

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

ADVT NO.HR/ES(O)/0102/05/2019 DATED 11 Dec 2019

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)	Post Code
I	General Manager (HR) (E-7)	05/2019/GM01
II	Senior Manager (Engineering) (E-4)	05/2019/SM01
III	Senior Manager (Electrical) (E-4)	05/2019/SM02
IV	Senior Manager (Naval Architecture) (E-4)	05/2019/SM03
V	Senior Manager (Commercial) (E-4)	05/2019/SM04
VI	Manager (Finance) (E-3)	05/2019/M01
VII	Assistant Manager (Engineering) (E-1)	05/2019/AM01
VIII	Assistant Manager (Electrical) (E-1)	05/2019/AM02
IX	Assistant Manager (Welfare) (E-1)	05/2019/AM03
X	Assistant Manager (HR) (E-1)	05/2019/AM04
XI	Assistant Manager (Finance) (E-1)	05/2019/AM05

Important dates for present recruitment process are as indicated below:

IMPORTANT DATES	
Date of commencement of ONLINE application for all posts	11 Dec 2019 From 1000 hrs
Last date for ONLINE submission of application for all posts (Once submitted editing is not allowed).	11 Jan 2020 Upto 1700 hrs.
Last date for receipt of copy of the printed Online Application, DD along with mandatory enclosures by Post / Courier.	21 Jan 2020 Upto 1700 hrs.

S No.	Name of the post (Grade)	Scale of Pay (IDA)	Max. Age As on 11 Jan 2020	Discipline/ Reservation & No. of posts	Qualification	Professional experience as on 11 Jan 2020
1.	General Manager (E7) 05/2019/GM/01	Rs.43,200 – 66,000 (pre revised) Total monthly CTC at the minimum pay scale Rs.1,55,935/- pm* * Pay revision report under consideration as per 3 rd PRC	50 Yrs.	HR 01 Post (UR)	<p><u>Essential</u></p> <p>(1) Full time Graduate in any discipline with not less than 50% marks and</p> <p>(2) Full time Post graduate degree / diploma in Management with specialization in HR/ Personnel Management/ Industrial Relations/ Labour Welfare from any recognised University or Institute registered with AICTE with not less than 50% marks.</p> <p><u>Desirable</u></p> <p>Degree in Law.</p>	<p><u>Essential</u></p> <p>(a) Experience: Should have at least 20 years of post-qualification experience in Public Sector Undertakings or large and reputed Private Companies in various aspects of HR / Personnel Management / Industrial Relations.</p> <p>(b) Lower Grade Experience:</p> <p>(i) Candidates from Govt. / PSUs: Should have minimum 3 years' experience in immediate lower grade of IDA-PSU - Rs. 36,600- 62000 (2nd PRC); Rs.90,000 – 2,40,000 (3rd PRC) CDA/Govt : Rs. 37400-67000, (PB4) Grade Pay Rs.8700/- (6th Pay Matrix); Pay level 13 of 7th CPC Pay matrix.</p> <p>(ii) Candidates from Private Sector: Minimum 3 years' experience in reputed organization/s with annual turnover of at least 100 crores and drawing present CTC of Rs.15.50 lakhs PA. He should have been holding the position not more than two levels below the board or three levels below the Managing Director.</p> <p><u>Desirable Skills:</u></p>

						<p>(1) Should have exposure to Manpower planning, succession planning, Industrial Relations & Welfare, recruitment, induction and placement, training, competency and skill development, employee engagement initiatives, statutory and legal compliances, handling disciplinary matters, benchmarking, performance management, wage administration, general administration with ability of good governance etc.</p> <p>(2) Working Knowledge in ERP like SAP and Oracle etc.</p>
2.	Senior Manager (E4) 05/2019/SM/01	Rs.29,100– 54,500 (pre revised) Total monthly CTC at the minimum pay scale Rs.1,05,759/- pm* * Pay revision report under consideration as per 3 rd PRC	42 Yrs	Engineering 03 Posts (UR-01; OBC-01; & SC-01)	<p>Essential:</p> <p>(1) Full time Engineering Graduate with not less than 60% marks in Mechanical / Industrial / Production / Marine Engineering from any recognised University or Institute registered with AICTE and</p> <p>2) Post graduate Engineering degree in one or more of the following disciplines - Non-destructive testing (NDT) / Manufacturing</p>	<p>Essential:</p> <p>(a) Experience: Should have at least 12 years of post-qualification experience in Public Sector Undertakings or in large and reputed Private Companies. Should have experience in a Manufacturing / Processing plant / Ship building / Ship Design / Ship Repair / Submarine</p> <p>(b) Lower Grade Experience:</p> <p>(i) Candidates from Govt. / PSUs: Should have minimum 3 years' experience in immediate lower grade of</p>

				<p>engineering / manufacturing and automation / Robotics / Quality and reliability Engineering / Production and industrial engineering / Industrial safety engineering</p> <p><u>Desirable :</u></p> <p>Post graduate degree / diploma in Operations Management/ Supply Chain Management /Management /MBA</p>	<p>IDA-PSU - Rs. 24,900- 50,500 (2nd PRC); Rs.60,000 – 1,80,000 (3rd PRC)</p> <p>CDA/Govt : Rs. 15,600-39100, (PB3) Grade Pay Rs.6600/- (6th Pay Matrix); Pay level 11 of 7th CPC Pay matrix.</p> <p>(ii) Candidates from Private Sector:</p> <p>Minimum 3 years' experience in reputed organization/s with annual turnover of at least 100 crores and drawing present CTC of Rs.11 lakhs PA.</p> <p><u>Desirable Skills:</u></p> <p>(1) Manufacturing /Processing plant domain skills</p> <p>(i) planning and organising production schedules (ii) assessing project and resource requirements (iii) estimating and agreeing timescales with clients (iv) ensuring that health and safety regulations are met (v) determining quality control standards (vi) overseeing production processes (vii) re-negotiating timescales or schedules as necessary (viii) selecting, ordering and purchasing materials (ix) organising the repair and routine maintenance of production equipment</p>
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						<p>(x) supervising the work of junior Officers, staff and workmen</p> <p>(xi) Organising relevant training sessions etc.</p> <p>(2) Working Knowledge of ERP like SAP and Oracle etc.</p> <p>(3) Hands-on exp. in Production, MM, PM & Quality Management modules, Industry 4.0 and Welding / NDT.</p>
3.	Senior Manager (E4) 05/2019/SM/02	Rs. 29,100– 54,500 (pre revised) Total monthly CTC at the minimum pay scale Rs.1,05,759/- pm* * Pay revision report under consideration as per 3 rd PRC.	42 Yrs.	Electrical 03 Posts (UR -02 & OBC-01)	<p><u>Essential:</u></p> <p>1) Full time Engineering Graduate with not less than 60% marks in Electrical and Electronics, Electronics and Communications, Electronics and Instrumentation, Electrical, Electronics, Instrumentation, Tele-Communication from any recognised University or Institute registered with AICTE and</p> <p>2) Post graduate Engineering degree in one or more of the following disciplines -</p>	<p><u>Essential:</u></p> <p>(a) Experience: Should have at least 12 years of post-qualification experience in Public Sector Undertakings or in large and reputed Private Companies. Experience in a Manufacturing /Processing plant / Ship building / Ship Design / Ship Repair / Submarine.</p> <p>(b) Lower Grade Experience:</p> <p>(i) Candidates from Govt. / PSUs: Should have minimum 3 years' experience in immediate lower grade of IDA-PSU - Rs. 24,900- 50,500 (2nd PRC); Rs.60,000 – 1,80,000 (3rd PRC) CDA/Govt.: Rs. 15,600-39100, (PB3) Grade Pay Rs.6600/- (6th Pay Matrix); Pay level 11 of 7th CPC Pay matrix.</p>

				<p>Power Electronics / Embedded Systems / Electrical Engineering / Electronics and Communication / Instrumentation Engineering / Control engineering / Systems engineering</p> <p><u>Desirable:</u> Post graduate degree / diploma in Electrical Safety/ Management /MBA</p>	<p>(ii) Candidates from Private Sector: Minimum 3 years' experience in reputed organization/s with annual turnover of at least 100 crores and drawing present CTC of Rs.11 lakhs PA.</p> <p><u>Desirable Skills:</u></p> <p>(1) Manufacturing /Processing plant domain skills</p> <p>(i) planning and organising production schedules (ii) assessing project and resource requirements (iii) estimating and agreeing timescales with clients (iv) ensuring that health and safety regulations are met (v) determining quality control standards (vi) overseeing production processes (vii) re-negotiating timescales or schedules as necessary (viii) selecting, ordering and purchasing materials (ix) organising the repair and routine maintenance of production equipment (x) supervising the work of junior Officers, staff and workmen (xi) Organising relevant training sessions etc.</p> <p>(2) Working Knowledge in ERP like SAP and Oracle etc.</p>
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						(3) Hands-on exp. in Production, MM, PM & Quality Management modules, Industry 4.0, Control & Instrumentation and Network centric system.
4.	Senior Manager (E4) 05/2019/SM/03	Rs. 29,100– 54,500 (pre revised) Total monthly CTC at the minimum pay scale Rs.1,05,759/- pm* * Pay revision report under consideration as per 3 rd PRC	42 Yrs	Naval Architecture 02 Posts (UR-01 & OBC-01)	Essential: 1) Full time Engineering Graduate with not less than 60% marks in Naval Architecture / Naval Architecture and Ship Building / Naval Architecture and Ocean Engineering from any recognised University or Institute registered with AICTE and 2) Post graduate Engineering degree in one or more of the following disciplines - Naval architecture / Ship building / Marine engineering / Ocean engineering / Naval architecture and shipbuilding.	Essential: (a) Experience: Should have at least 12 years of post-qualification experience in Public Sector Undertakings or in large and reputed Private Companies. Experience in a Manufacturing /Processing plant / Ship building / Ship Design / Ship Repair / Submarine (b) Lower Grade Experience: (i) Candidates from Govt. / PSUs: Should have minimum 3 years' experience in immediate lower grade of IDA-PSU - Rs. 24,900-50,500 (2 nd PRC); Rs.60,000 – 1,80,000 (3 rd PRC) CDA/Govt. : Rs. 15,600-39100, (PB3) Grade Pay Rs.6600/- (6 th Pay Matrix); Pay level 11 of 7 th CPC Pay matrix. (ii) Candidates from Private Sector: Minimum 3 years' experience in reputed organization/s with annual turnover of at least 100 crores and drawing present CTC of Rs.11 lakhs PA.

					<p><u>Desirable:</u></p> <p>Post graduate degree / diploma in Management /MBA</p>	<p><u>Desirable Skills:</u></p> <p>(1) Manufacturing /Processing plant domain skills</p> <p>(i) Assessing project requirements and researching feasibility</p> <p>(ii) Planning and supervising the construction of vessels</p> <p>(iii) Negotiating and agreeing timescales and specifications with clients</p> <p>(iv) Producing detailed designs of ships, boats and other maritime vessels using drawings and specialist computer software live Aveva Marine, Tribon and AutoCAD etc.</p> <p>(v) Developing and utilising test procedures including computer modelling and scale models</p> <p>(vi) Interpreting and analysing data and test results</p> <p>(vii) Sourcing and purchasing components, equipment and materials</p> <p>(viii) Ensuring adherence to appropriate health and safety legislation/standards</p> <p>(ix) Identifying the need for, and supervising, vessel repairs</p> <p>(x) Writing reports and documentation</p> <p>(xi) Supervising junior Officers</p> <p>(xii) Providing technical advice to production/contractors</p> <p>(xiii) Answering queries from clients.</p>
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						(2) Working Knowledge in ERP like SAP and Oracle etc. on Production, MM and Project Systems modules.
5.	Senior Manager (E4) 05/2019/SM/04	Rs. 29,100– 54,500 (pre revised) Total monthly CTC at the minimum pay scale Rs.1,05,759/- pm* * Pay revision report under consideration as per 3 rd PRC	42 Yrs	Commercial 02 Posts (UR-01 & ST-01)	Essential: 1) Full time Engineering Graduate with not less than 60% marks in Mechanical / Marine / Production / Electrical / Electronic from any recognised University or Institute registered with AICTE and 2) Post graduate degree / diploma in one or more of the following Material Management /Marketing Management / Supply Chain Management /Operations Management/Quality and reliability Engineering /Production and Industrial Engineering	Essential: (a) Experience: Should have at least 12 years of post-qualification experience in Public Sector Undertakings or in large and reputed Private Companies. Experience in a Manufacturing /Processing plant / Ship building / Ship Design / Ship Repair / Submarine. Should have experience in Import and Export of Material and Customs Regulations. Should be capable of handling all Customs related issues with thorough knowledge of C&F, Shipping documentation, Filing of IGM, BE, Ex-Bonding, CFS Container handling, Warehouse licencing, Port Clearance, Clearing Air/Sea consignments from various countries, Re-export of consignments etc., Should have experience in inspection of material /equipment /components and making Inspection Reports (IRs) & GRNs

					<p>(b) <u>Lower Grade Experience:</u></p> <p>(i) Candidates from Govt. / PSUs: Should have minimum 3 years' experience in immediate lower grade of IDA-PSU - Rs. 24,900-50,500 (2nd PRC); Rs.60,000 – 1,80,000 (3rd PRC) CDA/Govt. : Rs. 15,600-39100, (PB3) Grade Pay Rs.6600/- (6th Pay Matrix); Pay level 11 of 7th CPC Pay matrix.</p> <p>(ii) Candidates from Private Sector: Minimum 3 years' experience in reputed organization/s with annual turnover of at least 100 crores and drawing present CTC of Rs.11 lakhs PA.</p> <p><u>Desirable Skills:</u></p> <p>(1) Manufacturing /Processing plant domain skills (i) Assessing project and resource requirements (ii) Estimating and costing of consumables (iii) Determining quality control standards (iv) Selecting, ordering and purchasing materials.</p> <p>(2) Working Knowledge in ERP like SAP and Oracle etc.</p>
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						<p>(3) Hands on exp. in MM,PM & Quality Management modules of SAP, Industry 4.0.</p> <p>(4) Experience as a classification society surveyor in the certification of materials and components</p>
6.	<p>Manager (E-3) Post code : 05/2019/M01</p>	<p>Rs.24,900 – 50,500</p> <p>Total monthly CTC at the minimum pay scale: Rs.90,813/- pm *</p> <p>* Pay revision under consideration as per 3rd PRC</p>	40 Yrs	<p>Finance</p> <p>01 Post (UR)</p>	<p><u>Essential:</u></p> <p>Degree from a recognised University and should possess professional qualification CMA OR CA.</p> <p><u>Desirable:</u></p> <p>Candidate should be well versed in MS office and exposure to ERP.</p>	<p><u>Essential:</u></p> <p>(a) <u>Experience:</u></p> <p>Minimum 09 years post qualification experience in Public Sector Undertakings or in large and reputed Private Companies with atleast 4-5 years in contract management.</p> <p>The candidate should have a good understanding of tendering process, contract management, taxation (especially with reference to international contracts), CVC guidelines, and negotiation skills. She/he should also be familiar with Govt. rules and regulations, as applicable to Central Public Sector Enterprises.</p> <p><u>(b) Lower Grade Experience:</u></p> <p>(i) Candidates from Govt. / PSUs:</p> <p>Should have minimum 3 years' experience in immediate lower grade of IDA-PSU - Rs. 20,600-46,500 (2nd PRC); Rs.50,000 – 1,60,000 (3rd PRC) CDA/Govt. : Rs. 15,600-39100, (PB3)</p>

						Grade Pay Rs.6600/- (6th Pay Matrix); Pay level 11 of 7th CPC Pay matrix. (ii) Candidates from Private Sector: Minimum 3 years' experience in reputed organization/s with annual turnover of at least 100 crores and drawing present CTC of Rs.09 lakhs PA. <u>Desirable:</u> Candidates from Ship Building Industry will be given preference.
7.	Assistant Manager (E1) 05/2019/AM/01	Rs.16,400– 40,500 (pre revised) Total monthly CTC at the minimum pay scale Rs.60,565/- pm* * Pay revision report under consideration as per 3 rd PRC	30 Yrs.	Engineering 03 Posts (UR)#	<u>Essential:</u> Full time Engineering Graduate with not less than 60% marks in Mechanical / Industrial/ Production /Marine Engineering from any recognised University or Institute registered with AICTE. <u>Desirable</u> Post graduate in Engineering /Operations Management/ Supply Chain Management /Management /MBA	<u>Essential:</u> <u>Experience:</u> Should have at least 2 years of post-qualification experience in Manufacturing / Processing plant /Ship building / Ship Design / Ship Repair / Submarine in a Public Sector Undertakings or large and reputed Private Companies. Candidates from Private Sector should be presently drawing a CTC of not less than 5.50 Lakhs/PA. <u>Desirable Skills:</u> (1) Manufacturing /Processing plant domain skills (i) planning and organising production schedules

						<ul style="list-style-type: none"> (ii) assessing project and resource requirements (iii) estimating and agreeing timescales with clients (iv) ensuring that health and safety regulations are met (v) determining quality control standards (vi) overseeing production processes (vii) re-negotiating timescales or schedules as necessary (viii) selecting, ordering and purchasing materials (ix) organising the repair and routine maintenance of production equipment (x) supervising the work of junior Officers, staff and workmen (xi) Organising relevant training sessions etc. <p>(2) Working Knowledge in ERP like SAP and Oracle etc.</p> <p>(3) Hands-on exp. in Production, MM, PM & Quality Management modules, Industry 4.0 and Welding / NDT.</p>
8.	Assistant Manager (E1) 05/2019/AM/02	Rs.16,400– 40,500 (pre revised) Total monthly CTC at the minimum pay scale Rs.60,565/- pm*	30 Yrs	Electrical 03 Posts (UR-02 & OBC-01)#	Essential: Full time Engineering Graduate with not less than 60% marks in Electrical and	Essential: Experience: Should have at least 2 years of post-qualification experience in Manufacturing / Processing plant /Ship building / Ship

		* Pay revision report under consideration as per 3 rd PRC.		<p>Electronics, Electronics and Communications, Electronics and Instrumentation, Electrical, Electronics, Instrumentation, Tele-Communication from any recognised University or Institute registered with AICTE.</p> <p><u>Desirable:</u></p> <p>Post graduate in Engineering /Operations Management/ Supply Chain Management /Management /MBA</p>	<p>Design / Ship Repair / Submarine in a Public Sector Undertakings or large and reputed Private Companies.</p> <p>Candidates from Private Sector should be presently drawing a CTC of not less than 5.50 Lakhs/PA.</p> <p><u>Desirable Skills:</u></p> <p>(1) Manufacturing /Processing plant domain skills</p> <p>(i) planning and organising production schedules</p> <p>(ii) assessing project and resource requirements</p> <p>(iii)estimating and agreeing timescales with clients</p> <p>(iv) ensuring that health and safety regulations are met</p> <p>(v)determining quality control standards</p> <p>(vi) overseeing production processes</p> <p>(vii) Re-negotiating timescales or schedules as necessary</p> <p>(viii) selecting, ordering and purchasing materials</p> <p>(ix) Organising the repair and routine maintenance of production equipment</p> <p>(x) Supervising the work of junior Officers, staff and workmen</p> <p>(xi) Organising relevant training sessions etc.</p>
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						<p>(2) Working Knowledge in ERP like SAP and Oracle etc.</p> <p>(3) Hands-on exp. in Production, MM, PM & Quality Management modules, Industry 4.0, Control & Instrumentation and Network centric system.</p>
9.	Assistant Manager (E1) 05/2019/AM/03	Rs.16,400 – 40,500 Total monthly CTC at the minimum pay scale Rs.60,565/- pm* * Pay revision report under consideration as per 3 rd PRC	35 Yrs (including 05 years age relaxation)	Welfare 01 Post (UR)	<p><u>Essential:</u></p> <p>1) Full time Graduate in any discipline with not less than 55% marks from any recognised University or Institute registered with AICTE and</p> <p>2) Full time Post graduate degree / diploma in Industrial Relation / Personnel Management covering Labour Welfare as special subject of not less than two years duration conducted or recognised by a University of the state of Andhra Pradesh with not less than 55% marks.</p>	<p><u>Essential:</u></p> <p><u>Experience:</u></p> <p>Should have atleast 2 years of post-qualification experience as Welfare officer in Public Sector Undertakings or in large and reputed Private Companies.</p> <p>Candidates from Private Sector should be presently drawing a CTC of not less than 5.50 Lakhs/PA.</p> <p>Adequate knowledge of Telugu Language.</p> <p><u>Desirable Skills:</u></p> <p>(1) Required to manage welfare matters as per statutory requirements.</p> <p>Should have exposure to Industrial Relations & Welfare, CSR, arranging medical examinations and first aid, entertainment services and general administration etc.</p> <p>He/She may be deployed for any other duties of the company depending on the requirements as may be decided by the management.</p>

					<u>Desirable:</u> Degree in law.	(2) Working Knowledge in ERP like SAP and Oracle etc.
10.	Assistant Manager (E1) 05/2019/AM/04	Rs.16,400 – 40,500 Total monthly CTC at the minimum pay scale Rs.60,565/- pm* * Pay revision report under consideration as per 3 rd PRC	30 Yrs	HR 01 Post (UR)	<u>Essential:</u> 1) Full time Graduate in any discipline with not less than 55% marks from any recognised University or Institute registered with AICTE and 2) Full time Post graduate degree / diploma in Management with specialization in HR/ Personnel Management from any recognised University or Institute registered with AICTE with not less than 55% marks. <u>Desirable:</u> Degree in law.	<u>Essential:</u> <u>Experience:</u> Should have atleast 2 years of post-qualification experience in various aspects of HR / Personnel Management / Industrial Relations in Public Sector Undertakings or in large and reputed Private Companies. Candidates from Private Sector should be presently drawing a CTC of not less than 5.50 Lakhs/PA. <u>Desirable Skills:</u> (1) Should have exposure to Manpower planning, Industrial Relations & Welfare, recruitment, induction and placement, training, competency and skill development, performance management, and general administration etc. (2) Working Knowledge exp. in ERP like SAP and Oracle etc.
11.	Assistant Manager (E-1) Post code : 05/2019/AM/05	Rs.16,400 – 40,500	30 Yrs	Finance 3 Posts {UR-1, OBC-1	<u>Essential:</u> Degree from a recognised University and should possess	<u>Essential:</u> Minimum 02 years post qualification experience in Finance Department in any

		<p>Total monthly CTC at the minimum pay scale Rs.60,565/- pm*</p> <p>* Pay revision report under consideration as per 3rd PRC</p>		<p>& SC-1 (Backlog)}</p>	<p>professional qualification CMA OR CA.</p> <p><u>Desirable:</u> Candidate should be well versed in MS office and exposure to ERP.</p>	<p>Public Sector Undertakings or in large and reputed Private Companies.</p> <p>The candidate should be well versed with costing, budgeting, accounts receivable, accounts payable, bank reconciliation, direct and indirect taxation, consolidation of the books of accounts, dealing with internal and statutory auditors. He/she should also be familiar with Govt. rules and regulations as applicable to Central Public Sector Enterprises.</p> <p>(ii) Candidates from Private Sector: Candidates from Private Sector should be presently drawing a CTC of not less than 5.50 Lakhs/PA.</p> <p><u>Desirable:</u> Candidates from Ship Building Industry will be given preference.</p>
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Out of total 06 post of Assistant Manager (Engineering) & Assistant Manager (Electrical), 01 post is reserved for PH-OH candidate.

GENERAL INSTRUCTIONS:

- i. Internal candidates will be considered with the following relaxations in experience and age –
 - The minimum experience in the lower grade shall be relaxed by 1 year.
 - The upper age limit is relaxed by 5 yrs.
 - No Application fee for internal candidates.
- ii. Candidates from Private Sector Companies will be considered subject to their present CTC as indicated in the above table and also the company's annual turnover should be at least 100 crores (applicable only for Manager, Sr. Manager & General Manager Post). Candidates are required to furnish the proof for the same.
- 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.
- 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 Caste 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 layer 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.
 - SC/ST/OBC 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. Indian Nationals only need to apply.
- vi. Applications sent other than the prescribed method stand rejected.
- vii. Application Fee is Rs.300/-. No Registration fee for SC/ST/PH Candidates. Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before applying. Payment should be made only by way of Demand Draft (DD) drawn in favour of M/s Hindustan Shipyard Ltd., payable at Visakhapatnam.
- viii. **Candidate should write his/her ONLINE Registration Number, Name, Date of Birth and Post applied at the back side of the Demand Draft (DD).**
- ix. Print-out of the filled Online Application, DD along with **mandatory enclosures** viz., Self-attested copies of Degree/PG Marks lists, Provisional Certificate, Proof of Date of Birth, Caste/PH Certificate, Experience certificates, latest salary certificate etc., and Annexure-I must be forwarded through Postal/Courier Services and should reach General Manager (HR), Hindustan Shipyard Ltd., Gandhigram (PO), Visakhapatnam – 530 005 on or before **21 Jan 2020.**

- x. Non-receipt of hardcopy of application, in-complete application, application not supported by attested copies (self-attested) of relevant documents, not fulfilling the eligibility criteria or those applications received after the last date for receipt of applications shall not be considered and shall be treated as “REJECTED” and no communication will be made for the same.
- xi. The candidates applying should ensure that they fulfil all eligibility conditions. Their admission at all stages is purely provisional. Mere issue of letter for written test or interview will not imply that candidature has been accepted. Verification of Original Certificates will be done only at the time of interview. The candidature of a candidate shall be cancelled at any point of time if the candidate is found not meeting the advertised eligibility criteria.
- xii. All original documents such as Degree Certificate, proof of Date of Birth, Caste/PH Certificate, Experience Certificates etc., will be checked at the time of interview. Non-production of original documents will debar the candidate from appearing for the interview and in that case no Travel Fare will be reimbursed to such candidates.
- xiii. Candidature of a candidate is liable to be rejected at any stage of the recruitment process or 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.
- xiv. The Management reserves the right to create and operate a panel of shortlisted candidates.
- xv. The Qualifying Requirement /Experience & Age limit shall be reckoned as on the last date for online submission of application i.e., **11 Jan 2020.**
- xvi. Mere possession of the requisite qualification and experience will not confer any right to be called for interview. However, the Management reserves the right to relax qualifications/experience/age in the case of exceptionally experienced and qualified candidates.
- xvii. The Management reserves the right to Increase or decrease the number of posts or consider for lower posts/grades to meet the organizational requirement.
- xviii. The Management reserves the right to raise the minimum eligibility standards, change the selection criteria, and cancel the recruitment process without assigning any reasons.
- xix. Candidates presently working in Government should submit “No Objection Certificate” from the present Organization at the time of interview. Without “No Objection Certificate”, the candidate will not be interviewed and accordingly no TA will be paid.
- xx. Out-station Candidates called for interview for the post at S. No. 1 will be paid to and fro 1st AC train fare by shortest route, for the posts at S. No. 2 to 6 will be paid to and fro 2nd AC train fare and for the posts at S.No. 7 to 11 will be paid to and fro 3rd AC train fare by shortest route.
- xxi. **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.**

EXPERIENCE DETAILS

Annexure – I

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

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

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

1. The Application should be submitted ONLINE via <https://www.hslvizag.in>
2. Candidates should possess a valid E mail id and remain active for at least next one year. All future correspondence would be sent via e mail only.
3. Candidate should upload his/her photograph (20 – 50KB) and signature (10 – 20KB) in the prescribed format and size.
4. Candidates must have the DD (Demand Draft) payment details of the current post before applying online.
5. Candidates are requested NOT to be idle for more than 5 minutes to avoid the expiry of web page while filling the online application.
6. Candidate should be ready with all the bio-data before filling the application.
7. Click on “Careers” under “Human Resources” visit “Current Openings” link to view the openings available.
8. Please read the advertisement notice carefully, candidates are advised to self-check their eligibility against the recruitment posts.
9. Click on the respective link under “Apply Now” to submit the application online.
10. Registration process contain 3 stages 1) Personal details 2) Educational details and 3) Payment details
11. If you have experience, please select “Experienced” else “Management Trainee” from the dropdown control against “Type of post”.

12. 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.
13. After successful completion of all the stages you will receive a confirmation message.
14. 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.
15. You will receive a confirmation e mail with the Registration ID and a link to view your submitted application form.
16. Candidates are also advised to check their SPAM if he email does not reach inbox.
17. Take a print-out (Hard copy) of the filled Online Application for future reference.
18. It is mandatory to write ONLINE Registration Number, Name and Date of Birth at the back side of the Demand Draft (DD).
19. Keep your DOB and Registration ID confidential.
20. In case of difficulty in registration or for any clarification, candidates may contact recruitment@hslvizag.in electronically