



EMPLOYMENT ASSISTANCE TO THE DEPENDENT OF DISABLED/ LATE EX-SAILORS



For Employment assistance to the Dependent of Disabled/Late Ex-Sailors, refer to IHQ MoD policy CP(NG)/6668/WNC/Ex-servicemen/NOK dated 15 May 2019 (available on NAVPEN website under tab Download>>Sailors), regarding "**Rehabilitation of Disabled Defence Services Personnel and Members of Families of Defence Services Personnel Attributable to Military Service - Concessions for Appointment to Group 'C' and Erstwhile Group 'D' Posts.**"

GUIDELINES FOR PROCESSING EMPLOYMENT ASSISTANCE CASES

- (a) **Proforma A & B.** Each page of the Proforma part 'A' & 'B' should be duly filled-up by the applicant and each page of the Proforma Part 'A' & 'B' should be attested/countersigned by the forwarding authority (i.e. Zila Sainik Board /Last Unit).
- (b) **Death Certificate/ Medical Invalidation Report.** Death Certificate/Medical Invalidation Report of the government servant need to be submitted duly countersigned by the forwarding officer.
- (c) **CE list.** CE list notifying the death casualty /Medically Boarded Out from service of the government servant needs to be submitted.
- (d) **Application from Last Unit.** A representation from the last unit recommending employment to the applicant in the Navy under the employment assistance scheme needs to be submitted.
- (e) **Application from the w/o the deceased/ medically invalidated employee.** A representation from w/o the deceased / medically invalidated employee for seeking employment for herself/applicant in the Indian Navy on compassionate grounds under the employment assistance scheme needs to be submitted duly countersigned by the forwarding officer.
- (f) **Application from the Applicant.** A Representation from the applicant for seeking employment for himself /herself in the Indian Navy on compassionate grounds under the employment assistance scheme. Recent photo needs to be affixed, duly attested by the forwarding officer.
- (g) **NOC.** No objection certificates from all the major dependents family members in favor of the applicant.
- (h) **Moveable/Immovable property certificate.** Revenue Officers / Tahsildar's Certificate regarding Moveable / Immoveable property indicating present market value and income if drawn

from the property. The certificate should be on letter head of Tahsildar / Revenue Officer, and is a mandatory document. The documents which are in regional language should be translated either in English or Hindi.

(j) **Income Certificate.** Income Certificate from Civil Authority (i.e. Tahsildar /BDO of concerned District) needs to be submitted. Income Certificate should mention correct annual income of the family i.e. Income from pension and other sources separately. The documents which are in regional language should be translated either in English or Hindi.

(j) **Police Verification Certificate.** Police Verification Report /certificate issued by the competent authority, indicating the character of the applicant, and depicting correct economic & social background of the family be submitted. The documents which are in regional language should be translated either in English or Hindi.

(k) **Undertaking.** An undertaking from the applicant that he/she will look after and support the family after getting the job / employment needs to be submitted duly countersigned by the forwarding officer.

(l) **Self Declaration Affidavit on Rs.100/- stamp paper.** An affidavit should be prepared by the applicant mentioning all the facts of the family, giving full details of the family i.e. details of family members, name, age, marital status, current occupation, school going children, unmarried daughters /sisters, current address of the family, Assets and Liabilities of the family.

(m) **Educational Certificates.** Attested copies of School Leaving Certificate / Mark sheet and other certificates in respect of the applicant in support of date of birth/age and educational and technical qualification.

(n) **Willingness Certificate.** Willingness certificate from the applicant stating to accept any post offered under the employment assistance scheme needs to be submitted duly countersigned by the forwarding officer.

(p) **Affidavit indicating change of name through marriage.** An affidavit is required to be submitted by the widow of the ex-sailor if she is applying for Employment assistance scheme, the affidavit is required to indicate her change in name, if any, by virtue of her marriage.

(q) **Pension Payment Order & Terminal Benefits.** Duly attested copies of Pension Payment Order (post 7th Pay Commission) and bank Passbook /Statement reflecting payment of Leave Encashment, GPF and current /previous month's statement reflecting payment of pension needs to be submitted.

(r) **Caste Certificate.** If the applicant belongs to SC/ST/OBC caste, duly attested copy of caste certificate needs to be submitted.

(s) **Photo Copy of Ration Card and Aadhaar Card.** Duly attested copies be submitted.

- (t) **Family Particular**. Family particular details with relationship, Date of Birth, Marital Status be given on plain paper.
- (u) **Birth Certificates**. Copy of birth certificates of all minor children, if any.

The Logistics Officer-in-Charge {for Staff Officer (GB)} Naval Pension Office c/o INS Tanaji Sion -Trombay Road Mankhurd Mumbai – 400 088	Tele: - 022 -25075620 Email: - navpen-navy@nic.in
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