

HINDUSTAN SHIPYARD LIMITED : : VISAKHAPATNAM – 530 005
(A Government of India Undertaking)

ADVT NO.HR/ES(S)/0102/01/2020 dated 08 Mar 2020

(RECRUITMENT ON FIXED TERM CONTRACT)

HSL is the pioneer Shipbuilding and Ship repair Yard functioning under the Ministry of Defence. The Company is looking for dynamic and result oriented personnel with proven track record for the following posts:

S. No.	Name of the Post (Grade)	Posts	Post Code
I	Designer Gr-IV (Mechanical) (SR4)	10 posts	HR/ES(S)/2019/001
II	Designer Gr-IV (Electrical) (SR4)	03 posts	HR/ES(S)/2019/002
III	Junior Supervisor Gr-III (Mechanical) (SR4)	07 posts	HR/ES(S)/2019/003
IV	Junior Supervisor Gr-III (Electrical) (SR4)	09 posts	HR/ES(S)/2019/004
V	Junior Supervisor Gr-III (Civil) (SR4)	07 posts	HR/ES(S)/2019/005
VI	Office Assistant (Secretarial) Gr-V (SR3)	09 posts	HR/ES(S)/2019/006
VII	Junior Fire Inspector Gr-IV (SR3)	04 posts	HR/ES(S)/2019/007
VIII	Driver Grade V (SR2) (C&MD's Secretariat)	02 Posts	HR/ES(S)/2019/008

Important dates for present recruitment process are as indicated below:

IMPORTANT DATES	
Date of commencement of ONLINE application for all posts	08 Mar 2020 From 1000 hrs
Last date for ONLINE submission of application for all posts (Once submitted editing is not allowed).	07 Apr 2020 Upto 1700 hrs.
Last date for receipt of copy of the printed Online Application, DD along with mandatory enclosures by Post / Courier.	14 Apr 2020 Upto 1700 hrs.

S No.	Name of the post (Grade)	Scale of Pay (IDA)	Max. age as on 07 Apr 2020	Discipline/ Reservation & No. of posts	Minimum Qualification	Minimum Post Qualification experience as on 07 Apr 2020
I	Designer Gr-IV (SR4) (Mechanical) (On Fixed Term Contractual basis for 03 years) Post Code No. HR/ES(S)/2019/001	Basic - Rs. 7,650 plus DA, HRA and other allowances as admissible (pre-revised) <i>Total monthly emolument will be approximately Rs.24,000/-</i>	28 years	10 posts [UR-06; OBC-02; SC-01; ESM-01; EWS-01]	(a) Full-time diploma in Mechanical /Mechanical & Industrial Engineering/ Mechanical & Production Engineering/ Marine Engineering with 60% marks (b) Certificate course in Auto CAD/ Tribon/ Catia/ Aveva Marine	<ul style="list-style-type: none"> Should be proficient in CAD CAM software such as Auto CAD/ Tribon/ Catia/ Aveva Marine. Should have at least 01 year post qualification experience in Ship Construction/ Ship repairs/ Manufacturing or Design.
II	Designer Gr-IV (SR4) (Electrical) (On Fixed Term Contractual basis for 03 years) Post Code No. HR/ES(S)/2019/002	Basic - Rs. 7,650 plus DA, HRA and other allowances as admissible (pre-revised) <i>Total monthly emolument will be approximately Rs.24,000/-</i>	28 years	03 posts [UR-02; OBC-01]	(a) Full-time diploma in Electrical/ Electrical & Electronics/ Electrical & Instrumentation with 60% marks (b) Certificate course in Auto CAD/ Tribon/ Catia/ Aveva Marine	<ul style="list-style-type: none"> Should be proficient in CAD CAM software such as Auto CAD/ Tribon/ Catia/ Aveva Marine. Should have at least 01 year post qualification experience in Ship Construction/ Ship repairs/ Manufacturing or Design.

S No.	Name of the post (Grade)	Scale of Pay (IDA)	Max. age as on 07 Apr 2020	Discipline/ Reservation & No. of posts	Minimum Qualification	Minimum Post Qualification experience as on 07 Apr 2020
III	Jr. Supervisor Gr-III (SR4) (Mechanical) (On Fixed Term Contractual basis for 03 years) Post Code No. HR/ES(S)/2019/003	Basic - Rs. 7,650 plus DA, HRA and other allowances as admissible (pre-revised) <i>Total monthly emolument will be approximately Rs.24,000/-</i>	28 years	07 posts [UR-04; OBC-01; SC-01; ESM-01; EWS-01]	Full-time diploma in Mechanical / Mechanical & Industrial Engineering/ Mechanical & Production Engineering/ Marine Engineering with 60% marks	Post qualification experience of 04 years in Project Management/ Construction/ Operations/ Maintenance/ Manufacturing industry in organisation of repute.
IV	Jr. Supervisor Gr-III (SR4) (Electrical) (On Fixed Term Contractual basis for 03 years) Post Code No. HR/ES(S)/2019/004	Basic - Rs. 7,650 plus DA, HRA and other allowances as admissible (pre-revised) <i>Total monthly emolument will be approximately Rs.24,000/-</i>	28 years	09 posts [UR-06; OBC-01; SC-01; ESM-02; EWS-01]	Full-time diploma in Electrical/ Electrical & Electronics/ Electrical & Instrumentation with 60% marks	Post qualification experience of 04 years in Ship building, Ship repairs / Naval Dockyard.
V	Jr. Supervisor Gr-III (SR4) (Civil) (On Fixed Term Contractual basis for 03 years) Post Code No. HR/ES(S)/2019/005	Basic - Rs. 7,650 plus DA, HRA and other allowances as admissible (pre-revised) <i>Total monthly emolument will be approximately Rs.24,000/-</i>	28 years	07 posts [UR-05; OBC-01; PH(OH)-01; EWS-01]	Full-time diploma in Civil/ Civil & Structural/ Structural Engineering discipline with 60% marks	Post qualification experience of 04 years in basic structure, maintenance of civil structure preferably in marine environment.

S No.	Name of the post (Grade)	Scale of Pay (IDA)	Max. age as on 07 Apr 2020	Discipline/ Reservation & No. of posts	Minimum Qualification	Minimum Post Qualification experience as on 07 Apr 2020
VI	Office Assistant (Secretarial) Gr-V (SR3) (On Fixed Term Contractual basis for 03 years) Post Code No. HR/ES(S)/2019/006	Basic - Rs. 7,350 plus DA, HRA and other allowances as admissible (pre-revised) <i>Total monthly emolument will be approximately Rs.23,000/-</i>	25 years	09 posts [UR-05; OBC-03; PH(OH)-01; EWS-01]	(a) Full-time graduate with 60% marks (b) Typewriting Higher grade in English typing (b) Diploma/ Certification course in MS Office (c) Shorthand lower (desirable)	Two years in Government/ PSUs/ state PSUs/ large organization of repute.
VII	Junior Fire Inspector Gr-IV (SR3) (On Fixed Term Contractual basis for 03 years) Post Code No. HR/ES(S)/2019/007	Basic - Rs. 7,350 plus DA, HRA and other allowances as admissible (pre-revised) <i>Total monthly emolument will be approximately Rs.23,000/-</i>	30 years	04 posts [UR-04]	Graduate with Sub Officer's Course certificate from a recognised Fire Service Institution	(a) Three years of post-qualification experience is required (b) Should be medically fit with nil disability. (c) Medical certificate at the time of discharge & PPO copy be enclosed in case of ex-servicemen.
VIII	Driver Grade V (C&MD's Secretariat) (SR2) (On Fixed Term Contractual basis for 03 years) Post Code No. HR/ES(S)/2019/008	Basic - Rs. 6,970 plus DA, HRA and other allowances as admissible (pre-revised) <i>Total monthly emolument will be approximately Rs.22,000/-</i>	28 years*	02 posts [UR-01; OBC-01; ESM-02]	SSC/ 10 th class pass with valid driving license for Light/ Heavy Motor Vehicle <u>Desirable:</u> Ex-servicemen Driver Mechanical Transport Trade (DMT)	(a) Two years driving experience on light vehicles. Should be physically fit and have 6/6 vision. Colour vision should be normal. (b) Ex-servicemen having experience of driving vehicle of Board level officers of PSUs/ DPSUs or equivalent in Government organisation or large organization of repute.

Driver Grade V (SR2) post - *Upper age limit should not exceed 50 years for Ex-servicemen (ESM) after relaxing the extent of number of years of service in the armed forces and additional age relaxation of 3 years.

GENERAL INSTRUCTIONS:

- i) Indian Nationals only need to apply.
- ii) **Other allowances includes Meals Allowance, Washing Allowance, Vehicle Maintenance Allowance and Children Education Allowance subject to eligibility as per the company rules.**
- iii) Age will be relaxed for SC/ST/OBC/PWD categories as per Government rules. In case of ex-servicemen the upper age limit will be relaxed to the extent of number of years of service in the armed forces however the resultant age after deducting the period of service from the actual age should not exceed the prescribed age limit by more than 3 years. The upper age limit shall be relaxed by 5 years for internal candidates.
- iv) **RESERVATION:**
 - Candidates from reserved categories fulfilling eligibility criteria may also apply for the posts earmarked for UR as per Government Rules.
 - SC/ST candidates should possess valid Certificate in the prescribed format. OBC candidates at the time of interview have to submit declaration to the effect that the incumbent does not fall in Creamy Layer Section and also to produce non-creamy later certificate in the prescribed format as applicable for appointment for the posts under Govt. of India and Central Govt., Public Sector Undertakings. OBC (non-creamy later) certificate by the competent authority should be issued in the current year.
 - Candidates belonging to EWS category are required to submit an Income and Asset certificate issued by Competent Authority prescribed under point no. 5 of department of Personnel and Training's O.M No. 36039/1/2019-Estt. (Res) dated 31.01.2019.
 - SC/ST/OBC/EWS candidates applying for a post where there are no vacancies in their respective categories, will be treated as General candidates and no relaxation in any criteria will be applicable to these candidates. However, they may indicate their actual category in online application so as to avail of application fees concession as applicable.
- v) Applications must be in response to our advertisement.
- vi) Application Fee is Rs.**200/-**.
- vii) No Application fee for SC/ST/PH & internal candidates.
- viii) Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before applying.
- ix) Payment should be made only by way of **Demand Draft (DD)** drawn in favour of **M/s. Hindustan Shipyard Ltd., payable at Visakhapatnam**. Candidate should write his/her Name, and Registration Number generated at the time of online registration, Post applied with Post Code and Date of Birth on the back side of the DD.
- x) Print-out of the filled Online Application, DD along with attested copies of Diploma / Degree, Provisional Certificate, Proof of Date of Birth, Caste Certificate, Experience certificates, NOC etc., and Annexure-I, must be forwarded through Postal/Courier Services superscribing the name of the post & post code applied for on the envelope and it should reach General Manager (HR)A.C., Hindustan Shipyard Ltd., Gandhigram (PO), Visakhapatnam on or before 14 Apr 2020.

- xi) The candidates applying should ensure that they fulfil all the eligibility conditions prescribed for the post. Their admission at all stages is purely provisional. Mere issue of Admit Card and fulfilment of all the eligibility conditions prescribed for the post will not imply that candidature has been accepted. Verification of Original Certificates will be done only at the time of selection. The candidature of a candidate shall be cancelled at any point of time if the candidate is found to be not meeting the advertised eligibility criteria.
- xii) All original documents such as Qualification Certificates, proof of Date of Birth, Caste Certificate, Experience Certificates etc., will be checked at the time of selection. Non-production of original documents will debar the candidate.
- xiii) Candidature of a candidate is liable to be rejected at any stage of the recruitment process or even after recruitment or joining, if any information provided by the candidate is found to be false or not in conformity with the eligible criteria mentioned in the advertisement and suitable legal action will be taken.
- xiv) **Selection for the posts of Designer Gr-IV (SR4) (Mechanical), Designer Gr-IV (SR4) (Electrical), Jr. Supervisor Gr-III (SR4) (Mechanical), Jr. Supervisor Gr-III (SR4) (Electrical), Jr. Supervisor Gr-III (SR4) (Civil), Office Assistant (Secretarial) Gr-V (SR3) will be based on written test. However, selection for the posts of Driver Gr. V (SR2) and Junior Fire Inspector Gr-IV (SR3) is subject to Trade test and Written Test.**
- xv) The eligible candidates will be issued the admit cards through their email and also the Candidates can download the Admit Cards from the website <https://www.hslvizag.in> under "Download Hall Tickets" option from Human Resource Menu only with respective application IDs and date of birth of the Individual.
- xvi) Written Test and Trade test will be conducted at Visakhapatnam. However, depending on response it may be changed.
- xvii) It may be noted that ADMIT CARDS FOR WRITTEN TEST WILL NOT BE SENT BY POST.
- xviii) The Management reserves the right to create and operate a panel of shortlisted candidates.
- xix) The Qualifying Requirement / Experience & Age limit shall be reckoned as on the last date of submission of online application i.e. 07 Apr 2020
- xx) Management reserves the right to relax qualifications/experience/age in exceptional cases of candidates, who fit all the requirements of a particular job.
- xxi) The Management reserves the right to Increase or decrease the number of posts or consider for lower posts/grades to meet the organizational requirement.
- xxii) The Management reserves the right to raise the minimum eligibility standards, change the selection criteria and cancel the recruitment process without assigning any reasons.
- xxiii) Candidates presently working in Government/Public Sector Undertakings or Autonomous bodies should submit "No Objection Certificate" from the present Organization along with application form.
- xxiv) **Any corrigendum/ addendum to this advertisement will be displayed only on the Company's website <https://www.hslvizag.in>. Applicants are requested to visit the website from time to time for all updates.**

HOW TO APPLY

(Note: Please read the instructions carefully before filling the online application)

- (i) The Application should be submitted **ONLINE** via <https://www.hslvizag.in>.
- (ii) Candidates should possess a valid E-mail id and it should remain active for at least next one year. All future correspondence would be sent via E-mail only.
- (iii) Candidate should upload his/her photograph (20-50KB) and signature (10-20KB) in the prescribed format and size.
- (iv) Candidates must have the DD (Demand Draft) payment details for the respective post before applying online.
- (v) Candidate are requested NOT be idle for more than 5 minutes to avoid the expiry of web page while filling the online application.
- (vi) Candidate should be ready with all the bio-data before filling the online application.
- (vii) Click on “Careers” under “Human Resources”. Visit “Current Openings” link to view the openings available.
- (viii) Please read the advertisement notice carefully. Candidates are advised to self-check their eligibility against the recruitment posts.
- (ix) Click on the respective link under “Apply Now” to submit the application online.
- (x) Registration process contains 3 stages 1) Personal Details 2) Education Details and 3) Payment Details.
- (xi) Candidates are advised to use the SAVE (button) option to avoid the loss of data or SUBMIT button to finally submit the application. Verify the filled data carefully before submitting, once submitted you're **NOT** allowed to Edit / modify the application.
- (xii) After successful completion of all the stages you'll receive a confirmation message.
- (xiii) Candidates who have chosen SAVE (button) option are allowed to **SUBMIT** the application using **Edit Application** option at a later time before the closing date.
- (xiv) You will receive a confirmation e-mail with the Registration ID and a link to view your submitted application form.
- (xv) Candidates are also advised to check their SPAM if the emails does not reach Inbox.
- (xvi) Take a print-out (hard copy) of the filled Online Application for future reference.
- (xvii) It is mandatory to write ONLINE Registration Number, Name, and Date of Birth at the back of the Demand Draft (DD).
- (xviii) Keep your DOB and Registration ID confidential.
- (xix) In case of difficulty in registration or for any clarification, candidates may contact recruitment@hslvizag.in electronically.

EXPERIENCE DETAILS

Annexure – I

Please also state briefly as to how your experience is relevant to the post applied for:-

Sl. No.	Name of the Organisation	Designation	Nature of Duties	No. of years	Salary/CTC