

**FORMAT OF ADVERTISEMENT TO BE PUBLISHED FOR  
RECRUITMENT OF CIVILIAN PERSONNEL**

1. (Name of the Command/Organisation with address) invites applications from the eligible candidates to apply online through website [www.irfc.nausena.nic.in](http://www.irfc.nausena.nic.in) / unit website for the following posts (Application in other forms of mailing will not be accepted). Selected candidates will have all India service liability and can be posted anywhere in India in Naval units/ formations under (Name of the Command)

<b><u>SN</u></b>	<b><u>Name</u></b>	<b><u>Pay</u></b>	<b><u>Vacancies</u></b> ©				<b><u>Remarks</u></b>
<b><u>o</u></b>	<b><u>of</u></b>	<b><u>Scal</u></b>	<b><u>GEN/UR</u></b>	<b><u>OB</u></b>	<b><u>S</u></b>	<b><u>S</u></b>	
	<b><u>Post</u></b>	<b><u>e</u></b>		<b><u>C</u></b>	<b><u>C</u></b>	<b><u>T</u></b>	
						<b><u>TOTAL</u></b>	
						<b><u>*</u></b>	
							Vacancies for Ex-SM and PWD are to be indicated

**\* Subject to variation of vacancies**

**© Ex-SM and PWD are also to be indicated if applicable**

Note:- Any other details to be included here viz. Details of the reservation for various categories etc. Backlog vacancies being distinct are to be indicated separately.

2. Essential Parameters. Essential parameters including qualification post wise is to be indicated alongwith existing age, classification, pay band and grade pay, in addition as per following details:-

(a) Educational qualification and Experience

(i) Essential qualification

(ii) Desirable qualification

- (b) Age (with applicable relaxations as per extant regulations )
- (c) Pay band
- (d) Grade pay
- (e) Nature of Duties in brief.

3. Mode of Selection (including methodology for screening/shortlisting of applications, as applicable).

4. Physical Standards.

5. Details of Endurance/ Skill Test (if any).

6. Syllabus. The syllabi for the preparation of the question papers necessarily needs to be indicated for information of the candidates.

7. Distribution of vacancies reserved for SC/ST/OBC/Physically handicapped/ Ex-Servicemen categories and the extent of applicable age relaxations (for each reserved category separately i.e. SC/ST, OBC, Ex-SM, Govt servants (if applicable)). In the case of OBC candidates, it should be clearly indicated that candidates belonging to castes specified under Central list only would be eligible for reservation under OBC category; others will be treated as general candidates. The existing government regulations regarding creamy layer in OBCs shall also be followed. The aspect of increase/decrease of vacancies at the discretion of the Appointing authority needs to be clearly indicated in the Advertisement.

8. Shortlisting of Applications. Wherever the method of Shortlisting is being used a specific mention is to be made in the Advertisement as follows:-

**“Merely fulfilling the basic selection criteria does not automatically entitle a person/ applicant to be called for the Written Test/Interview. If the number 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/ interview.”**

9. General Conditions (with a specific mention of screening of applications where large number of applications may be received and variation of vacancies as per existing policies laid down on the subject)
10. Important/ General Instructions to Candidates. Cut off date for eligibility of age and qualification will be the last date of application. Any other aspect important to be highlighted for the candidates may be included.
11. Guidelines for Filling up of Online Application. The guidelines for filling up the application form are to be clearly listed in the advertisement. A copy of the advertisement needs to be uploaded on the official website of the Command/ Dockyard and the website address is to be clearly indicated in the advertisement.
12. Last Date for Receipt of Applications with a specific mention for candidates from 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 and Nicobar Islands and Lakshadweep Islands who would be given additional\_time period for submission of their application forms if manual mode of receipt of applications is being resorted to.
13. For further details, the website indicated at Para 1 above may be referred to in respect of a detailed advertisement and variations/ corrigendum, if any, at a later date.