

Government of India  
Ministry of Defence



**RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY-2017**

**RECRUITMENT BY ABSORPTION AT HEADQUARTERS SOUTHERN NAVAL  
COMMAND, KOCHI AND OUTLYING UNITS INCLUDING LAKSHADWEEP ISLANDS**

1. Indian Navy invites applications for the following Group 'C' posts from **persons serving in similar, equivalent or higher grades in the lower formations of the Defence Services** in the prescribed proforma as given at Annexure. Eligible Defence Employees to apply by Registered/Speed Post (Application in other forms of mailing will not be accepted). The details of Post are as follows:-

Sl. No	Name of post	No. of posts (subject to variation)	Level of Pay Matrix(7 <sup>th</sup> CPC)
(a)	Fire Engine Drivers (erstwhile FED-I & II)	3	Level 3 of Pay Matrix {21700-69100} Gp 'C' Non- Industrial
(b)	Telephone Operator (erstwhile Telephone Operator Grade II)	2	
(c)	Fireman (erstwhile- Fireman Gde-I & II)	27	Level 2 of Pay Matrix {19900-63200} Gp 'C' Non- Industrial
(d)	Photo Printer	1	
(e)	Cinema Projectionist Grade- II	2	
(f)	Cook	5	
(g)	Bearer	3	Level 1 of Pay Matrix {18000-59600} Gp 'C' Non-Industrial
(h)	Pest Control Worker	12	
(i)	Groom	17	
(j)	Saddler	2	

2. Selected candidates will have to serve in the units under administrative control of Headquarters Southern Naval Command, Kochi. However, they can be posted anywhere in India, in Naval units / formations in case of any Administrative requirement. **The employees who wish to seek absorption/transfer for the above mentioned posts with Zero seniority in new units may apply for the post.** The eligibility criteria are as follows:-

- Persons serving in similar, equivalent or higher grades in the lower formations of the Defence Services
- Age** -Not exceeding 56 years as on closing date of receipt of application.

(c) **Essential & Desirable Qualification :**

(i) **FIRE ENGINE DRIVERS(ERSTWHILE FED- I & II)**

**Essential :**

1. Matriculation pass or equivalent from a recognized Board.
2. Must have at least three years experience of driving heavy vehicles and be in possession of valid driving license.
3. Must be physically fit and capable of performing strenuous duties and must have passed the test specified at Note below.

**Note :**

Test as to physical fitness etc. referred above shall be as under :-

- (i) Height without shoes – 165 cms. Provided that a concession 2.5 cms height shall be allowed for members of the Scheduled Tribes.
- (ii) Chest (un-expanded) – 81.5 cms.
- (iii) Chest (on – expansion) – 85 cms.
- (iv) Weight – 50Kgs (minimum).
- (v) Endurance test
  - (a) Carrying a man (Fireman lit of 63.5 Kgs to a distance of 183 metres within 96 seconds)
  - (b) Clearing 2.7 metres wide ditch landing on both feet (long jump)
  - (c) Climbing 3 metres vertical rope using hand and feet.

**Desirable :**

1. Should be familiar with maintenance and operation of various types of fire appliances.
2. Experience of having worked on a regular civil or Defence Fire Brigade as Fireman Gde I or Senior Fireman.
3. Should have passed the general fire fighting course of Defence Institute of Fire Research, Ministry of Defence, New Delhi or the Sub-Officer's course from the National Fire Service College, Nagpur or any other similar recognized course.

(ii) **TELEPHONE OPERATOR GDE II**

**Essential:**

1. Matriculation or its equivalent with English as a compulsory subject.
2. Proficiency in handling of PBX Board

**Desirable:**

Fluency in spoken English

(iii) **FIREMAN (ERSTWHILE-FIREMAN GDE-I & II)**

**Essential:**

1. Matriculation pass or equivalent from a recognized Board.
2. Must be physically fit and capable of performing strenuous duties and capable of performing physical fitness test as under: -

(i) Height without shoes: 165 cms provided that a concession 2.5cms height shall be allowed for members of the Scheduled Tribes.

(ii) Chest (unexpanded) 81.5 cms

(ii) Chest (on expansion) 85 cms

(iv) Weight : 50 Kgs (Minimum)

(v) Endurance Test

(a) Carrying a man (Fireman lit of 63.5 Kgs to a distance of 183 meters within 96 seconds)

(b) Clearing 2.7 meters wide ditch landing on both feet (Long Jump)

(c) Climbing 03 metres vertical rope using hand and feet.

**(iv) PHOTO PRINTER**

**Essential**

1. Matriculation or equivalent .

2. Two years experience of operating developing use of photo chemicals and plate making and allied duties

**(v) CINEMA PROJECTIONIST GRADE-II**

**Essential: -**

1. Matriculation or equivalent from recognised Board/Institution

2. Must be in possession of licence prescribed by respective State Government/Municipal Corporation etc.

3. Two year's experience in the appropriate field/trade.

4. Persons serving in **analogous**, equivalent or higher grades in the lower formations of the Defence Services

**(vi) COOK**

**Essential:**

1. Matriculation pass or equivalent from a recognized Board.

2. One year's experience in the trade.

**(vii) BEARER**

**Essential:-**

1. Matriculation pass or equivalent from a recognized Board.

2. Washerman/boy with at least six month's service in the grade **or** qualification mentioned at para 2(a) above

**(viii) PEST CONTROL WORKER**

**Essential :**

1. Matriculation pass or equivalent from a recognized Board.

2. Ability to read and speak Hindi/Regional Language

**(ix) GROOM**

**Essential:**

1. 10<sup>th</sup> pass from a recognised Board.

2. Conversant with the duties of Groom

3. At least 03 years regular service in the pay Band-1, Rs 5200-20200 plus Grade Pay of Rs. 1800.

(x) **SADDLER**

**Essential:**

1. 10<sup>th</sup> pass from a recognised Board.
2. Proficiency in the trade as cobbler or carpenter
3. At least 03 years regular service in the pay Band-1, Rs 5200-20200 plus Grade Pay of Rs. 1800.

3. **Mode of Selection.**

(a) **Physical Fitness Test** All eligible candidates for the posts of Fire Engine Driver and Fireman will have to undergo physical fitness test as per standards specified. Exact date, time and venue will be communicated to the eligible applicants by mail/post.

(b) **Provisional Appointment Letter.** The appointment of provisionally selected candidates will be strictly based on the merit position based on performance, subject to satisfaction of Document Verification, Medical Examination and other requirements as specified by the Government of India and Appointing Authority.

(c) **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 on their e-mail IDs / by post.

4. **Last Date of Submission.** The last date of receipt of application through proper channel i.e through Head of Office/Establishment is **45 days from last date of publication of advertisement in Employment News** and the last date of receipt of Application from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi sub-division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshdweep will be **52 days from the last date of publication of advertisement in Employment News.**

5. **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 envelop must be clearly superscribed on the top as **APPLICATION FOR THE POST OF<NAME OF POST> BY TRANSFER (NOW ABSORPTION)** and sent by Registered/Speed Post only to **The Flag Officer Commanding-in-Chief, (for Civilian Recruitment Cell), Headquarters Southern Naval Command, Kochi- 682 004.**

6. **General Instructions**

(a) The cut-off date for determining the qualifying service/experience for the post will be the closing date for the receipt of application.

(b) Any officer 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 officers within one month of issue of appointment order

**(c)** 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.

**(d)** Following papers/documents be sent with along with Application (Bio data):-

- (i) Attested copies of the CR Dossiers for last three years (attested on each page) by an officer not below the rank of Under Secretary or equivalent.
- (ii) Vigilance Clearance Certificate
- (iii) Integrity Certificate
- (iv) A statement of major/minor penalty, if any imposed on the officer during last ten years
- (v) Cadre Clearance Certificate.
- (vi) Self Attested Copies of certificates/marks sheet in support of educational/technical/Other qualification. Original certificates/marks sheets should be produced when asked for.
- (vii) A passport size photo graph duly attested on reverse(by current employer)should be pinned with the application.
- (viii) A self-addressed envelope of size 23x13 cm with postage stamp of Rs.45/- affixed on it.

**(e)** Canvassing in any form will be a disqualification.

**(f)** The candidate is requested to visit website [www.indiannavy.nic.in](http://www.indiannavy.nic.in) regularly for amendment/update, if any.

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**APPLICATION FORMAT**

**APPLICATION FOR THE POST OF<NAME OF POST >BY TRANSFER (NOW ABSORPTION)**

1.Name and address (in Block Letters)		Paste a recent <b>Colour Photo</b> (passpor t size)
2.Date of Birth(in Christian era)		
3. Aadhar Card No.		
4. Date of entry into service		
5. Educational Qualifications (Matriculation onwards)		
6. Whether Educational and other qualifications required for the post are satisfied (as per Advt.)		
<b>Qualifications/Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/experience possessed by the officer</b>	
<b>Essential</b>	<b>Essential</b>	
As per post applicable – Refer para 2(c) of the Recruitment Notice		
<b>Desirable</b>	<b>Desirable</b>	
As per post applicable – Refer para 2(c) of the Recruitment Notice		
7. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications i.e Physical Fitness Standards		

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 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/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
<p><b>9.1 Note:</b> 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.</p> <p><b>9.2 Note:</b> Information under Column 9(c) &amp; (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.</p>			
<p><b>10. Additional details about employment:</b> Please state whether working under(indicate the name of your employer against the relevant column)</p> <p>(a) Central Government (b) State Government (c) Others(Specify)</p>			
11. 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.		
12. 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		
13. Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay/Level in Pay Matrix	Total Emoluments
14.A <b>Additional Information</b> , 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( <b>Note: Enclose a separate sheet, if the space is insufficient</b> ))		
14.B <b>Achievements:</b> The candidates are requested to indicate information with regard to;  (a) Awards/Official Appreciation (b) Any innovative measure involving official recognition (c) Any other information. <b>(Note: Enclose a separate sheet if the space is insufficient)</b>		
15. Whether belongs to SC/ST		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Application/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 for the 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 the 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 possess educational qualifications 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 beyond doubt.

iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 03 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)**

**Contact No.** \_\_\_\_\_

**E-Mail ID.** \_\_\_\_\_