

HINDUSTAN SHIPYARD LIMITED : : VISAKHAPATNAM - 530 005

(A Government of India Undertaking)
[Eighty-Four years of Service to the Nation]

ADVT NO. HR/ES(O)/0102/01/2025 Dated 03 Jun 2025

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 for the following posts:

On Permanent Absorption Basis:

SI No	Name of the Post	Post Code	No. of posts	Reservation
P1	Additional General Manager (Legal) (E6)	01/2025/AGM01	01	01-UR
P2	Deputy General Manager (Technical) (E5)	01/2025/DGM01	01	01-SC
P3	Senior Manager (Legal) (E4)	01/2025/SM01	01	01-UR
P4	Manager (Submarine) (E3)	01/2025/MGR01	04	02-UR; 01-OBC; 01-SC
P5	Manager (Technical) (E3)	01/2025/MGR02	14	04-UR; 05-OBC; 03-SC; 02-ST
P6	Manager (Company Secretary) (E3)	01/2025/MGR03	01	01-UR
P7	Manager (Human Resources) (E3)	01/2025/MGR04	01	01-OBC
P8	Manager (IT & ERP) (E3)	01/2025/MGR05	01	01-SC
P9	Manager (Finance) (E3)	01/2025/MGR06	01	01-UR
P10	Deputy Manager (Fire & Safety Services) (E2)	01/2025/DM01	01	01-UR

Important dates for present recruitment process are as indicated below:

IMPORTANT DATES	
Date of commencement of ONLINE application for all posts	03 Jun 2025 From 1000 hrs
Last Date for ONLINE submission for all posts (Once submitted editing is not allowed)	03 Jul 2025* upto 1700 hrs <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 03 Jul 2025	Reservation & No. of posts	Qualification	Professional experience as on 03 Jul 2025
P1	Additional General Manager (E6) (Legal)	Rs. 90,000 - 2,40,000 (E6) <i>CTC is given in the Para (ii) of Terms & Conditions Section.</i>	48 Yrs.	Legal 01 Post (01-UR)	<p>Essential: Graduate with LLB or Degree in Law (05 years integrated course) with not less than 60% in the Qualifying examination from a Bar Council of India recognized university/ approved deemed university/ Institute.</p> <p>Desirable: Masters in Law</p>	<p>Essential Experience:</p> <p>(a) The candidate should have 16 years of post-essential qualification experience in handling Arbitration, Contracts, Industrial, Civil, Taxation and Service matters in any of the following:</p> <p>(i) As a Legal practitioner in Hon'ble High Courts and / or Hon'ble Supreme Court conducting cases on behalf of the Government or any Central / State PSU. (OR)</p> <p>(ii) As full time Officer in Legal department of Central / State Govt, Public Sector undertaking / Autonomous body/ state regulatory body. (OR)</p> <p>(iii) As full time officer in the Legal Department of a Listed Private Sector company [i.e. Listed on the NSE or Group A & B of BSE] (OR)</p> <p>(iv) As a full time Judicial Officer in the Judicial service of any state. (OR)</p> <p>(v) Out of 16 years' experience required, a minimum 10 years as practicing advocate is considered subject to submission of the certificate from the State Bar Council (or) a Law Firm, accompanied by a copy of the enrolment certificate with the Bar Council.</p> <p>Desirable Skills:</p> <ul style="list-style-type: none"> ➤ The candidate should have excellent leadership qualities and decision-making capability, strong inter-personal and communication skills and must be able to lead a team of Law professionals with result oriented approach and commitment to quality and assigned targets. ➤ Should have excellent knowledge of Civil / Commercial / Industrial / Labour / Company Laws etc. Experience of working in Legal setup of a Large Manufacturing Setup/Project based organizations would be a added advantage <p>(b) Lower Grade Experience:</p> <p>(i) Candidates from Govt. / PSUs: Should have minimum 3 years' experience in immediate lower grade of IDA- Rs. 32,900 - 58,000 (2007) Rs. 80,000 - 2,00,000 (2017) CDA- Rs. 37400-67000(PB4) GP Rs.8700/- (6CPC) or pay level 12 of 7th CPC Pay matrix.</p> <p>(ii) Candidates from Private Sector: The candidate should be working in organizations of repute and present CTC Rs. 23 LPA or more.</p>

S No.	Name of the post (Grade)	Pay Scale (IDA)	Max. Age As on 03 Jul 2025	Reservation & No. of posts	Qualification	Professional experience as on 03 Jul 2025
P2	Deputy General Manager (E5) (Technical)	Rs. 80,000 - 2,20,000 (E5) <i>CTC is given in the Para (ii) of Terms & Conditions Section</i>	45 Yrs.	Technical 01 post (01-SC)	<p><u>Essential.</u></p> <p>(a) Full time Engineering Graduate with not less than 55% marks in Mechanical/ Electrical/ Electronics / Naval Architecture disciplines from any recognised University or Institute registered with AICTE.</p> <p><u>Desirable (Optional)</u></p> <p>Post-Graduation in Engineering / Management</p>	<p><u>Essential.</u></p> <p>(a) <u>Experience.</u></p> <p>(i) The candidate should have at least 15 years of post-qualification (from completion of essential qualification which is Graduation) experience in Indian Navy / Public Sector Undertakings or large and reputed Private Companies.</p> <p>(ii) Should have experience in Ship Building / Ship Design / Ship Repairs / Ship Machinery Installation / Overseeing the construction / repair of Defence Ships / War Ships or Submarines.</p> <p>(b) <u>Lower Grade Experience:</u></p> <p>(i) <u>Candidates from Govt. / PSUs:</u> Should have minimum 3 years' experience in immediate lower grade of IDA-Rs. 29,900- 54,500 (2007) Rs. 70,000 – 2,00,000 (2017) CDA/Govt Rs. 15600-39100(PB3) GP Rs.7600/- (6th CPC) or pay level 12 of 7th CPC Pay matrix or Naval Officers of the rank Commander & above.</p> <p>(ii) <u>Candidates from Private Sector:</u> The candidate should be working in organizations of repute drawing present CTC of Rs.20 lakhs per annum.</p>

S No.	Name of the post (Grade)	Pay Scale (IDA)	Max. Age As on 03 Jul 2025	Reservation & No. of posts	Qualification	Professional experience as on 03 Jul 2025
P3	Senior Manager (E4) (Legal)	Rs. 70,000 - 2,00,000 (E4) <i>CTC is given in the Para (ii) of Terms & Conditions Section</i>	42 Yrs.	Legal 01 post (UR)	Essential: Graduate with LLB or Degree in Law (5 years integrated course) with not less than 60% marks from a BCI recognized university/approved deemed university/Institute. Desirable: Masters in Law	Essential (a) Experience: The candidate should have post-essential qualification experience in the following: (i) A Minimum 12 Years of post-qualification experience of working in a State / Central Government Departments/ Organisations/ Undertakings and/or Large Private Sector Organisations / Institutions/ Companies/ Law Firms as an employee of that organisation. (ii) Experience of 07 years as practicing advocate out of 12 years shall also be considered. In the case of practicing advocate, the certificate should be provided from the State Bar Council (or) a Senior Advocate (or) a Law Firm, accompanied by a copy of the enrolment certificate with the Bar Council. (a) Lower Grade Experience: (i) Candidates from Govt. / PSUs: Should have minimum 3 years' experience in immediate lower grade of <u>IDA-PSU</u> - Rs. 24,900 - 50,500 (2007) Rs. 60,000 - 1,80,000 (2017) <u>CDA/Govt:</u> <u>7th CPC Pay Matrix</u> : Pay level 11 (ii) Candidates from Private Sector: The candidate should be working in organizations of repute and drawing present CTC of Rs.17 lakhs per annum or more

S No	Name of the post (Grade)	Pay Scale (IDA)	Max. Age As on 03 Jul 2025	Reservation & No. of posts	Qualification	Professional experience as on 03 Jul 2025
P4	Manager (E3) (Submarine) <i>CTC is given in the Para (ii) of Terms & Conditions Section.</i>	Rs. 60,000- 1,80,000/- (E3)	40 Yrs.	04 Posts (02-UR; 01-OBC; 01-SC)	<p><u>Essential.</u></p> <p>(a) Full time Engineering Graduate with not less than 60% marks (55% for SC Candidates) in Mechanical/ Electrical/ Electronics disciplines from any recognised University or Institute registered with AICTE.</p> <p>(b) Submarine Qualification (Dolphin) by Indian Navy.</p>	<p><u>Essential.</u></p> <p>(a) Experience.</p> <p>(i) The candidate should have at least 09 years of post-qualification (from completion of essential qualification, which is Graduation) experience (<i>Including the professional training (if any) provided post joining</i>) in Indian Navy / Public Sector Undertakings or large and reputed Private Companies.</p> <p>(ii) Should have minimum 05 years of experience in Naval Submarine machinery installation / Overseeing / construction / Operations and Repairs of Indian Naval Submarines at Naval Dockyards/ Naval Submarine Construction Yards/ Submarine Squadron.</p> <p><u>Desirable (Optional)</u></p> <p>(i) Soft Skills - Project Planning, Contract Management.</p> <p>(b) Lower Grade Experience:</p> <p>(i) Candidates from Govt. / PSUs: Candidate should have minimum 3 years' experience in immediate lower grade of <u>IDA-PSU:</u> Rs. 20,600 - 46,500 (2007) Rs. 50,000 - 1,60,000 (2017) <u>CDA/Govt:</u> Pay Level - 9 of 7th CPC Pay matrix</p> <p>(ii) Candidates from Private Sector: The candidate should be working in organizations of repute and drawing present CTC of Rs.14 lakhs per annum or more.</p>

S No	Name of the post (Grade)	Pay Scale (IDA)	Max. Age As on 03 Jul 2025	Reservation & No. of posts	Qualification	Professional experience as on 03 Jul 2025
P5	Manager (E3) (Technical)	Rs. 60,000- 1,80,000/- (E3) <i>CTC is given in the Para (ii) of Terms & Conditions Section</i>	40 Yrs	14 Posts (04-UR; 05-OBC; 03-SC; 02-ST)	Essential: Full time Engineering Graduate with not less than 60% marks (55% for SC/ST Candidates) in Mechanical / Electronics / Electrical / Naval Arch. disciplines from any recognised University or deemed university/Institute recognised by AICTE. (Refer to General Instructions for Group of Disciplines) Desirable: Post-graduation in relevant discipline/ MBA	Essential: (a) Experience: (i) The Candidate should have minimum 09 years of post-essential qualification experience (<i>Including the professional training (if any) provided post joining</i>) in the following:- (ii) Design / Supply Chain / Construction/ Repairs/ Maintenance/ Operations / of Naval Ships/ Submarines in Govt. Organisation/ PSUs/ Private shipyards of Repute. (b) Lower Grade Experience: (i) Candidates from Govt. / PSUs: Candidate should have minimum 3 years' experience in immediate lower grade of <u>IDA-PSU:</u> Rs. 20,600 - 46,500 (2007) Rs. 50,000 - 1,60,000 (2017) <u>CDA/Govt:</u> Pay Level - 9 of 7 th CPC Pay matrix (ii) Candidates from Private Sector: The candidate should be working in organizations of repute and drawing present CTC of Rs.14 lakhs per annum or more.

S No	Name of the post (Grade)	Pay Scale (IDA)	Max. Age As on 03 Jul 2025	Reservation & No. of posts	Qualification	Professional experience as on 03 Jul 2025
P6	Manager (E3) [Company Secretary] <i>CTC is given in the Para (ii) of Terms & Conditions Section</i>	Rs. 60,000- 1,80,000/- (E3)	40 Yrs.	01 post (UR)	<p>Essential:</p> <p>Graduate with any Degree with Minimum 60% marks in qualifying examination.</p> <p>AND</p> <p>Associate/Fellow Membership of Institute of Company Secretaries of India.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. A degree in Finance such as CA/CMA/MBA (Finance). 2. A degree in Law such as LLB/LLM 	<p>Essential</p> <p>(a) Experience:</p> <p>Candidate Should have minimum 09 years of Post Qualification experience out of which at least 03 years should be in a Central CPSE/ Equivalent Repute Private Company as a company secretary.</p> <p>(b) Lower Grade Experience:</p> <p>(i) Candidates from Govt. / PSUs:</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 (2007) Rs. 50,000 - 1,60,000 (2017)</p> <p><u>CDA/Govt:</u> Pay Level - 9 of 7th CPC Pay matrix</p> <p>(ii) Candidates from Private Sector:</p> <p>The candidate should be working in organizations of repute and drawing present CTC of Rs.14 lakhs per annum or more.</p>

S No.	Name of the post (Grade)	Pay Scale (IDA)	Max. Age As on 03 Jul 2025	Reservation & No. of posts	Qualification	Professional experience as on 03 Jul 2025
P8	Manager (E3) (IT & ERP) <i>CTC is given in the Para (ii) of Terms & Conditions Section.</i>	Rs. 60,000-1,80,000/- (E3)	40 Years	01 post (01-SC)	<p><u>Essential:</u></p> <p>Full-time Engineering graduate in CSE or IT or ECE OR Masters in Computer application with not less than 55% marks in qualifying examination from a recognized university / AICTE approved deemed university/ institution</p>	<p><u>Essential:</u></p> <p><u>(a) Experience:</u></p> <p>The Candidate should have minimum 09 years' post-qualification experience in Functional & Technical knowledge and working experience in BASIS/Security/SAP portal/ABAP development / IT/ Cyber Security/ Networking and knowledge of SAP Fiori.</p> <p><u>(b) 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</p> <p><u>IDA-PSU:</u> Rs. 20,600 - 46,500 (2007) Rs. 50,000 - 1,60,000 (2017)</p> <p><u>CDA/Govt:</u> Pay Level - 9 of 7th CPC Pay matrix</p> <p><u>(ii) Candidates from Private Sector:</u></p> <p>The candidate should be working in organizations of repute and drawing present CTC of Rs.14 lakhs per annum or more.</p>

S No.	Name of the post (Grade)	Pay Scale (IDA)	Max. Age As on 03 Jul 2025	Reservation & No. of posts	Qualification	Professional experience as on 03 Jul 2025
P9	Manager (E3) [Finance] <i>CTC is given in the Para (ii) of Terms & Conditions Section</i>	Rs. 60,000-1,80,000/- (E3)	40 Yrs.	01 post (01-UR)	<p>Essential: Graduate with Qualified / Passed Final Examination from ICAI/ICWAI.</p> <p>Desirable: MBA Finance</p>	<p>Essential</p> <p>(a) Experience: Minimum 09 years post qualification experience in one/more of the following in Govt Organisation/PSU/Private Organisation of Repute.</p> <ul style="list-style-type: none"> (i) Financial & Cost Accounting. (ii) Financial Management / Funds Management (iii) Budgeting, Treasury Management and Financial Statements. (iv) Financial / Cost Auditing (v) Finance management / cost control <p>(b) Lower Grade Experience:</p> <p>(i) Candidates from Govt. / PSUs: Candidate should have minimum 3 years' experience in immediate lower grade of <u>IDA-PSU:</u> Rs. 20,600 - 46,500 (2007) Rs. 50,000 - 1,60,000 (2017) <u>CDA/Govt:</u> Pay Level - 9 of 7th CPC Pay matrix</p> <p>(ii) Candidates from Private Sector: The candidate should be working in organizations of repute and drawing present CTC of Rs.14 lakhs per annum or more.</p>

S No.	Name of the post (Grade)	Pay Scale (IDA)	Max. Age As on 03 Jul 2025	Reservation & No. of posts	Qualification	Professional experience as on 03 Jul 2025
P10	Deputy Manager (E2) (Fire & Safety Services)	Rs. 50,000-1,60,000/- (E2) <i>CTC is given in the Para (ii) of Terms & Conditions Section</i>	35 Years	01 post (01-UR)	<p><u>Essential:</u></p> <p>Full-time Engineering graduate in Fire & Safety with not less than 60% marks in qualifying examination from a recognized university / AICTE approved deemed university/ institution</p> <p>Or</p> <p>Graduate from any Discipline with Divisional Officers course from National Fire Service College, Nagpur with not less than 60% marks in qualifying examination.</p>	<p><u>Essential:</u></p> <p><u>(a) Experience:</u></p> <p>Candidate should have minimum 05 years' post-qualification experience in one/more of the following:</p> <ul style="list-style-type: none"> (a) Fire Service Department of a large industrial establishment if qualification is BE (Fire). (b) In case of qualification of Divisional Officers course from NFSC, Nagpur, experience of 05 years is required. <p><u>(b) Lower Grade Experience:</u></p> <p><u>Candidates from Govt. / PSUs:</u></p> <p>(i) Candidates from Govt. / PSUs: Should have minimum 3 years' experience in immediate lower grade of IDA-PSU - Rs. 16,400-40,500 (2007); Rs. 40,000 – 1,40,000 (2017)</p> <p><u>CDA/Govt.:</u> 7th CPC Pay matrix: Pay level 7</p> <p><u>(ii) Candidates from Private Sector:</u></p> <p>The candidate should be working in organizations of repute and drawing present CTC of Rs.11 lakhs per annum or more.</p>

TERMS AND CONDITIONS

A. Scale of Pay & Benefits:

For Permanent Positions:

(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 at CGHS rates, 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.)
E6	Rs. 90,000-2,40,000/-	Rs. 26.50 lakhs per annum
E5	Rs. 80,000-2,20,000/-	Rs. 23.14 lakhs per annum
E4	Rs. 70,000-2,00,000/-	Rs. 20.29 lakhs per annum
E3	Rs. 60,000-1,80,000/-	Rs. 17.44 lakhs per annum
E2	Rs. 50,000-1,60,000/-	Rs. 14.59 lakhs per annum

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 01.04.2025. 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 01.04.2025.

(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.

(ii) Candidates presently working in Government organisation should submit "**No Objection Certificate**" from the present Organisation prior interview. Without "**No Objection Certificate**", the candidate may not be called for the interview.

(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, Teaching experience, Apprenticeship/ Internship and period of sabbatical, Extra-ordinary leave will not be counted towards work experience for the purpose of eligibility and while applying for the posts, candidates must ensure that they are not including such period as experience.

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" 1st AC train fare for post number 1, 2 and 2nd AC train fare' for post number 3, 4, 5, 6, 7, 8, 9 & 10 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.

(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/graduation.

(iii) Incomplete applications shall be summarily dismissed. In case of any discrepancy in the application, the candidature will be summarily rejected.

(iv) Mere fulfilment of eligibility criteria shall not confer any right to the applicant for being called for the interview/ selection process.

(v) Detailed scrutiny of the applications shall be done to ascertain the eligibility and with a view to select for the purpose of interview, only those candidates who are considered suitable in terms of the nature and quality of technical knowledge and professional expertise required for each specific post. Mere issuance of call letter for appearing in the selection process shall not imply that the candidate is eligible for the interview/post.

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

(vii) 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. 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

H. 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 undertake outstation duties to Delhi/ Yards/Vendor Premises as and when required.
- (ii) HSL may cancel a post/advertisement prior interview and inform the same on HSL website.
- (iii) Candidate not qualified/shortlisted/selected will not be provided any reason for the same.
- (iv) No correspondence will be entertained from candidates not shortlisted/ not selected.

I. 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.
Naval Architecture	Naval Architecture / Naval Architecture & Ship Building / Naval Architecture & Ocean Engineering/ Naval Architecture & Marine Engineering.

- 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. While applying for a post, the candidate should ensure that he/she fulfils the prescribed eligibility criteria on the cut-off date/s and that the particulars furnished are correct in all respects. If at any stage of recruitment or thereafter it is detected that a candidate has furnished any incorrect/ incomplete information or has suppressed any material fact (s) to be considered as eligible, his/her candidature will stand automatically cancelled. If any shortcoming (s) is/are detected after his/ her assumption of charge, his/her service is liable to be terminated without any notice.

xi. 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.

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 before the final dates shown above.

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 or cancel the recruitment process, if need so arises, without issuing any notice or assigning any reason thereof.

xvi. **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.**

xvii. 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.

- xviii. Candidates who got selected has to submit their dependents medical history declaration before joining to HR Dept.
- xix. All selected candidates are to be submitted their medical test reports prior to their joining. Joining is subjected to the medical clearance.
- xx. All appointments are subject to medical fitness as per the Rules of HSL.
- xxi. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.

Mahabharti.in

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

1. The Application should be submitted ONLINE via <http://www.hslvizaq.in>
2. The cut-off date for ascertaining age and experience, etc. will be the last date of submission of online application, i.e. 03 Jul 2025.
3. 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.
4. Candidate should upload his/her photograph (20 – 50KB) and signature (10 – 20KB) in the prescribed format and size.
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. **Upload the Essential/ Mandatory Self-Attested Documents in online application portal while registration.**
12. If you have experience, please select “Experienced” else “Management Trainee” from the dropdown control against “Type of post”.
13. 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.
14. After successful completion of all the stages you will receive a confirmation message.
15. 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.
16. You will receive a confirmation e-mail with the Registration ID and a link to view your submitted application form.
17. Candidates are also advised to check their SPAM if the email does not reach inbox.
18. Take a print-out (Hard copy) of the filled Online Application for future reference.
19. Keep your DOB and Registration ID confidential.
20. In case of difficulty in registration or for any clarification, candidates may contact recruitment@hslvizaq.in electronically.

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