



A Miniratna Category- 1 CPSE

HINDUSTAN STEELWORKS CONSTRUCTION LIMITED

(A Govt. Of India Undertaking)

A Subsidiary of NBCC(India) Ltd

Regd.Office:P-34-A, Gariahat Road (South), Kolkata (WB)-700031

Head Office: 3rd Floor, NBCC Square, Plot No. IIIF/2, Action Area-III, New Town, Rajarhat, Kolkata (WB)- 700 135 (WB)

ADVT.NO. -07/2023 Dated 11/12/2023

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HSCL is a subsidiary of NBCC (India) Limited under the Ministry of Housing and Urban Affairs. Incorporated in the year 1964, HSCL is a leading Miniratna Category I CPSE. The company is into Civil& Construction sector like buildings, roads and highways, dams and bridges, power plants, hospital and education infrastructure, Opencast Mining, creation of sports facilities, Solar Power Generation Units, etc. establishing its comprehensive credibility across the country.

To fuel its ambitious growth plan, HSCL is looking for young, energetic, dynamic & result oriented experienced personnel for various posts as follows:-

A. Summary:

Post Code	Post	Grade	Vacancies				Scale	Upper Age Limit (Years)	Min. Post Qualification Experience (Years)
			Total	UR	OBC (NCL)	SC			
1.	General Manager (Engg /Civil)	E-6	3	2	-	1	Rs. 90,000-2,40,0000	49	15
2.	Addl. General Manager (Engg/Civil)	E-5	4	2	1 (back log)	1	Rs. 80,000-2,20,0000	45	12
3.	Dy. General Manager (Engg/Civil)	E-4	2	1	1	-	Rs. 70,000-2,00,000	41	9
4.	Addl. General Manager (Finance)	E-5	1	1	-	-	Rs. 80,000-2,20,0000	45	12
5.	Dy. General Manager (Finance)	E-4	1	1	-	-	Rs. 70,000-2,00,000	41	9
GRAND TOTAL			11	7	2	2			

Activity	Date
Opening date for submission of Online application	23/12/2023
Closing date for submission of Online application	31/01/2024

Post Code	Post/Level Scale of pay (IDA)	Essential Qualification	Essential Post Qualification Experience
1.	General Manager (Engg)- (Civil)/E-6/Rs90,000-2,40,000 (IDA)	Full Time degree in Engineering in relevant discipline with second Class or minimum 55% marks or equivalent, from a recognized University or Deemed University or Institute recognized by AICTE	<ul style="list-style-type: none"> • Total 15 years' experience in the field of PMC / EPC / Real Estate / Infrastructure/ large commercial contracts/ Building / Production / Planning etc. and working in PSU / Govt. / large Private Sector are eligible to apply • The applicant working in PSU/ Govt./Autonomous bodies should be on regular basis for a minimum period of 2 years in one scale below i.e. the scale of pay of Rs.80,000-2,20,000/- (IDA) or equivalent. • The applicants working in the private sector should be drawing CTC (only monetary /cash part) comparable to next lower grade to HSCL. • The candidates should have experience in overall execution & monitoring of Multi-disciplinary large value Projects independently (residential, Commercial, Industrial, Institutional, highways, railways and infrastructure sector etc). Should have thorough knowledge of various tender formats including CPWD, FIDIC conditions etc. Should be well conversant with the preparation of Project budget, cash flow etc. Shall possess ability to lead multidisciplinary team of engineers and should be able to handle Division / Region independently. Should have handled matters which are normally associated with senior positions like Corporate Affairs, Business Development, Arbitration, Claims & Liaison work with Govt. Departments / Ministries. Candidates should have knowledge of CPWD conditions of contract and Specifications. • Knowledge and proficiency in use of Computer/ERP will be desirable

Post Code	Post/Level Scale of pay (IDA)	Essential Qualification	Essential Post Qualification Experience
2.	ADDL. GENERAL MANAGER(ENGG)-CIVIL- E-5(Rs.80,000-2,20,000(IDA)	Full Time degree in Engineering in relevant discipline with second Class or minimum 55% marks or equivalent, from a recognized University or Deemed University or Institute recognized by AICTE	<ul style="list-style-type: none"> • Minimum 12 years' experience in the field of PMC / EPC / Real Estate / Infrastructure/ large commercial contracts/ Building / Production / Planning etc. and working in PSU / Govt. / large Private Sector are eligible to apply • The applicant working in PSU/ Govt./ Autonomous bodies should be on regular basis for a minimum period of 2 years in one scale below i.e. the scale of pay of Rs. 70,000-2,00,000(IDA) or equivalent. • The applicants working in the private sector should be drawing CTC (only monetary /cash part) comparable to next lower grade to HSCL. • The candidate should have relevant experience in construction related activities i.e execution / supervision of construction works involving earthwork, piling, road works, underground piping, building works, RCC works, like deep foundations, foundation of structures for heavy equipment, structural steel works for industrial buildings, technological structure and large value Civil engineering projects etc. • Candidate should have handled contract, closing of projects. Knowledge of ISO requirements for Quality Management System and HSE requirements at project sites will be an added advantage. Alternatively, candidate should have experience in design, Coordination with various agencies involved like client, consultants, contractors, Estimation, Tendering, Rate analysis and Contract Management of construction Projects etc. • Knowledge of CPWD conditions of contract and Specifications is desirable. • Knowledge and proficiency in use of Computer/ERP will be desirable
3.	DY. GENERAL MANAGER (ENGG) (CIVIL)-E-4(Rs 70,000 – 2,00,000 (IDA)	Full Time degree in Engineering in relevant discipline with second Class or minimum 55% marks or equivalent, from a recognized University or Deemed University or Institute recognized by AICTE	<ul style="list-style-type: none"> • Minimum 09 years' experience in the field of PMC / EPC / Real Estate / Infrastructure/ large commercial contracts/ Building / Production / Planning etc. and working in PSU / Govt. / large Private Sector are eligible to apply • The applicant working in PSU/ Govt./ Autonomous bodies should be on regular basis for a minimum period of 2 years in one scale below i.e. the scale of pay of Rs. 60,000-1,80,000(IDA) or equivalent. • The applicants working in the private sector should be drawing CTC (only monetary /cash part) comparable to next lower grade to HSCL. • The candidate should have relevant experience in construction related activities i.e. execution / supervision of construction works involving earthwork piling, road works, underground piping, building works, RCC works, like deep foundations, foundation of structures for heavy equipment, structural steel works for industrial buildings, technological structure and large value Civil engineering projects etc.

Post Code	Post/Level Scale of pay (IDA)	Essential Qualification	Essential Post Qualification Experience
			<ul style="list-style-type: none"> • Candidate should have handled contract, closing of projects. Knowledge of ISO requirements for Quality Management System and HSE requirements at project sites will be an added advantage. Alternatively, candidate should have experience in design, Coordination with various agencies involved like client, consultants, contractors, Estimation, Tendering, Rate analysis and Contract Management of construction Projects etc. • Knowledge of CPWD conditions of contract and Specifications is desirable. • Knowledge and proficiency in use of Computer/ERP will be desirable
4	ADDL. GENERAL MANAGER-FIN-E-5 (Rs.80,000-2,20,000IDA)	Cost & Works Accounts (CWA)/Cost Management Accountant (CMA) from the Institute of Cost Accountant of India OR Chartered Accountant (CA) from the Institute of Chartered Accountants of India OR Two years Full Time MBA(Finance)/MMS(Finance) from a recognized University or Deemed University or Institute recognized by AICTE with second class or 55%Marks OR Two years Full Time Post Graduate Degree/Diploma in Management (Finance) from an Institute recognized by AICTE with second class or 55%Marks	<ul style="list-style-type: none"> • Minimum 12 years' experience and working in PSU / Gov. / large Private Sector are eligible to apply. • The applicant working in PSU/ Govt./ Autonomous bodies should be on regular basis for a minimum period of 2 years in one scale below i.e., the scale of pay of Rs. 70,000-2,00,000(IDA) or equivalent • The applicants working in the private sector should be drawing CTC (only monetary /cash part) comparable to next lower grade to HSCL. • Candidates should have experience of finalization of accounts and consolidation of accounts at unit/ corporate level. • Knowledge of Indian GAAP and familiarity with IFRS shall be preferred. Should have exposure to preparation and monitoring Budgets at the corporate level including initiative for cost control. Should have knowledge of direct and indirect taxes relevant for construction companies. • Should have experience of handling internal, statutory and government audits. • Should also be conversant with tendering procedure in PSU / Government organization. Knowledge and proficiency in use of Computer/ERP will be desirable

Post Code	Post/Level Scale of pay (IDA)	Essential Qualification	Essential Post Qualification Experience
5	DY. GENERAL MANAGER-FIN-E-4 (Rs.70,000-2,00,000(IDA)	Cost & Works Accounts (CWA)/Cost Management Accountant (CMA) from the Institute of Cost Accountant of India OR Chartered Accountant (CA) from the Institute of Chartered Accountants of India OR Two years Full Time M BA(Finance)/MMS(Finance) from a recognized University or Deemed University or Institute recognized by AICTE with second class or 55% Marks OR Two years Full Time Post Graduate Degree/Diploma in Management (Finance) from an Institute recognized by AICTE with second class or 55% Marks	<ul style="list-style-type: none"> • Minimum 09 years' experience and working in PSU / Gov. / large Private Sector are eligible to apply. • The applicant working in PSU/ Govt./ Autonomous bodies should be on regular basis for a minimum period of 2 years in one scale below i.e., the scale of pay of Rs. 60,000- 1,80,000(IDA) or equivalent • The applicants working in the private sector should be drawing CTC (only monetary /cash part) comparable to next lower grade to HSCL. • Candidates should have experience of finalization of accounts and consolidation of accounts at unit/ corporate level. • Knowledge of Indian GAAP and familiarity with IFRS shall be preferred. Should have exposure to preparation and monitoring Budgets at the corporate level including initiative for cost control. Should have knowledge of direct and indirect taxes relevant for construction companies. • Should have experience of handling internal, statutory and government audits. • Should also be conversant with tendering procedure in PSU / Government organization. • Knowledge and proficiency in use of Computer/ERP will be desirable

1. Annual CTC:

Annual CTC for each grade is as follows:

Grade	Position	Scale	Annual CTC (Rs. In Lakhs)
E-6	General Manager	Rs.90,000-2,40,000	26.31
E-5	Addl. General Manager	Rs.80,000-2,20,000	23.39
E-4	Dy. General Manager	Rs.70,000-2,00,000	20.46
E-3	Manager	Rs.60,000-1,80,000	17.54

(CTC above excludes Medical facilities.)

2. CLARIFICATION ON THE RELEVANT BRANCHES:

DISCIPLINES	RELEVANT BRANCHES	NOT ELIGIBLE BRANCHES
Civil	Civil/ Civil & Structural/ Structural	Any other branches/combination of branches/specialization shall not be eligible

- 2.1 The candidate should submit proof for specialization in MBA / Post Graduate Degree/Post Graduate Diploma i.e., either the specialization should be mentioned in their degree/diploma certificate OR they have to submit a declaration / certificate from the concerned University / Institute in case no specialization is mentioned in their degree/diploma. In case of any dispute arising about admissibility of any particular qualification the decision of Managing Director, HSCL shall be final and binding.

3. DEFINITION OF WORK EXPERIENCE:

- 3.1. Qualifying experience will be calculated from the date mentioned in the marks sheet of the prescribed educational qualification.
- 3.2. The work experience shall be in full time job and in relevant area as stipulated against respective posts. In case of Intermittent nature of job, the actual days engaged in full time job only will be considered for calculating number of years of experience.
- 3.3. Any other nature of experience like freelance experience will not be considered as it is not a full time job and required number of years of experience cannot be established.
- 3.4. Entrepreneurial experience will not be considered for the purpose of ascertaining required number of years of experience.
- 3.5. Service rendered during training period as a "Trainee" on regular Pay Scale or Stipend followed by his/her confirmation in service, shall be counted for the purpose of experience. However, training as Apprentice Trainee or any other training under legal provision or part of academic curriculum shall not be reckoned for the purpose of computation of experience.
- 3.6. Article ship / Internship / Apprenticeship / Academic Project experience shall not be considered as Experience. Also, Teaching / Research experience shall not be considered as Experience.

4. DOCUMENTARY EVIDENCE FOR WORK EXPERIENCE:

The candidate is required to submit experience certificate / documentary evidence for establishing work experience as mentioned below;

4.1. For Past employment:

4.1.1 Work Experience Certificate_

The submission of work **experience certificate indicating the date of joining, date of relieving is compulsory**. The pay details along with pay scale with duration may be mentioned in the experience certificate for all the past employments which the candidate is mentioning in the application form. In case experience certificate is not available, the candidates should submit the following documentary evidence for ascertaining their date of joining and date of relieving :-

4.1.1.1. **Joining order/Pay Slip issued** by the company wherein the date of joining in the company/organization is mentioned.

AND

4.1.1.2. **Relieving Order issued by the company** wherein the date of release from the company/organization is mentioned.

4.2. For Current employment

4.2.1 Experience Certificate with all the details mentioned at Sl. No 4.1.1 For candidates currently working in Government/PSU, the current pay details along with pay scale with duration should be mentioned in their experience certificate, in case the same is not mentioned in the experience certificate, the candidates are required to submit separate documentary evidence issued by their employer where current pay details along with pay scale with duration is mentioned.

OR

4.2.2 Offer letter/Appointment letter showing the date of joining (Proof of date of joining) mentioned by the candidate in the application form

OR

4.2.3 Offer letter / Appointment letter where date of joining is not mentioned along with any other document issued by the employer (**including pay slip issued by employer**) where date of joining is clearly mentioned.

AND

4.2.4. Proof of continuity of present employment– Latest Pay slips for three months.

4.2.4.1 If the candidate is not able to provide experience certificate for current employment, the candidate must submit the documents mentioned at Sl. No 4.2.2 along with documents mentioned against Sl. No 4.2.4 **OR** documents mentioned at Sl. No. 4.2.3 along with documents mentioned against Sl. No 4.2.4 to clearly prove the continuity in the job.

4.2.4.2 Self-declaration regarding nature of jobs / specific areas of experience / experience in the relevant fields / Projects handled etc will not be considered / accepted.

4.2.4.3 **Non-submission of the documents as mentioned above for establishing requisite experience may lead to rejection of the candidature.**

5. DOCUMENTARY EVIDENCE FOR PRESCRIBED EDUCATIONAL QUALIFICATION:

5.1. Final degree certificate for Graduation and Post-Graduation, as applicable. In case the candidate has not got final Degree / PG Degree certificate then the provisional Degree / provisional PG Degree certificate needs to be produced

5.2. Individual Semester/Year Mark sheet OR Last semester / year Mark Sheet where marks of all years/semesters is mentioned OR Consolidated mark sheet mentioning consolidated marks obtained in support of prescribed percentage of marks in requisite educational qualification.

NOTE: Non-submission of Degree / PG Degree certificate/MBA Degree and Mark sheets may lead to rejection of candidature

6. ELIGIBILITY CRITERIA:

6.1. Candidates working in PSU/ Govt./ Autonomous bodies should have minimum 02 (Two) years' experience in one scale of pay below the post applied for.

6.2. **Upper Age Limit as on 23/12/2023:**

The upper age limit for the posts advertised is as follows:

Sl. No.	Post	Upper Age Limit
1.	General Manager(E-6)	49years
2.	Addl. General Manager(E-5)	45years
3.	Dy. General Manager (E-4)	41 years

6.3. Verification of Date of Birth:

The candidates shall submit any one of the following certificates for the purpose of verification of date of birth: -

6.3.0. High School or Higher Secondary School or School Leaving Certificate.

- 6.3.1. Extract of date of birth as recorded in Municipal records/record maintained for registering birth as per death/birth/marriage registration act 1886.
- 6.3.2. Date of Birth Certificate once submitted shall not be replaced or, any other certificate at a later date revealing a separate date of birth shall be not entertained.
- 6.4. All the essential qualifications must be full time and be recognized from AICTE/UGC/State Technical Board/Any other appropriate body
- 6.5. Wherever CGPA/OGPA or letter grading system in a degree / diploma is awarded; equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/Institute. The candidate will have to produce a copy of these norms with respect to his/her university/institute at the time of Personal Interview. However, the rating/grade of 6 (Six) shall be considered equivalent to 55% or second class, in those cases where Universities / Institutes have not prescribed rating/grading pattern neither prescribed any conversion formula for calculating equivalent percentage nor award any class for that rating/grade.
- 6.6. For the purpose of calculating the aggregate final marks, the aggregate marks of all years / semesters / trimesters would be taken. Rounding of percentage (%) will not be acceptable under any circumstances i.e. 54.99 % will not be rounded off as 55 %.
- 6.7. Post Qualification experience will be calculated from the date of declaration of result / issuance of mark sheet of prescribed educational qualification.
- 6.8. Superannuation -The age of superannuation for all employees in the regular establishment in HSCL is at present 58 (fifty-eight) years. However, this is subject to revision, from time to time, as per the Government of India guidelines.
- 6.9. There shall be minimum of 02 (two) years service left before superannuation (58 years) in respect of both internal/external candidates.

7. RESERVATION AND RELAXATIONS

- 7.1. Reservation of vacancies with respect to persons belonging to Scheduled Castes (SC) / Scheduled Tribes (ST) / Other Backward Class (Non Creamy Layer) [OBC (NCL)]/Economically Weaker Section (EWS) shall be in accordance with the Government of India guidelines. Persons with Benchmarked Disability (PwBD) can also apply for the above post in accordance with the government of India guidelines in force. Candidates claiming reservation as SC/ST/OBC (NCL)/EWS/PwBD will have to produce a certificate from the designated authority in the prescribed format in support of their claim (Indicative formats are displayed under HRM ->CAREER section in HSCL website), failing which his/her candidature will not be considered.
- 7.2. The name of the caste/community in the caste/community certificate should be exactly as mentioned in the list notified by the government from time-to-time A certificate containing variation in the caste/community name will not be accepted.
- 7.3. Disability of applicants applying against the posts reserved for Person with Benchmarked Disabilities (PwBD), should not be less than 40%.
- 7.4. Reservation against sub-quota for minority community in the post reserved for OBC (NCL) will be applicable as per DPE's OM No.6/6/2011-DPE(SC/ST) dated 02.01.2012.
- 7.5. Age relaxation in case of Scheduled Caste (SC) / Scheduled Tribe (ST) / Other Backward Class (Non Creamy Layer) [OBC (NCL)]/ Person with Benchmarked Disabilities (PwBD) and Ex-Servicemen is as per the Government of India guidelines. Candidates from reserved categories such as SC/ST/OBC (NCL)/EWS can also apply against the unreserved posts. However, they shall be considered on General Category Merit and age relaxation will not be allowed to such category candidates.
- 7.6. Candidates applying as SC/ST/OBC (NCL)/EWS/PwBD will have to upload self-attested copy of valid caste certificate/Income & Asset certificate/Disability Certificate. If the above certificate(s) have been issued in a language other than English/Hindi, the candidates will be required to submit a self-certified translated copy of the same either in English or Hindi.
- 7.7. **Benefit of reservation under EWS category** can be availed upon production of an 'Income and Asset Certificate' issued by Competent Authority (as per the prescribed format by Govt of India). The prescribed format and the Competent Authority to issue the certificate have been given in Department of Personal & Training Office Memorandum No. 36039/1/2019-Estt (Res) dated 31.01.2019. The Income and Asset certificate should be valid for Financial Year 2023-24 on the basis of gross annual income of FY 2022-23. Candidates may please note that they should be in possession of "Income and Assets Certificate" as mentioned above issued on or after 01.04.2023 as on 23/12/2023 as well as the time of interview (if called for interview). In case they fail to produce the "Income & Asset" Certificate as per the above criteria, they will not be allowed to appear for interview. Their candidature will also not be considered under "Reserved" category.
- 7.8. **Such candidate from Armed Forces**, who has been released/retired/discharged from Armed Forces and qualified as an Ex-servicemen is required to submit Discharge/Service Certificate along with an undertaking (Indicative format of released/retired/discharged certificate and undertaking are displayed under HRM ->CAREER section in

HSCL website) duly signed by him/her stating that he/she has not secured any appointment on the civil side prior to this appointment.

7.9 **Reservation under OBC (NCL) category:**

- 7.9.1 The name of caste and community of the candidate must appear in the "Central List of Other backward Classes". The list of castes recognized by the Govt. of India as OBC castes in the central list is available on the site <http://www.ncbc.nic.in>
- 7.9.2 The candidates must not belong to Creamy layer.
- 7.9.3 The candidates need to furnish their latest OBC Certificate as per format prescribed by Govt. of India.
- 7.9.4 The OBC candidates who belong to "Creamy layer" are not entitled for concession admissible to OBC (Non Creamy Layer) candidates and such candidates will have to indicate their category as "General". Category once filled cannot be changed subsequently.
- 7.9.5 OBC (Non-Creamy Layer) certificate should be as per the format prescribed by Government of India. Further, OBC (NCL) applicants, if called for interview, will have to show a valid OBC (NCL) Certificate at the time of reporting for interview.

7.10 The candidate will have to give a self-undertaking, at the time of Personal Interview (if called for) in terms of DOPT memo No. 36012/22/93-Extt. (SCT) dt. 08.09.1993 indicating that he/she belongs to OBC-Non-Creamy Layer.

7.11 Any request for change in Category once filled in the application form by the candidate, will not be considered

- 8.0 Internal candidates on regular establishment will be given age relaxation of five years provided they have at least two years of service left before superannuation. There shall be minimum of 02 (two) years service left before superannuation (58 years) in respect of external candidates.
- 9.0 Internal candidates engaged on Direct contract with HSCL as per HR Policy of HSCL and those engaged through centrally administered manpower agency i.e. agency controlled at the Corporate HRM Department will be entitled for age relaxation of 5 years for the post to be filled on direct recruitment subject to maximum age limit of 56 years and fulfillment of other eligibility criteria.
- 9.1 Those Internal candidates mentioned in Sl. No 9.0 who were working in the company as on 01/09/2021 and continuing to work in the organization as on 23/12/2023 will be entitled for age relaxation of 05 (five) years or the period served in the organization, whichever is higher, subject to maximum age limit of 56 years and fulfillment of other eligibility criteria, terms and conditions.
- 10.0 Internal candidates borne on regular establishment shall be required to forward their application through proper channel. Other internal candidates as at Sl. No 9.0, shall not be required to forward their application through proper channel.
- 11.0 Internal candidates engaged on Direct contract with HSCL as per HR Policy of HSCL and those engaged through centrally administered manpower agency i.e., agency controlled at the Corporate HRM Department, will be eligible to apply for the posts as stated below provided they have worked for at least 02 (two) years in same position as stated below and fulfill all other eligibility criteria, terms and conditions

S No	Present position	Corresponding Maximum grade & post for which the candidate can apply
1	Dy. Head (Project) Dy. Fin. Controller	GM (E-6)
2	Asst. Head (Proj.), Asst. Fin. Controller	AGM (E-5)
3	Sr. Project Engineer, Chief Finance Manager	DGM (E-4)
4	All positions	All posts at grade E-3 and below

- 12.0 Candidates may be posted in any project / location / office of the Company as per the requirement. Only candidates willing to serve anywhere in India should apply.
- 13.0 **The crucial date** for determining the age limit and post qualification experience shall be 23/12/2023 The date of declaration of result / issuance of mark sheet shall be deemed to be the date of acquiring the qualification and there shall be no relaxation on this account. Post qualification experience for a post / level shall be counted from the said date onwards.
- 14.0 The candidates applying against the advertised posts should be working/employed on the crucial date i.e 23/12/2023.

15.0 Re- Employment-

15.1 Employees who were discharged / dismissed by the company shall not be re-employed.

15.2 Re-employment of employees separated under VR Scheme shall be governed by the guidelines issued by the government from time to time.

16.0 A person who has more than one wife/husband living or who having a spouse living, marries in any case in which such marriage is void by reason of its taking place during the life time of such spouse, shall be in-eligible for appointment to service provided that the Managing Director may if satisfied that there are special grounds for so ordering exempt any person from the provisions of these rules.

17.0 Number of vacancies mentioned above may increase or decrease depending upon the requirement of the Company.

18.0 Selected candidates will be on probation for one year.

19.0 Initial Pay on Appointment:

19.1 Pay and Allowances: Normally all appointments, would be made on the minimum of the pay scale. Basic Pay as applicable in the grade, Industrial Dearness Allowance (IDA) at the applicable rates and perks & allowances under Cafeteria Approach

19.2 However, in case of candidates from Govt. / CPSE's, pay protection shall be granted as per the extant rules subject to their application being received through proper channel or on submission of NOC at the time of personal interview

19.3 The selection panel may however recommend grant of higher initial pay in the overall company's interest to those candidates who are experienced / well qualified

19.0 Management reserves right to call for any additional documentary evidence in support of education, experience, CTC, pay scale, etc.

20.0 Eligibility of candidates working in Government Services/PSUs/JVs of Govt./PSU/Autonomous Bodies and drawing pay as per respective IDA/CDA/State Government pay scale(s), shall be determined only on the basis of their pay scale and not on the basis of Cost To Company (CTC).

22.0 Pay protection shall not be granted to candidates who are holding post on "Ad-hoc basis"/ "Contractual Basis" or "Fixed term basis" in Central/State Government Organizations/ Departments/Autonomous bodies/ PSUs".

23.0 The Company reserves the right to raise or modify the eligibility criteria pertaining to educational, professional qualification and/or post-qualification experience. Depending upon the requirement, Company reserves the right to cancel or restrict or curtail or enlarge any or all of the provisions of the recruitment process, if need so arises, without any further notice and without assigning any reason therefor

24.0 PROCEDURE FOR APPLYING

The candidates are required to apply online. The relevant link will be made available in company website www.hsclindia.in. The same shall also be displayed in www.nbccindia.in. The opening and closing date for submission of Online application shall be intimated separately under the head of HRM ->CAREER. No other means / mode of application shall be accepted. Before filling the application online, candidates should keep ready scanned copy of passport size photograph & signature. Fill in the online form with all the relevant details. Upload scanned copy of the photograph & signature and relevant self attested documents pertaining to education, experience certificate, job profile, salary slip, company turnover, caste, etc. Candidates should ensure that the relevant details viz. Name, Date of Birth, Address, education, experiences etc. entered in online application is correct. No modifications are allowed after candidate submits the online application form. If any discrepancies are found in the data filled by the candidate online and that of the original testimonies, the candidature of such candidates is liable to be rejected. Hence, utmost care should be taken to furnish correct details before submitting the online.

The list of documents to be uploaded online are as follows

S No	Particulars	Nature
1	Photograph	Mandatory
2	Signature	
3	Proof of Date of Birth	
4	Educational Certificates: Relevant Mark-Sheets/ Degree Certificate	
5	Experience certificates	
6	Company Turnover Proof (Relevant extract of Annual Report / any other relevant document)	
7	Caste certificate/OBC Certificate/EWS certificate	If applicable
8	PWD certificate	
9	Ex-serviceman certificate	

25.0 PAYMENT OF APPLICATION FEE

- 25.1 Applicants/Candidates belonging to the General, OBC & EWS category are required to pay a non refundable amount of Rs.1000/- (Candidate will be levied tax/charge/transaction fee from their transaction bank, as applicable) for applying against the post(s) advertised. Candidates belonging to SC/ST/Persons with Benchmarked Disabilities category shall be exempted from paying the application fees. Internal candidates shall be exempted from paying application fees.
- 25.2 Candidates are required to make application fee payment through online mode. No other mode of payment will be accepted. The candidate will be automatically/redirected to make online payment (wherever fee is applicable), once the application form is successfully completed.
- 25.3 Application fee once paid will not be allowed to be withdrawn and fees once paid will not be refunded on any account nor can it be held in reserve for any other examination or selection. Candidates are therefore requested to verify their eligibility before payment of application fee.

26.0. SELECTION PROCEDURE

- 26.1. The selection will be by way of personal interview as per the provisions of HSCL Board Approved Recruitment Rules. However, management reserves the right to decide the selection procedure depending upon the response received against each post. Decision of the company will be final in this regard.
- 26.2. The names of candidates shortlisted for selection procedure will be displayed on www.hsclindia.com / www.nbccindia.com.underhead HRM->"CAREER".
- 26.3. Separate individual mails will be sent to the candidates shortlisted for interview. The final selection of the candidates will be based on the performance in the selection procedure and whereafter the "Offer of Appointment" shall be issued.

27.0 APPLICATIONS OF CANDIDATES FORWARDED THROUGH PROPER CHANNEL/NOC FROM GOVERNMENT/ PUBLIC UNDERTAKINGS/AUTONOMOUS BODIES govtjobs.com

- 27.1. HSCL will accept application from candidate only if they are forwarded through Proper Channel in respect of persons employed in Government/Public Undertakings/Autonomous Bodies. Carry forward of Gratuity, Leave and other benefits on movement to another organization/Public Sector with the consent of both the organizations concerned will be considered. In case the application is not forwarded through proper channel, the applicant can be considered for written test/CBT/Group Discussion/Personal Interview, subject to production of No Objection Certificate from his current employer. Candidate working in Government/Public Undertakings/Autonomous Bodies should apply through proper channel or furnish "No Objection Certificate" at the time of interview.
- 27.2. In the event of difficulty in forwarding the applications through Proper Channel/getting No Objection Certificate from their parent department, they may submit an undertaking at the time of interview that they will produce proper relieving order from their organization in case selected; otherwise they will not be allowed to join
- 27.3. Internal candidates engaged on Direct contract with HSCL as per HR Policy of HSCL and those engaged through centrally administered manpower agency i.e. agency controlled at the Corporate HRM Department level, shall not be required to forward their application through proper channel.

28.0. CANDIDATES APPLYING FROM PRIVATE SECTOR / PSU BANKS

- 28.1. The applicants for posts of grade E-4 and above working in the private sector should be drawing CTC (only monetary /cash part) comparable to next lower grade to HSCL. These categories of candidates should indicate their organization structure depicting their position.
- 28.2. The applicants working in private sector should have 1 year experience in company where the annual turnover is in excess of 250 Cr in any one of the last three financial years.
- 28.3. **Explanation:**
 - 28.3.1. The turnover of the company under whose rolls the candidate is working shall be considered.
 - 28.3.2. As documentary proof, candidate shall submit, relevant extract of Annual Report / any other relevant document indicating the turnover of the company.
 - 28.3.3. The last three financial years shall mean the previous three financial years from the last date of submission of application form mentioned in the advertisement. For Example- In case for an advertisement last date of submission of application form is 01.12.2023 then the last three financial years shall be FY 2020-21, FY 2021-22& FY 2022-23. The turnover proof document must pertain to the year in which the candidate is / was working in the organization.

- 28.3.3.1. Example 1 – In case candidate has not worked in last three financial year, then he would not have any turnover proof to produce, rendering him ineligible.
- 28.3.3.2. Example 2 – In case candidate has worked in a company in FY 2022-23, then the turnover proof of that company is required to be submitted for FY 2022-23.
- 28.3.5. Turnover proof of the company shall be considered wherein candidate is having relevant work experience as per Qualifying Requirements.
- 28.3.6. This shall be applicable to candidates working in Private Company/Organization

29. PRODUCTION OF DISCHARGE/RELIEVING CERTIFICATE FROM PREVIOUS EMPLOYER BEFORE JOINING DUTIES IN THE COMPANY

Selected candidates from Central Government services/CPSE's /Armed Forces/ Private Sector/Autonomous bodies/PSU Bank/State Government services /State Public Sector Enterprises etc. shall be required to produce a clear discharge/relieving certificate from their previous employers, before such person is taken on duty in the company.

30. GENERAL INSTRUCTIONS

- 30.1. Only Indian Nationals are eligible to apply.
- 30.2. Candidates applying for more than one post should apply separately for each post.
- 30.3. In case of multiple applications for single post, only the recent application shall be considered.
- 30.4. Candidature of only those persons who are working as on 23/12/2023 shall be considered.
- 30.5. Candidates are advised to give specific, correct, full information. All original certificates/documents in support of information furnished in the application form are to be produced at the time of Personal Interview/face to face interview.
- 30.6. In case the candidates fails to produce the original certificates/documents at the time of personal/face to face interview or the certificates/documents produced at the time of personal/face to face interview are found incomplete/illegible/incorrect compared to the documents uploaded online by them while applying against a vacancy, they shall not be considered for the interview and/or further selection process and in such a case, traveling fare would not be reimbursed. Candidature of the candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any information provided by the candidate is found to be false or is not found in conformity with the eligibility criteria mentioned in the advertisement.
- 30.7. In case of variation in name / surname / name spelling mentioned in the application with that in the respective certificates pertaining to education / professional qualification / caste / etc., the applicant shall be required to submit a certificate from SDM or equivalent to this effect along with the respective documents at the time of interview, failing which his/her candidature shall be liable to be cancelled. In case of change of surname of female after her marriage, the candidate is required to furnish marriage certificate and notarized affidavit in this regard.
- 30.8. Candidates called for the interview shall be reimbursed travelling fare by the shortest route from the place of residence as declared in their application form to place of interview and back on production of original or self-attested photocopy of the inward tickets in the following manner:

Post	Eligibility
Grade E4 to E6	Second AC Rail/ Luxury Bus

- 30.9. In case the candidates shortlisted for interview are found ineligible for the personal/face to face interview and or further selection process, they shall not be reimbursed of their travelling expenses for attending the interview.
- 30.10. Selected candidates will be required to serve in any part of India or abroad including subsidiaries and JVs companies as per the discretion/requirement of HSCL.
- 30.11. The mere fact that a candidate has submitted application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him/her the right to be definitely called for interview / considered further for selection process. In case of overwhelming response, HSCL reserves the right to shortlist the candidates by fixing revised eligibility criteria.
- 30.12. Only shortlisted candidates will be intimated through email or by post for further selection procedure. Candidates should bring copy of printout of online filled application form, NOC (if applicable) and interview call letter along with photograph and self-attested copies of documents viz. (a) matriculation/ secondary certificate/ Extract of date of birth as recorded in Municipal records/ record maintained for registering as per death/birth/marriage registration act 1886 as proof of date of birth (b) complete set of mark sheets / degree certificate in support of qualification (c) proof of complete experience along with pay scales for each position held (d) caste certificate in format prescribed by Govt. of India (if applicable) (e) disability certificate issued by the competent authority (if applicable) & (f) Proof of payment of application fee (if application fees is applicable),(g) Turnover of the organization (wherever applicable) along with the original certificates / experience certificates for verification.
- 30.13. HSCL reserves the right to cancel this advertisement and/or the selection process for any of the above posts without assigning any reason.

- 30.14. Candidates are advised to keep their **e-mail ID active at least for one year**. No change in e-mail ID will be allowed once entered. All future correspondence shall be sent via e-mail only.
- 30.15. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website www.hsclindia.in/www.nbccindia.in under head: **HRM-> "CAREER"**. No further press advertisement will be given. Hence prospective applicants are advised to visit the above website(s) regularly for above purpose.
- 30.16. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
- 30.17. Candidates are required to retain a copy of the online submitted application form for future reference.
- 30.18. Before applying, candidates are advised to go through the requirements of essential qualification, requisite experience, age etc. and satisfy themselves that they are eligible for the post. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and decision of HSCL shall be final.
- 30.19. Candidates are also advised not to respond to unscrupulous advertisements appearing in any newspaper. For authenticity of any advertisement the candidate may check on HSCL website www.hsclindia.in/www.nbccindia.in only.
- 30.20. Responsibility of receiving, downloading and printing of the Call letter/Interview Letters, information / communication etc. will be of the candidate. Company will not be responsible for any loss of E-mail sent, due to invalid / wrong Email ID provided by the candidate in online application or due to any other reason. Candidates are advised to retain the same E-mail ID and Mobile number active for at least 01 (one) year.
- 30.21. Applications that are incomplete, not in prescribed format, not legible, without the required certificates and without requisite fee, shall be summarily rejected without assigning any reasons and no correspondence in this regard shall be entertained.
- 30.22. No hard copies of documents are required to be sent
- 30.23. The candidates not short listed for selection process/interview shall not be communicated regarding the status of their candidature. No correspondence will be entertained about the outcome of the application, at any stage.
- 30.24. List of "Selected candidates" and list of candidates on "Wait List/ Extended Panel" only shall be published in the company website. HSCL reserves the right to utilize the panel (including the wait list/extended panel) of selected candidates for filling up the indicated and future vacancies that may arise in HSCL.
- 30.25. Management reserves the right to cancel the advertisement/selection process. The advertised vacancy / post is tentative and may increase/decrease any time without any prior information.
- 30.26. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or applications in response thereto shall be subject to jurisdiction of Courts at Kolkata. In case of any ambiguity / dispute arising on account of interpretation other than English, the English version will prevail.
- 30.27. The decision of Managing Director, HSCL in all matters relating to eligibility, acceptance or rejection of applications, penalty for false information, mode of selection, conduct of interviews, selection and posting of selected candidates will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.
