

HOOGHLY COCHIN SHIPYARD LIMITED

HOWRAH- 711109

Vacancy Notification No. HCSL/HR/RECTT/PERMA/2024/4 dated 27.11.2024

Hooghly Cochin Shipyard Limited (HCSL), a Wholly Owned Subsidiary of Cochin Shipyard Limited invites applications from Indian citizens fulfilling the eligibility requirements, for filling up of the following regular posts in the **Workmen** category for Hooghly Cochin Shipyard Limited.

I. Name of Posts, Educational Qualification and Experience:

TABLE-1

| Sl. No. | Name of Post | Education Qualification | Experience |
|---------|-----------------------------|--|--|
| 1. | Operator (Crane) | Essential: Pass in SSLC, ITI (National Trade Certificate). | Essential: Minimum five years post qualification experience in operating EOT cranes/Gantry Cranes in a <ul style="list-style-type: none">• Shipbuilding/ Ship repair Company or• Engineering Company• Logistics Company or• Government or Semi-Government Engineering Company / Defence Establishment Desirable: a) Radio remote operation. b) Knowledge on electrical VFD basic troubleshooting. c) Good communication skills and working knowledge in Hindi/Bengali. Job Requirements: Accountable for operating various types of cranes and safely transport loads to construction sites with the use of lifting equipment. Inspect the crane for safety and operate the crane under general supervision. Able to lift and lower materials with precision and transport heavy equipment to worksite. Operate cranes efficiently, take complete |

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| | | | charge of all safety, clean and maintain hoist, LT and CT mechanism. Should maintain a maintenance plan optimizing the crane availability without effecting production. Should set and maintain a standard of accuracy, be able to work in extreme weather conditions and operate the crane according to verbal, written or signal instruction. Any other works, assignments in general in other areas/projects of HCSL. |
| 2. | Operator (Pipe Bending) | Essential: Pass in SSLC, ITI (National Trade Certificate). | <p>Essential: Minimum Five years' post qualification experience in operating pipe bending machine in a</p> <ul style="list-style-type: none"> •Shipbuilding/Ship repair company or •Engineering Company or •Government or Semi-Government Engineering Company / Defence Establishment. <p>Desirable:</p> <ol style="list-style-type: none"> a) Operating knowledge of CNC or semi-automatic pipe bending machine. b) Knowledge of machine hydraulics/electrical drawing of pipe bending machine. c) Knowledge of studying drawings for pipe bending. d) Good communication skills and working knowledge in Hindi/Bengali. <p>Job Requirements: Perform all functions of pipe bending ensuring safety, quality and productivity in shift operations as assigned. Bend pipes without any bucking (collapsing under pressure) and with as little crimping and flattening as possible. Check bent parts to drawing specification and tolerance using</p> |

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| | | | proper measurement and inspect equipment. Identify, properly tag and remove non-conforming materials, Monitor machines for irregularities. Any other works, assignments in general in other areas/projects of HCSL. |
| 3. | Welder Cum Fitter [Welder/ Welder (Gas & Electric)] | Essential: Pass in SSLC, ITI (National Trade Certificate). | <p>Essential: Minimum five years' post qualification experience in the areas of Gas cutting and welding (gas and electric, manual, automatic, MIG/ semi-automatic special welding), gouging, gas and electric brazing, flame heating, chipping and grinding, staging and handling in a</p> <ul style="list-style-type: none"> • Shipbuilding/Ship repair company or • Engineering Company or • Government or Semi-Government Engineering Company / Defence Establishment. <p>Desirable: Good communication skills and working knowledge in Hindi/Bengali.</p> <p>Job Requirements: Accountable for designing, cutting and permanently joining metal parts together through the application of appropriate welding techniques. Fusing metal materials together using high heat equipment and welding process such as manual, MIG, TIG, SAW and other electric arc welding. Technically inclined and able to properly utilize welding tools and equipment. Any other works, assignments in general in other areas/projects of HCSL.</p> |

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| 4. | Operator (Plate Preservation) | <p>Essential: Pass in SSLC, ITI (National Trade Certificate).</p> | <p>Essential: Minimum five years' post qualification experience in operation/maintenance of plate shot blasting machine in a</p> <ul style="list-style-type: none"> •Shipbuilding/Ship repair company or •Engineering Company or •Government or Semi-Government Engineering Company / Defence Establishment. <p>Desirable:</p> <ol style="list-style-type: none"> a) Experience in automatic shot blasting machine. b) Experience in automatic plate painting machines. c) Experience in plate straightening machine. d) Good communication skills and working knowledge in Hindi/Bengali. <p>Job Requirements: Perform all functions associated with operation of the plate preservation system in shift operations as assigned. Follow all Start up and shutdown procedures of the machine. Understand all function including positioning of plates in conveyor using magnetic crane, conveying, setting up and operating plate straightening machine, plate shot blasting machine, plate painting and drying machine. Technically inclined and be able to properly utilize tools and machinery. Dispose off possibly hazardous waste material created in the process, such as fine dust of dust extractor, waste paint, sort according to regulations. Any other works, assignments in general in other areas/projects of HCSL.</p> |
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|----|-----------------------------------|--|---|
| 5. | Welder Cum Fitter (Fitter) | <p>Essential: Pass in SSLC, ITI (National Trade Certificate).</p> | <p>Essential: Minimum five years' post qualification experience in fabrication, cutting fit up, welding process and assembling in a</p> <ul style="list-style-type: none"> •Shipbuilding/ Ship Repair Company or •Engineering Company or •Government or Semi-Government Engineering Company / Defence Establishment. <p>Desirable:</p> <ol style="list-style-type: none"> a) Experience in Crane operation. b) Experience as Rigger. c) Good communication skills and working knowledge in Hindi/Bengali. <p>Job Requirements: Accountable for sub assembly, assembly, grand assembly, any work related to hull block fabrication and hull erection as part of ship building/ship repair work, including operation of machineries and cranes related to the work assigned. Proficiency in the use of standard hand tools, operations of blast/clean machine and painting. General knowledge of lifting equipment, design, function and use. Any other works, assignments in general in other areas/projects of HCSL.</p> |
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II. Important Dates:

Commencement of Application : 27.11.2024

Last Date of Application : 26.12.2024

III. Name of Posts, Pay Scale, No. of vacancies and Reservation:

TABLE-2

| Sl. No. | Name of Posts | Pay Scale | UR | SC | OBC |
|--------------|--|-----------|----------|----|-----|
| 1. | Operator (Crane) | W6 | 0 | 1 | 0 |
| 2. | Operator (Pipe Bending) | W6 | 1 | 0 | 0 |
| 3. | Welder Cum Fitter [Welder/ Welder (Gas & Electric)] | W6 | 1 | 0 | 0 |
| 4. | Operator (Plate Preservation) | W6 | 0 | 1 | 0 |
| 5. | Welder Cum Fitter (Fitter) | W6 | 0 | 0 | 1 |
| Total | | | 5 | | |

- a) HCSL 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) HCSL is engaged in hazardous operation. Deployment of PwBD in the above-mentioned posts are likely to put them at serious risk, hence have not been included.

IV. Scale of Pay & Place of Posting:

- a) Pay scale and Scale of Pay: -

TABLE-3

| Pay Scale | Scale of Pay |
|-----------|-------------------|
| W6 | ₹ 22500 - ₹ 73750 |

- b) Monthly Emoluments as on date: -

TABLE-4

| Pay Scale | Wage Type | | | Total |
|-----------|-----------|-----------------------|----------------------|-----------|
| | Basic Pay | DA (at present 47.7%) | HRA (at present 27%) | |
| W6 | ₹22,500 | ₹10,732.5 | ₹6,075 | ₹39,307.5 |

- c) Other benefits under Contributory Provident Fund, Accident Insurance coverage, Medical Allowance, Reimbursement of Medical expenses under the Contributory Medical Insurance policy, leave encashment etc., as admissible shall be applicable.
- d) For all posts, the posting shall be at Hooghly Cochin Shipyard Limited (HCSL), Howrah/ other project sites as desired by HCSL. However, depending upon project requirements, the candidates are liable to be transferred within different project sites of HCSL. The appointment to the posts 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. Age:

- a) **The upper age limit prescribed for the posts shall not exceed 35 years as on 26.12.2024, i.e., applicants should be born on or after 27.12.1989.**
- b) The upper age limit is relaxable by 3 years for OBC (Non- Creamy Layer) candidates and 5 years for SC candidates in posts reserved for them.
- c) Age relaxation for Ex-servicemen shall be as per Government of India guidelines, calculated by deducting the period of military service from the actual age and adding three years thereto, subject to a maximum age of 45 years.

VI. Method of Selection:

- a) The method of selection shall include Phase I, consisting of an Objective Type Online/Offline Test and Phase II consisting of Practical Test in the relevant trade.

TABLE-5

| Sl. No. | Method of Selection |
|----------------|---|
| 1. | Phase I : Objective Type Test - 30 marks (35 minutes duration) |
| 2. | Phase II : Practical Test in the relevant trade – 70 marks (Based on marks obtained in the test) Total - 100 marks |

- b) **The Phase I Objective Type Online/Offline test shall consist of two parts General (Part A) and Trade related (Part B). Part A comprises of General Knowledge, General English, Reasoning, and Quantitative Aptitude. Detailed Syllabus**

(Annexure IV) for the selection tests will be published shortly. The pattern of the question paper, number of questions and allotment of marks is detailed under:

TABLE-6

| Name of Posts | No. of questions in each section/ mark per section* | | | Total no. of questions for test / Max marks |
|--|--|--------------------------|---------------|--|
| | General Knowledge | Quantitative Aptitude | Trade related | |
| A. Operator (Crane), B. Operator (Pipe Bending), C. Welder Cum Fitter [Welder/ Welder (Gas & Electric)], D. Operator (Plate Preservation), E. Welder Cum Fitter (Fitter) | 5 | 5 | 20 | 30 |

***Each question carries one mark. There shall be no negative marks.**

- c) Mark lists for each post shall be prepared on the basis of marks secured by the candidates in the Objective type online/offline test. In case same marks secured by more than one candidate, marks scored in the trade of the Objective type online/offline test shall be the basis of determining the order of mark list. In case of a tie thereafter, relative merit shall be decided based on seniority in age.
- d) Candidates who score minimum pass marks and above in the Objective type online/offline test shall be short listed for certificate verification in the order of merit / reservation. For such shortlisting, candidates belonging to reserved category in the mark list shall be counted against merit as well as reservation post.
- e) Candidates who successfully complete the certificate verification shall be shortlisted to attend Phase -II Practical Test. The Phase II Practical test shall be held at HCSL, Howrah or as desired by HCSL.
- f) The minimum pass mark each for Phase I Objective type online/offline test as well as Phase II Practical tests shall be as below: -
 - For unreserved candidates – 50 % of Total Marks of each test,
 - For OBC candidates – 45% of Total Marks of each test only for vacancies reserved for OBC.

- g) Rank lists for each post shall be prepared based on the total marks secured by the candidates who pass in both Phase I – Objective type online/offline test and Phase –II Practical tests. In case, same aggregate marks are secured by more than one candidate, marks scored in the trade of the Objective type online/offline 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.
- h) **Depending upon the number of applications received, HCSL 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 candidates along with the application form and only such shortlisted candidates may be permitted to attend the selection process.**

VII. Conditions:

a) Reservation:

- i) Government of India Directives on reservation shall apply.
- ii) Applicants belonging to SC or OBC (Non- Creamy Layer) should produce a valid recent community certificate.

b) Qualification:

- i) The minimum qualification stipulated for the post must be from a University/ Examination Board recognized by AICTE/ appropriate statutory authority in State/Central Government.
- ii) **Those applicants without prescribed qualification, but having higher qualifications such as B. Tech, M. Sc etc. shall not be considered.**
- iii) 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.
- iv) The applicants are required to fill in the exact percentage of marks scored by them in the qualifying examination in the application form submitted for the posts as applicable. Some Universities/Institutes/ Examination Boards do not award Class or Percentage of marks and allot Aggregate Grade Points (e.g., CGPA/OGPA/CPI etc.). In case University/Institute/Examination Board defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the same shall be accepted. However, where the University/Institute/ Examination Board does not define criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the Aggregate Grade Points may be multiplied by 10 to get the required percentage of marks.

c) **Experience:**

- i) Experience acquired after the date of passing of the qualification stipulated as per Table A above shall only be considered. Period of post qualification experience shall be reckoned as on 26.12.2024.
- ii) The period of Apprenticeship Training in the relevant trade under the Apprentices Act 1961, shall be treated as experience. Any training with remuneration shall also be treated as experience.
- 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 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. **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.**
- 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 ESI/EPF statements. Certificates of training issued by the contractors without the endorsement of the Principal Employer shall not be considered.
- vi) Applicants in regular Government service or in Government owned industrial or other similar organizations should submit their applications via email by filling up the application format. However, such applicants are required to submit a declaration (**as per Annexure – II**) that they have informed in writing to their employer that they have applied for the posts notified with the application form. Candidature of such applicants will not be considered if objection if any received from the employer.
- vii) 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 trade in the Armed Forces. Such qualification acquired during service period shall also be considered for calculation of post qualification experience. Those Ex-servicemen claiming equivalency of qualification should produce the certificate of equivalency or endorsement in the Discharge certificate of the same with authority (refer order issued by the Govt of India), should produce certificates indicating qualification and work experience in the relevant discipline in the Armed Forces, as proof of experience and produce the same during certificate verification

process. They should produce experience certificate from the authorities concerned, failing which their candidature shall not be considered.

viii) Those ex-servicemen, on re-employment in any Government job on civil side after availing of the benefits given to him as an ex-serviceman, his ex-serviceman status for the purpose of re-employment in Government shall be governed by DoPT OM Nos. 36034/27/84- Estt (SCT) dated 02.05.1985, 36034/6/90-Estt (SCT) dated 02.04.1992 and 36034/1/2014- Estt (SCT) dated 14.08.2014. **All ex-servicemen should submit an undertaking along with the application form, that he has not been re-employed in Government after availing the benefits for ex-servicemen (as per Annexure III).**

ix) Applicants should clearly specify the nature of work performed and duties, responsibilities handled in the respective jobs, as well as experience certificate in proof of the same shall be submitted along with their application for the post notified.

x) **Employees who are currently working in HCSL or any other units of CSL on the regular rolls, are not eligible to apply for the same posts at the same pay scales notified by HCSL.**

d) **Application Fee: Nil**

e) **How to Apply:**

(i) Applicants should fill in the application form (**Annexure I**) with **recent passport size photograph pasted and e-mail the scanned copies of signed application form along with supporting documents in one PDF file to the e-mail id careers@hooghlycsl.com and mention "Application for the post of.....(Name of the post)" as the subject of the e-mail.**

(ii) **The Checklist of documents to be submitted along with the application form are as under: -**

- (a) Scanned copy of Aadhaar Card.
- (b) Relevant Certificates to prove age (Birth Certificate/SSLC or SSC/Passport).
- (c) All Qualifying Trade/Diploma/Degree Certificates.
- (d) Consolidated Mark Sheets / All Semester Mark Sheets.
- (e) Experience certificates.
- (f) Disability Certificate (if applicable).
- (g) Caste Certificate (if applicable).

(iii) **Applicants should ensure that the scanned copy of application form (Signed with photo pasted) & all certificates towards proof of age, educational qualification, experience, caste, disability etc., are sent through e-mail, failing which their candidature shall not be considered and shall be rejected.**

- (iv) Application Form must be complete in all respects as per the Advertisement Notification. Applicants should ensure that all the entries have been correctly filled in. Filling of garbage / junk details in any of the fields can lead to rejection of your application. Applications that are incomplete, not in the prescribed format, not legible, without the required enclosures or unsigned, will be summarily rejected without assigning any reason and no correspondence in this regard will be entertained.
- (v) The last date for receipt of applications through careers@hooghlycsl.com is **26th December, 2024 latest by 23:59hrs (IST)**. Application submitted direct or by any other mode shall not be accepted.
- (vi) Applicants should ensure that their application has been received at HCSL by getting acknowledgement via e-mail careers@hooghlycsl.com .

VIII. 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) 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 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.
- iv) **Original Certificates of the short-listed candidates shall be verified at the time of joining or at some other stage as decided by HCSL.** Candidature is purely provisional subject to verification of original certificates in proof of age, qualification, experience, 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 travelling allowance shall be paid to any candidates for appearing for the Objective Type online/offline test. However, SC/ST candidates appearing for the certificate verification or Practical Test at HCSL shall be reimbursed single to & fro sleeper class rail/bus fare as admissible for the posts as per company rules by the shortest route from the mailing address mentioned in their application form to the venue of certificate verification, 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 SC/ST candidates who submit the above details. However, at the time of certificate verification, if it is found that the candidate does not fulfill any of the notified eligibility conditions, he/she shall neither be allowed to attend selection process nor be paid any travelling allowance.
- vi) **No correspondence regarding the rejection of application in case of ineligibility shall be entertained.**
- vii) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed to download call letter by e-mail/through HCSL website www.hooghlycsl.com. **Schedule of the selection process shall be intimated to the short-listed applicants through E-mail/HCSL website (Career page).** Candidates are requested to frequently check the above website i.e., www.hooghlycsl.com (**Career Page**) for updates related to the selection process.
- viii) Mere submission of application through email and issue of call letter for the Selection process

shall not confer any right to the applicant of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion.

- ix) Appointment of selected candidates will be subject to verification of character, PCC 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 may be examined by Medical Officer of HCSL and the appointment of the candidate is subject to verification of medical fitness by the Medical Officer of HCSL.
- 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) Rank lists shall be maintained for all 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 HCSL.
- xiv) 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.
- xv) **Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.** HCSL reserves the right to restrict/ alter /cancel /modify the recruitment process, if need so arises without notice or assigning any reason thereof.
- xvi) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- xvii) Any legal proceedings in respect of any claim or dispute arising out of this advertisement and/or an application in response thereto and selection process thereafter can be

instituted only in the Courts/Tribunals/Forums at Howrah/Kolkata and such Courts/
Authorities shall have sole and exclusive jurisdiction.

- xviii)** Any amendment, modification or addition to this advertisement shall be given in the HCSL website only.
- xix)** For any further clarifications related to the advertisement and conduct of selection, please contact us via e-mail careers@hooghlycsl.com.

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

Sd/-

SR. MANAGER (IR & HR), HCSL