

ADVT NO.HR/ES-S/0102/01/2018 Dated 30 Jul 2018

HINDUSTAN SHIPYARD LTD, VISAKHAPATNAM 530 005
(A Government of India Undertaking)

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:

Sl No.	Name of the Post (Grade)	No. of Posts
I	Junior Security Inspector Gr. IV (SR03)	03 Posts

Important dates for present recruitment process are as indicated below:

Date of commencement of <u>ONLINE</u> Application	30 Jul 2018
Last date for submission of <u>ONLINE</u> applications (Once submitted editing is not allowed)	29 Aug 2018
Last date for submission of copy of the printed Online Applications, DD along with mandatory enclosures by Post / Courier.	14 Sep 2018

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

SELECTION CRITERIA

1. Junior Security Inspector Gr. IV (Post Code No. HR/ES-S/2018/001)

i)	No. of Posts:	<table border="1"><thead><tr><th>Total</th><th>OBC</th><th>UR</th></tr></thead><tbody><tr><td>03</td><td>1</td><td>02</td></tr></tbody></table>	Total	OBC	UR	03	1	02
Total	OBC	UR						
03	1	02						
ii)	Qualifications:	Should be a Graduate						
iii)	Experience	Minimum ten years' service in the defence forces and should have held atleast the Rank of N.C.O. or its equivalent before retirement. Should possess the prescribed physical standards.						
iv)	Upper Age Limit:	30 years as on 29 Aug 2018						
v)	Pay Scale	Rs. 7350-14400 (SR03) plus other admissible allowances.						

GENERAL INSTRUCTIONS:

- i) Indian Nationals only need to apply.
- ii) Age will be relaxed for SC/ST/OBC 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.
- iii) Applications must be in response to our advertisement
- iv) Application Fee is Rs.100/-.
- v) No Application fee for SC/ST & internal candidates.
- vi) Fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before applying.
- vii) Payment should be made only by way of **Demand Draft (DD)** drawn in favour of **M/s. Hindustan Shipyard Ltd., payable at Visakhapatnam**. Candidate should write his/her Name, and Registration Number generated at the time of online registration, Post applied with Post Code and Date of Birth on the back side of the DD.
- viii) Print-out of the filled Online Application, DD along with attested copies of Diploma / Degree, Provisional Certificate, Proof of Date of Birth, Caste Certificate, Experience certificates, NOC etc., and Annexure-I, must be forwarded through Postal/Courier Services superscribing the name of the post & post code applied for on the envelope and it should reach General Manager (HR), Hindustan Shipyard Ltd., Gandhigram (PO), Visakhapatnam on or before 14 Sep 2018.
- ix) The candidates applying should ensure that they fulfill all the eligibility conditions prescribed for the post. Their admission at all stages is purely provisional. Mere issue of Admit Card and fulfillment of all the eligibility conditions prescribed for the post will not imply that candidature has been accepted. Verification of Original Certificates will be done only at the time of selection. The candidature of a candidate shall be cancelled at any point of time if the candidate is found to be not meeting the advertised eligibility criteria.
- x) All original documents such as Qualification Certificates, proof of Date of Birth, Caste Certificate, Experience Certificates etc., will be checked at the time of selection. Non-production of original documents will debar the candidate.
- xi) Candidature of a candidate is liable to be rejected at any stage of the recruitment process or even after recruitment or joining, if any information provided by the candidate is found to be false or not in conformity with the eligible criteria mentioned in the advertisement and suitable legal action will be taken.

- xii) SC/ST candidates should possess latest valid Certificate in the prescribed format. Candidates from OBC-NCL category should possess certificate in the prescribed format and issued after 29 Jan 2018.
- xiii) The selection for the post of Junior Security Inspector Gr. IV is subject to Written Test and/or Physical Test. The eligible candidates will be issued the admit cards through their email and also the Candidates can download the Admit Cards from the website <http://www.hslvizag.in> under “Download Hall Tickets” option from Human Resource Menu only with respective application IDs and date of birth of the Individual.
- xiv) Written Test and/or Physical Test will be conducted at Vizag & Hyderabad. However, depending on response it may be changed.
- xv) It may be noted that ADMIT CARDS FOR WRITTEN TEST WILL NOT BE SENT BY POST.
- xvi) The Management reserves the right to create and operate a panel of shortlisted candidates.
- xvii) The Qualifying Requirement / Experience & Age limit shall be reckoned as on the last date of submission of online application i.e. 29 Aug 2018.
- xviii) Management reserves the right to relax qualifications/experience/age in exceptional cases of candidates, who fit all the requirements of a particular job.
- xix) The Management reserves the right to Increase or decrease the number of posts or consider for lower posts/grades to meet the organizational requirement.
- xx) The Management reserves the right to raise the minimum eligibility standards, change the selection criteria and cancel the recruitment process without assigning any reasons.
- xxi) Candidates presently working in Government/Public Sector Undertakings or Autonomous bodies should submit “No Objection Certificate” from the present Organization along with application form.
- xxii) Please visit website <http://www.hslvizag.in> regularly for latest updates. All notifications to the candidates will be displayed in the website <http://www.hslvizag.in>.

HOW TO APPLY

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

- (i) The Application should be submitted **ONLINE** via <http://www.hslvizag.in>.

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

GENERAL MANAGER (HR)

Experience Details

Annexure – I

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

S. No	Name of the Organization	Nature of Duties