

HOOGLHY COCHIN SHIPYARD LIMITED
(A WHOLLY OWNED SUBSIDIARY OF COCHIN SHIPYARD LIMITED)
KOLKATA - 700017

No. HCSL/PROJ/HR/02/19-20 Vol II (A)

10 December 2020

Hooghly Cochin Shipyard Limited (HCSL), a Wholly Owned Subsidiary of Cochin Shipyard Limited invites **Online applications** from experienced professionals for filling up of the post of Chief Financial Officer on Contract Basis at Kolkata. Cochin Shipyard Limited (CSL) shall coordinate all recruitment related activities on behalf of HCSL. However, appointment to all posts in HCSL shall be done by the Competent Authority of HCSL and CSL does not assume any responsibility/liability regarding appointment/postings/service conditions of the selected candidates.

I. Name of post, Number of Vacancies /Reservation, Educational Qualification, Experience and Job Requirements:-

Sl. No.	Name of Post	Number of Vacancies / Reservation	Educational Qualification, Experience & Job Requirements
1	Chief Financial Officer on Contract Basis	1 Post (UR)	<p><u>Educational Qualification:</u></p> <p><u>Essential:</u></p> <p>a) Degree from a recognized University. b) Pass in the final examination of the Institute of Chartered Accountants of India or Institute of Cost Accountants of India.</p> <p><u>Desirable:</u></p> <p>Professional accounting designation like Certified Public Accountant (CPA).</p> <p><u>Experience:</u></p> <p><u>Essential:</u></p> <p>20 years post qualification experience of which 10 plus years experience in a senior financial managerial position.</p> <p><u>Desirable:</u></p> <p>Proficiency in financial management software like SAP.</p> <p><u>Job Requirements:</u></p> <p>To oversee the financial operations of the company and provide leadership and focus to accounting and finance function to ensure that they operate efficiently and comply with applicable laws and policies. As part of an executive management team, the CFO will have interaction with various members of the company, both senior and junior. The following is expected from the probable candidates:</p> <ul style="list-style-type: none">• Providing leadership, direction and management of the finance and accounting team.• Providing strategic recommendations to the CEO and members of the executive management team.• Managing the processes for financial forecasting and budgets, and overseeing the preparation of all

			<p>financial reporting.</p> <ul style="list-style-type: none"> • Advising on long-term business and financial planning. • Establishing and developing relations with senior management and external partners and stakeholders. • Reviewing all formal finance, and IT related procedures. • Ensuring corporate compliances to all statutory and tax laws. • Ensuring Internal Financial Control System. • Should have a cohesive ability at interpersonal and communication skills, both verbal and written.
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II. Period of Contract and Place of Posting:-

- a) The above post is temporary in nature and **for a maximum period of 5 years** subject to project requirements and performance.
- b) The posting shall be at Hooghly Cochin Shipyard Limited (HCSL), Kolkata/ other project sites as desired by HCSL.

III. Remuneration:

- a) Monthly remuneration shall be commensurate with the experience of the selected candidate.

IV. Age:

- a) Age shall be 50 years and above and subject to maximum of 65 years as on **31 December 2020.**

V. Method of Selection:

- a) The method of selection shall be through Personal Interview to be held at Cochin Shipyard Limited, Kochi or Interview through electronic media in view of Covid-19 pandemic issues.

VI. Conditions:

a) Qualification

- i) The qualification for the post must be from a University/ Examination recognized by AICTE/ appropriate statutory authority in India.

b) Experience

- i) Experience acquired after the date of passing of the qualification stipulated as per item I above shall only be considered. Period of post qualification experience shall be reckoned as on **31 December 2020.**

ii) Candidates should produce all certificates in original 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.

c) **Application fee**

i) **Application fee of ₹ 500/- (Non - refundable, plus bank charges extra) should be remitted using the Online payment options (Debit card/Credit card/Internet Banking) which can be accessed through our Online application facility from 16 December 2020 to 31 December 2020. No other mode of payment shall be accepted.**

d) **How to apply**

i) **Applicants should go through the User Manual and FAQ published in the link www.cochinshipyard.com (Careers page) before filling the online application. The application consists of two phases -One time Registration and submission of application against the post applicable. Applicants should not submit more than one application. Application once submitted shall be final.**

ii) Applicants meeting the notified requirements may do the **One time Registration in the SAP Online portal and submit their application.** The facility to submit their application can be accessed through our website **www.cochinshipyard.com (Careers page) from 16 December 2020 to 31 December 2020. Application submitted direct or by any other mode shall not be accepted.**

iii) Applicants should ensure that all certificates towards proof of age, educational qualification, experience etc and a recent passport size colour photograph are uploaded in the SAP online application portal, failing which their candidature shall not be considered and shall be rejected.

iv) Application must be complete in all respects as per this Advertisement Notification. **Please note that incomplete applications /withdrawn applications / applications in draft status shall not be considered.** On successful submission of the application, the status of the application shall be shown as **"In process"**. After submission of the application, the candidate shall log in to My Applications and ensure that the application status is **"In process"** to ensure the process is complete. No refund of fees shall be considered after successful submission of application or withdrawal of application.

v) **Applicants need not send the online application print out/ certificates/ application fee in the form of DD/Challan/Cheque by post to Cochin Shipyard Ltd.**

vi) For applying through the SAP online application facility, the website shall remain functional from **16 December 2020 to 31 December 2020.** The last date for submission of applications through online is **31 December 2020.**

e) **General**

- i) **Applicants are advised to make sure that they are meeting the eligibility requirements as per the vacancy notification for the post before submitting the applications.**
- ii) Shipyard 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 online application, and information/replies to such queries should be only through the e-mail career@cochinshipyard.com. However, Cochin Shipyard 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.
- iii) **The candidature of the applicants short-listed for the Personal Interview shall be purely provisional, subject to verification of original certificates in proof of age, qualification, experience etc at the time of joining. In case, the candidates are found not meeting the eligibility requirements or fail to produce certificates in original, the candidate shall not be considered for selection and candidature will be cancelled/rejected without further notice.**
- iv) **Call letters shall not be sent to short-listed candidates by post.** They shall be informed to download call letter by e-mail/SMS/through CSL website www.cochinshipyard.com. Schedule of the selection shall be intimated to the shortlisted applicants through SMS/E-mail/CSL website (Careers page).
- v) Candidates should be of sound health and satisfy the medical fitness standards as fixed by CSL on behalf of HCSL. The candidates short-listed for appointment should undergo a medical examination in the hospitals as prescribed by CSL and medical fitness further subject to certification by the Chief Medical Officer of CSL on behalf of HCSL.
- vi) CSL on behalf of 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.
- vii) CSL on behalf of HCSL reserves the right not to fill up the vacancy notified.
- viii) If at any stage it is found that any information furnished is false/ incorrect or the candidate does not satisfy the eligibility criteria, the candidature/appointment is liable to be cancelled/ rejected.
- ix) All documents related to this selection shall be preserved for a period of two years from the date of publication of results.

- x) 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 Ernakulam and such Courts/ Authorities shall have sole and exclusive jurisdiction.
- xi) Any amendment, modification or addition to this advertisement shall be given in the CSL website only.
- xii) For any queries please contact us via e-mail career@cochinshipyard.com.

VII. Important Dates:

Commencement of Online Application	: 16 December 2020
Last Date of Online Application	: 31 December 2020

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

Sd/-
CHIEF EXECUTIVE OFFICER, HCSL