

HOOGHLY COCHIN SHIPYARD LIMITED

HOWRAH- 711109

Vacancy Notification No. HCSL/HR/RECTT/PERMA/2024/5 dated 07.01.2025

Hooghly Cochin Shipyard Limited (HCSL), a Wholly Owned Subsidiary of Cochin Shipyard Limited invites **Online 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 (Pipe Bending)	<u>Essential:</u> Pass in SSLC, ITI - NTC (National Trade Certificate) and All India National Trade Test (National Apprenticeship Certificate) in the trade of Fitter Pipe/Plumber.	<u>Essential:</u> Minimum two years' post qualification experience in operating pipe bending machine in a • Shipbuilding/Ship repair company, or • Engineering Company, or • Government or Semi-Government Engineering Company / Defence Establishment <u>Desirable:</u> 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. <u>Job Requirements:</u> 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 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.
2.	Welder Cum Fitter [Welder/ Welder (Gas & Electric)]	<u>Essential:</u> Pass in SSLC, ITI (National Trade Certificate) and All India National Trade Test (National Apprenticeship Certificate) in the trade of Welder / Welder (Gas & Electrical).	<u>Essential:</u> Minimum two 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: • Shipbuilding/Ship repair company, or • Engineering Company, or • Government or Semi-Government Engineering Company / Defence Establishment <u>Desirable:</u> Good communication skills and working knowledge in Hindi/Bengali. <u>Job Requirements:</u> 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.
3.	Operator (Crane)	<u>Essential:</u> Pass in SSLC, ITI (National Trade Certificate) and All India National Trade Test (National Apprenticeship Certificate) in the trade of Fitter / Machinist/Electrician/ Electronic Mechanic.	<u>Essential:</u> Minimum two years' post qualification experience in operating EOT cranes/Gantry Cranes in a • Shipbuilding/ Ship repair Company, or • Engineering Company, or • Logistics Company, or • Government or Semi-Government Engineering Company / Defence Establishment <u>Desirable:</u> a) Radio remote operation.

			b) Knowledge on electrical VFD basic troubleshooting. c) Good communication skills and working knowledge in Hindi/Bengali. <u>Job Requirements:</u> 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 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.
4.	Operator (Plate Preservation)	<u>Essential:</u> Pass in SSLC, ITI (National Trade Certificate) and All India National Trade Test (National Apprenticeship Certificate) in any trade.	<u>Essential:</u> Minimum two years' post qualification experience in operation/maintenance of plate shot blasting machine in a • Shipbuilding/Ship repair company, or • Engineering Company, or • Government or Semi-Government Engineering Company / Defence Establishment <u>Desirable:</u> 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. <u>Job Requirements:</u> 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.
5.	Welder Cum Fitter (Fitter)	<u>Essential:</u> Pass in SSLC, ITI (National Trade Certificate) and All India National Trade Test (National Apprenticeship Certificate) in the trade of Sheet Metal Worker or Fitter.	<u>Essential:</u> Minimum two years' post qualification experience in fabrication, cutting fit up, welding process and assembling in a • Shipbuilding/ Ship Repair Company, or • Engineering Company, or • Government or Semi-Government Engineering Company / Defence Establishment <u>Desirable:</u> a) Experience in Crane operation. b) Experience as Rigger. c) Good communication skills and working knowledge in Hindi/Bengali. <u>Job Requirements:</u> 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.

II. Important Dates:

Commencement of Online Application: 07.01.2025 (from 10:00 hrs. onwards)

Last Date of Online Application : 01.02.2025

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 (Pipe Bending)	W5	1	0	0
2.	Welder Cum Fitter [Welder/ Welder (Gas & Electric)]	W5	1	0	0
3.	Operator (Crane)	W5	0	1	0
4.	Operator (Plate Preservation)	W5	0	0	1
5.	Welder Cum Fitter (Fitter)	W5	1	0	0
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
W5	₹ 21,300 - ₹ 69,840

- b) Monthly Emoluments as on date:

TABLE-4

Pay Scale	Wage Type			Total
	Basic Pay	DA (at present 47.7%)	HRA (at present 27%)	
W5	₹21,300	₹10,160	₹5,751	₹37,211

- c) Other benefits under Contributory Provident Fund, Accident Insurance coverage, 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 40 years as on 01.02.2025, i.e., applicants should be born on or after 02.02.1985.**
- 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 Online/Offline Test - 30 marks (35 minutes duration)
2.	Phase II : Practical Test in the relevant trade - 70 marks 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 and Quantitative Aptitude. **Detailed Syllabus (Annexure I)** 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	
Operator (Pipe Bending), Welder Cum Fitter [Welder/ Welder (Gas & Electric)], Operator (Crane), Operator (Plate Preservation), 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 test.
- d) Candidates who score minimum pass marks and above in the Objective type test shall be short listed

for certificate verification in the ratio of 6 candidates against one post 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 test as well as Phase II Practical tests shall be as below:
 - For Unreserved Posts – 50 % of Total Marks of each test,
 - For OBC candidates – 45% of Total Marks of each test only for vacancies reserved for OBC.
 - For SC candidates – 40% of Total Marks of each test only for vacancies reserved for SC.
- g) Rank lists for each post shall be prepared based on marks secured by the candidates meeting the notified eligibility requirements and who pass in both Phase I – Objective type 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 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 online 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 uploaded by the applicants in the online application portal 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 issued by the Revenue Authority not below the rank of the Thahsildar, failing which their candidature will not be considered against the reserved posts, and for other concessions/relaxations applicable to the categories.

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

c) Experience:

- i) **Experience acquired after the date of passing of the qualification stipulated as per item A above shall only be considered. Period of post qualification experience shall be reckoned as on 01.02.2025.**

- 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 online 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 may submit their applications **online** directly. However, such applicants are required to upload a declaration **(as per Annexure - II)** that they have informed in writing to their employer that they have applied for the posts notified. Candidature of such applicants may not be considered if they fail to produce **No Objection Certificate** from the employer before final selection.
- 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 to this effect along with the online application, 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 CSL 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:

- i) **Application fee of Rs. 400/- (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 our Online application facility from 07.01.2025 to 01.02.2025. No other mode of payment shall be accepted.**
- ii) **Applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST) need not pay application fee. They are exempted from payment of application fee.**
- iii) All applicants for whom the fee is applicable, i.e., except those belonging to SC/ST, should pay the application fee as stipulated in the above clause. It is important to note that their candidature shall be considered only on receipt of application 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) or 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 to 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 07.01.2025 from 10:00 hrs. onwards to 01.02.2025. Application submitted direct or by any other mode shall not be accepted.**
- iii) Applicants should ensure that all certificates towards proof of age, educational qualification, experience, caste etc., and a recent passport size colour photograph are uploaded in the SAP online application portal, failing which their candidature shall not be considered and shall be rejected.
- iv) Applicants should ensure that all the entries in the online application have been correctly filled in and application submitted successfully. Change in the data provided in the application after final submission of the same through online will not be considered. **Filling of garbage/junk details in any of the fields can lead to rejection of application.**

- v) Application must be complete in all respects as per this Advertisement Notification. **Please note that incomplete applications /withdrawn applications / applications in draft status shall not be considered.** On successful submission of the application, the status of the application shall be shown as **"In process"**. After submission of the application, the applicant shall log in to My Applications and ensure that the application status is **"In process"** to ensure the process is complete. No refund of fees shall be considered after successful submission of application or withdrawal of application.
- vi) **After applying through online, applicants should retain a soft copy/ printout of the online application containing the unique registration number generated by the system for their reference. It is important to note that, the unique registration number shall be obtained only upon successful submission of online application.** The Registration Number on the online application should be quoted for any correspondence with 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 Limited.**
- viii) The website will remain functional for the purpose of submitting applications from **07.01.2025 at 10:00 hrs. onwards** and the last date for submission of applications through online is **01.02.2025**. In order to avoid heavy traffic in website on the last date that may result in non-submission of application, candidates are advised to log in to HCSL website and submit applications well in advance before the last date. Those who apply on the last date of application may not get any troubleshooting assistance / technical support in the online application portal by email/phone after 1600 hrs. on the last date.

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, 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 online application form to the venue of certificate verification, on production of proof. Candidates claiming travel re-imbursement 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 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 online 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 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 posts and the validity of the rank list shall be up to 18 months from the date of reporting of the last candidate, from the list of candidates advised to join on publication of the result, or until a fresh notification for the same post is issued. The rank list may be operated only if a vacancy occurs either due to the non-joining of candidate advised to join from the rank list or due to subsequent separation of a candidate selected from the rank list at the discretion of 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 will 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 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.
- 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 amendment, modification or addition to this advertisement shall be given in the HCSL website only.
- xviii)** For any further clarifications related to the advertisement and conduct of selection, please contact us via e-mail careers@hooghlycsl.com/call us at 033- 2955 8283, Ext.: 241.

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



Sd/-
SR. MANAGER (IR & HR), HCSL