

HEADQUARTERS WESTERN NAVAL COMMAND

Quoting No. CS/II/3300/REC/CMD

29 Feb 2016

Name: _____ Roll No.: _____ (Category: _____)

Address : _____

RECRUITMENT OF CIVILIAN MOTOR DRIVER (OG) (NON-INDUSTRIAL - GROUP 'C')

Sir/Madam

1. With reference to your application for the post of **Civilian Motor Driver (OG) (Non-Industrial)** you are requested to report for recruitment test at **0800 hours on 28 March 2016** at the following address:-

**Command Gymnasium
"KOHLI STADIUM"
Navy Nagar, Colaba
Mumbai 400 005**

Self
Attested
Photograph

**Bus Route:- From Churchgate Railway Station - Bus No, 137 Navy Nagar }
From CST Railway Station- Bus No. 3, 11, & 125 Bus Stop }**

2. The Written Test/Practical Test will be held from 28-31 March 2016. You have to make your own arrangement regarding Boarding/Lodging.

3. This letter should be brought in original at the venue. This will be treated as Admit Card to the Recruitment venue failing which, you will not be permitted to the Recruitment Test.

4. You should be in possession of the following items in **original alongwith one set of duly attested photocopies** for the recruitment test, failing which, your candidature would be treated as cancelled:-

- (a) Call letter/Admit Card.
- (b) Clip Pad/Writing Board.
- (c) Black Jotter Refill Pen, Soft Pencil HB, Eraser, etc.
- (d) Water Bottle.
- (e) One Photo Identity Card such as Adhar Card, Driving License, Passport, Voter Identity Card etc. along with admit Card/Call letter.
- (f) Employment Exchange Registration number if any.
- (g) Certificate of Educational/Professional qualifications.
- (h) Valid Caste certificate if applicable.
- (i) School Leaving Certificate/Date of birth certificate.
- (j) Experience Certificate (if any)
- (k) Heavy Motor Vehicle Licence.
- (l) 'No objection Certificate' if the candidate is in Central/State Government Employment and seeks age relaxation available to such eligible candidates.

Contd...2/-

5. **Important Instructions:-**

- (a) Your Candidature to the Recruitment Test is provisional subject to being found eligible in all respects.
- (b) Mobile Phones, Calculators or any IT gadgets are not allowed inside the premises/precincts where the recruitment test is being conducted.
- (c) **You have to make your own arrangements for boarding and lodging etc. as the candidates will have to continue their stay for 2 to 4 days w.e.f. 28 March 2016 for the Written/Practical test. The time of the practical test would be intimated on completion of the written test.**
- (d) Companion, if any, would not be allowed at the venue or in its proximity. It is therefore, advised not to bring any companion.
- (e) Candidates are advised not to bring any valuable/costly items to the recruitment test as safe keeping of the same cannot be assured. This Headquarters will not be responsible for any loss in this regard.
- (f) Candidates should check admit card carefully and bring the discrepancies, if any to the notice of the Invigilator before the examination.
- (g) Candidates may also be subjected to 'Frisking", if desired by the Board.
- (h) **The written test questions will be of objective type with multiple choice answers. The Syllabus for the written test comprises English, General Science, General awareness, General Mental Ability, General Mathematics & Trade/Field related.**
- (j) You are directed to undertake the recruitment test at your own risk i.e. after verifying that you fulfill the qualifications in the advertisement and admission to the test is purely provisional.
- (k) Details of provisionally selected candidates will be hosted at Civilian Personnel Section of the www.indiannavy.nic.in website.
- (l) The candidate must note that the Headquarters takes up the verification of eligibility condition i.e. age, education qualification etc with reference to original documents only of those candidate who qualify in the recruitment test. Unless the candidature is formally confirmed by this Headquarters it continues to be "provisional".
- (m) Ineligibility detected at any stage before or after the Test would render the candidature as rejected.
- (n) The candidate must abide by the instructions and such further instructions as may be given by Invigilator of the recruitment test. If the candidate fails to do so or indulges in disorderly or improper conduct, he/she will render himself/herself liable to expulsion from the recruitment test and/or such other punishment as the competent may deem fit to impose.
- (p) You will be expected to maintain discipline inside premises, failure to which, you will be disqualified from the examination.

6. Please also note that if you fail to attend on the date and time indicated above, your candidature will be treated as cancelled.

7. Call letter is computer generated and no signature is required.

For Chief Staff Officer (P&A)