

HINDUSTAN SHIPYARD LIMITED : : VISAKHAPATNAM – 530 005
(A Government of India Undertaking)
[Eighty-Three years of Service to the Nation]

ADVT NO. HR/ES(O)/0102/03/2023 Dated 17 Nov 2023

HSL is the pioneer Shipbuilding and Ship Repair Yard functioning under the Ministry of Defence. The Company is looking for suitably qualified and experienced personnel with proven track record for the following posts:

On Permanent Absorption Basis:

S.No.	Name of the Post (Grade)	Post Code	No. of Posts	Reservation
P1	Manager (Legal) (E3)	03/2023/MGR01	01	01-UR
P2	Manager (Commercial) (E3)	03/2023/MGR02	02	02-UR
P3	Manager (Technical) (E3)	03/2023/MGR03	10	05-UR; 02-OBC; 03-SC
P4	Manager (IT & ERP) (E3)	03/2023/MGR04	02	02-UR
P5	Deputy. Manager (Finance) (E2)	03/2023/DM01	03	01-UR; 01-OBC; 01-SC

On Fixed Term Contract (FTC) Basis:

S.No.	Name of the Post (Grade)	Post Code	No. of Posts	Reservation
F1	Chief Project Superintendent (Technical)	03/2023/GMC01	02	02-UR
F2	Project Superintendent (Technical)	03/2023/AGMC01	02	01-UR; 01-EWS
F3	Dy. Project Officer (IT & ERP)	03/2023/AMC01	05	01-UR; 01-EWS; 02-OBC; 01-SC
F4	Dy. Project Officer (Plant Maintenance)	03/2023/AMC02	04	02-UR; 01-OBC; 01-ST
F5	Dy. Project Officer (Civil)	03/2023/AMC03	05	01-UR; 01-EWS; 01-OBC; 01-SC; 01-ST
F6	Dy. Project Officer (Technical)	03/2023/AMC04	23	11-UR; 03-EWS; 02-OBC; 04-SC; 03-ST
F7	Dy. Project Officer (HR/Training/Admin)	03/2023/AMC05	05	02-UR; 03-OBC
F8	Dy. Project Officer (Legal)	03/2023/AMC06	02	01-EWS; 01-OBC
F9	Dy. Project Officer (Delhi Office)	03/2023/AMC07	01	01-UR
F10	Dy. Project Officer (Submarine)	03/2023/AMC08	10	04-UR; 01-EWS; 02-OBC; 01-SC; 02-ST

F11	Dy. Project Officer (Safety)	03/2023/AMC09	02	01-UR; 01-OBC
F12	Dy. Project Officer (Security & Fire Services)	03/2023/AMC10	01	01-UR
F13	Medical Officer	03/2023/AMC11	05	01-EWS; 01-OBC; 02-SC; 01-ST
F14	Asst. Project Officer (Design)	03/2023/JMC01	06	02-UR; 02-OBC; 01-SC; 01-ST

Consultant on Fixed Term Contract & Part Time Basis:

S. No.	Name of the Post (Grade)	Post Code	No. of posts
C1	Senior Advisor (Submarine Project Management)	03/2023/CON01	01
C2	Senior Consultant (SAP/ERP)	03/2023/CON02	01
C3	Senior Consultant (Engineering)	03/2023/CON03	02
C4	Senior Consultant (Vendor & Business Development) - Mumbai	03/2023/CON04	01
C5	Senior Consultant (Indigenization & Business Development) - Visakhapatnam	03/2023/CON05	01
C6	Senior Consultant (Technical) - Delhi Office	03/2023/CON06	01
C7	Consultant (Legal)	03/2023/CON07	01

Important dates for present recruitment process are as indicated below:

IMPORTANT DATES	
Date of commencement of ONLINE application for all posts	17 Nov 2023 From 1000 hrs
Last Date for ONLINE submission for all posts (Once submitted editing is not allowed)	24 Dec 2023* upto 1700 hrs – For Consultant Posts 05 Jan 2024* upto 1700 hrs - For FTC Posts 15 Jan 2024* upto 1700 hrs - For Permanent Posts <i>* Date of Selective Posts could be extended at the discretion of HSL.</i>

1. On Permanent Absorption basis:

S No.	Name of the post (Grade)	Pay Scale (IDA)	Max. Age As on 16 Dec 2023	Reservation & No. of posts	Qualification	Professional experience as on 15 Jan 2024
P1	Manager (E3) (Legal)	Rs. 60,000-1,80,000/- (E3) CTC is shown in the table below	40 Yrs.	01 post (UR)	<p><u>Essential:</u></p> <p>Graduate with 3 Years Bachelor Degree in law with Minimum 60 % marks in qualifying examination. OR Five Year integrated degree in law from a recognized university/deemed university with Minimum 60 % marks in qualifying examination.</p> <p><u>Desirable:</u></p> <p>Masters in Law</p>	<p><u>Essential</u></p> <p><u>Experience:</u></p> <p>(a) The candidate should have minimum of 09 years of post-qualification experience in legal matters OR working experience in Govt. Organisation/ PSUs/Reputed Private Organisation/Law Firm.</p> <p>(b) Candidate having experience in dealing with arbitration cases, labour law (or) civil side related cases would be given priority.</p> <p><u>(c) Lower Grade Experience:</u></p> <p><u>(i) Candidates from Govt. / PSUs:</u></p> <p>Candidate should have minimum 3 years' experience in immediate lower grade of <u>IDA-PSU:</u> Rs. 20,600 - 46,500 (2nd PRC) Rs. 50,000 - 1,60,000 (3rd PRC) <u>CDA/Govt:</u> <u>7th CPC Pay matrix:</u> Pay level 9</p> <p><u>(ii) Candidates from Private Sector:</u></p> <p>The candidate should be working in organizations of repute drawing present CTC/equivalent of Rs.14 lakhs per annum.</p>

S No.	Name of the post (Grade)	Pay Scale (IDA)	Max. Age As on 15 Jan 2024	Reservation & No. of posts	Qualification	Professional experience as on 15 Jan 2024
P2	Manager (E3) (Commercial)	Rs. 60,000-1,80,000/- (E3) CTC is shown in the table below	40 Yrs	02 posts (02-UR)	<p><u>Essential</u></p> <p>(a) Graduate in full time Engineering (Any Discipline) from a recognized university / deemed university approved by AICTE with minimum 60 % marks in qualifying examination.</p> <p><u>Desirable:</u></p> <p>(b) MBA/PG Diploma/Cert, Course in Materials Management/ Inventory Management / Supply Chain Management/ Suitable relevant course from any recognized university.</p>	<p><u>Essential</u></p> <p>(a) <u>Experience:</u></p> <p>(i) The candidate should have at least 09 years of post-basic qualification experience in Govt. organisations/ PSU /Private Organisation of repute on one or more of the following:</p> <p>a) Procurement, Supply Chain Management, Inventory Control, Integrated Logistics Management System.</p> <p>b) Preparation of Commercial terms / conditions of tender and commercial evaluation of tender.</p> <p>c) Logistics Management, cost estimation, Procurement of Ship Board Key Equipment from Indian and foreign OEM's.</p> <p>d) Customs Clearance procedures for Home Consumption of imported equipment.</p> <p>e) Procurement strategy, scheduling of Procurement w.r.t Project schedule to receive Material Just in Time.</p> <p>(b) <u>Lower Grade Experience:</u></p> <p>(i) <u>Candidates from Govt. / PSUs:</u></p> <p>Candidate should have minimum 3 years' experience in immediate lower grade of</p> <p><u>IDA-PSU:</u> Rs. 20,600 - 46,500 (2nd PRC) Rs. 50,000 - 1,60,000 (3rd PRC)</p> <p><u>CDA/Govt:</u> 7th CPC Pay matrix: Pay level 9</p> <p>(ii) <u>Candidates from Private Sector:</u></p> <p>The candidate should be working in organizations of repute with minimum annual turnover of Rs 100 Cr and drawing present CTC of Rs.14 lakhs per annum.</p>

S No.	Name of the post (Grade)	Pay Scale (IDA)	Max. Age As on 15 Jan 2024	Reservation & No. of posts	Qualification	Professional experience as on 15 Jan 2024
P3	Manager (E3) (Technical)	Rs. 60,000-1,80,000/- (E3) CTC is shown in the table below	40 Yrs	10 Posts [05-UR; 02-OBC; 03-SC]	<p><u>Essential:</u> Full time Engineering Graduate with not less than 60% marks (55% for SC Candidates) in Mechanical/ Electronics/Electrical/Naval Arch. disciplines from any recognised University or deemed university/Institute recognised by AICTE.</p> <p>Civil Engineering graduate with PG diploma in Naval Architecture/ Naval Construction will also be eligible.</p> <p><i>(Refer to General Instructions for Group of Disciplines)</i></p> <p><u>Desirable:</u> Post-graduation in relevant discipline/ MBA</p>	<p><u>Essential:</u></p> <p><u>(a) Experience:</u> (i) The Candidate should have minimum 09 years of post-essential qualification experience in one/more of the following: - (a) Design/ Construction/ Repairs/ Maintenance of Naval Ships/ Submarines in Govt. Organisation/ PSUs/ Private shipyards of Repute. (b) Overseeing/ Quality Assurance of Naval Ships/ Submarines during construction/ Refit/ Repairs at Govt. Organization's/ PSU Shipyards/ Private Shipyards of Repute.</p> <p><u>(b) Lower Grade Experience:</u></p> <p><u>(i) Candidates from Govt. / PSUs:</u> Candidate should have minimum 3 years' experience in immediate lower grade of <u>IDA-PSU:</u> Rs. 20,600 - 46,500 (2nd PRC) Rs. 50,000 - 1,60,000 (3rd PRC) <u>CDA/Govt:</u> <u>7th CPC Pay matrix:</u> Pay level 9</p> <p><u>(ii) Candidates from Private Sector:</u> The candidate should be working in organizations of repute and drawing present CTC of Rs.14 lakhs per annum.</p>

S No.	Name of the post (Grade)	Pay Scale (IDA)	Max. Age As on 15 Jan 2024	Reservation & No. of posts	Qualification	Professional experience as on 15 Jan 2024
P4	Manager (E3) (IT & ERP)	Rs. 60,000-1,80,000/- (E3) CTC is shown in the table below	40 Years	02 posts (02-UR)	<p><u>Essential:</u></p> <p>Full-time Engineering graduate in CSE, IT, ECE OR Masters in Computer application with not less than 60% marks in qualifying examination from a recognized university / AICTE approved deemed university/ institution</p>	<p><u>Essential:</u></p> <p>Candidate should have minimum 09 years' post-qualification experience in one/more of the following:</p> <p>(a) Maintenance and management of IT Servers including Cyber Security</p> <p>(b) Upkeep & Maintenance of LAN Network (Intranet & Internet) and other IT Infrastructure</p> <p>(c) Design, updation and modification to company web-sites and Operating System Administration.</p> <p>(d) Functional & Technical knowledge and working experience in BASIS/Security/SAP portal/ABAP development and knowledge of SAP Fiori.</p> <p><u>(b) Candidates from Govt. / PSUs:</u></p> <p>Candidate should have minimum 3 years' experience in immediate lower grade of</p> <p><u>IDA-PSU:</u> Rs. 20,600 - 46,500 (2nd PRC) Rs. 50,000 - 1,60,000 (3rd PRC)</p> <p><u>CDA/Govt:</u> <u>7th CPC Pay matrix:</u> Pay level 9</p> <p><u>(ii) Candidates from Private Sector:</u></p> <p>The candidate should be working in organizations of repute with minimum annual turnover of Rs. 100 Cr and drawing present CTC of Rs.14 lakhs per annum</p>

S No.	Name of the post (Grade)	Pay Scale (IDA)	Max. Age As on 15 Jan 2024	Reservation & No. of posts	Qualification	Professional experience as on 15 Jan 2024
P5	Deputy Manager (E2) (Finance)	Rs. 50,000-1,60,000/- (E2) CTC is shown in the table below	35 Years	03 posts (01-UR; 1-OBC; 1-SC)	<u>Essential:</u> Graduate with Qualified/Passed Final Examination from ICAI/ICWAI.	<u>Essential:</u> (a) Experience (a) Minimum 05 years post basic qualification experience one/more of the following in Govt Organisation/PSU/Private Organisation of Repute. (a) Financial & Cost Accounting (b) Financial Management/ Funds Management (c) Budgeting, Treasury Management and Financial Statements. (d) Financial/Cost Auditing (e) Finance management/cost control (b) Lower Grade Experience: (i) Candidates from Govt. / PSUs: Should have minimum 3 years' experience in immediate lower grade of IDA-PSU - Rs. 16,400-40,500 (2 nd PRC); Rs. 40,000 – 1,40,000 (3 rd PRC); <u>CDA/Govt.:</u> 7th CPC Pay matrix: Pay level 7 (c) Candidates from Private Sector: Candidates from Private Sector should have last CTC of not less than 11 Lakhs Per Annum. Desirable Skills: (i) Working knowledge on MS Office & Accounting Softwares. (ii) Working knowledge on FI/CO/MM Modules of SAP/ERP. (iii) Candidate should also be familiar with Govt. rules and regulations as applicable to Central Public Sector Enterprises.

2. On Fixed Term Contract (FTC) Basis:

S No.	Name of the post (Grade)	Monthly Consolidated Pay	Max. Age As on 05 Jan 2024	Reservation & No. of posts	Qualification	Professional experience as on 05 Jan 2024
F1	<p>Chief Project Superintendent (Technical)</p> <p>(E7 Equivalent)</p> <p>On fixed term contract basis for a period of 03 years extendable by one-year subject to satisfactory performance/requirement or 60 years of age whichever is early</p>	<p>₹ 1,76,800 /- (Per Month) (Negotiable)</p> <p>Yearly increase Rs. 4000/-</p> <p>For other benefits- refer the detailed advertisement</p>	57 Yrs.	02 Posts (02-UR)	<p>Essential:</p> <p>Full time Engineering Graduate with not less than 60% marks in Mechanical/ Electronics/Electrical/ disciplines from any recognised University or deemed university/Institute recognised by AICTE.</p> <p>Desirable:</p> <p>Post-graduation in relevant discipline</p> <p>MBA</p>	<p>Essential:</p> <p>Experience:</p> <p>(a) The Candidate should have minimum 20 years of post-essential qualification experience in Operations/ Construction/ Repairs/ Maintenance/ Trials of Naval Ships/ Submarines in Govt. Organisation/ PSUs/ Private shipyards of Repute.</p> <p>(b) Cmde in Indian Navy or Equivalent.</p> <p>(c) E6 or above from PSU or AGM above from private shipyards.</p>

S No.	Name of the post (Grade)	Monthly Consolidated Pay	Max. Age As on 05 Jan 2024	Reservation & No. of posts	Qualification	Professional experience as on 05 Jan 2024
F2	<p>Project Superintendent (Technical)</p> <p>(E6 Equivalent) On fixed term contract basis for a period of 03 years extendable by one-year subject to satisfactory performance/requirement or 60 years of age whichever is early</p>	<p>₹ 1,59,120 /- (Per Month) (Negotiable)</p> <p>For other benefits- refer the detailed advertisement</p>	57 Yrs.	<p>02 Posts</p> <p>(01-UR; 01-EWS)</p>	<p>Essential:</p> <p>Full time Engineering Graduate with not less than 60% marks in Mechanical/ Electronics/Electrical/Naval Architecture disciplines from any recognised University or deemed university/Institute recognised by AICTE.</p> <p>Desirable:</p> <p>Post-graduation in relevant discipline</p> <p>MBA</p>	<p>Essential:</p> <p>Experience:</p> <p>(a) The Candidate should have minimum 18 years of post-essential qualification experience in Operations/ Construction/ Repairs/ Maintenance/ Trials of Naval Ships/ Submarines in Govt. Organisation/ PSUs/ Private shipyards of Repute.</p> <p>(b) Capt. (Engineering / Electrical) in Indian Navy or Equivalent.</p> <p>(c) E5 or above from PSU or DGM above from private shipyards.</p>

S No.	Name of the post (Grade)	Monthly Consolidated Pay	Max. Age As on 05 Jan 2024	Reservation & No. of posts	Qualification	Professional experience as on 05 Jan 2024
F3	<p>Dy. Project Officer (IT & ERP)</p> <p>On fixed term contract basis for a period of 02 years extendable for one year subject to satisfactory performance/ requirement.</p>	<p>₹ 70,720/-PM</p> <p>For other benefits- refer the detailed advertisement</p>	35 Yrs	<p>05 posts</p> <p>(01-UR; 01-EWS; 02-OBC; 01-SC)</p>	<p><u>Essential:</u></p> <p>Full-time Engineering graduate in CSE, IT, ECE OR Masters in Computer application with not less than 60% (55% for SC) marks in qualifying examination from a recognized university / AICTE approved deemed university/ institution</p>	<p><u>Essential:</u></p> <p>Candidate should have minimum 02 years' post-qualification experience in one/more of the following:</p> <p>(a) Maintenance and management of IT Servers including Cyber Security</p> <p>(b) Upkeep & Maintenance of LAN Network (Intranet & Internet) and other IT Infrastructure</p> <p>(c) Design, updation and modification to company web-sites and Operating System Administration.</p> <p>(d) Functional & Technical knowledge and working experience in SAP portal / SAP BASIS / ABAP developer / knowledge of SAP Fiori.</p>

S No.	Name of the post (Grade)	Monthly Consolidated Pay	Max. Age As on 05 Jan 2024	Reservation & No. of posts	Qualification	Professional experience as on 05 Jan 2024
F4	Dy. Project Officer (Plant Maintenance) On fixed term contract basis for a period of 02 years extendable for one year subject to satisfactory performance/requirement.	₹ 70,720/- PM For other benefits- refer the detailed advertisement	35 Yrs.	04 posts (02-UR; 01-OBC; 01-ST)	<u>Essential:</u> Full-time Engineering degree from a recognized University in Mechanical/Electrical Engineering with not less than 60% marks (55% for ST candidates) in qualifying examination from a recognized university / AICTE approved deemed university/institution	<u>Essential:</u> a) Minimum 02 years' post qualification experience in Operation/ Maintenance/ Repairs of Plant/Manufacturing unit/Shipyard and Experienced in activities of yard utilities operations, monitoring and repairs and maintenance of Mobile equipment, cranes, Plants & Machines at the yard. b) Candidate should be conversant with preparation of technical specifications, scope of work, cost estimate required for outsourcing of maintenance related work.

S No.	Name of the post (Grade)	Monthly Consolidated Pay	Max. Age As on 05 Jan 2024	Reservation & No. of posts	Qualification	Professional experience as on 05 Jan 2024
F5	<p>Dy. Project Officer (Civil)</p> <p>On fixed term contract basis for a period of 02 years extendable for one year subject to satisfactory performance/requirement.</p>	<p>₹ 70,720/- PM</p> <p>For other benefits- refer the detailed advertisement</p>	35 Yrs	<p>05 Posts</p> <p>(01-UR; 01-EWS; 01-OBC; 01-SC; 01-ST)</p>	<p><u>Essential:</u></p> <p>Full-time Engineering graduate in Civil Engg discipline with not less than 60% marks (55% for SC/ST candidates) from a recognized university or deemed university/institution registered with AICTE</p> <p><u>Desirable:</u></p> <p>Masters in relevant field</p>	<p><u>Essential:</u></p> <p>Minimum 02 years of post-qualification experience in one/more of the following: -</p> <p>(a) Design & Material Estimate for RCC Structure/ Marine RCC structure/Building construction RCC.</p> <p>(b) Execution/Supervision of construction of Marine Structure, Buildings, Civil structures, Bridges and Culverts etc.</p> <p>(c) Assessment of structural integrity/ residual life of old RCC/Load Bearing structure and their refurbishment using modern repairs/refurbish techniques</p> <p>(d) Preparation of Scope of Work, Tender Document, Technical Evaluation of Tenders, Project Planning & contract management for construction and refurbishment of marine structure, residential and factory buildings.</p> <p><u>Desired skills:</u></p> <p>Working knowledge of AutoCAD & MS Project</p>

S No.	Name of the post (Grade)	Monthly Consolidated Pay	Max. Age As on 05 Jan 2024	Reservation & No. of posts	Qualification	Professional experience as on 05 Jan 2024
F6	Dy. Project Officer (Technical) On fixed term contract basis for a period of 02 years extendable by one year subject to satisfactory performance/requirement.	₹ 70,720/- PM For other benefits- refer the detailed advertisement	45 Yrs	23 posts (11-UR; 03-EWS; 02-OBC; 04-SC; 03-ST)	Essential: Full time Graduate /Diploma with not less than 55% marks in Mechanical/Electricals/Communication/Controls/Shipwright & Equivalent from recognised university/ deemed university/ Institute recognised by AICTE.	Essential: (a) Experience: Minimum 02 Years post qualification experience for graduate engineers (OR) minimum of 5 years work experience for Diploma Engineers in one of the following: - (i) Operation/ Repairs/ Refits/ Maintenance/Trials / Inspection of Naval Ships /Submarine (ii) Steel works like Fabrication, Erection Welding on naval ships/submarine. (iii) Installation & Integrations of equipment/systems and overseeing/quality assurance during construction of Naval Ships/ Submarines (iv) Setting to Work, Functional Trials, Harbour Trials of engineering/electrical equipment/systems for Naval Ships/Submarine. (v) Retired ex-servicemen of Indian Navy (ERA-3/equivalent & above) of ERA/EAP/EAR/SWA/MECH cadre.

S No.	Name of the post (Grade)	Monthly Consolidated Pay	Max. Age As on 05 Jan 2024	Reservation & No. of posts	Qualification	Professional experience as on 05 Jan 2024
F7	<p>Dy. Project Officer (HR/ Training/ Administration)</p> <p>On fixed term contract basis for a period of 02 years extendable for one year subject to satisfactory performance/requirement.</p>	<p>₹ 70,720/- PM</p> <p>For other benefits- refer the detailed advertisement</p>	35 Yrs	<p>05 Posts</p> <p>(02-UR; 03-OBC)</p>	<p><u>Essential:</u></p> <p>1) Full time Graduate in any discipline with not less than 60% marks from any recognised University or Institute recognised by UGC.</p> <p>AND</p> <p>2) Full time Post graduate degree / diploma in Management with specialization in HR/ Personnel Management/Law from any recognised University or Institute registered with UGC.</p>	<p><u>Essential:</u></p> <p><u>(a) Experience:</u></p> <p>Should have at least 2 years of post-qualification experience in various aspects of HR / Personnel Management / Industrial Relations/ Training & Development/ Administration & Legal Matters in Government Organisation/Public Sector Undertakings or in large and reputed Private Companies.</p> <p><u>Desirable Skills:</u></p> <p>Working Knowledge in Computers.</p> <p>Working knowledge of Telugu</p>

S No.	Name of the post (Grade)	Monthly Consolidated Pay	Max. Age As on 05 Jan 2024	Reservation & No. of posts	Qualification	Professional experience as on 05 Jan 2024
F8	Dy. Project Officer (Legal) On fixed term contract basis for a period of 02 years extendable for one year subject to satisfactory performance/requirement.	₹ 70,720/- PM For other benefits- refer the detailed advertisement	40 Yrs	02 posts (01-EWS; 01-OBC)	<u>Essential:</u> Degree in Law (BL / LLB 3 Years or 5 Years) with 50% marks / LLM from a recognised University.	<u>Essential Experience:</u> The candidate should have at least 03 years of practice experience in Civil side as an advocate in the District / High Courts. <u>Desirable:</u> Working Knowledge in Computers.

S No.	Name of the post (Grade)	Monthly Consolidated Pay	Max. Age As on 05 Jan 2024	Reservation & No. of posts	Qualification	Professional experience as on 05 Jan 2024
F9	<p>Dy. Project Officer (Delhi Office)</p> <p>On fixed term contract basis for a period of 02 years extendable for one year subject to satisfactory performance/requirement.</p>	<p>₹ 70,720/- PM</p> <p>For other benefits- refer the detailed advertisement</p>	40 Yrs	01 Post (UR)	Graduate degree in any discipline.	<p><u>Essential:</u></p> <p>(i) Good computer knowledge. (ii) Candidates should have 5 yrs. working experience in liaising with Government Agencies and reputed organisations (iii) Working experience of liaising duties with MOD and Indian Navy will be preferred. (iv) Should be resident of Delhi/ NCR with local mobility.</p> <p><u>Desirable:</u></p> <p>Retired services of Indian Navy.</p>

S No.	Name of the post (Grade)	Monthly Consolidated Pay	Max. Age As on 05 Jan 2024	Reservati on & No. of posts	Qualification	Professional experience as on 05 Jan 2024
F10	Dy. Project Officer (Submarine) On fixed term contract basis for a period of 02 years extendable for one year subject to satisfactory performance/ requirement.	₹ 70,720/- PM For other benefits, refer the detailed advertisement.	35 Yrs	10 posts (04-UR; 01-EWS; 02-OBC; 01-SC; 02-ST)	Engineering degree / Diploma in Mechanical/ Electrical/ Electronics & Equivalent	<u>Essential:</u> Minimum 05 years' post qualification experience in Operation/ Maintenance/ Construction/ Repair of Naval Submarines. <u>Desirable:</u> ERA / MECH/ELP (Ex Indian Navy) of ERA-3/ Equivalent and above would be preferred.

S No.	Name of the post (Grade)	Monthly Consolidated Pay	Max. Age As on 05 Jan 2024	Reservation & No. of posts	Qualification	Professional experience as on 05 Jan 2024
F11	Dy. Project Officer (Safety) On fixed term contract basis for a period of 02 years extendable for one year subject to satisfactory performance/ requirement.	₹ 70,720/- PM For other benefits, refer the detailed advertisement.	35 Yrs	02 Posts (01-UR; 01-OBC)	Essential: Full-time degree in any branch of Engineering and Diploma in Industrial Safety with not less than 60% marks from a recognized university / AICTE approved institution	Essential: (a) Candidates should have minimum 02 years full-time post qualification experience on training, education, consultancy, or research in the field of accident prevention in industry or in any institution. (b) Working Experience as Safety Officer in Govt/Public Sector Undertakings or in any reputed Private Company.

S No.	Name of the post (Grade)	Monthly Consolidated Pay	Max. Age As on 05 Jan 2024	Reservation & No. of posts	Qualification	Professional experience as on 05 Jan 2024
F12	<p>Dy. Project Officer (Security & Fire Services)</p> <p>On fixed term contract basis for a period of 02 years extendable for one year subject to satisfactory performance/ requirement.</p>	<p>₹ 70,720/- PM</p> <p>For other benefits, refer the detailed advertisement.</p>	35 Yrs	01 Post (UR)	<p><u>Essential:</u></p> <p>(a) Full-time Graduate/ in any discipline from a recognized University with an aggregate of not less than 50% of marks in the qualifying examination.</p> <p>(b) Ex-servicemen of Chief Petty Officer/equivalent & above of provost/ MP branches and having long NBCD/Fire Fighting/ Fire Safety diploma would also be considered.</p> <p><u>Desirable:</u></p> <p>Diploma or Course in 'Security/Fire'.</p>	<p><u>Essential:</u></p> <p><u>(a) Experience:</u></p> <p>(a) Should have at least 05 years of post-qualification experience in Security/Fire or Accident prevention / Safety in a large organisation / Armed Forces</p>

S No.	Name of the post (Grade)	Monthly Consolidated Pay	Max. Age As on 05 Jan 2024	Reservation & No. of posts	Qualification	Professional experience as on 05 Jan 2024
F13	Medical Officer On fixed term contract basis for 02 years extendable up to one-year subject to requirement and satisfactory performance.	₹ 78,720/- PM [Consolidated all-inclusive with Non Practicing Allowance (NPA)] For other benefits-refer the detailed advertisement.	50 Yrs	05 posts (01-EWS; 01-OBC; 02-SC; 01-ST)	Essential: MBBS Degree and registered with Indian Medical Council. Desirable: PG Degree/Diploma in any medical discipline	Essential: Candidates should have minimum 02 years post qualification experience in Medical Department / Hospitals.

S No.	Name of the post (Grade)	Monthly Consolidated Pay	Max. Age As on 05 Jan 2024	Reservation & No. of posts	Qualification	Professional experience as on 05 Jan 2024
F14	Assistant Project Officer (Design) On fixed term contract basis for a period of 02 years extendable for one-year subject to satisfactory performance/requirement.	₹ 53,040 /- PM For other benefits - refer the detailed advertisement	40 Yrs	06 posts (02-UR; 02-OBC; 01-SC; 01-ST)	Essential: Full time Diploma/ Full time Engineering Graduate with not less than 50% marks in Mechanical/ Electrical/ Civil/ Naval Architecture/ Ship Building /Ocean Engineering/ Marine Engineering disciplines from any recognised University or Institute registered with AICTE.	Essential: (i) Should have post-qualification experience of at least 03 years (for Diploma)/ at least one year (for Engineering Graduate) in drafting in any reputed Ship Design/ Ship Building organisation. (ii) Experience in modelling & drafting in Aveva Marine/ NUPAS CADMATIC/ Ship Constructor or equivalent ship design software. (iii) Should have prepared drawings in AUTOCAD software for ship design & construction / Marine Structures.

3. Consultants on Fixed Term Contract & Part Time basis:

S No.	Name of the post (Grade)	Remuneration	Max. Age As on 24 Dec 2023	Discipline & Qualification	Professional experience as on 24 Dec 2023
C1	<p>Senior Advisor (Submarine Project Management) 01 Post</p> <p>On fixed term contract basis for 01 year & extendable up to 01 year + 01 year subject to satisfactory performance/ Requirement.</p>	<p>Rs. 1,50,000/- PM (Consolidated pay and local conveyance) for pick up and drop</p> <p>Plus Rs. 4000/- on completion of every year.</p> <p>TA/DA will be paid on par with equivalent HSL officers for outstation travel.</p>	62 years	<p><u>Essential:</u></p> <p>Fulltime Engineering Graduate degree in Mechanical/ Electrical/ Electronics/ Engineering with not less than 60% marks from any recognised university or Institute registered with AICTE.</p> <p><u>Desirable:</u></p> <p>Post-Graduation degree.</p> <p>Submarine Qualification Certificate (Dolphin).</p> <p>RAdm/ Equivalent of Navy</p>	<p><u>Essential:</u></p> <p>(i) Post qualification experience of 20 years' in Operation, Maintenance, Construction of Submarine, Executing & Monitoring - Refits of EKM Submarine.</p> <p>(ii) Should have knowledge on participating in costing/Negotiation of submarine refit/ construction outsourcing with Indian Navy/OEMs (Indian/Foreign)/Vendors/Russians.</p> <p>(iii) To be available at site (Visakhapatnam) a min of 10 days per month.</p> <p>(iv) To be available off site on through email/VC on balance days for advice.</p> <p><u>Desired skills:</u></p> <p>Experience of overseeing EKM submarines in Russia.</p> <p>Soft Skills – Project Planning & Coordination.</p>

S No.	Name of the post (Grade)	Remuneration	Max. Age As on 24 Dec 2023	Discipline & Qualification	Professional experience as on 24 Dec 2023
C2	<p>Senior Consultant (SAP/ERP) - 01 Post</p> <p>On fixed term contract basis for 01 year & extendable up to 01 year + 01 year subject to satisfactory performance/ Requirement.</p>	<p>Rs. 1,25,000/- (Consolidated pay) + 3300/- On completion of every year + Travel expenses by air, to & from Visakhapatnam once a month and accommodation by HSL.</p>	58 years	<p><u>Essential:</u></p> <p>BE/B.Tech. in any discipline/ M Sc (IT/CS)/ MCA with not less than 60% marks from a recognized university / preferably from Tier-1 institution / IIT/NIT.</p> <p>SAP Certification in S4 HANAA / BASIS/ ABAP and any relevant area</p> <p><u>Desirable:</u></p> <p>MBA from reputed institution preferably IIM / equivalent with 60% marks / equivalent GPA.</p>	<p><u>Essential:</u></p> <p>i) Candidate should have minimum 15 years post-qualification experience in SAP ERP/computer science various flavour like ECC and HANA and S/4 HANA etc.</p> <p>ii) Experience in similar role for at least 5 years.</p> <p>iii) Must have completed at least one end-to-end SAP implementation.</p> <p>iv) Integration knowledge with frequently used modules like FI-CO, MM, SD, PP and QM</p> <p>v) Operation & maintenance of ERP.</p> <p>vi) To be available at site for minimum 14 days per month Remaining period consultancy through email / VC as and when required.</p>

S No.	Name of the post (Grade)	Remuneration	Max. Age As on 24 Dec 2023	Discipline & Qualification	Professional experience as on 24 Dec 2023
C3	<p>Senior Consultant (Engineering) - 02 Posts</p> <p>On fixed term contract basis for 01 year & extendable up to 01 year + 01 year subject to satisfactory performance/ Requirement.</p>	<p>Rs 1,25,000/- per month + 3300/year</p> <p>To be available at HSL for a minimum of 18 working days in a month and balance offsite through VC/email where feasible</p>	<p>Maximum age limit is 62 years</p>	<p><u>Essential:</u></p> <p>Full time Engineering Graduate with not less than 60% marks in Mechanical/ Electronics/Electrical/ Disciplines from any recognised University or deemed university/Institute recognised by AICTE.</p>	<p><u>Essential:</u></p> <p>(a) Experience:</p> <p>(i) The Candidate should have minimum 25 years of post-essential qualification experience in Construction/Repairs/ Maintenance of Ships/ in Govt. Organisation/ PSUs/ Private Shipyards of Repute.</p> <p>(ii) Experience of Bidding & Winning tenders of ship repair/Construction.</p> <p>(iii) Experience of outsourcing/ procurement.</p> <p>(iv) Experience of Constructing & Delivering of Ships.</p>

S No.	Name of the post (Grade)	Remuneration	Max. Age As on 24 Dec 2023	Discipline & Qualification	Professional experience as on 24 Dec 2023
C4	<p>Senior Consultant (Vendor & Business Development - Mumbai) - 01 Post</p> <p>On fixed term contract basis for 01 year & extendable up to 01 year + 01 year subject to satisfactory performance/ requirement & not exceeding 65 yrs of age).</p>	<p>Rs 1,25,000/- per month</p> <p>Yearly increase of Rs. 3000 + TA/DA on local travel or outstation travel will be paid on par with equivalent to HSL officers (E7 Grade).</p> <p>Accommodation provided by HSL during the stay in Visakhapatnam.</p> <p>To be available at Mumbai / Visakhapatnam Office for a minimum of 18 working days in a month and balance through VC/email</p>	<p>Maximum age limit is 62 years</p>	<p>(i) B. Tech (Mechanical Engg)</p> <p>(ii) MBA or equivalent</p>	<p><u>Essential</u></p> <p>(i) Should have at least 25 years of experience (after graduation) in relevant area out of which at least 4 years in management level dealing with Shipbuilding projects in the maritime agencies or Govt. of India.</p> <p>(ii) Experience in project management, preferably shipbuilding/ RFP/Contract Management/Exports.</p> <p><u>Desirable</u></p> <p>Experience in implementing, business strategies, corporate evaluation & development in an industrial establishment, ability to provide insights on new technology, new products, and improvements in corporate, business, Vendor and Indigenization.</p>

S No.	Name of the post (Grade)	Remuneration	Max. Age As on 24 Dec 2023	Discipline & Qualification	Professional experience as on 24 Dec 2023
C5	<p>Senior Consultant (Indigenization & Business Development) – Visakhapatnam</p> <p>01 Post</p> <p>On fixed term contract basis for 01 year & extendable up to 01 year + 01 year subject to satisfactory performance/ Requirement.</p>	<p>Rs 1,25,000/- per month + 3000/year</p> <p>To be available at HSL for a minimum of 18 working days in a month and balance offsite through VC/email where feasible</p>	<p>Maximum age limit is 62 years</p>	<p>Essential: Full time BE/ B.Tech with not less than 60% marks in Mechanical/ Ship Building/ Naval Architecture from a recognized University / AICTE approved institution.</p> <p>Desirable: (a) Candidates holding Post-Graduation in Technology will be given additional weightage (b) Any specialised course/ Certificate in IPR (c) Any certified course attended/ qualified in Indigenisation/ innovative solutions</p>	<p>Essential Experience: The candidate should have 20 years of post-qualification experience in Defence (Navy/marine field) / Government organisations / Defence Public Sector Undertakings, which should include:- (i) Experience in management level dealing with indigenisation and indigenous solutions in ship building & repairs and infrastructure development. (ii) 05 years in an organisation which is directly involved in Indigenisation / indigenous solutions dealing with vendor development/ assessment of warships/ submarine equipment by Understanding of Naval Standards and specifications. (iii) Screening of technical specifications for ship borne equipment and systems for accuracy with respect to cost benefit, given QRs and amenability for indigenous production to the extant feasible. (iv) Identification and introduction of indigenous equipment and solutions. (v) Awareness and application of various standards for warship borne equipment and systems. (vi) Remaining period consultancy through email / VC as and when required</p>

S No.	Name of the post (Grade)	Remuneration	Max. Age As on 24 Dec 2023	Discipline & Qualification	Professional experience as on 24 Dec 2023
C6	<p>Senior Consultant (Technical) – Delhi Office 01 Post</p> <p>On fixed term contract basis for 01 year & extendable up to 01 year + 01 year subject to satisfactory performance/ Requirement.</p>	<p>Rs 1,25,000/- per month + 3300/year</p> <p>To be available at site for a minimum of 18 days in a month and balance Off site through email/VC (Place of Residence of Consultant).</p>	Maximum age limit is 58 years	<p><u>Essential:</u></p> <p>Engineering Graduate degree in Mechanical Engineering with not less than 60% marks from any recognised university or Institute registered with AICTE.</p>	<p><u>Essential:</u></p> <p>(i) The candidate should have minimum 20 years Post Qualification experience in Naval ship building/Ship repair /operation/ maintenance.</p> <p>(ii) Captain/ Commander(Technical) Equivalent from Delhi /NCR region will be given preference</p>

S No.	Name of the post (Grade)	Remuneration	Max. Age As on 24 Dec 2023	Discipline & Qualification	Professional experience as on 24 Dec 2023
C7	<p>Consultant (Legal) - 01 Post</p> <p>On fixed term contract basis for 01 year & extendable up to 01 year + 01 year subject to satisfactory performance/ Requirement.</p>	<p>Rs 1,25,000/- per month</p> <p>+ 3000/- on completion of every year</p> <p>If outstation, then Travel expenses by air, to & from Visakhapatnam once a month and accommodation by HSL.</p> <p>To be available at HSL for a min of 18 working days in a month and balance offsite through VC/email</p>	<p>Maximum age limit is 65 years</p>	<p><u>Essential:</u></p> <p>Graduate with LLB or Degree in Law (5 years integrated course) with not less than 50% marks from a recognized university / deemed university.</p>	<p><u>Essential Experience:</u></p> <p>The candidate should have at least 15 years of post-qualification experience as follows:</p> <p>(a) Registration in Bar Council with experience as lawyer in Civil Courts / High Courts/tribunals of Andhra Pradesh</p> <p>(b) Should be resident of Visakhapatnam.</p> <p><u>Desirable:</u></p> <p>Working knowledge of Telugu</p>

TERMS AND CONDITIONS

A. Scale of Pay & Benefits:

For Permanent:

(i) In addition to Basic Pay, the regular officers shall be entitled for payment of Industrial DA, HRA and Allowances of 27% on Basic Pay (under cafeteria approach, subject to review by Govt), Contributory Provident Fund, Gratuity, Reimbursement of Medical expenses for In-Patient treatment, Leave Encashment, Subsidized Lunch etc. as admissible as per the company policies/government regulations.

(ii) Table below indicates the CTC at the minimum of scale as on date:

Grade	Pay scale	Annual CTC (approx.)
E3	Rs. 60,000-1,80,000/-	Rs. 17.39 lakhs per annum
E2	Rs. 50,000-1,60,000/-	Rs. 14.55 lakhs per annum

For Fixed Term Contract:

(i) In addition to the consolidated pay, they are also entitled for other benefits like Contributory Provident Fund Scheme (in case of less than 60 years of age) and Subsidized Lunch facility etc. as admissible.

(ii) TA / DA / conveyance for travel outside Visakhapatnam for official travel as deputed by HSL Management will be paid as per rates as applicable to HSL officers of equivalent scale.

(iii) Applicable leave benefit as per policy.

(iv) The CTC (Approx.) during the contract period are as shown under:

SI	FTC Officer Designation	Monthly Consolidated Pay	CTC Per Month (Approx.)
1	Chief Project Superintendent	₹ 1,76,800 (Negotiable)	₹ 1.96 Lakh
2	Project Superintendent	₹ 1,59,120 (Negotiable)	₹ 1.77 Lakh
3	Project Officer	₹ 88,400	₹ 1 Lakh
4	Deputy Project Officer	₹ 70,720	₹ 80 K
5	Assistant Project Officer	₹ 53,040	₹ 60 K

B. Relaxations:

- (i) Internal candidates (only permanent employees) 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) Age will be relaxed for SC/ST/OBC/PWD categories as per Government rules.
- (iii) 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.

C. Reservation:

- (i) Candidates from reserved categories fulfilling eligibility criteria may also apply for the posts earmarked for UR as per Government Rules.
- (ii) 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 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 layer) certificate by the competent authority issued not later than 01.04.2022. Similarly, the candidates under Economically Weaker Section (EWS) category will have to submit the "Income & Asset" certificate issued by the competent authority not later than 01.04.2023.
- (iii) 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.

D. Application fee: Application Fee is Rs.300/-. No Registration fee for SC/ST/PH and Internal 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 through online and the receipt of the online payment is to be saved for future reference.**

E. Eligibility criteria for candidates from Government/ PSU/ Private sector:

- (i) Candidates from Private Sector Companies will be considered subject to fulfilment of criteria of their present CTC as indicated against relevant serial of detailed advertisement. Candidates are required to furnish the proof for the same along with the application. **[only for permanent posts]**
- (ii) Candidates presently working in Government should submit "**No Objection Certificate**" from the present Organisation at the time of interview. Without "**No Objection Certificate**", the candidate may not be called for the interview. **[only for permanent posts]**
- (iii) Without submission of CTC certificate and annual turnover proof of the present working company, application of the candidate could be summarily rejected. Training period of the candidate in any organisation as Apprenticeship/ Internship shall not be counted as work experience. While calculating post qualification experience **[for all posts]**

F. Method of Selection:

(i) Candidates meeting the essential qualification and experience criteria and minimum grade service/ CTC criteria shall be shortlisted for interviewed either online on 'VC Mode' or by physical mode at Hindustan Shipyard Limited. The candidates called for physical interview shall be reimbursed "to & from" 2nd AC train fare' for post number 1, 2, 3, 4 and 5. Candidates at their choice may perform journey by air however, reimbursement shall be limited to 'to & from train fare' by shortest route. The selection process may include group discussion, preliminary screening interview and final selection interview. Decision of selection committee shall be final and no representation, whatsoever it may be, shall be entertained. **No travel fare shall be paid to FTC and Consultants posts.**

(ii) In case, large number of applications are received against the aforementioned advertisement, candidates will be shortlisted in ratio not exceeding 06 times of published vacancies. Candidates may be shortlisted based on the Percentage of Marks secured by them in essential qualifying examination.

(iii) Decision of management in shortlisting of the candidates shall be final.

(iv) **Percentage of marks should be calculated in the following way:**

(a) Aggregate percentage of marks SHALL NOT BE rounded off (for example 64.99% not to be rounded off as 65%)

(b) In case of CGPA/OGPA/Grade is awarded by university, the equivalent percentage shall be derived based on the formula provided by the University for converting the grade to Percentage by the candidate. If no formula is prescribed by the University, the equivalence in percentage of marks will be established by multiplying the CGPA/OGPA/ Grade by a factor of 10 subject to the condition that the candidate has to submit documentary proof along with application that the University does not have any formula for conversion of CGPA/OGPA/Grade to percentage

(v) The Management reserves the right to raise the minimum eligibility standards, change the selection criteria, and cancel the recruitment process without assigning any reasons.

G. Other terms & conditions:

(i) All vacancies are for Visakhapatnam except where mentioned. However, officers selected could be transferred to any other station for project upto 2 Yrs in one stretch. Also officers would be required to undertaken outstation duties to Delhi/ Yards/Vendor Premises as and when required.

(ii) The Contract may be terminated by either party by giving **one month** notice in writing or in lieu by payment of **one month** notice pay **[for FTC posts] & [for Consultants]**

(iii) HSL may cancel a post/advertisement prior interview and inform the same on HSL website.

(iv) Candidate not qualified/shortlisted/selected will not be provided any reason for the same.

H. **General Instructions:**

i. **Grouping of Disciplines:**

GROUPING OF DISCIPLINES IN ENGINEERING	
Discipline	Grouping of Branches of Engineering
Mechanical	Mechanical / Mechanical & Industrial Engineering / Mechanical & Production Engineering / Production Engineering / Production/ Marine Engineering/ Metallurgy.
Electronics	Electronics / Electronics & Communications / Applied Electronics/ Instrumentation.
Electrical	Electrical / Electrical & Electronics / Electrical & Instrumentation.
Computer / IT	Computer / Information Technology / Computer Technology.
Civil	Civil / Civil & Structural / Structural.

- ii. Indian Nationals only need to apply.
- iii. Applications sent other than the prescribed method stand rejected.
- iv. During the online application submission process, ensure that candidates should **upload the mandatory attachments, which include self-attested copies of your Degree/PG Marks lists, Provisional Certificate, Proof of Date of Birth, Caste/PH Certificate, Experience certificates, the most recent salary certificate and Annexure-I** into the application form.
- v. **Only candidates meeting essential qualification and experience will be shortlisted/ qualified for the selection process.**
- vi. **Disclosure of insufficient information shall not be considered and shall be treated as “REJECTED” and no communication will be made for the same.**
- vii. 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.
- viii. 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.

- ix. 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 as proof of experience. For past employment, experience certificate indicating the date of joining as well as relieving should be submitted. The candidates should submit all certificates 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.
- x. 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.
- xi. The Management reserves the right to create and operate a panel of shortlisted candidates.
- xii. The Qualifying Requirement /Experience & Age limit shall be reckoned as on the last date for online submission of application before the final dates shown above.
- xiii. 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.
- xiv. The Management reserves the right to Increase or decrease the number of posts or consider for lower posts/grades to meet the organizational requirement.
- xv. **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.**
- xvi. All correspondence with candidates shall be done through e-mail only. All information regarding Interview Call Letter etc. shall be provided through e-mail uploaded at the time of application/uploading on HSL website. Responsibility of receiving, downloading and printing of Interview Call Letter or any other information shall be of the candidate only. HSL will not be responsible for any loss of e-mail sent, due to invalid/wrong e-mail ID provided by the candidate or delivery of e-mails to Spam/Bulk mail folder for delay/non-receipt of information if a candidate fails to access his/her mail/website in time or DND activated mobile no. etc.
- xvii. In case of difficulty in registration or for any clarification, candidates may contact recruitment@hslvizag.in electronically.

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

1. The Application should be submitted ONLINE via <http://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 are requested NOT to be idle for more than 5 minutes to avoid the expiry of web page while filling the online application.
5. Candidate should be ready with all the bio-data before filling the application.
6. Click on “Careers” under “Human Resources” visit “Current Openings” link to view the openings available.
7. Please read the advertisement notice carefully, candidates are advised to self-check their eligibility against the recruitment posts.
8. Click on the respective link under “Apply Now” to submit the application online.
9. Registration process contain 3 stages 1) Personal details 2) Educational details and 3) Payment details
- 10. Upload the Essential/ Mandatory Self-Attested Documents in online application portal while registration.**
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 the email does not reach inbox.
17. Take a print-out (Hard copy) of the filled Online Application for future reference.
18. Keep your DOB and Registration ID confidential.

EXPERIENCE DETAILS (Annexure - 1)

Please describe briefly here how your experience is relevant to the post applied for: -

Sl. No.	Name of the Organisation	Designation & Grade	Nature of Duties (Detailed)	No. of years	Salary/CTC