

Tele: 0891- 2816372

Reply should be addressed to  
The Admiral Superintendent

Naval Dockyard  
Visakhapatnam- 530 014

Quoting No: HRP/8005/Absorption/17-18/Roll\_No:\_\_\_\_\_

Jan 2019

Sri/Ms. \_\_\_\_\_

S/D/W/o \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ABSORPTION OF TRADESMAN (SKILLED)**  
**CERTIFICATE(S) VERIFICATION AND MEDICAL EXAMINATION**

1. Refer to your application for the post of Tradesman(Skilled) in the Feeder Trade of \_\_\_\_\_ in response to the notification published in the Employment News dated 14-20 Jul 2018, corrigendum published in Indian Navy Website and Suitability test conducted on 13 Nov 2018.

2. It is intimated that you have been **provisionally selected** for the said post subject to the following:-

(a) Fulfilment of Educational Qualifications, National Apprentice Certificate (NAC) in the relevant Feeder Trade issued by NCVT and relevant Certificates in support of Social Status etc.

(b) Medical Examinations and Fitness.

(c) Verification of original certificates like educational, caste, PWD, Sports Certificates etc.

(d) Verification of Character and Antecedents.

(e) Final outcome of Court cases pending in the Hon'ble Courts, if any.

3. In view of the above, you are hereby requested to report to Manager (Personnel), Naval Dockyard, Visakhapatnam through **Kakatiya Gate by 0900 Hrs on 03 Jan 2019 but not later than three weeks from the scheduled date i.e.24 Jan 19** along with the following original documents and two set of Xerox copies (duly self attested) of all certificates for further pre-appointment formalities like Verification of certificates, Medical Examination, etc.

(a) Educational qualification certificates, Caste certificate, PWD certificate, etc.

(b) **National Apprentice Certificate (NAC) in the relevant Feeder Trade issued by NCVT.**

- (c) Photo Identity proof submitted at the time of Written Examination.
- (d) No Objection Certificate issued by the competent authority for Departmental candidates.
- (e) Ten (10) passport size colour photographs
- (f) Permanent Account Number (PAN) and Aadhar Card.
- (g) Xerox copy of the originally filled in application while applying for the post in response to the Notification.
- (h) Call letter issued by this Yard for attending the written examination.

4. You are further directed to refer Indian Navy Website link [www.indiannavy.nic.in/content/naval-dockyard-visakhapatnam](http://www.indiannavy.nic.in/content/naval-dockyard-visakhapatnam) and download the following documents, make two sets of the same and submit the duly filled forms in all aspects while attending for certificate verification and medical examination:-

- (a) Medical Examination Form
- (b) Character Certificate
- (c) Attestation Form

5. **You are to report as per the schedule mentioned in the intimation letter along with the relevant certificates and photocopies as mentioned at Para 3 and 4 above without fail.**

6. **Reporting without the above mentioned certificates / documents will not be entertained.**

7. In case, you do not report to this Yard within the stipulated time mentioned above, your candidature may be cancelled and appropriate action will be taken by this Yard to fill up the vacancy.

Yours faithfully,

(Asif Sarkhawas)  
Commander  
Manager (HRP)  
for Admiral Superintendent