



**GOVERNMENT OF INDIA
MINISTRY OF DEFENCE**



THE INDIAN NAVY

INVITES APPLICATIONS FOR THE POST OF 'TRADESMAN MATE'

**RECRUITMENT BY ABSORPTION
ADVT. NO –INCET-TMM-ABS-02/2021**

1. Applications are invited through proper Channel for the post of '**Tradesman Mate**' classified as **General Central Service Group 'C', Non- Gazetted, Industrial** to be filled up by Absorption from Tradesman Mate or Multi Tasking Staff (Non-Industrial) or Multi Tasking Staff (Ministerial) of the Navy or persons serving in analogous, equivalent or higher grades in lower formations of the Defence Services in the prescribed proforma as given at Annexure-I. Eligible candidates are to apply through proper channel (application in other forms of mailing will not be accepted). The details are as follows:-

<u>Command</u>	<u>Place/ Unit of Posting</u>	<u>Name of the Post</u>	<u>No. of Vacancies*</u>	<u>Pay Scale as per 7th CPC Pay Matrix</u>
Eastern Naval Command	Various units of Command	Tradesman Mate	60	Level-1 (Rs 18000-56900)
Western Naval Command	Mumbai, Goa, Karwar		89	
Southern Naval Command	Various units of Command		18	
Andaman & Nicobar Naval Command	Andaman & Nicobar		50	

* Subject to increase/ decrease.

2. Selected candidates normally will have to serve in the Units under administrative control of respective Commands, however they can be posted anywhere in India, in Naval units / formations as per administrative requirement. The employees who wish to seek absorption for the above mentioned post with zero seniority in new units may apply for the post.

3. The eligibility criteria are as follows:-

(a) **Age** - Not exceeding 56 years as on closing date of receipt of applications.

(b) **Essential Qualifications**

<u>Name of the Posts</u>	<u>Essential Qualifications</u>
Tradesman Mate	<p><u>Essential</u></p> <p>(i) 10th Standard pass from a recognised Board/ Institution.</p> <p>(ii) Certificate from recognised Industrial Training Institute (ITI) in the relevant trade.</p> <p><u>Note</u> : Tradesman Mate or Multi Tasking Staff (Non-Industrial) or Multi Tasking Staff (Ministerial) of the Navy or persons serving in analogous, equivalent or higher grades in lower formations of the Defence Services with at least two years regular service in Level-1 (Rs 18000-56900) in Pay Matrix and possessing qualifications as above).</p>

4. **Nature of Duties/ Job Profile.** Indicative duties related to post is as follows.

- (a) Working in production /maintenance of Shop/Ship/Submarine.
- (b) General cleanliness & upkeep of the Section/Unit.
- (c) Carrying of files and other papers within the Office area.
- (d) Photocopying, sending/receiving of FAX, letters etc.
- (e) Other non-clerical work in the Sections/Unit.
- (f) Assisting in routine office work like diary, dispatch etc including on computer.
- (g) Delivering of Dak (inside & outside the Section/Unit)
- (h) Watch & ward duties.
- (i) Opening and closing duties
- (j) Cleaning of building, fixture etc.
- (k) Dusting of furniture etc.,
- (l) Upkeeps of parks, lawns, potted plants etc.
- (m) Any other work assigned by superior authority

Note. The above list of duties is only illustrative and not exhaustive. Section/ Department of the Indian Navy may add in the list, duties ordinarily performed by personnel at this level.

5. The appointment of provisionally selected candidates will strictly be based on the merit, subject to satisfactory verification of documents, medical examination and other requirements as applicable and specified by the Government of India and Appointing Authority.

6. **Document Verification.** All relevant documents pertaining to age, education, identity, address, category, caste, service etc. will be scrutinized and verified prior to provisional appointment as per extant DoP&T policy. Date and venue for document verification will be intimated to the provisionally selected candidates by post/ on their e-mails IDs.

7. **Last Date/ Crucial Date.** The last date/ crucial date for determining the eligibility of the applicants will be counted 45 days after excluding the first date of publication in the Employment News. (For e.g for the vacancy published in the Employment News dated 18-24 Jan XXXX, the crucial date will be 45 days counted from the 19 Jan XXXX (excluding the first date of publication).

8. **How to Apply.** The application should be on 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. Copy of application form can also be downloaded from www.indiannavy.nic.in website. The envelop must be clearly superscribed on the top as **APPLICATION FOR THE POST OF 'TRADESMAN MATE' (BY ABSORPTION) Advt. No. INCET-TMM-ABS-02/2021,** and sent through proper channel by Registered/ Speed post only to the following address:

The Chief of the Naval Staff
(for Cmde(CMPR))
Directorate of Civilian Manpower Planning and Recruitment
Room No. 007, Ground Floor
Talkatora Indoor Stadium Annexe Building
New Delhi – 110001

9. Following documents are to be sent along with application (**Annexure-II**):-

- (a) CR dossier in original/ photocopies of the ACRs for the last five years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above.
- (b) Vigilance Clearance Certificate.
- (c) Integrity Certificate.
- (d) A statement of major/ minor penalty, if any, imposed during last ten years.
- (e) Cadre Clearance Certificate.
- (f) Self-attested copies of Certificates/ Marks in support of educational/ technical/ other qualifications etc. Original certificates/ Marksheets should be produced when asked for.
- (g) A passport size photograph duly attested on reverse (by current employer) should be pinned with the application.

10. **GENERAL CONDITIONS.**

- (a) The vacancies indicated above are provisional and may be increased/ reduced or even made NIL without assigning any reason.
- (b) Attested copies of educational qualifications, experience and other certificates should be enclosed with the application in support of candidates claim against the requisite eligibility criteria. Candidates may be required to produce original certificates for verifications at the time of interview/ selection.
- (c) Incomplete applications, applications with insufficient details and/ or those received late and/ or not accompanied by supporting certificate/ documents and/ or in the format other than prescribed, would be summarily rejected. No correspondence in this regard would be entertained.
- (d) Indian Navy reserves the right to shortlist the applications, if necessitated. Mere submission of the application does not guarantee for being shortlisted/ selected for the post applied for. No correspondence will be entertained on this matter.
- (e) The Competent Authority reserves the right to select the criteria for Shortlisting of candidates. Competent Authority also reserves the right to cancel part or whole of any recruitment process at any stage in this employment notification without assigning any reason thereof.
- (f) The 'Curriculum Vitae' (CV) duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment to post on absorption basis.
- (g) Any candidate once selected shall not be allowed to withdraw or refuse to join and it shall be the responsibility of the sponsoring authority to release the selected candidate within one month of issue of appointment order.

- (h) The last date/ crucial date for determination of the qualifying service for the post will be the closing date of the receipt of application.
- (j) Submission of false/ incorrect/ incomplete and/ or dubious/ bogus documents shall disqualify the candidate.
- (k) Canvassing in any form and/ or bringing in any influence, political or otherwise will be a disqualification for the post.
- (l) Only provisionally selected candidates will be informed about their selection after the selection process and no other correspondence would be entertained.
- (m) Selected candidates normally will have to serve in the Units under administrative control of respective Commands, however they can be posted anywhere in India in Naval units / formations as per administrative requirements. Those who are willing to serve anywhere in India should only apply.
- (n) Candidates are requested to ensure that they fulfill the eligibility conditions before applying for the above post.
- (p) The terms and conditions given in this advertisement are subject to change and should, therefore be treated as guidelines only.
- (q) The advertisement has been uploaded on /N website i.e www.indiannavy.nic.in also.

RECRUITMENT IN THE INDIAN NAVY IS ABSOLUTELY FAIR

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

E-mail: - **pdcmpr@navy.gov.in**

Help Desk No. - **011-21410525**

BIO-DATA/ CURRICULUM VITAE PROFORMA

RECRUITMENT OF 'TRADESMAN MATE' BY ABSORPTION

ADVT. NO.- INCET-TMM-ABS-02/2021

1.	Name and Address (in Block Letters)		Paste a recent <u>Colour Photo</u> (passport size)
2.	Date of Birth (in Christian era)		
3.	Aadhaar Card No.		
4(i)	Date of entry into service		
(ii)	Date of retirement under Central/ State Government rules		
5.	Educational Qualifications (Matriculation onwards)		
6.	Whether Educational and other qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		
	Qualifications required as mentioned in the advertisement/ vacancy circular	Qualifications possessed by the officer	
	Essential	Essential	
	(A) Qualification	(A) Qualification	
	(B) Experience	(B) Experience	
	Desirable	Desirable	
	(A) Qualification	(A) Qualification	
	(B) Experience	(B) Experience	
6.1	Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/ Department/ Office at the time of issue of Circular and issue of Advertisement in the Employment News.		
6.2	In case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidates .		
7.	Please state clearly whether in the light of entries made by you above, you meet the Essential Qualifications and work experience of the post.		
7.1	Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.		

8. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade pay/ Pay Scale of the post held on regular basis	Nature of Duties(in detail) highlighting experience required for the post applied for

*** Important:** Pay-Band and Grade pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay Scale of the post held on regular basis to be mentioned. Details of ACP/ MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/ Institution	Pay, Pay Band and Grade Pay, Pay Level drawn under ACP/MACP Scheme	From	To

9.	Nature of present employment i.e Ad-hoc or Temporary or Quasi-Permanent or Permanent			
10.	In case the present employment is held on deputation/ contract basis, please state			
(a)	The date of initial appointment	(b) Period of appointment on deputation/ contract	(c) Name of the parent office/ organisation to which the applicant belongs	(d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
10.1	Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
10.2	Note: Information under Column 10(c) &(d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization.			
11.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			

12.	Additional Details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) (a) Central Government (b) State Government (c) Autonomous Organization (d) Government Undertaking (e) Universities (f) Others (Specify)		
13.	Please state whether you are working in the same Department i.e Indian Navy and are in the feeder grade or feeder to feeder grade.		
14.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
15.	Total emoluments per month now drawn		
	Basic Pay in the PB	Grade Pay/ Level in 7 th CPC Pay Matrix	Total Emoluments
16.	In case the applicant belongs to an Organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
	Basic Pay with Scale of Pay and rate of increment	Dearness Pay/ interim relied/ other Allowances etc. (with break-up details)	Total Emoluments
17A.	Additional Information , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement (Note: Enclose a separate sheet, if the space is insufficient)		

17B.	Achievements : The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/ Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and; (iv) Patents registered in own name or achieved for the organization. (v) Any research/ innovative measure involving official recognition (vi) Any other information (Note : Enclose a separate sheet if the space is insufficient)	
18.	Please state whether you are applying for deputation (ISTC/Absorption/Re-employment Basis. #(Officers under Central/ State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contact) #(The option of 'STC' / 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
19.	Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection of post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of Candidate)

Address_____

Mobile No. _____

E-Mail ID. _____

Date_____

CERTIFICATION BY THE EMPLOYER/ CADRE CONTROLLING AUTHORITY

1. The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He /She possesses educational qualification and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.
2. Also certified that:
 - (i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
 - (ii) His/ Her integrity is certified.
 - (iii) His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 05 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
 - (iv) No major/ minor penalty has been imposed on him/ her during the last 10 years
Or A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be).

Countersigned

(Employer/ Cadre Controlling Authority with Seal)