

HINDUSTAN SHIPYARD LIMITED
VISAKHAPATNAM

Requirement of one CS Trainee (Executive Level Passed)
as per ICSI Training structure

Hindustan Shipyard Limited (HSL) a Govt of India undertaking under the Ministry of Defence is a premier ship building yard in the East Coast of India The registered & corporate office the Company is situated at Visakhapatnam in the state of Andhra Pradesh. The Company requires a CS Trainee on whole time basis for a period of 24 Months as per the training guidelines of institute of Company Secretaries of India on following Terms and Conditions.

(a) **Qualification:** The candidate must have passed the CS Executive Level an additional graduation degree would be preferred.

(b) **Skill Sets Required:** The candidate shall have the working knowledge of Companies Act 2013.The candidate shall have good communication & Drafting skills and should be able to work in a computerised environment.

(c) **Age:** The minimum age shall be 20 years and maximum age is 35 years.

(d) **Duration of Training:** Duration of Training shall be 24 months.

(e) **Stipend:** Stipend shall be Rs.9000/- & Rs.10000/- per month during the first & second year of Training respectively. In case of Qualified candidates, the stipend is Rs.18000/- per month.

(f) **Leaves:** Leaves during the Training shall be governed as per Training guidelines issued by ICSI.

(g) **Selection Procedure:**

(i) Interested candidates are required to submit their applications in the prescribed format which is placed at Annexure-A to Sr.Manager (Training), Hindustan Shipyard Limited, Gandhigram PO, Visakhapatnam-530005.

(ii) Upon receipt of application, the shortlisted candidates shall be called for interview. The candidate will be selected based on their performance in the interview.

(iii) Upon selection, the candidate will be informed about his/her selection for training and the candidate shall apply to the institute for sponsorship. Upon receipt of sponsorship, the Training shall be commenced.

(h) **Last Date for Applying:** The last date for applying is 1600 hours of 06 Jan 2020.Applications received beyond the said date/time shall be liable for rejection.

(i) **General Conditions:**

(i) Local candidates from Visakhapatnam would be preferred.

(ii) The Training of the candidate would be completed upon completion of the 24 months Training period and the candidate shall have no right to claim for regularisation or absorption in any manner.

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(iii) The Candidate shall be governed as per the extent rules applicable to graduate apprentice trainees of the Company.

(iv) The Company reserves the right to modify and cancel the selection process of CS trainee without assigning any reason therefore.

(v) The Training of the candidate will be terminated if the candidate violates any of the terms & Conditions mentioned in the selection letter which will be issued after selection.