

**HOOGHLY COCHIN SHIPYARD LIMITED**  
**(JOINT VENTURE OF COCHIN SHIPYARD LIMITED**  
**AND HOOGHLY DOCK & PORT ENGINEERS LTD)**  
**KOLKATA - 700017**

No.HCSL/PROJ/HR/01/18-19

22 April 2019

Hooghly Cochin Shipyard Limited (HCSL), Joint Venture Company between Cochin Shipyard Limited and Hooghly Dock & Port Engineering Ltd, Kolkata invites **Online applications** from experienced professionals 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.

**A. Post, Vacancies, Educational Qualification, Experience:**

Sl No	Name of Post, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements
1	Deputy General Manager (Projects & Operations) E-6 Grade ₹ 90000-240000	1 (UR)	<b><u>Educational Qualification:</u></b> Degree in Mechanical / Naval Architecture / Marine Engineering with a minimum of 60% marks from a recognized University. <b>OR</b> Degree in Mechanical Engineering with a minimum of 60% marks from a recognized University, along with pass in one year Graduate Marine Engineering course (pre-sea training) conducted by Directorate General of Shipping, Govt. of India. <b><u>Experience:</u></b> Minimum of 18 years post qualification managerial experience out of which at least 5 years relevant and hands on experience in the areas of Ship Building, Ship Repair & EPC contracting, Shipyard Development, including but not limited to that listed below - <ul style="list-style-type: none"><li>• New Construction and Repair of Ships</li><li>• Resource planning for Contract Execution (Material and man power management, planning and control of resources)</li><li>• Thorough knowledge in Hull fabrication / repair, Outfit and its Quality Control</li><li>• Contract Management (Ship Building &amp; Ship Repair</li></ul>

Sl No	Name of Post, Grade and Pay scale	No. of Vacancies/ Reservation Break up	Educational Qualification, Experience and Job Requirements
			<p>Contracts) including engagement of 3rd party contractors / sub-contractors</p> <ul style="list-style-type: none"> <li>• Liaison with Class/ Surveyors, Statutory Bodies/ OEM's, Clients/ Owner Reps</li> <li>• Project Management Experience (both technical and commercial)</li> <li>• Organize and conducting client / 3rd party / OEM meetings for smooth execution of project</li> <li>• Execution of a project from drawing to installation, commissioning and after sales support</li> <li>• Setting up a new Shipbuilding/ Ship Repair Facility (from Layout, Infrastructure, Planning, Contracting, Procurement, Installation, Commissioning)</li> <li>• Management of yard operations</li> <li>• Exposure in commercial aspects (techno-commercial bidding &amp; negotiations) of ship building &amp; ship repair contracts</li> </ul> <p>Out of the above total experience, should have at least one year experience in the immediate lower scale of pay in case of PSU employees in the regular cadre or in equivalent immediate lower scale of pay in case of Government /Autonomous bodies or having an equivalent CTC in case of Private companies. Experience of working in an ERP/SAP/computerised environment desirable. Working knowledge in Hindi/Bengali is desirable.</p> <p><b><u>Job Requirements:</u></b></p> <p>Should be a team builder and shall demonstrate professionalism in all official activities. Will be responsible for all works and assignments connected with the overall execution of the HCSL project. This will include revamping of existing infrastructure &amp; systems as well as new infrastructure &amp; systems. Physical implementation of the yard augmentation &amp; Modernisation shall be undertaken. Will be responsible for execution of the Project, contract management, sub-contracting, liaisoning and interaction with clients,</p>

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			classification societies and various government agencies / statutory institutions etc. Regular meetings with consultants and contractors to ensure compliance of quality, conformity with standards, specifications and drawings etc. Review of technical details/BOQs etc, verification and certification of EPC bills. Developing SOPs and record maintaining etc. Not limited to the above, the officer shall be liable to undertake any other duties as directed by HCSL Management.

The posting will be at Hooghly Cochin Shipyard Limited (HCSL)/ other project sites as desired by CSL.

**B. Benefits.**

In addition to Basic Pay, the Executives are eligible for Industrial DA as applicable, HRA @ of 24% of Basic pay, Perks upto 35 % of Basic Pay, Contributory Provident Fund Scheme, Accident Insurance coverage, Reimbursement of Medical expenses under the Contributory Medical Insurance policy, Leave encashment, Performance Payment etc as admissible. Table below indicates the CTC at the minimum of scale as on date:

Grade	Pay scale	CTC (approx)
E6	₹ 90000-3%--240000	₹ 26 lakhs

**C. Age**

- a) **The upper age limit prescribed for the post shall not exceed 52 years as on 31 May 2019.**
- b) Age relaxation of five years is applicable for applicants who have been domicile of J&K during the period 01.01.1980 to 31.12.1989. Age relaxation for Ex-servicemen will be as per Government of India guidelines.
- c) The upper age limit is relaxable for Persons with Benchmark Disabilities (PwBD), as per Government of India guidelines.
- d) However, in no case, age limit after applying all age relaxations shall exceed 56 years.

**D. Method of Selection**

- a) The selection process will be held at Cochin Shipyard Ltd, Kochi.

b) The method of selection will include a Power Point Presentation prepared by the candidates highlighting work experience, projects handled etc (duration of not more than ten minutes). This will be followed by a Group discussion & Personal Interview. Accordingly, weightage is assigned to the following parameters for the final selection:

i) Qualifying Engg Degree Marks	: 20% Marks
ii) Work Experience in the relevant job/area	: 40% Marks
iii) Power Point Presentation	: 10% Marks
iv) Group Discussion	: 10% Marks
v) Personal Interview	: <u>20% Marks</u>
Total	: 100% Marks

## E. Conditions

### a) Reservation:

- (i) Only Indian Nationals are eligible to apply.
- (ii) Government of India Directives on reservation applicable for Scheduled caste (SC)/ Scheduled Tribe (ST)/ Other Backward Class (OBC)/ OBC (Minority)/ Persons with Benchmark Disabilities (PwBD)/ Ex-servicemen (ESM) candidates will apply.
- (iii) Applicants belonging to SC or ST or OBC (Non Creamy Layer), should produce a valid recent community certificate issued by the Revenue Authority not below the rank of the Tahsildar, failing which their candidature will not be considered for extending reservation.
- (iv) In the case of Persons with Benchmark Disabilities, the degree of benchmark disability should be a minimum of 40%. The applicants should submit valid Certificate of disability to this effect in the prescribed format obtained from a notified authority by Government of India / State Government.
- (v) Applicants belonging to EWS category should produce a valid Income and Asset Certificate issued by any of the following authorities in the prescribed format as given in **Annexure-I**. This certificate shall only be accepted as proof of candidate's claim as belonging to EWS, failing which their candidature will not be considered against reservation under EWS category:
  - a) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
  - b) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
  - c) Revenue Officer not below the rank of Tahsildar and

- d) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

**b) Qualification:**

- (i) The minimum qualification stipulated for the post must be from a University/ Institute recognized by AICTE/ appropriate statutory authority in India.
- (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 will not be considered.
- (iii) Some Universities/Institutes do not award Class or Percentage of marks and allot Aggregate Grade Points (e.g. CGPA/OGPA/CPI, etc.). In case University/Institute defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the same will be accepted. However, where the University/ Institute does not define criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the Aggregate Grade Points may be multiplied by 10 to get the required percentage of marks.

**c) Experience:**

- (i) **Experience acquired after the date of passing of the qualification stipulated as per item A above will only be considered. Period of experience will be reckoned as on 31 May 2019.**
- (ii) **Experience Certificates obtained from Shipbuilding / Ship repair/ Companies registered under the Companies Act 1956 or Foreign Shipyards/Companies of equivalent status will only be considered for short listing to attend the selection process.**
- (iii) 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.** If selected, the candidates should produce all certificates in original to establish the experience claimed in their online application, failing which the offer letter issued to them will be treated as cancelled.
- (iv) In case of applicants working in Government Departments or Semi Government/ Public Sector Organisations, they should submit "No Objection

Certificate” from the employer along with the online application or should submit “No Objection Certificate” from the employer at the time of the Personal Interview. **If NOC is not produced, the candidate shall not be permitted to attend the interview.**

- (v) In case of applicants belonging to Ex-servicemen category, they should submit copy of the **Discharge Certificate/ Book / pension payment order from the Armed /Para Military Forces** and all certificates indicating qualification and work experience in the relevant discipline in the Armed Forces. They should submit experience certificate from the authorities concerned, failing which their candidature will not be considered.

**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)** which can be accessed through our Online application facility from **29 April 2019 to 31 May 2019.**
- (ii) **No application fee for applicants belonging to Scheduled Caste (SC)/ Scheduled Tribe (ST) / Person with Benchmark Disability (PwBD).** 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 applicants, should pay the application fee as stipulated in clause d(i) above. **It is important to note that their candidature will be considered only on receipt of application fee.**

**e) How to Apply:**

- (i) Applicants should go through the User Manual published on our website [www.cochinshipyard.com](http://www.cochinshipyard.com) (Careers page) before filling the online application. **The application consists of two phases – One time Registration and Submission of application against the post applicable.** Applicants should not submit more than one application. Application once submitted shall be final.
- (ii) Applicants meeting the requirements notified may do the **One time Registration in the SAP Online portal and submit their application.** The facility to submit their application can be accessed through our website [www.cochinshipyard.com](http://www.cochinshipyard.com) (Careers page) from **29 April 2019 to 31 May 2019. Application submitted direct or by any other mode will not be accepted.**
- (iii) **Before doing the online application, soft copies of all certificates towards proof of age, educational qualification, experience, caste, disability etc and a recent passport size colour photograph shall be kept ready in the system for uploading to the SAP online application portal.**

- (iv) **Applicants should ensure that all certificates towards proof of age, educational qualification, experience, caste, disability etc and a recent passport size colour photograph are uploaded in the SAP online application portal before doing the final submission of the online application.**
- (v) **After submitting applications 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 will be obtained only upon successful submission of online application.** The Registration Number on the online application should be quoted in any correspondence with CSL.
- (vi) **Applicants need not send the online application print out/ certificates/ application fee in the form of DD/Challan/Cheque by post to Cochin Shipyard Ltd.**
- (vii) For applying through the SAP online application facility, the website will remain functional from **29 April 2019 to 31 May 2019**. The last date for submission of applications through online is **31 May 2019**.

**f) General:**

- (i) Depending upon number of online applications received for the post, CSL on behalf of HCSL reserves the right to stipulate a higher cut off mark than the minimum eligibility marks stipulated in the qualifying examination and accordingly short-list applicants for consideration for selection.
- (ii) **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.**
- (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 will not be considered and will be rejected.**
- (iv) CSL on behalf of HCSL reserves the right to call for any additional documentary evidence from applicants in support of educational qualification / experience / other notified eligibility requirements as indicated in their online application, and information / replies to such queries should be only through the e-mail [career@cochinshipyard.com](mailto:career@cochinshipyard.com). However, CSL on behalf of HCSL will 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 will not be

considered, and no further correspondence shall be entertained in this regard.

- (v) Applicants should ensure that all the entries have been correctly filled in and application submitted successfully. Filling of garbage/junk details in any of the fields can lead to rejection of your application.
- (vi) Application must be complete in all respects as per the Advertisement Notification. **Please note that incomplete applications will not be considered.**
- (vii) 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.
- (viii) **Candidates short-listed for the Personal Interview should bring a photo identity proof (in original) like PAN Card, Aadhar, Driving Licence etc, print out of online job application form (possessing unique registration number) duly signed, and all original certificates towards proof of age, qualification, experience, caste, disability etc along with self-attested copies of these certificates, for verification, and their candidature will be considered on the strength of the original certificates. In case of failure to produce the original certificates, the candidature will be rejected.**
- (ix) **Candidates who fail to produce the original certificates and mark sheets during verification will not be allowed to attend the Personal Interview.**
- (x) Candidates appearing for the Personal Interview shall be reimbursed single to & fro 3<sup>rd</sup> AC rail fare as admissible for the post as per CSL rules by the shortest route from the mailing address mentioned in their online application submitted to Cochin Shipyard Ltd, Kochi on production of proof. However, at the time of verification, if it is found that the candidate does not fulfill any of the eligibility conditions, he will neither be allowed to attend the Personal Interview nor be paid any Travelling Allowance. 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 will be credited to their mentioned account through NEFT. Reimbursement of travel fare will only be considered to those candidates who submit the above details.
- (xi) No correspondence regarding the rejection of application in case of ineligibility will be entertained.



- (xii) **Call letters will not be sent to eligible candidates by post.** They will be informed to download call letter by e-mail/SMS/through CSL website [www.cochinshipyard.com](http://www.cochinshipyard.com).
- (xiii) Mere submission of online application and issue of call letter for the Personal Interview shall not confer any right to the candidate of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion.
- (xiv) Appointment of selected candidates will be subject to verification of character and antecedents and verification of caste certificates, if applicable.
- (xv) Candidates should be of sound health and satisfy the medical fitness standards as fixed by the Company. The candidates short-listed for appointment after interview should undergo a medical examination in the hospitals as prescribed by Shipyard and fitness further subject to certification by the Medical Officer of CSL on behalf of HCSL.
- (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 Ernakulam and such Courts/ Authorities shall have sole and exclusive jurisdiction.
- (xvii) Fixation of pay in case of all selected candidates will be at the minimum of the pay scale, and in exceptional cases, additional increments may be considered as per the rules applicable for the post in HCSL. However, in case of candidates working in Government Departments / Public Sector Organisations, pay protection may be considered in accordance with the DPE guidelines.
- (xviii) CSL on behalf of HCSL shall not bear any liability on account of salary/leave salary/gratuity/pension contribution etc, if any of previous employment of any candidate already working in Government/Public Sector Undertakings.
- (xix) There will be no wait list of candidates after filling up of the notified vacancies.
- (xx) The offer of appointment to the selected candidates will be issued by the Competent Authority of HCSL.
- (xxi) CSL on behalf of HCSL reserves the right not to fill up the vacancy notified. Further, the filling up of the notified vacancy will 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.

(xxii) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.

(xxiii) For any further clarification, please contact us via e-mail [career@cochinshipyard.com](mailto:career@cochinshipyard.com).

**F. Important Dates:**

**Commencement of Online Application : 29 April 2019**

**Last Date of Online Application : 31 May 2019**

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

Sd/-  
CHIEF EXECUTIVE OFFICER,  
HCSL