

**Government of India
Ministry of Defence**



RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY-2017

AT HEADQUARTERS SOUTHERN NAVAL COMMAND, KOCHI

1. Indian Navy invites applications for the below mentioned posts classified as **Group 'C', Non-Gazetted** from the eligible candidates to apply in proforma appended below by Registered/Speed Post(Application in other forms of mailing will not be accepted). Selected candidates normally will have to serve in the units including Lakshadweep Islands under administrative control of Southern Naval Command, however they can be posted anywhere in India, in Naval units/ formations in case of any administrative requirement.

(A) INDUSTRIAL POSTS:- Classified as Group 'C' (NG)

Sl. No	Name of post (Classification with Pay Scale as per 7 th CPC -Level in the Pay Matrix)	Distribution of vacancies *				Total	Horizontal Reservation			
		UR	SC	ST	OB C		PwDs	ES M	Meritorious Sportspers on	
(i)	Tradesman (Skilled) –Designated Trade Level 2 (Rs 19900-63200)									
	(aa)	Machinist	5	1	-	-	6	Nil	01	01
	(ab)	Shipwright	1	-	-	1	2	Nil	02	Nil
	(ac)	Rigger	4	-	1	-	5			
	(ad)	Electrical Fitter	1	-	-	-	1			
	(ae)	Painter	3	-	-	-	3			
	(af)	Welder	2	-	-	1	3			
(ii)	Tradesman Mate (Erstwhile MTS(Ind)/USL) - Level 1(Rs 18000-56900)		29	8	6	7	50	02 (HH)	04	02

(B) NON INDUSTRIAL POSTS:- Classified as Group 'C' (NG)

Sl. No	Name of post (Pay Scale as per 7 th CPC -Level in the Pay Matrix)	Distribution of vacancies *				Total	Horizontal Reservation		
		UR	SC	ST	OB C		PwDs	ES M	Meritorious Sportspers on
(i)	Multi Tasking Staff -Mali - Level 1 (Rs 18000-56900)	4	1	1	1	7	Nil	Nil	3
(ii)	Civilian Motor Driver (OG)	7	3	5	-	15	Nil	02	Nil

- Level 2 (Rs 19900-63200)								
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(C) BOAT CREW- Classified as Group 'C' (NG), Non Industrial

Sl. No	Name of post (Pay Scale as per 7 th CPC -Level in the Pay Matrix)	Distribution of vacancies *				Total	Horizontal Reservation	
		UR	SC	ST	OBC		PwDs	ESM
(i)	Engine Driver Gde-II (Steam/Motor) - Level 5(Rs 29200– 92300)	-	-	1	-	1	Nil	Nil
(ii)	Engine Driver (erstwhile Eng. Driver-III & Sarang ER) - Level 4 (Rs 25500– 81100)	-	-	2	-	2	Nil	Nil
(iii)	Topass - Level 1 (Rs 18000-56900)	1	-	-	-	1	Nil	Nil
(iv)	Fireman (erstwhile Fireman & Asst. Fireman) - Level 1(Rs 18000-56900)	-	-	1	-	1	Nil	Nil

* Subject to variation of vacancies.

§ Suitability for PwDs – As per posts identified by Ministry of Social Justice & Empowerment. PwDs candidates may apply for the specific posts accordingly.

S. No.	Name of Post	Categories of disabled suitable for the Job	Physical Requirement
(i)	Tradesman (Skilled)-All trades	OL,HH,LV	S,ST,W,BN,MF,RW,SE,C
(ii)	Tradesman Mate	OL,HH,LV	S,ST,W,BN,MF,RW,SE,C
(iii)	Multi Tasking Staff -Mali	HH,OL,LV	S,ST,KC,F,PP,L,F,SE
(iv)	Topass	OL,OH	S,ST,W,BN,MF,RW,SE
(v)	Fireman	HH	S,ST,W,BN,MF,SE,C

Note:- Applicants, must be in possession of disability certificate issued by the Competent Authority prior to applying, in the format given in Annexure-I of GOI/DOP&T OM 36035/3/2004-Estt.(Res) dated 29 Dec 2005.

2. **Abbreviations used.** **UR**-Unreserved, **SC**-Scheduled Caste, **ST**-Scheduled Tribes, **OBC**-Other Backward Class, **ESM** - Ex-Servicemen, **PwDs**-Persons with Disabilities, **VH**-Visually Impaired, **HH**-Hearing Impaired, **MTS**- Multi Tasking Staff, **OL**-One Leg, **LV**-Low Vision, **S**-Sitting, **ST**-Standing, **W**-Walking, **BN**-Bending, **PP**-Pulling & Pushing, **L**-Lifting, **KC**-Kneeling & Crouching, **H**-Hearing, **MF**-Manipulation by Fingers, **RW**-Reading & Writing, **SE**-Seeing, and **C**-Communication.

3. **Reservation.** Reservation for SC/ST/OBC/PwDs/ESM/Meritorious Sports person categories is available as per extant Government Orders. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs, PwDs, ESM & Meritorious Sports person candidates which will thus comprise of SC, ST, OBC, PwDs, ESM & Meritorious Sports person 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. Reservations for PwDs, ESM & Meritorious Sportsman fall under the category of Horizontal reservation which cuts across vertical reservation i.e. reservation for SC/ST/OBC (in what is called inter-locking reservation). The candidates selected against the PwDs, ESM & Meritorious Sportsman quota have to be placed in the appropriate category of UR / SC / ST / OBC, as the case may be.

4. Age & Essential/Desirable Qualifications

S. No	Posts (Refer Para 1)	Age	Essential/Desirable Qualifications
(a)	Tradesman (Skilled)- All Trades	Between 18-25 Years	<p>Essential-</p> <p>1. Matriculation or equivalent from a recognised Institute or Board with knowledge of English.</p> <p>2. Should have completed Apprenticeship training in the trade and holding National Apprenticeship Certificate in the relevant trade issued by National Council of Vocational Training(NCVT).</p> <p style="text-align: center;">OR</p> <p>Mechanic or equivalent with two years regular service in the appropriate Technical Branch of the Army, Navy and Air Force.</p> <p>Note: 1. Qualifications are relaxable at the discretion of the Appointing Authority in the case of candidates otherwise well qualified.</p> <p>2. Age is relaxable to apprentices to the extent for the period for which the apprentice has undergone training.</p>
(b)	Tradesman Mate(Erstwhile MTS(Ind)/ USL)	Between 18-25 Years	<p>Essential-</p> <p>10th Standard pass from a recognized Board/Institution.</p>
(c)	MTS-Mali	Between 18-25 Years	<p>Essential-</p> <p>1. Matriculation</p> <p>2. Proficiency in relevant trade.{refer to para7(e)}</p>
(d)	Civilian Motor Driver (OG)	Between 18-25 Years	<p>Essential-</p> <p>1. Matriculation or equivalent from a recognized Board or Institution and knowledge of first line maintenance.</p> <p>2. Must possess a driving license for Heavy Vehicles and Motor Cycles</p> <p>3. One year practical experience in Heavy Motor Vehicles(HMVs) driving.</p>
(e)	Engine Driver Gde-II (Steam/Motor)	Between 18-35 Years	<p>Essential-</p> <p>1. Matriculation or equivalent from a recognized Board or Institution</p> <p>2. Certificate of Competency as Engine Driver 2nd Class.</p> <p>3. Two years' service as a Syrang ER (now Engine Driver)/Tindal on a vessel of over 400 B.H.P.</p>
(f)	Engine Driver	Between 18-35 Years	<p>Essential :</p> <p>1. Matriculation or equivalent from a recognized Board or Institution</p> <p>2. Must have permit from Mercantile Marine</p>

			Department for Class III Driver. 3. 02 years' experience as Crew Engine Room.
(g)	Topass	Between 18-35 Years	Essential- 1. Matriculation or equivalent from a recognized Board or Institution 2. Must know swimming.
(h)	Fireman	Between 18-35 Years	Essential- 1. Matriculation or equivalent from a recognized Board or Institution 2. 03 years service in a sea going vessel. Desirable : Certificate of having completed pre-sea training course.

Note: The qualification(s) regarding experience is/are relaxable at the discretion of Competent authority in the case of candidates belonging to the Scheduled Caste/Scheduled Tribes, if at any stage of selection the Competent Authority is of the opinion that sufficient numbers of candidates from these communities possessing the requisite experience are not likely to be available, to fill up the vacancies reserved for them.

5. **Job Profile.** Indicative duties & responsibilities of the Tradesman Mate(TMM)/ Multi Tasking Staff (MTS)-Mali are listed as follows, for other posts the duties will be related to the nature of post :-

- (a) Physical maintenance of records of section.
- (b) General cleanliness & upkeep of the Section/Unit.
- (c) Carrying of files & other papers within the building.
- (d) Photocopying, sending of FAX 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, closing & cleaning of rooms.
- (j) Dusting of furniture etc.
- (k) Cleaning of building, fixture etc.
- (l) Upkeep of parks, lawns, potted plants etc.
- (m) Assist Tradesmen in carrying out assigned work.
- (n) Any other work assigned by superior authority.

6. **Age relaxation and Crucial Dates**

(a) **Age relaxation**

S. No.	Category	Age relaxation permissible beyond the upper age limit
(i)	SC / ST	05 Years
(ii)	OBC	03 Years
(iii)	PwDs	UR -10 Years, OBC -13(10+03) Years, SC/ST-15(10+05) Years,

		etc.
(iv)	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/ST-08(03+05) Years

Note. 1. Age relaxation for Departmental Candidates, persons domiciled in J&K etc. will be as per extant rules issued by the Govt. of India time to time.

2. Selection criteria for Meritorious sports person will be based on the orders issued vide Government of India's OM No. 14034/01/2013-Estt.(D) dated 03.10.2013 which is available on www.indiannavy.nic.in

(b) **Crucial Dates.** The crucial date for determining the age limit will be the closing date for receipt of Applications from candidates i.e. 21 days from the last date of publication of advertisement in Employment News. The additional period for submission of Applications for candidates from regions mentioned at Para 8 shall not reckon to determine their age. Only Matriculation/SSC/Birth Certificate issued by concerned Education Board/Competent Authority will be considered as proof of Date of Birth.

7. **Mode of Selection**

(a) **Shortlisting of Applications.** Where the number of application received is too large (for posts with Matriculation as Educational qualification) 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 shortlisting 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 or equivalent from a recognized Board. 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 appear in the written examination consisting of objective type questions based on the based on Essential/Desirable qualifications, as mentioned at para 4 above and bilingual in both English & Hindi (except for General English) covering aspects as below:-

Part	Subject	Maximum Marks
(i)	General Intelligence/Awareness and Reasoning.	30
(ii)	Numerical Aptitude	20
(iii)	General English	10
(iv)	Awareness in relevant trade/field	40

(c) **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 candidate abilities to deal with abstract ideas and symbols and their relationship,

arithmetical computation and other analytical functions. The test will also include questions relating to India and its neighbouring 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) **English Language.** 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 also be tested.

(iv) **Awareness in relevant trade/field.** The test will include questions relating to Trade/Post, as per the essential/desirable qualification specified at para 4, above.

(d) **Date of Examination.** Exact date, time and venue of written examination will be communicated on the Admit card issued to the shortlisted candidates. Indian Naval websites www.indiannavy.nic.in may also be referred from time to time for any further instructions/ amendments.

(e) **Skill/ Practical Test.** Skill/Practical test may be conducted to test the proficiency / Knowledge and suitability of the candidates for relevant trade/posts as specified in the relevant Recruitment Rules. The skill test will be of qualifying in nature. Exact date, time and venue will be communicated to the eligible candidates on registered e-mail IDs or by post.

(f) **Provisional Appointment Letter.** The appointment of Provisionally selected candidates will be strictly based on the merit position in the written examination and qualifying in the Skill Test (if applicable); Subject to satisfaction of document verification, medical examination and other requirement as specified by the Government of India and Appointing Authority.

(g) **Document Verification.** All documents pertaining to age, education, identity, address, category, caste validity certificate 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 registered e-mail IDs and by post.

8. **Last Date for Submission.** The last date of receipt of Application is **21 days from 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 Pangri sub-division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep will be **28 days from the date of publication of advertisement in Employment News.**

9. **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 (see below), 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“ _____”, and CATEGORY “ _____” (i.e. SC/ST/OBC/UR/PwDs/ESM/Meritorious Sportsperson)**and sent by Registered/Speed Post only to **The Flag Officer Commanding-in-Chief, {for Staff Officer(Civilian Recruitment Cell)}, Headquarters Southern Naval Command , Kochi – 682004** along with the following :-

- (a) Two additional Passport size photographs for Admit Card and Exit card self-attested on the reverse side and full name written.
- (b) Self attested copies of certificates of relevant educational qualifications and self attested copies of higher qualification if any.
- (c) Self attested copy of proof for date of birth (10th certificate or Birth Certificate).
- (d) The SC/ST candidates should also enclose latest copy of caste certificate duly self attested for claiming age/other relaxation and produce original certificate on demand.
- (e) In case of OBC, the caste certificate, inter-alia must specify that the candidate does not belong to **“creamy layer”** and are required to enclose self attested copy with application form (valid for three financial years only) claiming OBC as per format contained in GOI. DOP&T OM36036/2/2013-Estt(Res) dated 13 May 2014 and 36033/1/2013-Estt(Res.) dated 27 May 2013 and produce original certificate on demand.
- (f) A copy of candidate’s testimonial in support of candidate’s experience/proficiency in case the candidate is applying against a post requiring experience/proficiency.
- (g) A copy of certificate duly indicating the proof of Ex-Servicemen issued by the Competent Authority with the application and produce original on demand.
- (h) 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.
- (i) Self attested copy of certificate of meritorious sportsman issued by the competent authority in accordance with Government of India’s OM No. 14034/01/2013-Estt(D) dated 03.10.2013.
- (j) Self attested copy of certificate showing the Disability for Physically Handicapped Personnel. It may be noted that only such persons would be eligible for reservation in services/posts who suffer from not less than 40% (per cent) of relevant disability. The candidates are to enclose PwDs certificate indicating percentage of disability issued by Competent Medical Authority.
- (k) The Govt Servants are to enclose self attested copy of No Objection Certificate from the Employer with the application and produce original on demand.
- (l) A copy of candidate’s testimonial in support of candidate’s experience/proficiency in case the candidate is applying against a post requiring experience/proficiency.

(m) **The format of relevant certificates is available at Naval Website www.indiannavy.nic.in at Personnel>Civilian page.**

(n) A self-addressed envelope of size 23x13 cm with postage stamp of Rs.45/- affixed on it.

Note: - Candidates, who have passed from a recognized Board/ Institution, which has 'Grade Point' system need to convert grades into the percentage of marks scored in 10th standard by appropriate authorities before applying.

10. **General Conditions.**

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

(b) Qualification/experience will be considered as on the date of closing of Application.

(c) Original certificates are not to be submitted. Only self-attested copies of certificates are to be enclosed with the Applications in support of age, educational qualification, caste, experience etc.

(d) The vacancies shown above are provisional and may vary. The vacancy may be reduced/increased or even made **nil** without assigning any reason thereof.

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

(f) No relaxation in age limit will be provided unless the category is filled appropriately at the relevant column in the application form.

11. **Instructions to Candidates.** Application received after the due date (even due to postal delay) will be rejected summarily and no correspondence will be entertained. The following act/omissions should render a candidate/applicant disqualified or any other reason found by Competent Authority.

(a) Application not in the prescribed format or incomplete or unsigned or undated or improper filled.

(b) Furnishing of false, inaccurate or tampered or dubious information.

(c) If not super scribed with the name of the post applied for or incorrect name of post on the envelope and Application.

(d) Without self-addressed envelope/postage stamps/self-attested recent photographs.

(e) Application not accompanied by self-attested copies of certificates/ prescribed certificates in support of age, qualification, caste disability, discharge etc.

(f) More than one Application submitted by the candidates for the same post.

(g) Any other deemed irregularity or reason as observed by the Board of Officers.

- (h) Canvassing on Application form in any and/or bringing in any influence, political or otherwise will entail disqualification.
- (i) In case the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
- (j) If the candidate not found to possess the essential qualification.
- (k) If the Application of candidate who is working in Government Establishment is not received through proper channel with NOC.

12. **Miscellaneous Instructions to Candidates**

- (a) Only selected candidates will be informed of their selection in due course after the selection process and no other correspondence on the subject would be entertained.
- (b) Duration of the test can be one day. Candidates will make their own arrangement for lodging/boarding during the test.
- (c) Higher qualification, if any, possessed by the candidate is to be disclosed.
- (d) Indian Navy 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 centres. 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 future examinations. A criminal proceeding may also be initiated.
- (e) As per Ministry of Human Resource Development Notification No. F.6-1/ 2013-DL dated 10 Jun 2015 published in Gazette of India dated 25 Jul 2005, the qualification acquired by the individuals through open Universities/Distance Education Mode by the University established by an Act of Parliament or State Legislature. Institutions Deemed to be universities under Section 3 of University Grant Commission Act,1956 and Institution of National Importance declared under an Act of Parliament stands automatically recognised for the purpose of employment to posts and services under Central Government provided they have been approved by the University Grant Commission Act.
- (f) 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 exam as per his choice.

13. The recruitment process can be cancelled/postponed/suspended/ terminated without any notice/assigning any reasons, at any stage.

14. **CAUTION TO ALL CANDIDATES:** 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/trade test and the selection process will be on merit only in a transparent manner.

E-mail ID-

6. Caste/Category :
(Please tick(√)
Appropriate box)
Sportsperson
(attach certificate)
- UR SC ST OBC ESM PwDs

7. If applied under PwDs :
Category (attach certificate)
- | Disability
(VH/HH/OH) | % Disability | Scribe required
(Yes/No) |
|--------------------------|--------------|-----------------------------|
| | | |

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)

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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 Officer/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 not applicable}

Place:

Date:

(Signature of the candidate)

Enclosures :-

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