

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

**Vacancy Notification No. HCSL/HR/RECTT/CONT/6/2024 dated 24.07.2024**

**NURSING ASSISTANT – CUM- FIRST AIDER ON CONTRACT BASIS**

Hooghly Cochin Shipyard Limited (HCSL), a Wholly Owned Subsidiary of Cochin Shipyard Limited Invites applications from Indian citizens for filling up of the **Nursing Assistant- Cum – First Aider on contract basis** at Hooghly Cochin Shipyard Limited.

**I. Name of Post & Educational Qualification:**

**TABLE 1**

Sl. No.	Discipline	Education Qualification
1.	Nursing Assistant-Cum-First Aider on contract basis	<b><u>Essential:</u></b> a) VII Standard pass. b) Valid First Aid Certificate from any Recognized Institutions. <b>(OR)</b> VHSE Domestic Nursing. <b>(OR)</b> General Duty Assistant QP No. HSS/Q5101 NSQF Level 4. <b><u>Desirable:</u></b> (a) Adequate knowledge of Bengali. (b) Candidates with work experience as Nursing Assistant/First Aider.

**\*Ex-Servicemen with valid first aid certificate are also eligible.**

**II. Important Dates:**

***Commencement of Application : 24<sup>th</sup> July 2024***  
***Last Date of Application : 31<sup>st</sup> August 2024***

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

**TABLE 2**

<b>Sl. No.</b>	<b>Name of Posts</b>	<b>UR</b>
1.	Nursing Assistant-Cum-First Aider on contract basis	1

- a) HCSL reserves the right to increase / decrease the number of vacancies or not to fill up any of the vacancies or cancel the recruitment process, as per its requirement.
- b) Reservation for Persons with Benchmark Disabilities (PwBD) shall be as per Govt. of India Guidelines.

IV. **Period of Contract:**

- a) The above posts are temporary in nature and **for a maximum period of three years** subject to project requirements and individual performance.

V. **Remuneration:**

- a) The remuneration details for the posts are as under:

**Table 3**

<b>Contract Period</b>	<b>Consolidated pay per month</b>	<b>Compensation for Extra Hours of Work (per month)</b>
1st Year	₹ 22,100/-	₹ 5530/-
2nd Year	₹ 22,800/-	₹ 5700/-
3rd Year	₹ 23,400/-	₹ 5850/-

- b) In addition to the above, statutory EPF benefits, as applicable, will be provided.

VI. **Age:**

- a) **The upper age limit prescribed for the posts shall not exceed 30 years as on 31.08.2024 i.e., applicants should be born on or after 01.09.1994.**

VII. **Method of Selection:**

- a) The method of selection for the post shall be through **Objective type written test and practical test** which shall be conducted out of **100 marks** and marks awarded accordingly.

b) The Objective Type Written Test shall be of 35 Minutes duration comprising of 30 Multiple Choice Questions. Each question carries one mark and there shall be no negative marks The details of Objective type test as under: -

(i) General	-	10 Marks
(ii) Discipline related	-	20 Marks

c) The practical test shall be for 70 marks.

**Total: 100 Marks**

d) Based on the notified eligibility requirements ascertained through applications by the applicants submitted in HCSL email Id: [careers@hooghlycsl.com](mailto:careers@hooghlycsl.com), only shortlisted candidates shall be permitted **to attend selection tests. The date and venue shall be communicated separately to the shortlisted candidates through e-mail / HCSL website.** Candidates who successfully complete the certificate verification shall only be permitted to attend the Written & Practical tests. The tests shall be held at HCSL, Howrah

e) The minimum pass mark for Objective type written test and practical test shall be as below: -

i) For unreserved posts– 50 % of Total Marks

g) The rank list for the post shall be prepared based on marks secured by the candidates meeting the notified eligibility requirements and who pass in both Objective type written test and practical test. In case, same aggregate marks are secured by more than one candidate, relative merit shall be decided based on seniority in age.

## **VIII. 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 posts must be from an Institute/ Examination Board recognized by AICTE/ appropriate statutory authority in India/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) **Candidates with work experience as Nursing Assistant/First Aider shall be given preference.**
- (ii) **Apprenticeship in relevant area shall be considered as experience.**
- (iii) Applicants who are presently working in any company (Private/ Public sector /Govt), in the absence of experience certificate, should submit copy of Appointment Order or Offer letter issued by the company, latest Pay Slip / copy of last Pay drawn as proof of experience. For past employment, experience certificate indicating the date of joining as well as relieving should be submitted.
- (iv) Applicants who are Ex-servicemen should submit Discharge Certificate / Book/ Pension Payment Order from the Armed Forces and all certificates indicating relevant qualification and work experience in the specified area in the Armed Forces. Such experience acquired during service period, shall also be considered for calculation of post qualification experience.
- (v) 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 for the posts notified.
- (vi) During the certificate verification process, the applicants should produce all certificates in original to establish the experience claimed in their application, failing which they shall not be permitted to attend the selection process.

**IX. How to Apply:**

- (i) Applicants should fill in the application form (**Annexure I**) with **recent passport size photograph pasted and e-mail the scanned copies of signed application form along with supporting documents in one PDF file to the e-mail id [careers@hooghlycsl.com](mailto: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 application form (Signed with photo pasted) & all certificates towards proof of age, educational qualification, experience, caste, disability etc. are sent through e-mail, 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 **31.08.2024 latest by 23:59hrs (IST)**. Application submitted direct or by any other mode shall not be accepted.
- (vi) Applicants should ensure that their application has been received at HCSL by getting acknowledgement via e-mail [careers@hooghlycsl.com](mailto:careers@hooghlycsl.com) and via telephone (**033-2955 8283 Ext: 241**).
- (vii) Applicants meeting the notified requirements shall be verified with their original certificates and candidates who successfully complete the certificate verification, shall only be allowed to attend the selection tests.
- (viii) Application submitted in any other mode shall not be accepted. Application once submitted shall be final.

**X. Application Fee: NIL**

**XI. 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) 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/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.
- (iv) Original Certificates of the short-listed candidates shall be verified 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 shortlisted 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 TA/ DA shall be paid to the candidates for attending the selection.**
- (vi) The vacancies are purely on contract basis for a specific period and HCSL is not liable to offer appointment during or after the completion of contract period of the selected candidates.
- (vii) **No correspondence regarding the rejection of application in case of ineligibility will be entertained. In case the selection test is held on a different date other than walk in selection, call letters shall not be sent to short-listed candidates by post. They shall be informed to download call letter by e-mail /through HCSL website [www.hooghlycsl.com](http://www.hooghlycsl.com).** Schedule of the selection process shall be intimated to the short-listed applicants through Email/HCSL website (Career page). Candidates are requested

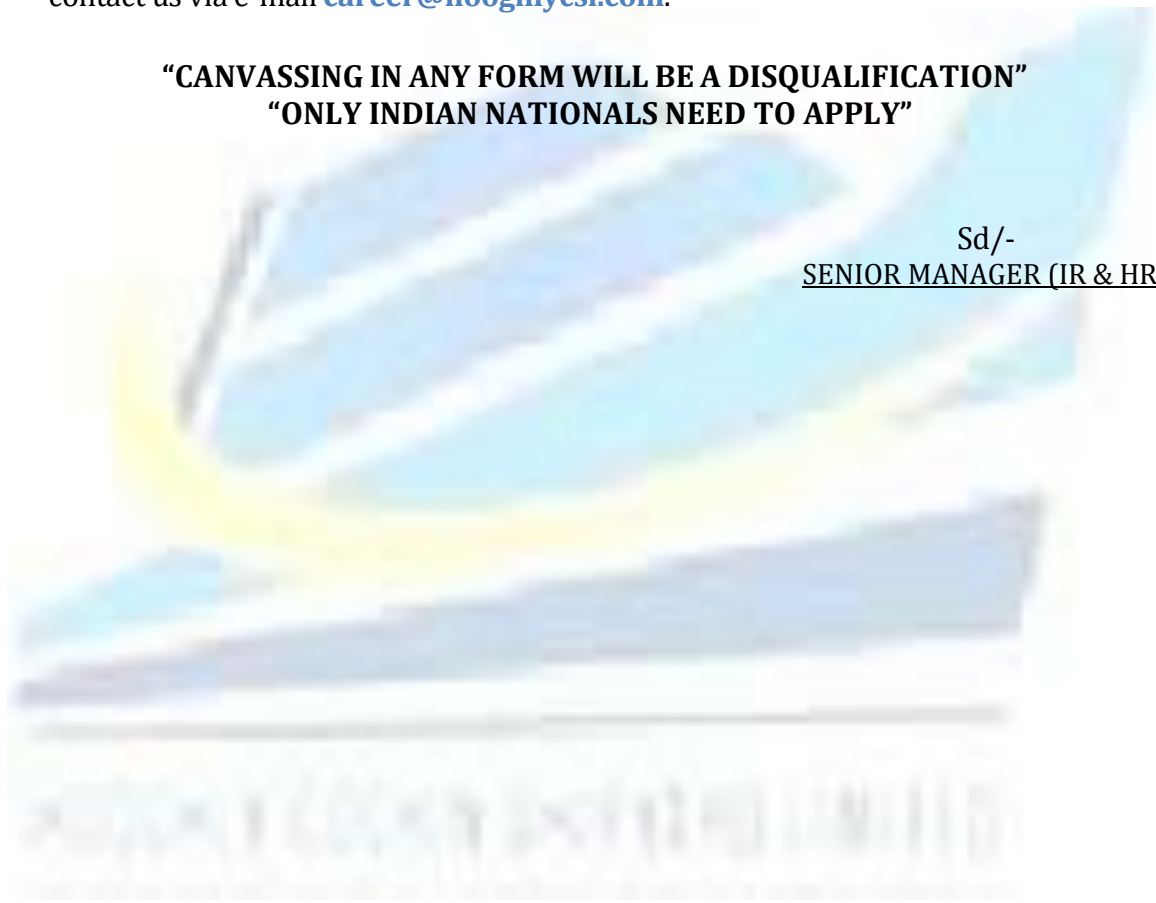
to frequently check the above website (Career Page) for updates related to the selection. Mere submission of application and Issue of call letter for the selection process shall not confer any right to the applicant of acceptance of candidature or cannot be construed as an acknowledgement of fulfilling the eligibility criterion or does not constitute an offer of appointment, and will not entitle the applicant to any claim for employment in HCSL.

- (viii) The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by HCSL. The reports of such medical examination shall be examined by Medical Officer of HCSL and the appointment of the candidate shall be subject to certification of medical fitness.
- (ix) 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.
- (x) Rank list 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.
- (xi) 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 during the validity period of the rank list shall be filled up from that rank list at the discretion of HCSL.
- (xii) 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.
- (xiii) Submission of application shall be considered as unconditional acceptance of all terms and conditions of this vacancy notification by the applicant.
- (xiv) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.
- (xv) 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.
- (xvi) Any amendment, modification or addition to this advertisement shall be published in the HCSL website only.

(xvii) For any further clarification related to the advertisement and conduct of selection, please contact us via e-mail [career@hooghlycsl.com](mailto:career@hooghlycsl.com).

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

Sd/-  
SENIOR MANAGER (IR & HR)





HOOGLHY COCHIN SHIPYARD LIMITED

Howrah - 711 109



APPLICATION FORMAT

(Use Block Letters only)

Affix recent Passport size Photograph here

ADVT. NO.

(Please fill up this form with utmost care)

Post Applied for : \_\_\_\_\_

(A) Personal Details

1. Name (as appears in SSC certificate)

[Name input field]

2. Father's Name :

[Father's Name input field]

3. Date of Birth :

[Date of Birth input field: DD MM YY]

4. Age as on : 31.08.2024

[Age breakdown input field: Year, Month, Days]

5. Sex (write M or F) :

[Sex input field]

6. Marital Status:

[Marital Status input fields: Unmarried, Married]

7. State of Domicile :

[State of Domicile input field]

8. Category

[Category input field] (Gen./SC/ST/OBC/EWS)

Are you physically handicapped: Yes/No

If yes, please mention the details as follow:

Type of Disability:

[Type of Disability input field]

Extent of disability as specified in the disability certificate:

[Extent of disability input field]

(B) CORRESPONDENCE ADDRESS:

[Correspondence Address input field]

[City/Town, State, Pin Code input fields]

[Tel. No. with STD Code, Mobile input fields]

(C) PERMANENT ADDRESS:

[Permanent Address input field]

[City/Town, State, Pin Code input fields]

[Tel. No. with STD Code, Mobile input fields]

E-mail ID, if any

[E-mail ID input field]

(D) **ACADEMIC PERFORMANCE:**

1. **Basic Qualifications:**

Exam Passed	Institution/ University/ Board	Branch of Specialization	Duration of Study	Month & Year of Passing MM/YYYY	Aggregate % Of Marks	Full Time/ Part Time/ Correspondence

2. **Professional Qualification (Please mention qualification which makes you eligible) :**

Exam Passed	Institution/ University/ Board	Branch of Specialization	Duration of Study	Month & Year of Passing MM/YYYY	Aggregate % of Marks	Full Time/ Part Time/ Correspondence

3. **Additional Qualification, if Any:**


(E) **DETAILS OF EXPERIENCE (If required, please attach separate sheet)**

Teaching experience and training period including Induction training will not be counted as experience

Name of the Organization	Designation	Scale of Pay	Duration		Nature of Duties	Reason for leaving
			From MM,YYYY	To MM,YYYY		

Post Qualification Experience :                      Year                       Month

(F) WHETHER DEPARTMENTAL CANDIDATE: Yes/No

**Declaration:**

I affirm that the information given in this application is true and correct to the best my knowledge and belief. I further undertake that if at any stage it is discovered that an attempt has been made by me willfully to conceal or misrepresent the facts, my candidature/appointment shall be summarily rejected or terminated without any notice.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Applicant

**Please Enclose:**

1. Proof of SC/ST/OBC/EWS/PwBD Certificate (If applicable).
2. Certificates in support of age, education qualifications, experience, Salary Slip etc.
3. Please write Advertisement No., Category and post applied for on the top of the envelope.
4. Please attach a sheet in your own handwriting giving justification as to why you consider fit for the post applied for in maximum 300 words.
5. Certificates in support of proof of candidate's claim as belonging to EWS.

**NOTE: LAST DATE FOR RECEIPT OF APPLICATIONS: 31.08.2024.**