

HOOGHLY COCHIN SHIPYARD LIMITED

HOWRAH- 711109

Vacancy Notification No. HCSL/HR/RECTT/PERMA/2025-26/5 dated 25.06.2025

Hooghly Cochin Shipyard Limited (Hooghly CSL), a wholly owned Subsidiary of Cochin Shipyard Limited, invites **Online Applications** from young professionals for filling up the posts of **Executive Trainees** in the following disciplines:

A. Discipline and Educational Qualification:

TABLE-1

Sl. No.	Discipline	Educational Qualification
1.	Naval Architecture	Degree in Naval Architecture with minimum of 65% marks from a recognized University.
2.	Mechanical	Degree in Mechanical Engineering with minimum of 65% marks from a recognized University.
3.	Electrical	Degree in Electrical Engineering with minimum of 65% marks from a recognized University.

B. Important Dates:

Commencement of Online Application : 25.06.2025

Last Date of Online Application : 24.07.2025

C. No. of Vacancies & Reservation:

TABLE 2

Sl. No.	Name of Posts	UR	SC	Total
1.	Executive Trainee (Naval Architecture)	1	-	1
2.	Executive Trainee (Mechanical)	1	-	1
3.	Executive Trainee (Electrical)	-	1	1
Total		2	1	3

- (i) Hooghly CSL reserves the right to increase / decrease the number of vacancies or not to fill up the vacancies or cancel the recruitment process, as per its requirement.
- (ii) The job of the above notified posts involves working at heights, shops, docks and confined areas, climbing of vertical ladders, entering into manholes and through narrow passages on board ships and not safe and healthy for PwBDs. Hence these posts have not been identified as suitable for Persons with Disabilities.

D. Compensation and Benefits, Place of posting:

- i) The candidate selected as Executive Trainee will have to undergo one year training during which the trainee will be paid a consolidated monthly stipend of Rs. 50,000/-. If required, the trainee would be retained for extra hours of training on closed holidays, and in such cases would be paid an additional stipend limited to a maximum of Rs. 3000/-per month.
- ii) On successful completion of one year training, the Executive Trainees shall be considered for appointment as Assistant Manager in E-1 Grade in the scale of pay of Rs. 4,0000/- - 3% - 1,40,000/- and pay fixed at the start of the scale. In addition to Basic Pay, the incumbent shall be eligible for Industrial Dearness Allowance as applicable, HRA @ 27% of Basic pay, perks up to 35% of Basic Pay, and other benefits viz. National Pension Scheme, Contributory Provident Fund, Accident Insurance coverage, Leave Encashment, Reimbursement of Medical expenses under the Contributory Medical Insurance policy etc., as per the rules of the company. The monthly emoluments as on date is detailed under: -

TABLE 3

Sl. No.	Wage type	Monthly Emoluments
1.	Basic pay	₹40,000/-
2.	DA (at present 48.7%)	₹19,480/-
3.	HRA (at Present 27%)	₹10,800/-
4.	Perks & Allowances (35%)	₹14,000/-
Total per month		₹84,280/-

The Annual CTC (at the minimum of the E1 scale) is **12 lakhs** approximately.

- iii) The posting shall be at Hooghly CSL or any other Hooghly CSL units/ project sites as desired by Hooghly CSL. However, depending upon project requirements, the candidates are liable to be transferred within different units/project sites of Hooghly CSL. The appointment to the post carries with it the obligation to serve in any

department of Hooghly CSL 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.

E. Age:

- i) The upper age limit prescribed for all the posts shall be **27 years as on 24.07.2025** i.e., applicants should be born on or after **25.07.1998**.
- ii) The upper age limit is relaxable by 5 years for Scheduled Caste (SC) candidates only for consideration to the post reserved for them.

F. Method of Selection:

The selection process comprises of two phases:

i) Phase-I - Objective Type Offline Test (60 marks)

The Objective Type Offline Test shall be of **60 Minutes duration comprising of 60 Multiple Choice Questions** in the areas of General Awareness (5 Marks), English Language (5 marks), Numerical Ability (5 marks), Reasoning Ability (5 marks) and Subject Based (40 marks). Each question carries one mark.

ii) Phase-II - Group Discussion (GD), Writing Skills and Personal Interview (40 marks)

iii) Marks are assigned to the following parameters for preparing the final rank list for selection:

Objective Type Offline Test	: 60 marks
Group Discussion (GD)	: 10 marks
Writing Skills	: 10 marks
Personal Interview	: 20 marks

Total : 100 marks

- iv) The Phase I selection test shall be held at Hooghly CSL or any other venue as decided by Hooghly CSL. The Phase-II shall be held at Hooghly CSL, Howrah.
- v) The mark list for each post shall be prepared on the basis of marks secured by candidates in the Phase-I - Objective type test. The minimum pass mark each for Objective as well as Descriptive tests shall be as below: -

For unreserved posts – 50 % of Total Marks of each test,

For SC candidates – 40 % of Total Marks of each test only for vacancy reserved for Scheduled Caste (SC).

- vi) Candidates who score minimum pass marks and above shall be short listed for certificate verification. For each post, Hooghly CSL shall call sufficient number of candidates for verification of certificates so as to get candidates in the minimum ratio of 6 candidates against one post in the order of merit/ reservation.
- vii) Only those candidates who successfully complete the certificate verification shall be allowed to attend the Phase II (Group Discussion, Writing Skills and Personal Interview).
- viii) Further to the Certificate verification, the Phase II shall be conducted with the eligible candidates even if it is less than 1:6 ratio as decided by Hooghly CSL.
- ix) Rank lists of candidates who qualified in all the phases shall be prepared based on the total marks secured by the candidates in Phase I & Phase II Selection Tests. In case, same aggregate marks are secured by more than one candidate, marks scored in the discipline part 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.

G. Conditions:

i) Reservation

- a) Government of India Directives on reservation shall apply.
- b) Applicants belonging to Scheduled Caste (SC), should produce a valid 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.

ii) Qualification

- a) The minimum qualification stipulated for the post must be from a University/ Institute/ Examination Board recognized by AICTE/ appropriate statutory authority in State/ Central Government.
- b) The equivalent qualifications for the following Engineering disciplines prescribed at clause A are as given under. No claim of possession of any other Engineering qualification as equivalent to the notified disciplines shall be entertained.

Notified discipline as per clause A	Eligible Disciplines of Engineering considered equivalent by Hooghly CSL
Mechanical	1. Industrial and Production Engineering 2. Industrial Engineering 3. Mechanical Production and Tool Engineering 4. Mechatronics 5. Production Engineering 6. Mechanical (Automobile) Engineering
Naval Architecture	1. Naval Architecture & Offshore Engineering 2. Naval Architecture & Ocean Engineering 3. Dual degree in Naval Architecture (BTech with MTech) 4. Naval Architecture and Ship Building Engineering 5. Naval Architecture & Marine Engineering
Electrical	1. Electrical & Electronics Engineering

- c) Applicants who possess such equivalent qualifications may apply for the respective post, and shall attend the offline test being conducted in the notified discipline, against which they had submitted their application online.
- d) The applicants are required to fill in the exact percentage of marks scored by them in the qualifying examination in the online application submitted for the posts. 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. The candidate may also produce the percentage conversion certificate issued by the University. However, where the University/ Institute/ Examination Board does not define criteria or provide percentage conversion certificate 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.
- e) Students appearing or who have appeared for the final semester of the Qualifying course indicated at clause A above, can also apply by giving their aggregate marks scored in all the previous semesters. Such candidates, if shortlisted, after the offline test should submit documentary proof of having completed the qualifying degree with required percentage of marks specified in this Advertisement at the time of certificate verification failing which their candidature will be cancelled. Extension of time for producing proof of having passed the qualifying Degree examination shall not be granted. Date of verification of certificates/ Discussion/ Writing Skills/

Personal Interview shall be notified on Hooghly CSL Website shortly.

iii) **Service Agreement:**

- a) The selected candidates are required to execute a Service Agreement to serve Hooghly CSL at least for a period of three years after successful completion of the training and to pay an amount of ₹3 Lakhs (Rupees Three lakhs) to Hooghly CSL for violation of the agreement as liquidated damages. During the period of training and during the period of service agreement, application for outside employment shall not be forwarded. No Objection Certificate for outside employment also will not be issued.

iv) **Documents to be uploaded Online:**

- a) Applicants are required to ensure that all certificates towards proof of age, qualification, caste etc., a recent passport size colour photograph, signature are ready for uploading before commencement of the online application process. **Copies of certificates / mark sheets in proof of all relevant educational qualifications, certificates in proof of age, caste etc., should be uploaded** as per guidelines provided in the online application portal, **failing which their candidature will not be considered.**
- b) Applicants in regular Government service or in Government owned industrial or other similar organizations should submit their applications online directly to Hooghly CSL. However, such applicants are required to upload a declaration (as per **Annexure – I**) that they have informed in writing to their employer that they have applied for the posts notified by Hooghly CSL. Such candidates if selected, should join for duty on the date specified in the offer of appointment after being relieved by the employer.

H. **Application Fee: -**

- a) Application fee of **₹750/- (Non-refundable, plus bank charges extra) should be remitted using the Online payment options (Debit card/ Credit card/ Internet Banking/ Wallets/ UPI etc.,)** which can be accessed through the Online application portal **from 25.06.2025 to 24.07.2025. No other mode of payment will be accepted.**
- b) Applicants belonging to Scheduled Caste (SC)/Scheduled Tribe (ST) need not pay application fee. They are exempted from payment of application fee.

- c) 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 will be considered only on receipt of application fee.**

I. How to Apply:

- a) **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 → E-Recruitment Permanent Posts) before filling the online application. The application consists of two phases - One time Registration and Submission of application.** Applicants should not submit more than one application. Application once submitted shall be final.
- b) Applicants meeting the notified requirements may do the one-time registration in the SAP Online Portal and submit their application can be accessed through the website www.cochinshipyard.in (Career page→ HCSL) or www.hooghlycsl.com (Career page → E-Recruitment Permanent Posts) from 25.06.2025 to 24.07.2025. Application submitted direct or by any other mode shall not be accepted.
- c) 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.
- d) **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.**
- e) **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 application 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 Hooghly CSL.

- f) **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 Ltd.**
- g) The website will remain functional for the purpose of submitting applications from **25.06.2025** and the last date for submission of applications through online is **24.07.2025**. 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 Hooghly CSL website and submit applications well in advance before the last date. **Those who apply on the last date of application may not get any troubleshooting assistance/ technical support in the SAP application portal by email/phone after 1600 hrs. on the last date.**

F. General:

- i) **Applicants are advised to make sure that they are meeting the eligibility requirements as per the vacancy notification for the posts before submitting the applications.**
- ii) Hooghly CSL reserves the right to call for any additional documentary evidence from candidates in support of educational qualification/ other notified eligibility requirements as indicated in their online application and information / replies to such queries should be only through the e-mail careers@hooghlycsl.com. However, Hooghly CSL shall not be responsible for any delay/non-receipt of such e-mails within the stipulated date and time. Replies to any such queries received after the stipulated date and time shall not be considered, and no further correspondence shall be entertained in this regard.
- iii) Original Certificates of the short-listed candidates shall be verified at the time of joining or at any other stage as decided by Hooghly CSL. The candidature of the applicants short-listed for the selection process shall be purely provisional, subject to verification of original certificates in proof of age, qualification, experience, caste, medical fitness etc., and meeting the notified eligibility requirements. At the time of certificate verification/ joining, if the candidates short-listed are found not meeting the eligibility requirements or fail to produce certificates in original or if at any stage, it is found that any information furnished by the candidate is false/ incorrect or there has been suppression of facts and information, the candidate shall not be considered

for selection and candidature/ appointment will be cancelled/ rejected without further notice.

- iv) No travelling allowance shall be paid to any candidates for appearing for the Objective type test. However, SC candidates for the reserved post appearing for the certificate verification shall be reimbursed single to & fro third AC rail fare as admissible for the post as per company rules by the shortest route from the mailing address mentioned in their online application form to Hooghly Cochin Shipyard Ltd, Howrah 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 candidates who submit the above details. However, at the time of certificate verification, if it is found that the candidate does not fulfil any of the notified eligibility conditions, he/ she shall neither be allowed to attend Phase II nor be paid any travelling allowance.
- v) No correspondence regarding the rejection of application in case of ineligibility shall be entertained.
- vi) Call letters shall not be sent to short-listed candidates by post. They shall be informed to download call letter by e-mail/ through Hooghly CSL website www.hooghlycsl.com Schedule of the selection process shall be intimated to the short-listed applicants through E-mail/ Hooghly CSL website (Career page). Candidates are requested to frequently check the above website i.e., www.hooghlycsl.com (**Career page → E-Recruitment Permanent Posts**) for updates related to the selection process.
- vii) Mere submission of application, Issue of call letter and attending 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 or does not constitute an offer of appointment, and will not entitle the applicant to any claim for employment in Hooghly CSL.
- viii) Appointment of selected candidates shall be subject to verification of character and antecedents and verification of caste certificates if applicable.

- ix) The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by Hooghly CSL. The reports of such medical examination shall be examined by Medical Officer of Hooghly CSL and the appointment of the candidate shall be subject to verification of medical fitness by the Medical Officer of Hooghly CSL.
- x) Hooghly CSL 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.
- xi) Hooghly CSL 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. Hooghly CSL reserves the right to restrict/ alter/ cancel/ modify the recruitment process, if need so arises without notice or assigning any reason thereof.
- xii) Submission of applications shall be considered as an unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.
- xiii) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- xiv) 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.
- xv) Any Change, amendment, modification or addition to this advertisement shall be published on the CSL/ Hooghly CSL website only.
- xvi) For any further clarifications related to the advertisement & 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)
HOOGHLY COCHIN SHIPYARD LIMITED**