

RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY-2018
AT NATIONAL HYDROGRAPHIC OFFICE, DEHRADUN

1. Indian Navy invites applications from the eligible /qualified Indian citizens by Registered/Speed Post for the following Non Gazetted, Ministerial, Non Industrial posts of National Hydrographic Office, Dehradun. Selected candidates normally will have to serve in the Units under administrative control of National Hydrographic Office, Dehradun (Uttarakhand), however they can be posted anywhere in India, in Naval units/formations in case of any administrative requirement:-

General Central Service, Group 'C', Non Gazetted, Ministerial, Non Industrial

Name of Post	Distribution of vacancies (*Subject to variation)				
	UR	SC	ST	OBC	Total
MTS(Ministerial)(erstwhile Chowkidar) Pay as per Seventh CPC, Pay Matrix – Level - 1 Rs. 18000-56900	01	-	-	01	02
TOTAL	01	-	-	01	02

*Subject to variation of vacancies

2. **Abbreviations used.** GEN-General, UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribes, OBC-Other Backward Class, ESM- Ex-Servicemen, MTS-Multi Tasking Staff, Min-Ministerial, NG-Non Gazetted, NI-Non Industrial.

3. **Reservation.** Reservation for SC/ST/OBC categories is available as per extant Government Orders. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs candidates which will thus comprise of SCs, STs, OBCs who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for the appointment even by relaxed standards viz., age limit etc.

4. **Qualification & Age**

<u>Name of Post</u>	<u>Educational Qualification and Experience</u>	<u>Age</u>
MTS(Ministerial) (erstwhile Chowkidar)	10 th standard pass from a recognised Board/Institution, Note: 1. The qualification(s) regarding experience is/are relaxable at the discretion of the SSC/Competent Authority in case of candidates belonging to Scheduled Castes/Scheduled Tribes if, at any stage of selection, the SSC/Competent Authority is of the opinion that sufficient number of candidates belonging to these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.	Between 18 to 27 years (Relaxable for Government Servants upto 40 years in accordance with instructions or orders issued by the Central Government from time to time in this regard).

5. **Nature of Duties**

<u>Name of Post</u>	<u>Nature of Duties</u>
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MTS(Ministerial) (erstwhile Chowkidar)	Field security job. Checking of identity cards and defence passes at the access of main gate. Rounds of the perimeter of the unit during silent hours. Closing/opening of the offices. Switch ON and Off the lights of the unit, Jobs related proficiency of the post. Any other work assigned by superior authority, etc.
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6. **Relaxation and Crucial date**

(a) **Age Relaxation**

Sl. No.	Category	Age Relaxation permissible beyond the upper age limit
(i)	SC/ST	05 Years
(ii)	OBC	03 Years
(iii)	ESM	UR- 03 Years after deduction of the Military service rendered from actual age as on the closing date. Similarly for OBC – 06(03+03) Years, SC- 08(03+05) Years
(iv)	For Central Govt. Employees	40 years (45 years for SC/ST) Central Govt. Employees who have rendered not less than three (03) years continuous service on regular basis as on the last date of submission of application will be eligible for relaxation as per DoP&T order issued from time to time. The service should be rendered on same lines or in the allied cadres.
(v)	Meritorious Sportsman	05 years for all the Group "C" posts (10 years in the case of Scheduled Caste and Tribes and 08 for OBC in respect of post reserved for them).

***Note:** Relaxations for other eligible categories will be as per extant rules issued by the Govt. of India time to time.

(b) **Crucial Dates.** The crucial date for determining the age limit and experience will be the **closing date of receipt of applications from candidates in India** and not the closing date for prescribed for those in at Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti District and Pangi Sub-Division of Chamba district of Himachal Pradesh, Lakshadweep, Andaman & Nicobar Islands). Only matriculation/SSC/Birth Certificate issued by the concerned Education Board/Competent Authority will be considered as proof of Date of Birth.

7. **Mode of selection.**

(a) **Short listing of Applications.** Where the number of applications received is too large in proportion to the vacancies and it is not convenient or possible for the department to call all the candidates for the written test, Indian Navy at their discretion may restrict the number of eligible candidates, whose applications are registered, by short listing as per merit in the ratio 1:25 to the number of vacancies based on the marks obtained in the minimum requisite educational qualification for this recruitment/post i.e. Matriculation. Merely fulfilling the basic selection criteria does not automatically entitle a person/applicant to be called for the written test.

(b) **Scheme of Written Examination.** All shortlisted/eligible candidates will have to appear in the written examination consisting of objective type questions based on the Essential qualifications, as mentioned at para 4 above and the question paper will be bilingual in both English & Hindi (except for General English) covering aspects as below:-

Part	Subject	Maximum Marks
(i)	General intelligence/Awareness and Reasoning	20
(ii)	Numerical Aptitude	20
(iii)	General English	20
(v)	Physical Fitness Test	40

(c) **Indicative Syllabus for Examination.**

(i) **General Intelligence/Awareness and Reasoning.** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problems solving, analysis, judgment, decision making, visual memory, discriminating observation, relation concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include question design to test the candidates abilities to deal with abstract ideas and symbols and their relationship, arithmetical combinations and other analytical functions. The test will also include questions relating to India and its neighboring countries especially pertaining to sports, history, culture, geography, economics scene, general policy including Indian Constitution and Scientific Research etc. These questions will be such that they do not require special study of any discipline.

(ii) **Numerical Aptitudes:** This paper will include question on problems relating to number systems. Computations of whole number, decimal and fractions and relationship between numbers, fundamental arithmetical operations, percentages, ratio and proportion, averages, interests, profit and loss, discount, time and distance, ratio and time, time and work etc.,

(iii) **General English.** In addition to the testing of candidates understanding of English language, its vocabulary, grammar, sentence structure, synonymous, antonyms and its correct usage etc. His /Her writing ability would be tested.

(iv) **Physical Fitness Test (PFT):** The applicant should be medically and physically fit to undertake duty of chowkidar:-

(aa) Qualifying in Physical Fitness Test is mandatory for selection.

(bb) PFT will consist of 1.6 Km run to be completed in 7 minutes, 20 squats (Uthak Baithank) and 10 Push-ups. Candidates undergoing PFT will do so at their own risk.

(e) **Examination Centre and Date of Examination.** Written examination will be conducted at National Hydrographic Office, Dehradun only. Exact date, time and venue of written examination will be communicated to the shortlisted candidates. National Hydrographic Office, Dehradun website www.hydrobharat.gov.in and www.indiannavy.nic.in may

also be referred from time to time for any further instructions/amendments/downloading application form.

(f) **Provisional Appointment Letter.** The appointment of provisionally selected candidates will be strictly based on the merit position in the written examination and qualifying the trade test(if applicable) subject to satisfaction of document verification, medical examination and other pre-recruitment formalities as specified by the Government from time to time.

(g) **Document Verification.** All original documents pertaining to age, education, identity, address, category, caste validity certificate etc., are to be produced prior to issue of provisional appointment order, as per extant DoP&T policy. Date and venue for document verification will be intimated to the provisionally selected candidates by post/ National Hydrographic Office, Dehradun website **www.hydrobharat.gov.in**.

8. **Opening and Closing date.** Applications invited from the eligible candidates by Registered/Speed post only as per **Annexure-I**, so as reach to The Chief Hydrographer, National Hydrographic Office, 107 A, Rajpur Road, Post Box No. 75, Dehradun -248 001((Uttarakhand) **within 21 days from the date of issue of this publication.** The last date for receipt of applications from candidates residing at Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti District and pangi Sub-Division of Chamba district of Himachal Pradesh, Lakshadweep, Andaman & Nicobar Islands is **seven days thereafter i.e. 28 days from the date of issue of this publication.**

9. **How to Apply.** The application should be in plain paper (A4 Size) (good quality paper should be used) either neatly hand written or typed as per the prescribed format, affixed with latest passport size colour photograph duly self attested. The envelope must be clearly superscribed on the top as **APPLICATION FOR THE POST OF 'MULTI TASKING STAFF(MINISTERIA)(ERSTWHILE CHOWKIDAR), and CATEGORY "_____"** (i.e. **UR/SC/ST/OBC**) and sent by Registered/Speed Post only to **The Chief Hydrographer, National Hydrographic Office, 107 A, Rajpur Road, Post Box No. 75, Dehradun - 248 001((Uttarakhand)** alongwith self attested copies of certificates in support of age, educational qualifications, Caste, Proficiency in sports etc. alongwith 2 recent passport size photographs(full Name written on backside) and 2 self addressed stamped(Rs. 6) envelopes of 23/11 cms size by Registered/Speed Post.

10. **General Instructions/Conditions.**

(a) Only Indian Nationals can apply for the above posts.

(b) The applicant should ensure that he/she fulfills the eligibility and other norms mentioned in the advertisement. Particulars furnished in the application form should be correct in all respect. In case any false or incorrect information furnished by the applicant is detected at any stage, his/her candidature will be cancelled without prejudice to take legal action against him/her.

(c) The eligibility with respect to age, educational qualification, experience etc will be determined as on the closing date of receipt of application.

(d) In case, the candidates working in Central/State Govt. etc., fails to produce the NOC when demanded, his/her candidature will not be considered (**Annexure –III**).

(e) No relaxation in age limit will be provided unless the category is filled appropriately at

the relevant column in the application form.

(f) Competent Authority has the right of cancelling the candidature of any candidate found indulging in any malpractice/unfair means or hiding any material information, misrepresenting facts or canvassing for candidature. Mobiles and other electronic gadgets are banned within the premises of the examination centers. Possession of such equipment whether in use or in switch off mode, during the examination will be considered as use of unfair means. All such candidates will be liable to be debarred from this examination as well as further examinations and no enquiry/correspondence will be entertained in this regard.

(g) Candidates are also requested to check www.hydrobharat.gov.in and www.indiannavy.nic.in website regularly till completion of recruitment for updates/corrigendum and any further instructions.

(h) In case of OBCs, the candidate is required to produce, on demand, a caste certificate (valid for three financial years) specifying that the candidate does not belong to "**Creamy layer**". The certificate should be as per format contained in GOI DoP&T OM 36036/2/2013-Estt(SCT) dated 13 May 2014 and 36033/1/2013-Estt(Res) dated 27 May 2013 (**Annexure-II**).

(k) Armed Forces personnel applying for the posts should submit an undertaking as per GOI/DoP&T OM 36034/2/91(Estt(SCT) dated 03 Apr 1991 to avail age relaxation/reservation(**Annexure-IV**).

(l) The vacancies shown above are provisional and may vary. The vacancies may be reduced/increased or even made nil without assigning any reason thereof. The recruitment process can be cancelled /postponed/suspended/terminated without any notice/assigning any reasons, at any stage.

(m) The scores and ranking of candidates in the recruitment examination will be made public through portal in accordance with DoP&T OM dated 21 Jun 2016. The options of opting out have to be exercised by candidates at the time of filling up the application.

(n) It is likely that the date, time and venue of examination for different posts may coincide in such situation; the individual has to opt for a particular examination as per his/her choice. Candidates will have to make their own arrangement for lodging/boarding during the test. Candidates are advised not to bring any valuable/costly items to the recruitment test as safe keeping of the same cannot be assured. Indian Navy will not be responsible for any loss in this regard.

11. **Important Instructions to be candidates.**

(a) Your candidature to the recruitment test is provisional subject to being found eligible in all respects.

(b) Candidates are advised not to bring any valuable/costly items to the recruitment test as safe keeping of the same cannot be assured. The concerned Authority (Navy) will not be responsible for any loss in this regard.

(c) Without prejudice to criminal action/debarment from examination wherever necessary. Candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found having indulged in any of the following:-

- (i) In possession of Mobile Phones & Accessories and other electronic gadgets within the premises of the examination centers, whether in use or in switched Off mode and in person or otherwise.
- (ii) Involved in malpractices.
- (iii) Using unfair means at examination centre.
- (iv) Obtaining support for his/her candidature by any means.
- (v) Impersonate/procuring impersonation by any person.
- (vi) Submitting fabricated documents or documents which have been tampered with.
- (vii) Making statements which are incorrect or false or suppressing material information.
- (viii) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- (ix) Misbehaving in any other manner in the examination hall with the Supervisor Invigilator or Recruitment Staff representatives.
- (x) Taking away the Answer Sheet with him/her from the examination hall or passing it on to unauthorized persons during the conduct of the examination.
- (xi) Intimidating or causing bodily harm to the staff employed for the conduct of examination.
- (xii) Candidature will be ineligible for the examination by not fulfilling the eligibility conditions mentioned in the advertisement.
- (xiii) Candidature can also be cancelled at any stage of the recruitment for any other ground which the Competent Authority considers to be sufficient cause for cancellation of candidature.
- (xiv) You have to make your own arrangements for boarding and lodging etc., for the Recruitment Test as per date, time and venue of examination.
- (xv) Companion, if any, would not be allowed to the venue or in its proximity. It is therefore, advised not to bring any companion.
- (xvi) Candidates should check Admit Card carefully and bring out the discrepancies, if any, to the notice of the Invigilator before the examination.
- (xvii) Candidates are directed to undertake the recruitment test at their own risk, i.e. after verifying that they fulfil the qualifications in the advertisement and admission to the test is purely provisional.

(xviii) The candidate must note that the verification of eligibility condition i.e. age, educational qualification, etc., with reference to original documents for only those candidates who qualify in the recruitment test, will be carried out by the Competent Authority. **Unless the candidature is formally confirmed by the Competent Authority, his appointment to the post continues to be "Provisional".**

(xix) If a candidate fails to attend on the date and time indicated for examination of the advertisement post, his/her candidature will be treated as cancelled.

(xx) Calling for completion of written examination/pre-recruitment formalities does not entail any individual for appointment for the applied post. Candidature of any individual may be cancelled for the said post, **if at any stage, it is found that the individual does not fulfill the eligibility criteria for the advertised post.** The decision of the Competent Authority/National Hydrographic Office, Dehradun regarding issuing of appointment order to the individual for the selected post will be final.

CAUTION TO ALL CANDIDATES-

12. **Beware of touts who may misguide with false promise of getting you selected for the job on illegal consideration. Selection is based purely on merit.** Candidates are advised not to fall prey to false assurance or exploitation and must not entertain or encourage unscrupulous elements in any way. It is emphasized that the written test and the selection process will be strictly on merit in a transparent manner.

FOR ANY CLARIFICATION/ASSISTANCE, CANDIDATE MAY WRITE TO US AT

E-mail: www.hydrobharat.gov.in

Contact No. 0135-2747365, Extn. 127



8. Nationality:
9. Marital Status: Single /Married/Divorced/Separated
10. Religion :
11. Educational qualification(Matriculation onwards) (attach certificate):

Qualification	University/Board	Year of Passing	Total Marks Secured	Percentage of Marks	Div/Class

12. Experience (attach certificate) :

Post held & Pay Scale	Office/Institute	Period of Service		Total Period in years & months	Nature of Duties
		From	To		

13. Identification mark (please write in the box)

DECLARATION

(a) I hereby declare that all the statements made by me in the application are true, complete and correct to the best of my knowledge and belief. I have not suppressed any information. I understand and agree that in the event of any information being found false or incorrect or incomplete or ineligibility being detected at any point in time before or after selection, my candidature is liable to be rejected. I shall be bound by the decision of the competent authority.

(b)* I have informed my Head Office/Deptt. in writing that I am applying for this post.

(c)* I have no objection to my scores and ranking in the recruitment examination in being made public through portal in accordance with DoP&T OM dated 21 Jun 16.

*{Strike if (b) is not applicable}

Place:

(Left hand Thumb Impression)

Date:

(Signature of the candidate)

Enclosures :-

- 1)
- 2)
- 3)
- 4)
- 5).....
- 6)

ANNEXURE-II

Format of Certificate to be produced by Other Backward Classes (OBC) applying for appointment to posts under the Government of India)

This is to certify that Shri/Smt/Kum _____ son/daughter of _____ of village/town _____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____.*

Shri/Smt/Kum _____ and /orhis/her family ordinarily reside(s) in the _____ District/Division _____ of _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/section (Creamy Layer) motioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt(SCT) dated 8.9.1993**.

District Magistrate/Deputy /Deputy Commissioner etc.

Date:

Seal

* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

ANNEXURE-III

(Format of certificate to be submitted by Government Employees Seeking age relaxation)

(To be filled by the Head of the Office or Department in which the candidate is working)

1. It is certified that Shri/Smt/Kum. _____ I of _____ is a Central Government Civilian Employee holding the post of _____ Cell basic pay of Rs. _____ in the Level of Pay Matrix _____ with 03 years regular/continuous service in the grade as _____.

2. There is no objection to his appearing for the post of _____ and Document verification for the said recruitment.

Note: The present service is rendered on same lines or in the allied cadres.

Signature _____

Name _____

Telephone No. _____

Office Seal _____

Place _____

Date _____

(*Please delete the words which are not applicable)

ANNEXURE-IV

(Undertaking to be given by serving Armed Force personnel who are due to be released within one year)

It is certified that Ser. No. _____ Rank _____
Name _____ whose date of birth is _____

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (Including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.,) by availing of the concession of reservation of vacancies admissible to Ex-servicemen.

I further submit the following information:

- (a) Date of appointment in Armed Forces _____.
- (b) Date of discharge _____.
- (c) Length of service in Armed Forces _____.
- (d) My last Unit/Corps _____.

Signature and name of candidate

Place:

Date:

FORM 1

*[For representing India in an International Competition
in one of the recognized Games/Sports]*

NATIONAL FEDERATION/NATIONAL ASSOCIATION

OF

**Certificate to meritorious sportsman for employment to
Groups 'C' and 'D' services under the Central Government**

Certified that Shri son/wife/daughter of Shri
.....resident of(complete address) represented the country in the game/event
of inCompetition/Tournament held at from
to

The position obtained by the individual/team in the above-said Competition/Tournament was
.....

The Certificate is being given on the basis of record available in the office of National Federation/National
Association of

Place
Date

Signature
Name
Designation
Name of the Federation/national
Association
Address
Seal

Note. – This Certificate will be valid only when signed personally by the Secretary, national Federation/National
Association.

FORM 2

*[For representing a State in India in National Competition
in one of the recognized Games/Sports]*

**STATE ASSOCIATION OF..... IN THE
GAME OF**

**Certificate to meritorious sportsman for employment to
Groups 'C' and 'D' services under the Central Government**

Certified that Shri son/wife/daughter of Shri
.....resident of(complete address) represented the State of
..... in the game/event of in THE National Competition/Tournament held at
..... fromto.....

The position obtained by the individual/team in the above-said Competition/Tournament was
.....

The Certificate is being given on the basis of record available in the office of the State Association of
.....

Place
Date

Signature
Name
Designation
Name of the Federation/national
Association
Address
Seal

NOTE:- This Certificate will be valid only when signed personally by the Secretary of the State Association.

FORM 3

[For representing university in the inter-University Competition in one of the recognized Games/Sports]

UNIVERSITY OF

Certificate to A meritorious sportsman for employment to Groups 'C' and 'D' services under the Central Government

Certified that Shri son/wife/daughter of Shriresident ofstudent of represented the University ofin the game/event of in inter – University Competition/Tournament held at from to

The position obtained by the individual/team in the above-said Competition/Tournament was

The Certificate is being given on the basis of record available in the office of Dean of Sports or Officer in overall charge of sports in the University of

Place
Date

Signature
Name
Designation
Name of the University
University
Address
Seal

Note. – This Certificate will be valid only when signed personally by Dean/Director or other Officer in overall charge of sports in the university.

FORM 4

[For representing a State School Team in National Games For School in one of the recognized Games/Sports]

DIRECTORATE OF PUBLIC INSTRUCTIONS/EDUCATION OF THE STATE OF

Certificate to a meritorious sportsman for employment to Groups 'C' and 'D' Services under the Central Government

Certified that Shri son/wife/daughter of Shriresident of(complete address) student of represented theState School Team in the game/event of in the National Games for Schools held at fromto.....

The position obtained by the individual/team in the above-said Competition/Tournament was

The Certificate is being given on the basis of record available in the office of Directorate of Public Instructions/Education of

Place
Date

Signature
Name
Designation
Address
Seal

NOTE:- This Certificate will be valid only when signed personally by the Director of Additional/Joint of Deputy Director in overall charge of sports/games for schools in the Directorate of public instructions/ Education of State

FORM 5

*[For the awardees in physical Efficiency performances conducted
By the Ministry of Education and Social Welfare]*

**GOVERNMENT OF INDIA/MINISTRY OF EDUCATION AND
SOCIAL WELFARE**

**Certificate to a meritorious sportsman for employment to
Groups 'C' and 'D' Services under the Central Government**

Certified that Shri son/wife/daughter of Shri
.....resident of(complete address)
represented theSCHOOL Team in the game/event of
..... in the National Competition held at
fromto

The Certificate is being given on the basis of records available in the Ministry of Education and Social Welfare.

Place
Date

Signature
Name
Designation
Address
Seal

NOTE:- This Certificate will be valid only when signed personally by the Secretary or other Officer in overall charge of physical Efficiency in the Ministry of Education and Social Welfare.