training period in any organisation shall not be counted as work experience, including the period of executive training, management training, apprentice training, advanced training or any other training.
- (iii) **Experience Certificates obtained from Companies registered under the Companies Act 1956 or Foreign Companies of equivalent status shall only be considered for short listing and for consideration for selection.**
- (iv) Applicants who are presently working in any company (Private/ Public sector /Govt.), in the absence of experience certificate, should submit copy of **Appointment / Offer letter issued by the company, latest Pay Slip / copy of last Pay drawn and CTC Certificate during the current financial year/ IT Form-16 of the previous financial year** as proof of work experience. **For past employment, experience certificate indicating the date of joining as well as relieving should be submitted. 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 in regular Government service or in Government owned industrial or other similar organizations should submit their applications online directly to CSL. However, such applicants are required to upload a declaration (as per **Annexure - I**) that they have informed in writing to their employer that they have applied for the post notified by CSL on behalf of HCSL. Candidature of such applicants will not be considered if objection if any received from the employer.
- (vi) Applicants who are Ex-servicemen should submit **Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces**. Those ex-servicemen having Degree endorsed in their Discharge Certificate/ Book should have working experience in the relevant discipline in the Armed Forces. Such qualification acquired during service period shall also be considered for calculation of post qualification experience. Ex-servicemen claiming equivalency of Degree in discipline should produce the certificate of equivalency or endorsement in the Discharge certificate of the same with authority (refer order issued by the Govt. of India), should produce certificates indicating qualification and work experience in the relevant discipline in the Armed Forces, as proof of experience. They should produce experience certificate from the authorities concerned, failing which their candidature shall not be considered.
- (vii) Those ex-servicemen, on re-employment in any Government job on civil side after availing of the benefits given to him as an ex-serviceman, his ex-serviceman status for the purpose of re-employment in Government shall be governed by DoPT OM Nos. 36034/27/84-Estt(SCT) dated 02.05.1985, 36034/6/90-Estt(SCT) dated 10.10.1994 and 36034/1/2014-Estt (SCT) dated 14.08.2014. **All ex-servicemen shall submit an undertaking along with the online application, that he has not been re-employed in Government after availing the benefits for ex-servicemen (as per Annexure - II).**
- (viii) Applicants should clearly specify the nature of work performed and duties, responsibilities handled in the respective jobs, as well as experience certificate in proof of the same shall be uploaded while submitting their online application for the post notified.

d) Application Fee:

- (i) Application fee of ₹ 1000/- **(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 facility from **26 April 2023 to 20 May 2023. No other mode of payment shall be accepted.**



- (ii) Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST) / Person with Benchmark Disabilities (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 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 in the link www.cochinshipyard.in (Career page→ HCSL, Kolkata) 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, Kolkata) from 26 April 2023 to 20 May 2023. **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 your 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 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.



- (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 CSL or HCSL.
- (vii) **Applicants need not send the online application print out/ certificates/ application fee in the form of DD/Challan/Cheque by post to CSL or HCSL.**
- (viii) The website shall remain functional for the purpose of submitting applications from **26 April 2023** and the last date for submission of applications through online is **20 May 2023**. **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 CSL website and submit applications well in advance before the last date. Those who apply on the last date of application may not get any troubleshooting assistance / technical support in the SAP application portal 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
- f) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.
- (iii) CSL on behalf of HCSL 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 career@cochinshipyard.in. However, CSL shall not be responsible for any delay/non-receipt of such e-mails within the stipulated date and time. Replies to any such queries received after the stipulated date and time shall not be considered, and no further correspondence shall be entertained in this regard.
- (iv) Original Certificates of the short-listed candidates shall be verified again at the time of joining or at any other stage as decided by CSL on behalf of HCSL. Candidature is purely provisional subject to verification of original certificates in proof of age, qualification, experience, caste, disability, medical fitness etc and meeting the notified eligibility requirements. At the time of certificate verification/joining, if the candidates short-listed are found not meeting the eligibility requirements or fail to produce certificates in original or if at any stage, it is found that any information furnished by the candidate is false/incorrect or there has been suppression of facts and information, the candidate shall not be considered for selection and candidature/ appointment will be cancelled/rejected without further notice.
- (v) Candidates appearing for the selection process shall be reimbursed single to & fro 3rd 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 submitted to CSL, Kochi or HCSL, Howrah, on production of proof. Candidates claiming travel re-imbusement are required to submit the copy of front page of **Savings bank passbook with account number and IFSC code**, at the time of selection process and the eligible amount of reimbursement shall be credited to their bank account through NEFT. Reimbursement of travel fare shall only be made to those candidates who submit the above details. However, at the time of certificate verification, if it is found that the candidate does not fulfill any of the notified eligibility conditions, he/she shall neither be allowed to attend selection process nor be paid any travelling allowance.
- (vi) **No correspondence regarding the rejection of application in case of ineligibility shall be entertained.**



- (vii) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed to download call letter by e-mail/through CSL website www.cochinshipyard.in. **Schedule of the selection process shall be intimated to the short-listed applicants through E-mail/CSL website (Career page→ HCSL, Kolkata).** Candidates are requested to frequently check the above website (**Career page→ HCSL, Kolkata**) for updates related to the selection.
- (viii) Mere submission of application and Issue of call letter shall not confer any right to the applicant of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion or does not constitute an offer of appointment, and will not entitle the applicant to any claim for employment in 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 CSL. The reports of such medical examination may be examined by Medical Officer of CSL on behalf of HCSL and the appointment of the candidate may be subject to certification of Medical fitness.
- (xi) CSL/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) Rank list shall be maintained for the post and shall be operated only in the event of occurrence of a vacancy during the validity period of the rank list. The validity period of the rank list shall be up to 18 months from the date of reporting of the last candidate, from the list of candidates advised to join on publication of the result, unless a fresh notification for the same post is issued. Vacancy which arose as stated above shall not be treated as a fresh vacancy.
- (xiii) The number of posts indicated in this notification is based on existing requirement and shall vary depending on the future requirements, and the vacancies that may arise during the validity period of the rank list shall be filled up from that rank list at the discretion of CSL on behalf of HCSL.
- (xiv) 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.



HOOGLY COCHIN SHIPYARD LIMITED
HOWRAH - 711109

- (xv) Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.
- (xvi) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- (xvii) Any legal proceedings in respect of any claim or dispute arising out of this advertisement and/or an application in response thereto and selection process thereafter can be instituted only in the Courts/Tribunals/Forums at Ernakulam and such Courts/ Authorities shall have sole and exclusive jurisdiction.
- (xviii) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.
- (xix) For any further clarification related to the advertisement and conduct of selection, please contact us via e-mail career@cochinshipyard.in.

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

Sd/-
GENERAL MANAGER (HR & TRAINING)
Cochin Shipyard Limited,
For Hooghly Cochin Shipyard Limited