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Directorate of Civilian Manpower
Planning and Recruitment
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CMPR/1029/RT/POLICY

24 Sep 15

The Flag Officer Commanding-in-Chief
(for CSO (P&A))
Headquarters, Western Naval Command,
Shahid Bhagat Singh Road
Colaba
Mumbai- 400005

The Flag Officer Commanding-in-Chief
(for CSO (P&A))
Headquarters, Eastern Naval Command,
Naval Base
Visakhapatnam- 500014

The Flag Officer Commanding-in-Chief
(for CSO (P&A))
Headquarters, Southern Naval Command,
Naval Base
Kochi - 682004

The Commander-in-Chief
(for CSO (L, A&P))
Andaman and Nicobar Command,
Haddo PO
Port Blair- 744102

RECRUITMENT OF CIVILIAN PERSONNEL IN THE INDIAN NAVY

1. Refer to IHQ/MOD (N) letter PL/1608/DCMPR dated 19 Dec 13.
2. With a view to give an impetus to the recruitment of Civilian personnel across various cadres in the Navy, Directorate of Civilian Manpower Planning and Recruitment (DCMPR) was set up at IHQ/MOD (N) in Mar 14. The directorate functions with an aim to ensure reduction in the overall deficiency/ shortages of Civilian manpower in the Indian Navy. DCMPR is responsible for monitoring, controlling and coordinating the DR of Gp C (including erstwhile Gp D employees) and Gp B (non-

gazetted) Civilian employees across various cadres in the Indian Navy. Recruitment action is required to be taken by the Appointing Authorities/ Recruiting Agencies to fill up vacancies arising during a recruitment year viz. 01 Apr (current year) to 31 Mar (next year) through the respective Commands.

3. IHQ MOD (N)/DCMPR is the primary coordinating agency responsible to interface with miscellaneous external agencies viz. UPSC, Staff Selection Commission (SSC) and Cadre controllers, for various vacancies arising during a recruitment year.

4. It has been observed that the total deficiencies of Civilian manpower across the cadres as on date are very high, amounting to approximately 23% and therefore require to be addressed on priority. In addition, the recruitment procedures being carried out in the Commands should be uniform so as to avoid delays in the entire recruitment process.

5. With a view to improve and standardise the existing recruitment procedures, an SOP has been prepared for Direct recruitment for Group B (NG) and Group C posts and same is placed as an Enclosure to this letter. It is, however, pertinent to mention that the **SOP is to be considered only as a guideline and is not to be quoted as an authority, for which relevant Government orders/ instructions issued from time to time are to be referred.**

6. The guidelines are to be implemented with immediate effect.

Sd/-

(Sridar Ramaswamy)
Commodore
Principal Director

Encl: - As above.