



**HINDUSTAN STEELWORKS CONSTRUCTION LIMITED**  
**(A Govt. Of India Undertaking)**  
**A Subsidiary of NBCC (India) Ltd**  
**Regd. Office: P-34-A, Gariahat Road (South), Kolkata - 700 031**

ADVT. NO.- 01/2021

**ADVERTISEMENT FOR VARIOUS REGULAR POSTS**

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 CPSE initially established with a mandate of developing and sourcing indigenous capabilities for setting up of Integrated Steel Plants in India. The company has diversified into other areas of 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 the various posts :-

S.No	Post / Level Scale of pay (IDA) / No. of vacancies	Essential Qualification	Essential Post Qualification Experience
1.	GENERAL MANAGER (ENGG.)-(CIVIL)/ E-6 / (Rs.90,000 - 2,40,000(IDA)  TOTAL – 06  UR-05 OBC-01	Full Time degree in Engineering in relevant discipline (Civil) with minimum 55% marks or equivalent, from a recognized University or Deemed University or Institute recognized by AICTE.	<ul style="list-style-type: none"><li>• Total 15 years' experience in the field of PMC / EPC / Real Estate / Infrastructure/ large commercial contracts/ Building / Production / Planning etc.</li><li>• The applicant working in PSU/ Govt. 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.</li><li>• The applicants working in the private sector should be drawing CTC (only monetary /cash part) comparable to next lower grade to HSCL.</li><li>• The candidates should have experience in overall execution &amp; 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 &amp; Liaison work with Govt. Departments / Ministries. Candidates should have knowledge of CPWD conditions of contract and Specifications.</li></ul>

S.No	Post / Level Scale of pay (IDA) / No. of vacancies	Essential Qualification	Essential Post Qualification Experience
2.	ADDL. GENERAL MANAGER (ENGG)-CIVIL- E-5 (Rs.80,000-2,20,000(IDA)) TOTAL – 05 UR-04 OBC-01	Full Time degree in Engineering in relevant discipline (Civil) with minimum 55% marks or equivalent, from a recognized University or Deemed University or Institute recognized by AICTE.	<ul style="list-style-type: none"> <li>• Minimum 12 years' experience in the field of PMC / EPC / Real Estate / Infrastructure/ large commercial contracts/ Building / Production / Planning etc</li> <li>• The applicant working in PSU/ Govt. 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.</li> <li>• The applicants working in the private sector should be drawing CTC (only monetary /cash part) comparable to next lower grade to HSCL.</li> <li>• 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.</li> <li>• 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.</li> </ul>
3.	DY. GENERAL MANAGER (ENGG) (CIVIL)-E-4 (Rs.70,000-2,00,000(IDA)) TOTAL – 04 UR-03 OBC-01	Full Time degree in Engineering in relevant discipline (Civil) with minimum 55% marks or equivalent, from a recognized University or Deemed University or Institute recognized by AICTE.	<ul style="list-style-type: none"> <li>• Minimum 09 years' experience in the field of PMC / EPC / Real Estate / Infrastructure/ large commercial contracts/ Building / Production / Planning, etc.</li> <li>• The applicant working in PSU/ Govt. 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.</li> <li>• The applicants working in the private sector should be drawing CTC (only monetary /cash part) comparable to next lower grade to HSCL.</li> <li>• The candidate should have relevant experience in construction related activities i.e execution / supervision of construction works involving earthwork,</li> </ul>

S.No	Post / Level Scale of pay (IDA) / No. of vacancies	Essential Qualification	Essential Post Qualification Experience
			<p>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.</p> <ul style="list-style-type: none"> <li>• 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 will be an added advantage.</li> </ul>
4	GENERAL MANAGER(FIN) - E-6 (Rs.90,000-2,40,000(IDA) TOTAL-1 UR-1	Cost Management Accountant (CMA) from the Institute of Cost Accountants 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 recognised University or Deemed University or Institute recognised by AICTE with minimum 55% Marks OR Two years Full Time Post Graduate Degree/ Diploma in Management (Finance) from an Institute recognised by AICTE with minimum 55% Marks	<ul style="list-style-type: none"> <li>• 15 years' experience in managing working capital.</li> <li>• The applicant working in PSU/ Govt. 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.</li> <li>• The applicants working in the private sector should be drawing CTC (only monetary /cash part) comparable to next lower grade to HSCL.</li> <li>• Should have experience of finalization of accounts and consolidation of accounts at unit/ corporate level.</li> <li>• 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.</li> <li>• Should have experience of handling internal, statutory and government audits. Should also be conversant with tendering procedure in PSU / Government organization. Candidate should be well versed in usage of ERP.</li> </ul>
5	ADDL. GENERAL MANAGER-FIN-E-5 (Rs.80,000-2,20,000(IDA) TOTAL-1 UR-1	Cost Management Accountant (CMA) from the Institute of Cost Accountants of India OR Chartered Accountant (CA) from the Institute of Chartered	<ul style="list-style-type: none"> <li>• 12 years' experience in managing working capital.</li> <li>• The applicant working in PSU/ Govt. 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.</li> <li>• The applicants working in the private</li> </ul>

S.No	Post / Level Scale of pay (IDA) / No. of vacancies	Essential Qualification	Essential Post Qualification Experience
		Accountants of India OR Two years Full Time MBA (Finance)/MMS (Finance) from a recognised University or Deemed University or Institute recognised by AICTE with minimum 55% Marks OR Two years Full Time Post Graduate Degree/ Diploma in Management (Finance) from an Institute recognised by AICTE with minimum 55% Marks	sector should be drawing CTC (only monetary /cash part) comparable to next lower grade to HSCL. <ul style="list-style-type: none"> <li>• Should have experience of finalization of accounts and consolidation of accounts at unit/ corporate level.</li> <li>• 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.</li> <li>• Should have experience of handling internal, statutory and government audits. Should also be conversant with tendering procedure in PSU / Government organization. Candidate should be well versed in working with ERP.</li> </ul>
6	DY. GENERAL MANAGER-FIN-E-4 (Rs.70,000-2,00,000(IDA) TOTAL-1 UR-1	Cost Management Accountant (CMA) from the Institute of Cost Accountants 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 recognised University or Deemed University or Institute recognised by AICTE with minimum 55% Marks OR Two years Full Time Post Graduate Degree/ Diploma in Management (Finance) from an Institute recognised by AICTE with minimum 55% Marks	<ul style="list-style-type: none"> <li>• 09 years' experience in managing working capital.</li> <li>• The applicant working in PSU/ Govt. 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.</li> <li>• The applicants working in the private sector should be drawing CTC (only monetary /cash part) comparable to next lower grade to HSCL.</li> <li>• Should have experience of finalization of accounts and consolidation of accounts at unit/ corporate level.</li> <li>• 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.</li> <li>• Should have experience of handling internal, statutory and government audits. Should also be conversant with tendering procedure in PSU / Government organization. Candidate should be well versed in working with ERP.</li> </ul>
6	DY. GENERAL MANAGER-(LAW)-E-4 (Rs.70,000-2,00,000(IDA) TOTAL-1 UR-1	Full-time graduate with LLB (full time) from recognised University or Degree in Law (5 years integrated course) from a National Law School/ University / Deemed University, with minimum 55% Marks	<ul style="list-style-type: none"> <li>• The Candidate should have minimum 09 years experience in Company laws, Arbitration Matters, Contracts, Property Matters, Civil &amp; Criminal Cases &amp; Stay Orders.</li> <li>• The applicant working in PSU/ Govt. 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-</li> </ul>

S.No	Post / Level Scale of pay (IDA) / No. of vacancies	Essential Qualification	Essential Post Qualification Experience
			<p>1,80,000(IDA) or equivalent.</p> <ul style="list-style-type: none"> <li>The applicants working in the private sector should be drawing CTC (only monetary /cash part) comparable to next lower grade to HSCL.</li> <li>Candidate should have exposure in service Matters, Employee Disciplinary matters, Industrial dispute act issues. Should have hands on experience in Contract Law Suit, Draft of deeds, Licenses &amp; Permissions, Govt. Audit, Agreements, Legal Document Preparation. Candidates are required to be proficient in Computer/ERP.</li> </ul>
7	ADDL. GENERAL MANAGER-(HRM) /E-5 (Rs.80,000-2,20,000(IDA) CTC- TOTAL-1 UR-1	<p>Two years Full-Time Post Graduate Degree/ PG Diploma with 55% marks in:</p> <p>i. Labour &amp; Social Welfare or Labour Studies or Labour Welfare or PM &amp; IR or Management Or</p> <p>ii.Social Work/ Social Welfare / Labour Welfare with PM and /or IR Or</p> <p>iii.MBA or Two years full time Post Graduate Degree/ Diploma in HR , HRD, personnel Management, etc.</p> <p>Qualification should be awarded by recognised Universities/Deemed University / Institute registered with AICTE.</p>	<ul style="list-style-type: none"> <li>12 years' experience Corporate HRM/ IR/ Welfare etc.</li> <li>The applicant working in PSU/ Govt. 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.</li> <li>The applicants working in the private sector should be drawing CTC (only monetary /cash part) comparable to next lower grade to HSCL.</li> <li>Functional capabilities should be inclusive of thorough knowledge of labour laws and service regulations, Disciplinary matters, application of HRM concepts, tools and practices, such as manpower planning, Performance management, career planning &amp; recruitment, succession planning, competency appraisal etc. Exposure in industrial relations is essential. Should be well-versed with contract labour management. Experience in latest HR Practices and Policies, dealing with retention and attrition aspects. Candidate should be proficient in computer/ ERP.</li> </ul>

CENTRE FOR CIVIL ENGG. COMPETITIVE EXAMS  
SINCE 2012

**A. NOTE:**

- HSCL is a Schedule B CPSE, a subsidiary of NBCC (India) Limited under the Ministry of Housing and Urban Affairs.
- Candidates working in Govt./ PSU in IDA pay scale should have minimum 2 years' experience in one scale of pay below the post applied for. Internal candidates on permanent rolls should have 1 year experience in one scale of pay below that of the post applied for.

**3. Upper Age Limit as on date (01/06/2021):**

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

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

#### 4. 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	18.08
E-5	Addl. General Manager	Rs. 80,000-2,20,000	16.07
E-4	Dy. General Manager	Rs. 70,000-2,00,000	14.06
E-3	Manager	Rs. 60,000-1,80,000	12.05

CTC above excludes Medical facilities (Perks and PRP which shall be paid as per rules, whenever applicable.)

#### 5. Verification of Date of Birth:

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

- i) High School or Higher secondary School or School Leaving Certificate.
- ii) Extract of date of birth as recorded in Municipal records/ record maintained for registering birth as per death/birth/marriage registration act 1886.

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. All the essential qualifications must be full time and be recognized from AICTE/UGC/State technical board/any other appropriate body.
7. Wherever CGPA/OGPA or 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 GD / Personal Interview. However, the rating/grade of 6 shall be considered equivalent to 55%, in those cases where Universities / Institutes have not prescribed rating/grading neither prescribed any conversion formula for calculating equivalent percentage nor award any class for that rating.
8. Qualifying experience will be calculated from the date mentioned in the marks sheets of prescribed educational qualification.
9. Service rendered during training period as a "Trainee" on regular Pay Scale or Stipend followed by his/her conformation 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.
10. Selected candidates will be on probation for one year.
11. Superannuation -The age of superannuation for all employees in the regular establishment in HSC is at present 58 (fifty-eight) years. However, this is subject to revision, from time to time, as per the Government of India guidelines.
12. There shall be minimum of 02 (two) years service left before superannuation (58 years) in respect of both internal/external candidates.
13. Persons with Disability can also apply for any of the above posts in accordance with DOPT OM No. 36035/3/2004-Estt(Res) dated 29.12.2005. Disability of applicants applying against the posts reserved for disabled persons should not be less than 40%. 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.
14. Reservation of vacancies with respect to Scheduled Castes / Scheduled Tribes / OBC/EWS/ Person with disabilities shall be in accordance with the Government directives issued in the matter from time to time.



15. Age relaxation for SC/ST/OBC (NCL)/Persons with Disabilities (PWD)/ EWS and Ex- Servicemen will be as per Government guidelines in this regard. Candidates from reserved category such as SC/ST/OBC (NCL) can also apply against the unreserved posts. However, age relaxation will not be allowed to such category candidates against unreserved posts. Departmental/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.
16. Internal candidates working on contractual establishment will be entitled for age relaxation equal to the number of years they have served in this organisation subject to fulfilment of other eligibility criteria, terms and conditions.
17. Internal candidates in contractual establishment will be eligible to apply for the posts as stated below provided they have worked for at least two years in their present position/cadre and fulfil the educational requirement, irrespective of their present scale or emoluments.

Sl. No.	Present position on contract	Corresponding Maximum grade & post for which contractual employee can apply
1	Asst. Head (Proj.) Asst. Fin. Controller	AGM (E-5)
2	Sr. Project Engineer Chief Finance Manager	DGM (E-4)

18. The crucial date for determining the age limit and post qualification experience shall 01/06/2021. 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.

**19. Higher Initial Pay On Appointment :**

- a. Normally all appointments, would be made on the minimum of the pay scale.
  - b. 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 submission of NOC at the time of personal interview.
  - c. 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.
20. Extension of Joining time: Generally 3 months of extension of joining time is given from the date of last joining mentioned in the offer of appointment.
  21. Re- Employment-
    - a. Employees who were discharged / dismissed by the company shall not be re-employed.
    - b. Re-employment of employees separated under VR Scheme shall be governed by the guidelines issued by the government from time to time
  22. 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.
  23. Number of vacancies mentioned above may increase or decrease depending upon the requirement of the Company.
  24. Management reserves right to call for any additional documentary evidence in support of education, experience, CTC, pay scale, etc.
  25. 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 there for.

**B. PROCEDURE FOR APPLYING**

The candidates are required to apply online. The relevant link will be made available from 10:00 hrs on 14/06/2021 under the head of HRM -> CAREER of website [www.hsclindia.com](http://www.hsclindia.com) & [www.nbccindia.com](http://www.nbccindia.com) Online submission of application will be allowed on the website up to 23:59 hrs on 14/07/2021. 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 in jpg/jpeg format. Fill in the online form with all the relevant details. Upload scanned copy of the photograph & signature and relevant documents pertaining to



education, experience, job profile and caste, etc. Candidates should ensure that the relevant details viz. Name, Date of Birth, Address, education, experiences etc. entered in online application is correct. Detailed procedure regarding payment of fees is explained under "**PAYMENT OF APPLICATION FEE**".

### **C. PAYMENT OF APPLICATION FEE**

1. Applicants/Candidates belonging to the General & OBC (NCL) category are required to pay a non-refundable amount of Rs.500/- (Candidate will be levied tax/charge/transaction fee from their transaction bank, as applicable). SC, ST, PWD & Departmental (Internal) candidates are exempted from payment of application fee.
2. Candidates are required to make application fee payment through debit card/credit card/net-banking. The candidate will be automatically/redirected to make online payment (wherever fee is applicable), once the form is successfully completed.
3. No other mode of payment will be accepted. Application fee once paid will not be refunded under any circumstances. Candidates are therefore requested to verify their eligibility before payment of application fee.

### **D. SELECTION PROCEDURE**

1. The selection procedure will be decided by Company depending upon the response received against each post. The selection criteria can be by way of personal interview or by way of group discussion (GD) followed by personal interview or written test followed by group discussion followed by personal interview or by any other appropriate way. Decision of the company will be final in this regard.
2. The names of shortlisted candidates will be displayed on [www.hsclindia.com](http://www.hsclindia.com) / [www.nbccindia.com](http://www.nbccindia.com). under head **HRM ->"CAREER"**. Separate individual e-mails will be sent to the shortlisted candidates. The final selection of the candidates will be based on the performance in the Witten Test/Group Discussion & Personal Interview & where after the "Offer of Appointment" shall be issued.

### **E. APPLICATIONS OF CANDIDATES FORWARDED THROUGH PROPER CHANNEL/NOC FROM GOVERNMENT AND PUBLIC UNDERTAKINGS**

1. Those who are employed in government / public sector undertaking shall necessarily forward their applications through proper channel ie. their parent organization and produce No Objection Certificate (NOC) from their present employer at the time of the personal interview, failing which the candidate shall not be allowed to appear for the personal interview.
2. However, in the event of difficulty in getting NOC from their parent department, they may submit an undertaking at the time of personal interview stating that if he/she is selected for appointment in HSCL, his/her appointment will be subject to :
  - a. That he/she will forego the benefits of carry-forward of leave, gratuity, etc.
  - b. That he/she will submit a proper relieving order issued by his previous organization before joining.
  - c. That he/she will not have claim of protection of pay.
3. Those who are employed in government / public sector undertaking have to produce the proper relieving order from their organization, in the event of their selection, at the time of reporting for joining.

### **F. CANDIDATES APPLYING FROM PRIVATE SECTOR / PSU BANKS**

1. The applicants working in the private sector should be drawing CTC (only monetary /cash part) comparable to next lower grade to HSCL. These categories of employees should indicate their organization structure depicting their position.
2. The applicants working in private sector should have 1 year experience in company where the annual turnover is in excess of 100 Cr in any one of the last three financial years.
3. Explanation:
  - a. The turnover of the company under whose rolls the candidate is working shall be considered.



- b. As documentary proof, candidate may submit, Annual Report / any other document indicating the turnover of the company to be more than Rs 100 Cr in any one of the last three financial years
  - c. 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 01.12.2019 then the last three financial years shall be FY 2016-17, FY 2017-18 & FY 2018-19.
  - d. The turnover proof document must pertain to the year in which the candidate is / was working in the organization.
    - i. 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.
    - ii. Example 2 – In case candidate has worked in a company in FY 2017-18, then the turnover proof of that company is required to be submitted for FY 2017-18.
    - iii. Turnover proof of the company shall be considered wherein candidate is having relevant work experience as per Qualifying Requirements.
  - e. This shall be applicable to candidates working in Private Company/Organization.
  - f. For calculating of CTC the emoluments include –Basic/DA/HRA/Perks/PRP (Performance Related Pay)/Performance Linked Incentives/Ex-gratia/ CPF/Gratuity/Pay Leaves. Etc.
  - g. The candidates working in private sector should indicate the salary, head-wise (monetary/cash part) which forms part of Form 16 with supporting documents.
4. Candidates are requested to upload their all documents/ credentials pertaining to their eligibility i.e. CTC, organization structure depicting their position in the organisation, Turnover of the organization, etc.

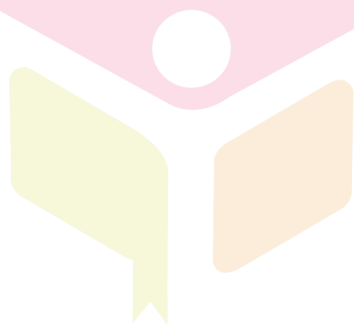
## G. GENERAL INSTRUCTIONS

1. Candidates applying for more than one post should apply separately for each post.
2. 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 GD / Personal Interview, failing which the candidates will be dis-qualified for appearing in GD / Personal Interview 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.
3. 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.
4. Candidates called for the interview shall be reimbursed travelling fare by the shortest route from the place of residence 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

5. 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.
6. 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. In case of non-suitability of candidates for the post applied for, HSCL at its discretion can offer a suitable post in the lower level. Only shortlisted candidates will be intimated through email or by post for the proposed written test/GD/Personal Interview.
7. 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 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) Pay-in-slip (if

- applicable),(g) CTC, Organization structure depicting their Position, Turnover of the organization (wherever applicable) along with the original certificates / experience certificates for verification.
8. HSCL reserves the right to cancel this advertisement and/or the selection process for any of the above posts without assigning any reason.
  9. 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.
  10. Any corrigendum/addendum/errata in respect of the above advertisement shall be made available only on our official website [www.hsclindia.com](http://www.hsclindia.com) under head: **HRM-> "CAREER"**. No further press advertisement will be given. Hence prospective applicants are advised to visit HSCL/NBCC website regularly for above purpose.
  11. Any canvassing, directly or indirectly, by the applicant will disqualify his/her candidature.
  12. Candidates are required to retain a copy of the online submitted application form for future reference.
  13. **Candidates are advised to keep their e-mail ID given in the Application form active for at least one year**. No change in e-mail ID will be allowed for that duration. All future correspondence shall be sent via e-mail only.
  14. All correspondence shall be made through email only and no communication would be sent through other modes like courier/post, etc.
  15. 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.



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