

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

ADVT NO.HR/ES(O)/0102/03/2018 DATED 29 Aug 2018

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 post:

S. No.	Name of the Post (Grade)	Post Code
I	Assistant Manager (Finance) (E-1)	03/2018/AM01
II	Assistant Manager (HR) (E-1)	03/2018/AM02

Important dates for present recruitment process are as indicated below:

IMPORTANT DATES	
Date of commencement of ONLINE application for all posts	29 Aug 2018 From 1000 hrs
Last date for ONLINE submission of application for all posts (Once submitted editing is not allowed).	28 Sep 2018 Upto 1700 hrs.
Last date for receipt of copy of the printed Online Application, DD along with mandatory enclosures by Post / Courier.	10 Oct 2018 Upto 1700 hrs.

S No.	Name of the post (Grade)	Scale of Pay (IDA)	Max. Age As on 28 Sep 18	Discipline/ Reservation & No. of posts	Qualification*	Professional experience as on 28 Sep 2018
I.	Assistant Manager (E-1) Post code : 03/2018/AM01	Rs.16,400 – 40,500 Total emoluments at the minimum pay scale: Rs.42,312/- pm * * Pay revision under consideration as per 3 rd PRC	30 Yrs	Finance 5 Posts (UR-3; OBC-1 & SC-1)	Essential A Graduate with a pass in the final examination of the Institute of Chartered Accountants of India/ Institute of Cost Accountants of India Desirable: Candidate should be well versed in MS office and exposure to ERP.	(a) Minimum 02 years post qualification experience in Finance Department of a large Organisation. (b) 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.
II.	Assistant Manager (E-1) Post code : 03/2018/AM02	Rs.16,400 – 40,500 Total emoluments at the minimum pay scale: Rs.42,312/- pm * * Pay revision under consideration as per 3 rd PRC	30 Yrs	HR 1 Post (UR)	Essential Graduate in any discipline with full-time PG Degree / Two years full time PG Diploma in Labour & Social Welfare or Labour Studies or PM & IR or HR Management or MBA with HR Management and /or IR awarded by recognized Universities / Institutes registered with AICTE with not less than 55% marks in qualifying examination. Desirable Degree in Law	(a) Minimum 02 years post qualification experience in HR Department of a large Organisation. Desirable Working knowledge in following:- (a) Labour laws and industrial relations. (b) Modern HR management practices (c) MS Office software (d) SAP HCM/ ERP software

GENERAL INSTRUCTIONS:

- i. No Application fee for internal candidates.
- ii. 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.
- iii. Indian Nationals only need to apply.
- iv. Applications sent other than the prescribed method stand rejected.
- v. Application Fee is Rs.100/-. 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.
- vi. **Candidate should write his/her ONLINE Registration Number, Name, Date of Birth and Post applied at the back side of the Demand Draft (DD).**
- vii. 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 **10 Oct 2018**.
- viii. 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.
- ix. 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.
- 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. SC/ST candidates should possess valid Certificate in the prescribed format. Candidates from OBC-NCL category should possess certificate in the prescribed format and issued during the year 2018.
- xii. The Management reserves the right to create and operate a panel of shortlisted candidates.
- xiii. The Qualifying Requirement /Experience & Age limit shall be reckoned as on the last date for online submission of application i.e., **28 Sep 2018**.
- xiv. 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.
- xv. The Management reserves the right to Increase or decrease the number of posts or consider for lower posts/grades to meet the organizational requirement.
- xvi. The Management reserves the right to raise the minimum eligibility standards, change the selection criteria, and cancel the recruitment process without assigning any reasons.
- xvii. 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 will not be interviewed and accordingly no TA will be paid.
- xviii. Out-station Candidates called for interview for the post at S. No. 1 & 2 will be paid To and fro III AC train fare by shortest route. All notifications to the candidates will be displayed in the website <https://www.hslvizag.in> Applicants are requested to visit the website from time to time to get updates.

EXPERIENCE DETAILS

Annexure – I

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

Sl. 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