



NAVAL DOCKYARD, VISAKHAPATNAM
RECRUITMENT OF TRADESMAN(SKILLED)



1. Naval Dockyard, Visakhapatnam invites applications in the prescribed format as given at Annexure-I from eligible Indian citizens for the post of **TRADESMAN (SKILLED)** in the Pay band/Scale (PB-1) Rs. 5200-20200/- with Grade Pay of Rs. 1900/- as per the trade and vacancy position given below.

TRADESMAN (SKILLED) (Group 'C' Non-Gazetted, Non-Ministerial, Industrial)
Pay Band/Scale (PB-1) Rs. 5200-20200/- with Grade Pay Rs.1900/-

SL	Apprentice Feeder Trade	Post/Trade	Vacancies				
			Total Posts	UR	OBC	SC	ST
1	ELECTRONICS MECH.	COMPUTER FITTER	49	25	13	7	4
2		ELECTRONICS FITTER	58	29	16	9	4
3		RADAR FITTER	21	10	6	3	2
4		RADIO FITTER	11	5	3	2	1
5		SONAR FITTER	10	4	3	2	1
6		GYRO FITTER	7	3	2	1	1
7		MACHINERY CONTROL FITTER	28	14	8	4	2
8	ELECTRICIAN	ELECTRICAL FITTER	179	91	48	27	13
9	INSTRUMENT MECH	INSTRUMENT FITTER	36	18	10	5	3
10	FITTER	ENGINE FITTER	213	107	58	32	16
11		BOILER MAKER	19	10	5	3	1
12	DIESEL MECH	ICE FITTER	41	21	11	6	3
13		GT FITTER	25	12	7	4	2
14		ICE FITTER CRANE	9	5	2	1	1
15	MACHINIST/TURNER	MACHINIST	77	38	21	12	6
16	PLUMBER/ PIPE FITTER	PIPE FITTER	54	27	15	8	4
17	REF & AC MECH	REF & AC FITTER	64	32	17	10	5
18	MOULDER/ FOUNDRY MAN	PATTERN MAKER	8	4	2	1	1
19		FOUNDRY	1	1	-	-	-
20	PAINTER	PAINTER	3	2	1	-	-
21	BLACKSMITH/ FHT	BLACKSMITH	12	6	3	2	1
22	PLATER/ SHEET METAL WORKER	PLATER	84	42	23	13	6

<u>SL</u>	<u>Apprentice Feeder Trade</u>	<u>Post</u>	<u>Vacancies</u>				
			<u>Total Posts</u>	<u>UR</u>	<u>OBC</u>	<u>SC</u>	<u>ST</u>
23	CARPENTER	LAGGER	3	1	1		1*
24		SHIPWRIGHT	49	25	13	7	4*
25	WELDER	WELDER	46	24	12	7	3
26	MILLWRIGHT/MMTM	MILLWRIGHT	14	7	4	2	1
TOTAL			1121	563	304	168	86

[UR- Un-reserved, SC – Scheduled Caste, ST- Scheduled Tribe, OBC-Other Backward Class]

- Note:** - 1. * Includes 01 ST backlog vacancy
 2. Discipline-wise vis-à-vis Category-wise number of vacancies mentioned above is provisional and subject to variation due to administrative reasons.

2. Reservations.

(a) Reservations are applicable as per existing Govt. Rules issued from time to time. The reservation percentages presently considered are SC – 15 %, ST – 7 ½ % and OBC – 27 %.

(b) OBC candidates belonging to castes specified under Central list would only be eligible for reservation under OBC category; Others will be treated as UR candidates. The existing government regulations regarding creamy layer in OBCs shall also be applicable.

(c) Horizontal Reservations of 10% for Ex-Servicemen, 03% for Persons with Disability [PWD] (01% Orthopedically Handicapped (OH), 01% Visually Handicapped (VH) and 01% Hearing Handicapped (HH)] and 05% for Sportsmen are applicable for the above posts. the candidates selected for appointment will be placed against the category to which they belong.

(d) Reservation of persons with disability of 40% and above in OH, VH and HH will only be considered.

(e) Reservation under Sports reservation will be considered for Applicants as per following Criteria: -

(i) Represented State/ Country /University/ State School Team in the National or International level.

(ii) Sportsmen who have been awarded National Awards in Physically Efficiency under the National Physically Efficiency Drive.

3. **Eligibility Criteria.**

(a) **Essential Qualifications**

(i) Matriculation or equivalent from a recognized Institute or Board with knowledge of English.

(ii) Should have completed Apprenticeship training in the relevant feeder trade and should be in possession of trade **National Apprenticeship Certificate(NAC)** issued by the **National Council of Vocational Training(NCVT)**.

(iii) For ex-Servicemen, Mechanic or equivalent with two years regular service in the appropriate Technical Branch of the Army, Navy and Air force.

(b) **Age for Direct Recruitment/ Age Relaxations.** Between 18 and 25 Years, applicable to both direct recruits and Ex-Naval apprentices with relaxation as under:-

(i) Relaxable for Government servants upto thirty five years and 05 years more for SC/ST candidates in accordance with instructions or orders issued by Central Government from time to time.

(ii) Relaxable by 03 years for OBC, 05 years for SC/ST and 10 years for PHC candidates against reserved vacancies.

(iii) Relaxable to apprentices to the extent of the period for which the apprentices had undergone training.

(iv) Relaxable by 05 years for Sportsmen and 05 years more for SC/ST candidates.

(v) Relaxable upto 35 years and 05 years more for SC/ST candidates for widows, divorced women and women judicially separated from their husbands and who are not remarried.

(vi) For Ex-Servicemen, Period of Military service plus 03 years.

Note: The age limit will be calculated as on the closing date for submission of applications.

(c) **Pay Band & Grade Pay.** Pay Band -1, Rs. 5200-20200/- with Grade Pay of Rs. 1900/-

(d) **Nature of Duties.** The Tradesman as per his trade is required to undertake repairs/ refit of ships and submarine equipment/ structure both onboard and at the shop floor. He has to maintain plant and machinery at the shop floor and assist in control cell duties. He may have to manufacture parts and jigs to aid in the repair and refit process. He has to work in a team or independently under supervision of higher grade seniors/supervisors/officers, depending upon the type of work. The duties indicated here are only indicative and not all encompassing.

3. **Mode of Selection.**

(a) Posts will be filled by Direct Recruitment of Apprentices through selection of candidates holding **National Apprenticeship Certificate (NAC)** in the relevant trade issued by the **National Council of Vocational Training(NCVT)**.

(b) Merely fulfilling the basic selection criteria does not automatically entitle a person/ applicant to be called for the Written Test. If the numbers of applications received are too large in proportion to the vacancies, the Appointing Authority reserves the right to shortlist the applications, as deemed appropriate and only the shortlisted candidates will then be called for the written test.

(c) Eligible candidates called for written test are required to appear for the written examination. The Question Paper for written examination will consist of 100 objective type questions from Technical Trade Subject, based on the syllabus of the training for Apprenticeship, General Knowledge and General English (as per 10th standard syllabus). The breakdown of Marks for each of these subjects is as below: -

(i) Technical Trade Subject	-	60 marks
(ii) General English	-	20 marks
(iii) General Knowledge	-	20 marks

(d) Merit list will be prepared strictly based on the merit position as per marks obtained in the written examination.

(e) Other qualifications being equal, preference will be given to ex-apprentices of Dockyard Apprentice Schools of Indian Navy.

(f) Selected Candidates will be called for verification of original certificates and undergo Medical Examination as per the merit list till vacancies are filled up.

4. **Important/ General Instructions to Candidates.**

(a) The eligibility in respect of age, educational qualification, reservation category, etc., will be determined as on the closing date of receipt of applications.

(b) Mere appearance/Qualifying in the written examination does not confer any right on the candidate to claim for appointment unless he/she fulfills the eligibility criteria as given in the succeeding paragraphs.

(c) Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in the advertisement. Furnishing of wrong/false information will lead to disqualification and this Naval Dockyard (V) will not be responsible for any consequence of furnishing of such wrong/ false information.

(d) All eligible candidates are required to attend the written examination to be conducted at Visakhapatnam in English language only. Call letters for written examination will be issued to eligible candidates post scrutiny of applications.

(e) The vacancies are subject to change and vacancies upto the date of declaration of final result of the written test will be considered at the discretion of Admiral Superintendent, ND(V). The Admiral Superintendent, ND (V) also has the right to cancel the advertisement/ recruitment at any stage due to administrative reasons.

(f) The Candidates are required to fill up the application in English language only as per the prescribed format given at **Annexure-I** and forward the original application along with relevant self attested certificates to **“The Admiral Superintendent, (for Manager Personnel) Naval Dockyard, Visakhapatnam - 530014” only by registered/speed post**, duly affixing recent passport size color photograph (self-attested) in the given space of application. Candidates are advised to retain a Xerox copy of duly filled application form and postal receipt of register/ speed post till completion of the recruitment process. Naval Dockyard (V) is not responsible for any postal delay in receipt of application or its loss.

(g) It is mandatory that the envelope containing the application should be clearly superscribed in BOLD letters with the notation **“APPLICATION FOR THE POST OF (indicate Post/Trade) TRADESMAN (SKILLED)”** and also the category for which they applied for viz UR/OBC/SC/ST/PWD/EX-SER/SPORTS. Applications without these notations will be summarily rejected.

(h) Each application should be accompanied by Xerox copies of the documents listed below, duly self-attested with name and date. **No original certificates** are to be forwarded along with the application form.

- (i) SSC/10th marks list towards proof of date of birth and qualification.
- (ii) **National Apprentice Certificate (NAC)** in the relevant trade issued by **National Council for Vocational and Training (NCVT)**.
- (iii) Latest caste certificate (OBC/SC/ST) for reserved category candidates including Creamy layer status in respect of OBC candidates.
- (iv) Latest Disability certificate (PHC) for persons with disabilities.
- (v) In case of Ex-Servicemen, Discharge Book and Experience certificate in the relevant trade.
- (vi) Candidates working in Government departments are to forward their applications through proper channel only, before the due date for receipt of application along with No Objection Certificate issued by concerned authority.
- (vii) Sportsmen are to submit the relevant sports certificate stating their representation at International/ National or State level along with relevant Form (i.e., Forms I to V placed at Annexure-II) for claiming relaxation and consideration against Sports quota.
- (viii) Two latest passport size color photographs (self-attested).

(i) Un-employed SC/ST candidates are entitled for 2nd class rail/bus fare by shortest route as per Govt. rules and the same will be reimbursed at the venue of written examination on submission of tickets along with un-employment certificate (issued by Gazetted Officer).

(j) The SC/ST candidates should enclose latest copy of caste certificate duly self attested for claiming age/other relaxation and produce original certificate on demand. OBC candidates are required to submit latest 'creamy layer' certificate issued by the Competent Revenue Authority not below the rank of Tahsildar/ Mandal Revenue Officer/ Revenue Divisional Officer as prescribed vide OM No. 36012/22/93 – Estt (SCT) dated 08 Sep 93 as amended vide OM No. 36033/3/2004/Estt(Res) dated 09 Mar 2004.

(k) The candidates who have applied for selective trades in the order of preference will be considered for any of the trades from their basic feeder trade to the extent of availability of vacancies.

(l) Applicants who are in government service should apply only through proper channel along with NOC.

(m) Candidates are liable for All India Service Liability and to serve in ND(V)/NRW/SSS and in any Naval Unit within Eastern Naval Command including Andaman & Nicobar Islands.

(n) Recruited individuals will have to work onboard Nuclear Platforms, wherever necessary. Towards this, candidates when selected are to submit an undertaking to this effect at the time of appointment.

(p) Applications with the following deficiencies will be summarily rejected:-

(i) Applicants found overaged on the last day of receipt of applications as per advertisement.

(ii) Incomplete applications.

(iii) Overwriting/cuttings/corrections/incorrect information according to enclosures.

(iv) Photographs not affixed.

(v) Xerox copies of educational certificates (viz. educational certificates, caste certificate, NAC, PHC certificate, etc.) not found enclosed and self attested.

(q) The filling up of vacancies is subject to the outcome of Hon'ble CAT/Court cases, if any, pending in the Hon'ble courts.

(r) Candidature of the candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any, information provided by the candidate is found false or is not found in conformity with eligibility criteria mentioned in the advertisement.

(s) Candidates without call letters will not be allowed to appear in the written examination.

(t) Candidates are advised to refer to **INDIAN NAVY website** www.indiannavy.nic.in/content/naval-dockyard-visakhapatnam from time to time to obtain the latest information on the recruitment process till completion.

5. **Last Date for Receipt of Application.** Applications duly completed, are required to reach the **Admiral Superintendent (for Manager (Personnel), Naval Dockyard, Visakhapatnam - 530 014** within 30 days of publication of this Advertisement in the Employment News. The last date for receipt of applications from candidates residing in Assam, Arunachal Pradesh, Meghalaya, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Laddakh Division of Jammu & Kashmir State, Lahaul and Spiti District, Punji Sub-division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep Islands is seven days thereafter. The first date of publication of this advertisement in the Employment News will be taken into account for calculation of 30 and additional 07 days as applicable, respectively.

6. **Important Notice.**

- (a) Candidates are informed that they will be selected purely based on their merit. No money is required to be paid to anyone who-so-ever for this recruitment.
- (b) Any canvassing or paying bribes directly/ indirectly by the applicant will disqualify his/ her candidature and termination of his/ her services, if proved post recruitment.
- (c) All are advised not to fall prey to any touts/ Job racketeers in any way for this recruitment.
- (d) Complaints regarding any touts/ agents/ anybody demanding money for the recruitment can be intimated to the Additional General Manager (HR), Naval Dockyard by e-mail encasdagmhr-navy@nic.in along with relevant proof. Full confidentiality of the candidate and case will be maintained. No anonymous complaints will be entertained.

Visakhapatnam
Dated : 07 Nov 2015

Sd/-
Chief Administrative Officer
for Admiral Superintendent

**NAVAL DOCKYARD, VISAKHAPATNAM- 530 014****RECRUITMENT OF TRADESMAN(SKILLED),****APPLICATION FOR THE POST OF TRADESMAN (SKILLED)****(Group 'C' Non-Gazetted, Non-Ministerial, Industrial)****Pay Band/Scale (PB-1) Rs. 5200-20200/- with Grade Pay Rs.1900/-**

Affix latest attested photograph and self attested

1. Post* Applied for (order of preference)
 1 []
 2 []
 3 []

2. NAME*
 S U R N A M E
 []
 N A M E
 []

3. FATHER'S NAME*
 []

4. MOTHER'S NAME*
 []

5. DATE OF BIRTH*
 [D] [D] [M] [M] [Y] [Y] [Y] [Y]

6. ADDRESS FOR*
 COMMUNICATION
 WITH PIN CODE
 []
 []
 []
 []
 []
 P I N
 []
 MOBILE NO.
 EMAIL
 []
 []
 []

7. NATIONALITY [] [] [] [] [] [] RELIGION []

8. EMPLOYMENT
 REGD. No. & PLACE
 []
 []

9. AADHAR CARD No.
 (If available)
 []

10. RESERVED*
 CATEGORY UR [] SC [] ST [] OBC [] **PHC** [] OH [] HH [] VH []
 Put ✓ Mark in the appropriate box Percentage of Disability _____%

Ex-Servicemen [] Length of Service _____ DOJ _____ DOR _____ Trade _____

11. Identification Marks*:-

1. _____

2. _____

12. **DETAILS OF NATIONAL APPRENTICE CERTIFICATE (NAC)***
Issued by National Council for Vocational & Training (NCVT)

Trade	Name & Address of Apprentice School/ Organization	Year of Passing		Marks obtained	Max. Marks	Percentage
		From	To			

13. Are you a Govt. Employee? Yes/No. (If Yes please furnish details)*

Name & Address of the organization	Central/State/ PSU	Name of the Post Held & Pay Scale	From	To	Nature of Duties

14. Are you Applying under Sports Quota? Yes/No. (If Yes please furnish details)*

Name of the Game/Event	Represented for	Date/Year of Game/Event participated	Authority Awarding Certificate (International /National/Inter-University/ National sports or games for schools/ Physical Efficiency Drive)

15. LIST OF ENCLOSURES*

SINo	TITLE OF DOCUMENT	DATE OF ISSUE OF CERTIFICATE			
1	NAC				
2	DATE OF BIRTH				
3	SC/ST/OBC				
4	PHC				
5	DISCHARGE BOOK				
6	SPORTS CERTIFICATE				

Check List for enclosures: For office use only
(Certificates duly self attested)

- | | | | |
|---|---|---|--------------------------|
| 1 | SSC/Matric/Date of Birth Certificate | : | <input type="checkbox"/> |
| 2 | NAC Certificate | : | <input type="checkbox"/> |
| 3 | SC/ST/OBC Certificate | : | <input type="checkbox"/> |
| 4 | PHC Certificate | : | <input type="checkbox"/> |
| 5 | Discharge Book(Ex-servicemen) | : | <input type="checkbox"/> |
| 6 | NOC (Govt. Employees) | : | <input type="checkbox"/> |
| 7 | Two latest Photographs
(affix in the place provided below) | : | <input type="checkbox"/> |

DECLARATION BY THE CANDIDATE

a) I hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect or incomplete or ineligibility being detected at any 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 office/department in writing that I am applying for the post. NOC enclosed. (wherever applicable).

Place :
Date :

Signature of the applicant

Affix latest attested photograph and self attested

1

Affix latest attested photograph and self attested

2

Note: * Fields are mandatory to be filled up
TO BE FILLED IN ENGLISH LANGUAGE AND IN CAPITAL LETTERS ONLY.

FORMS APPLICABLE TO CANDIDATES APPLYING UNDER SPORTS QUOTA**FORM 1**

[For representing India in an International Competition
in one of the recognized Games/Sports]

NATIONAL FEDERATION/NATIONAL ASSOCIATION

OF.....

**Certificate to meritorious sportsman for employment to
Groups 'C' and 'D' services under the Central Government**

Certified that Shri/Smt/Kumari.....,son/wife/daughter of
Shri.....resident of(complete address) represented the country in the
game/event ofin.....Competition/ Tournament held at
.....fromto.....

The position obtained by the individual/team in the above-said Competition/Tournament
was.....

The Certificate is being given on the basis of record available in the office of National Federation /National
Association of.....

Place.....

Date.....

Signature.....

Name.....

Designation.....

Name of the Federation/National

Association.....

Address.....

Seal.....

Note.—This Certificate will be valid only when signed personally by the Secretary, National Federation/National
Association.

FORM 2

[For representing a State in India in National Competition
in one of the recognized Games/Sports]

**STATE ASSOCIATION OFIN THE
GAME OF.....****Certificate to a meritorious sportsman for employment to
Groups 'C' and 'D' Services under the Central Government**

Certified that Shri/Smt/Kumari.....,son/wife/daughter of
Shri.....resident of(complete address) represented the State of
..... in the game/event of in the National Competition/Tournament held at.....
from..... to.....

The position obtained by the individual/team in the above-said Competition/Tournament
was.....

The Certificate is being given on the basis of record available in the office of the State Association
of.....

Place.....

Date.....

Signature.....

Name.....

Designation.....

Name of the State.....

Association.....

Address.....

Seal.....

NOTE:-This Certificate will be valid only when signed personally by the Secretary of the State Association.

FORM 3

[For representing a University in the inter-University Competition in one of the recognized Games/Sports]

UNIVERSITY OF.....

Certificate to a meritorious sportsman for employment to Groups 'C' and 'D' Services under the Central Government

Certified that Shri/Smt/kumara.....,son/wife/daughter of Shri.....,resident of student of..... represented the University of in the game/event of in inter-University Competition/Tournament held at.....from.....to.....
 The position obtained by the individual/team in the above-said competition /Tournament was.....

The certificate is being given on the basis of records available in the Office of Dean of Sports or Officer in overall charge of sports in the University of.....

Place.....
 Date.....

Signature.....
 Name.....
 Designation.....
 Name of University.....
 Address.....
 Seal.....

NOTE:-This Certificate will be valid only when signed personally by Dean/Director or other Officer in overall charge of sports in the University.

FORM 4

[For representing a State School Team in the National Games for School in one of the recognized Games/Sports]

**DIRECTORATE OF PUBLIC INSTRUCTIONS/EDUCATION
OF THE STATE OF
 Certificate to a meritorious sportsman for employment to Groups 'C' and 'D' Services under the Central Government**

Certified that Shri/Smt/Kumari.....,son/daughter of Shri.....,resident of..... (complete address) student of represented the.....State School Team in the game/event of.....in the National Games for Schools held at.....from.....to.....

The position obtained by the individual/team in the above-said competition /Tournament was.....

The Certificate is being given on the basis of records available in the Office of Directorate of Public Instructions/Education of

Place.....
 Date.....

Signature.....
 Name.....
 Designation.....
 Address.....
 Seal.....

NOTE:-This Certificate will be valid only when signed personally by the Director of Additional/Joint of Deputy Director in overall charge of sports/games for schools in the Directorate of public instructions/Education of the State.

FORM 5

[*For the awardees in physical Efficiency performances conducted
by the Ministry of Education and Social Welfare*]

**GOVERNMENT OF INDIA/MINISTRY OF EDUCATION AND
SOCIAL WELFARE**

**Certificate to a meritorious sportsman for employment to
Groups 'C' and 'D' Posts/ Services under the Central Government**

Certified that Shri/Kumari.....son/daughter of Shri,
resident of(complete address) represented the school Team in the
game/event ofIn the National Competition held at..... from..... to.....

The Certificate is being given on the basis of records available in the Ministry of Education and Social
Welfare.

Place.....
Date.....

Signature.....
Name.....
Designation.....
Address.....
Seal.....

NOTE:-This Certificate will be valid only when signed personally by the Secretary or other Officer in overall charge of
physical Efficiency in the Ministry of Education and Social Welfare.