

HINDUSTAN SHIPYARD LIMITED :: VISAKHAPATNAM-530 005

(A Government of India Undertaking)

HSL is the pioneer Shipbuilding and Ship repair Yard functioning under the Ministry of Defence. The Company is looking for dynamic and result oriented executive with proven track record and professional competence for the post of EXECUTIVE ASSISTANT TO C&MD at Manager (E4)/Deputy Manager (E3) cadre (General)

Qualification & Experience:

Candidate must be a graduate in Engineering (Mechanical / Electrical / Naval Architecture) preferably with MBA. Should have 12 years post qualification experience out of which 4 years in the immediate lower grade for Manager Cadre and 9 years post qualification experience out of which 3 years in the immediate lower grade for Deputy Manager Cadre in Shipyard/large Industrial Organization preferably with knowledge of Public Sector Operations & functions.

Persons from services holding the rank of Lieutenant Commander/Commander and equivalent ranks may also apply for consideration at E3/E4 level respectively. Relevant rules as applicable to the recruitment of Ex-servicemen shall apply in such cases.

Job Profile:

The EA to C&MD should manage C&MD's Secretariat and handle external and internal communication on C&MD's behalf; He should analyze and present data to facilitate decision making by C&MD; Establish rapport with key people within the Organization and outside agencies of the Company; Monitor and report progress on various activities and highlight risks, delays and opportunities to C&MD; Assist C&MD in conducting daily, weekly, monthly reviews.

The incumbent should have ability to work independently with minimum instructions and should have good communication and language skills.

GENERAL CONDITIONS:

Post : EA to C&MD (General)

Scale of pay : Manager (E4) : Rs.29100 – 54500;

Total emoluments at the Minimum : Rs. 51,105/-

Scale of pay: Deputy Manager (E3) : Rs.24900 – 50500

Total emoluments at the Minimum : Rs.43,383/-

- i) Age: Below 45 years for Manager Cadre and 40 years for Deputy Manager (Relaxation of age and Experience will be allowed as per Government rules for SC/ST/OBC if otherwise found suitable.
- ii) 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.
- iii) Candidates presently working in Government/Public Sector Undertakings or Autonomous bodies should route their applications through proper channel or else No Objection Certificate from the present Organization shall be produced at the time of interview. Without "No Objection Certificate", the candidates will not be interviewed and accordingly no TA will be paid.
- iv) HSL reserves the right to operate the post at appropriate level depending on suitability, experience, designation/rank of applicant.
- v) Candidates called for interview for the above post will be paid single to and fro II AC Class Railway fare by the shortest route. .

- vi) Applications, typed on a plain paper, giving the name of the post applied and complete Bio-data with Name, Date of Birth, Academic and Professional qualifications, detailed experience with dates and positions held nature of duties, salary drawn, address for communication, nearest railway station etc along with the attested copies of all the relevant certificates including SC/ST/OBC Caste Certificate, if applicable, and a demand draft for Rs.100/- (Not payable by SC/ST) drawn in favour of M/s. Hindustan Shipyard Ltd., Visakhapatnam should reach the General Manager (Per & Admn), Hindustan Shipyard Ltd., Gandhigram (PO), Visakhapatnam-530 005 on or before 14th November 2011. Incomplete applications and applications received after the due date will not be entertained.

ADVT. NO.PD/E/0102/ 02 /2011 dated 13.10.2011

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