

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

No. HCSL/PROJ/HR/02/19-20

21 January 2020

**WALK-IN INTERVIEW AT HCSL**  
**SELECTION OF PROJECT OFFICER (SAFETY) ON CONTRACT BASIS**

Hooghly Cochin Shipyard Limited (HCSL), Joint Venture Company between Cochin Shipyard Limited and Hooghly Dock & Port Engineering Ltd, Kolkata invites applications for **Walk-in Interview** for filling up of the following post. 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:-

**I. Name of Post, Number of Vacancies, Educational Qualification, Experience and Job Requirements:**

<b>Sl No</b>	<b>Name of Post</b>	<b>Number of Vacancies</b>	<b>Educational Qualification and Experience</b>
1	Project Officer (Safety) on contract basis	1post (UR)	<b><u>Educational Qualification:</u></b> a) Degree in Safety Engineering from a recognized university OR b) Degree in any branch of Engineering from a recognized university OR c) Degree in Physics or Chemistry from a recognized university OR d) Diploma in any branch of Engineering recognized by State Board of Technical Education <b>AND</b> e) Degree or Diploma or Certificate in Industrial Safety recognized by the State Government*. <b><u>Experience:</u></b> Engineering Degree holders shall have minimum two years experience and other Degree/ Diploma holders shall have minimum five years experience in a position of supervision or management in a Shipyard/ Factory in either the production or the maintenance or the safety department. The candidate shall have experience in handling activities related to HSE (Health, Safety and Environment) in a Shipyard/ Factory. Experience of working in an ERP/SAP/ computerized environment desirable.

Sl No	Name of Post	Number of vacancies	Educational Qualification and Experience
			<b>Job Requirements:</b> Duties associated with the post include frequent inspection of deep tanks and restricted spaces in ships and therefore call for a high degree of physical fitness.
*The requirement of Degree or Diploma or Certificate in Industrial Safety is not mandatory in following cases:- (i) Those who meet qualifications in clause (a) above. (ii) Those who meet qualifications in clause (b), (c) & (d) above and have one year experience in Safety.			

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

- The post is temporary in nature and **for a maximum period of three years** subject to project requirements and performance. The upper age is relaxable by 10 years for Persons with Benchmark Disabilities (PwBD).
- The posting shall be at Kolkata for Hooghly Cochin Shipyard Limited (HCSL)/any other CSL units/ project sites as desired by CSL. All candidates should have good communication skills and ability to communicate in Bengali/ Hindi is desirable.

## III. Remuneration:

Contract Period	Consolidated Pay (per month)	Compensation for Extra Hours of Work (per month)
First year	₹30,000/-	₹3000/-
Second year	₹31,000/-	
Third year	₹32,000/-	

## IV. Age:

- Age shall not exceed 30 years as on 01 February 2020. The upper age is relaxable by 10 years for Persons with Benchmark Disabilities (PwBD).
- 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.

## V. Method of Selection:

- Walk-in interview shall be conducted from **0900 Hrs to 1300 hrs on 01 February 2020 at HCSL registered office "Regus"** - Hooghly Cochin Shipyard Limited, The Legacy, 25A, Shakespeare Sarani, Level 1, Kolkata, West Bengal – 700017. Contact no. **033-26888282. Application format is at Annexure-I.**
- The weightages are assigned to the following parameters for the final selection:-

Diploma/ Degree	: 50% weightage
Work Experience	: 30% weightage
Personal Interview	: 20% weightage
Total	: 100 Marks

## 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) shall apply subject to meeting the eligibility requirements. Relaxation in upper age limit is not extended to them.
- 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 Person 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 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) 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.
- iv) Self-attested copies of certificates of the educational qualification as mentioned in Clause I should be produced at the time of walk-in interview failing which they shall not be permitted to attend the interview.

### 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 01 February 2020.**
- ii) 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) **Experience Certificates obtained from Companies registered under the Companies Act 1956 or Foreign Companies of equivalent status shall only be considered to attend the interview.**

- 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. 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 permitted to attend the interview.**
- v) Applicants who are Ex-servicemen should submit **Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces**. Those ex-servicemen having Degree/Diploma endorsed in their Discharge Certificate/ Book should have working experience in the relevant discipline in the Armed Forces. Ex-servicemen claiming equivalency of Degree/Diploma 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.
- vi) Work experience obtained from contractors (Proprietary Firms and Partnership Firms) engaged by 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. Mode of receipt of application and Walk-in interview:**

- i) **Applicants meeting the requirements notified shall submit their application in the format as per Annexure-I given along with this advertisement on our website [www.cochinshipyard.com](http://www.cochinshipyard.com) (Careers page) on the date of walk-in interview. Application submitted in any other mode shall not be accepted.** Application once submitted shall be final.
- ii) Application Form must be complete in all respects as per the Advertisement Notification. Please note that incomplete and unsigned applications shall not be considered. Filling of garbage/junk details in any of the fields can lead to rejection of your application.
- iii) **Original certificates** towards proof of age, qualification, experience, caste, disability (if any) etc and **self-attested copies** of all these certificates, should be produced for verification prior to the interview and **their candidature shall be considered on the strength of the original certificates. In case of failure to produce the original certificates, the candidature shall be rejected.**

- iv) **Candidates who successfully complete the certificate verification shall only be allowed to attend the Personal interview on the same day.**
- v) **The candidates attending the certificate verification / walk-in interview should submit the following:**
  - a. **Application form in Annexure I with recent passport size photograph pasted on the application.**
  - b. **A photo-identity card (in original)**
  - c. **Original & self attested copy of Aadhaar Card.**
  - d. **Original Certificates and testimonials, in proof of age/date of birth, educational qualifications, experience, caste, disability etc and self attested copies of the certificates.**

**E. General:**

- i) Depending upon number of online applications received for the post, Shipyard reserves the right to stipulate a higher cut off mark in the qualifying examination for the post and accordingly short-list candidates for consideration for selection.
- ii) **Applicants are advised to make sure that they are meeting the eligibility requirements for the post before submitting applications.**
- iii) 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.
- iv) 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.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.
- v) No TA/DA shall be paid to the candidates for attending the interview.
- vi) 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.
- vii) Candidates should be of sound health and satisfy the medical fitness standards as fixed by the company. The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by Shipyard and medical fitness further subject to certification by the Chief Medical Officer of CSL on behalf of HCSL.
- viii) Wait lists shall be maintained for the post 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 wait list shall be upto one year from date of publication of results or date of joining as stipulated in the offer of appointment issued to the candidates, whichever is earlier, 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 post filled up against this notification shall under no circumstances exceed the number of vacancies indicated in this notification.
- ix) 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.
- x) **No correspondence regarding the rejection of application in case of ineligibility shall be entertained.**

- xi) 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.
- xii) 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.
- xiii) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.
- xiv) For any queries please contact us via e-mail [career@cochinshipyard.com](mailto:career@cochinshipyard.com).

**VII. Important Dates:**

**Date of Walk-in interview : 01 February 2020**

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

Sd/-  
CHIEF EXECUTIVE OFFICER  
HCSL