

**HOOGHLY COCHIN SHIPYARD LIMITED**  
**HOWRAH- 711109**

**Vacancy Notification No. HCSL/HR/RECTT/PERMA/1/2024 dated 14.02.2024**

Hooghly Cochin Shipyard Limited (HCSL), a Wholly Owned Subsidiary of Cochin Shipyard Limited invites applications from experienced professionals for filling up of the post of **Hindi Translator** in Supervisory grade at Howrah.

**I. Name of Post, Number of Vacancies/Reservation, Educational Qualification & Experience:**

**TABLE-1**

<b>Sl. No.</b>	<b>Name of Post &amp; No. of Vacancies</b>	<b>Educational Qualification</b>	<b>Experience</b>
1.	Hindi Translator, TS-I, 1 post (UR)	Master's Degree in Hindi with English as a compulsory elective subject in graduation from a recognized university and Post Graduate Diploma in Translation from a recognized Institution and knowledge of Hindi & English Typing on computer.	Five years' experience in translation from English to Hindi and vice versa in Central/State Government offices including Government of India Undertakings/ PSUs and Universities.

**II. Important Dates:**

**Commencement of Application : 14.02.2024**

**Last Date of Application : 13.03.2024**

**III. Grade, No. of Vacancies and Reservation:**

**TABLE-2**

<b>Name of Post</b>	<b>Grade</b>	<b>UR</b>
Hindi Translator	TS-1	1
<b>TOTAL</b>		<b>1</b>

- a) HCSL reserves the right to increase / decrease the number of vacancies or not to fill up the vacancy or cancel the recruitment process, as per its requirement.
- b) The post is identified for applicants with bench mark disabilities as below:

**TABLE-3**

<b>Name of Post</b>	<b>Category</b>	<b>Bench Mark disability</b>
Hindi Translator	Category (a)	Low Vision. With standard refractive correction the individual should be potentially capable to execute the task assigned to him/her efficiently (with appropriate assistive device).
	Category (b)	Deaf and Hard of Hearing. Hearing loss should not exceed more than 50db and with assistive hearing devices he/she should be able to perform the task efficiently.
	Category (c)	(One Arm, One Leg, Both Leg, One Arm & One Leg): All shall be with prosthetic or orthotic devices. Leprosy Cured, Dwarfism, Acid Attack victims, Cerebral Palsy-Mild
	Category (d)	Multiple Disabilities involving above.

**IV. Pay Scale, Benefits & Place of Posting:**

**a) Pay scale:**

**TABLE 4**

<b>Grade</b>	<b>Pay scale</b>
TS-1	₹ 28000-3%-110000

**b) Monthly Emoluments as on date: -**

**TABLE 5**

<b>Sl. No.</b>	<b>Wage Type</b>	<b>Amount (₹)</b>
<b>1.</b>	Basic pay	₹ 28,000.00
<b>2.</b>	DA (at present 43.7% on BP)	₹ 12,236.00
<b>3.</b>	HRA (at present 27% on BP)	₹ 7,560.00
<b>4.</b>	Perks & Allowances (35% on BP)	₹ 9,800.00
	<b>Total</b>	<b>₹ 57,596.00</b>

- 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 for the post.
- d) The posting shall be at HCSL/any other HCSL project sites as desired by HCSL. However, depending upon project requirements, the candidate is liable to be transferred within different project sites of HCSL. The appointment to the post 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.
- e) Selected candidates shall be placed in the minimum of the pay scale and pay protection will not be considered.

**V. Age:**

- (i) The upper age limit shall not exceed 45 years as on **13.03.2024**. i.e., applicants should be born on or after **14.03.1979**.
- (ii) Age limit shall be relaxable by 10 years for Persons with Benchmark Disabilities (PwBD) and 5 years for Ex-servicemen. However, in no case, age limit after applying all age relaxations shall exceed 55 years.

**VI. Method of Selection:**

**a) The method of selection shall include: -**

- (i) Phase I - Written test (Objective Type Test – 40 Marks & Descriptive Type Test – 40 Marks)**

**(ii) Phase II - Power point presentation on work experience (20 Marks).**

- b) Depending upon the number of online applications, the written test shall be held at HCSL. The allocation of examination center shall be at the sole discretion of HCSL.
- c) **The Phase I - Objective type test shall be of 40 marks (45 minutes duration) and the Descriptive type test shall be of 40 marks (60 minutes duration). Syllabus for tests is at Annexure I.**
- d) The mark list shall be prepared on the basis of marks secured by candidates in the Phase -I - Objective type test. The Descriptive test answer sheets of only those candidates shall be evaluated, who secure the minimum pass mark and above in Objective type test and who meet the notified eligibility requirements.
- e) The minimum pass mark each for Objective as well as Descriptive tests shall be as below: -  
For unreserved post - 50 % of Total Marks of each test.  
For PwBD Candidates - 40 % of Total Marks of each test.
- f) Candidates who score minimum pass marks and above shall be short listed for certificate verification. HCSL shall call sufficient number of candidates for verification of certificates so as to get candidates in the minimum ratio of 6 candidates against the post in the order of merit. Only those candidates who successfully complete the certificate verification shall be shortlisted to attend the Phase-II.
- g) The Phase II (Power Point Presentation) shall be held through online or offline at the discretion of HCSL. Candidates who are provisionally short-listed for Phase II shall be required to do the Power Point Presentation highlighting their work experience (duration of not more than ten minutes). The work experience shall be assessed by selection committee based on the documents submitted by the candidates and the power point presentation on work experience.
- h) Further to the certificate verification, the selection process shall be conducted with the shortlisted candidates, even if it is less than 1:6 ratio as decided by HCSL.
- i) Rank list 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. 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.
- j) HCSL reserves the right to scrutinize applications for the posts and prepare shortlist of candidates based on meeting eligibility requirements ascertained through the certificates submitted and only such shortlisted candidates shall be permitted to attend the selection process.

## **VII. Conditions:**

### **a) Reservation:**

- (i) Government of India Directives on reservation shall apply.
- (ii) In the case of Persons with Benchmark Disabilities, 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 Persons 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/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 shall only be considered. Period of post qualification experience shall be reckoned as on **13.03.2024**.
- (ii) The period of completed Apprenticeship Training in the relevant discipline/ 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 / 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. The candidates should submit all certificates in original to establish the experience claimed in their online application, failing which their candidature shall be cancelled and they shall not be considered for further selection.

- (v) Applicants in regular Government service or in Government owned industrial or other similar organizations should submit their applications online directly to HCSL. 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 post notified by HCSL. Candidature of such applicants will not be considered if objection if any received from the employer.
- (vi) Applicants who are Ex-servicemen should submit Discharge Certificate/ Book/ Pension Payment Order from the Armed Forces. Those ex-servicemen having Degree endorsed in their Discharge Certificate/ Book should have working experience in the relevant discipline in the Armed Forces. Such qualification acquired during service period shall also be considered for calculation of post qualification experience. Ex-servicemen claiming equivalency of Degree in discipline 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. They should produce experience certificate from the authorities concerned, failing which their candidature shall not be considered.
- (vii) 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 shall submit an undertaking along with the application, that he has not been re-employed in Government after availing the benefits for ex-servicemen (as per **Annexure – III**).
- (viii) 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 form for the post notified.

**d) Application Fee: Nil**

**e) How to Apply:**

- (i) **Applicants should fill in the application form (Annexure IV) with recent passport size photograph pasted and e-mail the scanned copies of signed application form along with supporting documents in one PDF 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 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 duly filled-in application form (Signed with photo pasted) & all certificates towards proof of age, educational qualification, experience, caste, disability etc., are sent through e-mail within the stipulated time period, 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 **13.03.2024** latest by 23:59hrs (IST). Application submitted direct or by any other mode shall not be accepted.

#### **f) 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 [career@hooghlycsl.com](mailto:career@hooghlycsl.com). However, HCSL shall not be responsible for any delay/nonreceipt 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 again at the time of joining or at any 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 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.
- 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 by e-mail. Schedule of the selection shall be intimated to the shortlisted applicants through E-mail/HCSL website [www.hooghlycsl.in](http://www.hooghlycsl.in) (Career page, HCSL). Candidates are requested to frequently check the above websites for updates related to the selection.
- vii) Mere submission of application and Issue of call letter 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 HCSL.



- viii) Appointment of selected candidates will 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 per the policy of HCSL. The reports of such medical examination will be examined by HCSL/CSL and the appointment of the candidate may be subject to certification of medical fitness.
- x) 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.
- xi) Rank lists shall be maintained for 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.
- xii) 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 the 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 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.
- xiv) Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.
- 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 amendment, modification or addition to this advertisement shall be published in the HCSL and CSL website only.
- 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) For any further clarification related to the advertisement and conduct of selection, please contact us through e-mail at [careers@hooghlycsl.com](mailto:careers@hooghlycsl.com)/call us at 033- 2955 8283 Extn: 241.

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

**SD/-  
SR. MANAGER (IR & HR)  
ON & BEHALF OF HOOGHLY COCHIN SHIPYARD LIMITED**