

**HINDUSTAN SHIPYARD LIMITED : : VISAKHAPATNAM – 530 005**

**(A Government of India Undertaking)**

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**ADVT. NO. PD/E/0102/02/2014 dated 03 Sep 2014**

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

S.No.	Post	Basic Qualifications & Experience in Relevant Field /Category
I	<b>CARE TAKER</b> 1 (one) Post (UR) (Permanent)	<p><b><u>Qualification:</u></b> Should be a graduate with relevant training/ Specialization in Hotel Management/ Catering Technology.</p> <p><b><u>Experience:</u></b> Minimum 08 years of experience in the relevant field in a Guest House or a Canteen of repute</p> <p><b>Age:</b> 35 Years as on 01 Sep 2014. 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 03 years.</p> <p>The selected candidate will be initially appointed as Care Taker in the pay scale of Rs. 6970-13700 (SR2). Candidates from Ex-Servicemen in the relevant field will be given preference</p>
II	<b>RETAINERS –</b> One year Tenure Appointments on contract basis on consolidated salary as per Company Norms.	
i)	Ship Building 6 Posts (3 - OBC; 1-SC ; 1-ST; 1-PH)	Diploma / Degree or equivalent in Mechanical / Marine / Electrical/ Electronics/ Naval Architecture with minimum 10 yrs experience in the relevant field of Ship Building / Infrastructure Maintenance / Commercial & Estimation / Draughtsman ship
ii)	Submarine Repairs 8 Posts (4 - OBC; 1-Gen; 3 - ST)	Diploma / Degree or equivalent in Mechanical / Production / Electrical / Electronics Engineering with minimum 07 to 15 Years work experience in Naval Dockyard, Shipyard or in Submarine.
iii)	Security & Fire Service 6 Posts (2-UR; 2-SC; 2 – ST)	Diploma or Graduate or Equivalent with 10 years experience in Industrial / Defence Security and Fire Fighting
iv)	HR & Administration 4 Posts (2 – OBC; 2 – SC)	Graduates with Professional qualification in HR / Personnel Mgt or equivalent and minimum 10 yrs experience in the relevant field of HR & Administration related functions . In depth working knowledge of MS Office suite and ability to work extensively in Excel, Power point etc., preferred
v)	Civil Works 4 Posts (1 – OBC; 2 –ST & 1 – PH)	Civil Engineering Graduates or equivalent to work in Civil Engineering and Civil Works Quality Control. (Experience not essential)
vi)	Legal 2 Posts	Candidates should be BL or LLB with minimum 5 years experience as Civil side Advocate in Civil Courts and High Court of Andhra Pradesh

## **RETAINERS:**

- (a) Upper Age limit as on 01 Sep 2014 : 65 years
- (b) Preference will be given to –
  - (i) Ex-Service men with relevant experience and equivalent qualification  
and
  - (ii) EX-employees with dockyard / shipyard experience in the relevant Field
- (c) Candidates will be appointed as **Retainers for short-term assignments (tenure 6 months to maximum 1 year)** on consolidated all inclusive remuneration, ranging from Rs. 15,000/- to Rs. 35,000/- approx. which will be fixed higher or lower depending on qualifications and relevant experience.

## **GENERAL INSTRUCTIONS:**

- i) Application should be submitted strictly as per the prescribed format available on the HSL Website. Application form may be downloaded from HSL Website and filled in Application should be sent by Post /Courier **on or before 15 Sep 2014**. Click on this link to download the application format.
- ii) Applications must be in response to advertisement. Advertisement Reference No. Post applied for (RELEVANT FIELD / CATEGORY) must be clearly mentioned on the application form while submitting.
- iii) All supporting documents in support of qualification; age; experience must be submitted along with the application failing which candidature will be summarily rejected.
  - (a) Copy of Proof of age.
  - (b) SSC or equivalent certificate.
  - (c) Degree/Diploma Certificate, Marks Sheets
  - (d) Relevant experience certificates
  - (e) Proof of last salary drawn
  - (f) Clean discharge certificate from pervious employer if applicable
- iv) Candidates should attend as per the interview schedule which will be informed and also list of short-listed candidates to be placed in the web-site during 4<sup>th</sup> week Sep 2014. Tentative dates for interview – during 2<sup>nd</sup> /3<sup>rd</sup> week of Oct 2014.
- v) All instructions as given on the HSL website must be adhered to, failing which applicant will be disqualified for consideration for the post.
- vi) **The applications should be submitted in a closed cover subscribing the post applied for in capital letters.**

**APPLICATION FORMAT AT ANNEXURE I**

HINDUSTAN SHIPYARD LIMITED  
(A Government of India Undertaking)  
Gandhigram (PO), Visakhapatnam – 530 005

**APPLICATION FOR THE POST OF**

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Advertisement No. PD/E/102/02/2014, dated 03 Sep 2014

1.	Name in full :Mr./Ms. (In Capital Letters) (Surname last)				
2.	Father's/Husband's Name				
3	Date of Birth:                      Gender: Male/Female                      Marital Status : Married/unmarried				
3a.	Age as on 01-09-2014				
4.	Nationality:	Religion:			
5	Rank in Indian Navy in case of Ex-serviceman (Relevant certificate is to be enclosed)				
6.	Whether SC / ST /OBC/ PH (Relevant certificate is to be enclosed)				
6a.	If "YES" please furnish details				
7.	Permanent Address with Phone No.	Address for Communication with Mobile Telephone No.			
7a.	E-mail address				
8	Languages Known To speak : To read ; To write : Mother Tongue :	Identification Marks :  1.  2.			
9. Academic & Professional Qualifications:					
Sl. No	Qualification	Name of the University/ Board/Institution	Year of passing	Class / Division*	% of marks*

* Proof for Class / Division and percentage of marks should be furnished						
10. Previous Experience						
SNo	Name of the Employer & Place of working	Designation with Scale code	From	To	Pay Scale & Last pay particulars	Reasons for leaving the service
1						
2						
3						
4						
5						
Note: Please attach separate sheet for details of Nature of duties performed in each assignment						

I hereby declare that the information furnished by me in this application is true to the best of my knowledge and belief.

Place:  
Date:

Signature of the Applicant

- Encl: 1) Attested copies of Date of Birth; SSC or equivalent mark lists, Provisional/Pass Certificates.
- 2) In case of SC/ST/OBC/PH candidates, attested copy of necessary certificate issued by the competent authority.
- 3) Attested copies of previous work experience