

**HEADQUARTERS, WESTERN NAVAL COMMAND**  
**EMPLOYMENT NOTIFICATION PUBLISHED IN**  
**EMPLOYMENT NEWS DATED 16-22 AUG 14**

1. HQWNC, Mumbai invites applications from the eligible candidates to apply online through website [www.irfc-nausena.nic.in](http://www.irfc-nausena.nic.in) for the following posts (NO APPLICATION THROUGH OTHER MODE WILL BE ACCEPTED). Selected candidates can be posted anywhere in India in Naval units/formations under Headquarters Western Naval Command i.e. New Delhi, Dehradun, Kanpur, Jabalpur, Mumbai, Lonavala, Pune, Karanja, Bhopal, Karwar, Jamnagar etc.

Sr.	Name of the Post	Pay Scale	Vacancies					Remarks
			GEN	OBC	SC	ST	TOTAL	
1.	Stenographer	Rs. 5200-20200 + GP Rs. 2400	09	01	01	01	12	
2.	Lower Division Clerk	Rs. 5200-20200 + GP Rs.1900	101	53	23	-	177*	*including 02 vacancies for PWD(1-VH, 1-HH)
3.	Civilian Motor Driver (Ordinary Grade)	Rs. 5200-20200 + GP Rs.1900	04	02	03	02	11	
4.	Peon	Rs. 5200-20200 + GP Rs.1800	03	09	03	01	16**	**including 02 vacancies for PWD (1-VH, 1-HH)
5.	<b>Tradesman Skilled</b>	Rs. 5200-20200 + GP Rs.1900	<b>GEN</b>	<b>OBC</b>	<b>SC</b>	<b>ST</b>	<b>TOTAL</b>	
	Trade							
	i) Fitter Auto		02	-	-	-	02	
	ii) Fitter Auto (Electrical)		02	-	-	-	02	
	iii) Engine Fitter		03	-	-	-	03	
	iv) Borer (Machinist)		01	-	01	-	02	
	v) Turner (Machinist)		01	-	-	-	01	
	vi) ICE Fitter		09	10	01	-	20	
	vii) Rigger		02	-	01	-	03	
	viii) Tailor		02	-	-	-	02	
	ix) Boiler Maker		-	-	-	01	01	
	x) ICE Fitter Crane		01	-	-	-	01	
	xi) Buldozer Operator		01	-	-	-	01	
	xii) Carpenter		02	-	-	-	02	
	xiii) Weapon Fitter		01	-	-	-	01	
	xiv) Painter Artist		01	-	-	-	01	
	xv) Mason (Civil Works)		01	-	-	-	01	
xvi) Electrical Fitter	02	02	04	01	09	**including 02 vacancies for PWD (1-OL, 1-HH)		
xvii) Equipment Boot Repair	02	-	-	-	02			
6.	Tradesman Mate (Hammer Man)	Rs. 5200-20200 + GP Rs.1800	-	-	-	01	01	
7.	Tradesman Skilled(For Karwar only)	Rs. 5200-20200 + GP Rs.1900	<b>GEN</b>	<b>OBC</b>	<b>SC</b>	<b>ST</b>	<b>TOTAL</b>	
	<b>Trade</b>							
	i) Machinist		13	--	01	02	16	including

									02 vacancies for PWD(1-OL, 1-LV)	
	ii)	Pipe Fitter			-	-	02	-	02	
	iii)	ICE Fitter			12	-	-	-	12	
	iv)	GT Fitter			09	02	-	-	11	
	v)	Boiler Maker			01	01	-	-	02	
	vi)	Machinery Control Fitter			09	02	01		12	
	vii)	Engine Fitter			03	05	03	01	12	
	viii)	Welder			02	-	-	02	04	
	ix)	Painter			08	01	-	01	10	including 02 vacancies for PWD(1-OL, 1-HH)
	x)	Lagger			02	-	-	-	02	
	xi)	Tailor			01	01	-	-	02	
	xii)	Shipwright			07	07	-	02	16	
	xiii)	Plater			05	04	02	01	12	including 02 vacancies for PWD(1-OL, 1-HH)
	xiv)	Blacksmith			04	01	-	-	05	
	xv)	Sheet Metal			02	02	02	-	06	
	xvi)	Ship Fitter			03	04	02	01	10	
	xvii)	Rigger			13	04	02	01	20	including 03 vacancies for PWD(01-OL, 02-HH)
	xviii)	Weapon Fitter			07	-	01	-	08	
	xix)	Computer Fitter			08	03	01	-	12	
	xx)	Electronic Fitter				01			01	
	xxi)	Sonar Fitter			08	01			09	
	xxii)	Radio Fitter			03				03	
	xxiii)	Radar Fitter			07	01	01		09	
	xxiv)	Instrument Fitter			04				04	
	xxv)	Gyro Fitter			08	01	01		10	
	xxvi)	Electrical Fitter			14	06	03	03	26	
	xxvii)	Electro Plater			05	01			06	
	xxviii)	Millwright			05	02	01		08	
	xxix)	Civil Works			05	02	01		08	
	xxx)	ICE Fitter Crane			03		01		04	
	xxxi)	MT Fitter			01	01			02	
	xxxii)	Shiplift Operator & Maintainer			05	05	02	01	13	
	xxxiii)	REF & AC Fitter			-	-	-	01	01	
8.	Tradesman Mate (For Karwar only)		Rs. 5200-20200 + GP Rs.1800		<b>GEN</b>	<b>OBC</b>	<b>SC</b>	<b>ST</b>	<b>TOTAL</b>	
	i)	Packer			01	-	-	-	01	

Abbreviation used:- GEN-General, UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class, GT Fitter- Gas Turbine Fitter, MT Fitter- Motor Transport Fitter, ICE Fitter- Internal Combustion Engine Fitter] (Horizontal reservations for Ex-

Servicemen and Persons with disability(PWD) are available(with 40% and above relevant disability). **General category (Gen) or Unreserved Category (UR) means the same.**

**Note:-** 10% of the vacancies in each category are reserved for Ex-Serviceman

(a) Number of vacancies mentioned above are purely provisional and subject to variation without intimation and without assigning any reason thereby.

(b) Reservation for Physically Handicapped/Challenged fall under the category of horizontal reservation which cuts across vertical reservation i.e reservation for SC/ST/OBC (in what is called as inter locking reservation). The people selected against the Physically Handicapped/Challenged quota have to be placed in the appropriate category of UR/SC/ST/OBC as the case may be.

(c) Reservations are applicable as per existing govt. Rules issued from time to time.

(d) Recruitment of any post can be cancelled anytime during course of the recruitment at the discretion of the Competent Authority.

## 2. **Minimum Qualification:-**

### (1) **Stenographer :**

i) 12<sup>th</sup> class pass or equivalent qualification from a recognized Board or University

ii) Skill Test Norms

Dictation : 10 minutes @80 w.p.m.

Transcription : 50 minutes(English) and 65 minutes (Hindi) on computers.

### (2) **Lower Division Clerk :**

i) 12<sup>th</sup> class pass or equivalent qualification from a recognized Board or University

ii) Typing speed of 35 w.p.m in English or 30 w.p.m in Hindi, time allowed ten minutes only on computers (35 wpm and 30 wpm correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)

**Note:-** That a person not possessing the said qualification of typewriting may be appointed subject to the condition that he will not be eligible for drawing increments in the pay scale of the grade till he acquires the requisite speed.

That a physically handicapped person who is otherwise qualified to hold a clerical post but does not possess the said qualification in typewriting may be appointed subject to the condition that a Civil Surgeon or equivalent certifies that the said handicapped person is not in a fit condition to be also to type.

### (3) **Peon :-**

i) Matriculation or equivalent from a recognized Board or University.

### (4) **Tradesmen Skilled :-**

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

ii) Should have completed Apprenticeship Training in the trade. OR Mechanic or equivalent with 02 yrs regular service in the appropriate Technical Branch of the Army, Navy and Air Force.

(iii) **Preference will be given to Ex-apprentices of Dockyard Apprentice Schools of the Indian Navy.**

(5) **Tradesman Mate :-**

- i) Matriculation or equivalent from a recognized Institute or Board
- ii) A competitive qualifying test will be conducted to assess suitability for the post before appointments are made.
- iii) The vacancy of Tradesman mate (Packer) is for Karwar only.

(6) **Civilian Motor Driver(Ordinary Grade) :**

- (i) Matriculation or equivalent + 01 year's practical experience in Heavy Motor Vehicle (HMTVs) Driving.
- (ii) Must possess driving license for Heavy Motor Vehicles.

3. **Age Limit:** The Normal age (in completed years) for the recruitment is between 18 To 25 years for the post mentioned in Sr.No. 3, 5, 6, 7 & 8(i) and between 18 to 27 years for the post in Sr. 1, 2 & 4 in the above table. The upper age limit is relaxable for the following specified categories to the extent indicated below:

- (a) For departmental candidates upto 40 years in accordance with the instruction or a order issued by the Central Government from time to time in this regard.
- (b) By 03 years for candidates belonging to OBC communities.
- (c) By 05 years for candidates belonging to SC/ST communities
- (d) For Persons with Disability (PWD)- 10 years for UR, 13 years for OBC and 15 for SC/ST communities.
- (c) Age relaxation for Ex-serviceman as per prescribed Government of India rules.

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

4. **Selection Process:**

All eligible candidates, whose applications are registered online, will be shortlisted for a written examination consisting of questions prepared based on the syllabus of the relevant discipline and at the discretion of the competent authority. The candidates qualified in the written test would be called for Typing test/Shorthand test/Trade test, and Interview as per existing rule. Selection of the candidates will be purely based on the performance in the written test, Typing test/Shorthand test/Trade test, and Interview and the merit list drawn category wise thereof.

5. **Guidelines for filling online Application**

(a) Candidates are required to apply online using the website <http://www.irfc-nausena.nic.in>. The link for submitting online application form will be available in Civilian Personnel Section of the above mentioned website and the same will be open after third day from the date of issue of advertisement in the employment News and it will remain open for 15 days thereon Before filling online application form, applicants are advised to download Information Brochure containing detailed instructions for filling up online application form.

(b) The applicant must possess the required criteria and educational qualification as mentioned in the advertisement.

(c) Before start filling up of Online Application, a candidate must have his/her photograph and signature duly scanned in **jpg** format in such a manner that the size of photograph should be maximum 35 KB & minimum 20KB and the size of signature should be maximum 30 KB and minimum 15 KB.

(d) Applicants need not send copy of Application Form or any Document to this office. However candidates may take a printout of Application Form for his/her personal record.

(e) If the candidates commit any mistake in filling the online Application form, it cannot be corrected by this office. The office will take no responsibility of any kind for such forms.

(f) The applicants must ensure that while filling their Application form, they are providing their valid and active E-Mail IDs and Mobile Number as this Headquarters may use either mode of communication while contacting them at different stages of recruitment process.

(g) It is requested to remember the password given by the applicant as it is important for further login.

(h) Candidates are strongly advised to apply online well in time without waiting for the last date for submission of online applications.

(j) Applicants should avoid submitting multiple applications. However, if due to any unavoidable circumstances, any applicant submits multiple applications then he/she must ensure that the application with higher registration number is complete in all respects.

**6. Aforesaid Documents are required to be submitted at the time of Interview for verification and record, failing which application of the candidate will not be considered:**

(a) Original documents to be produced at the time of interview for verification.

(b) One copy of Registration/Application form and E-Admit card alongwith certificates/testimonials in support of age, educational qualification, technical qualification and experience duly attested by Gazetted Officer.

(c) The SC/ST candidates should also enclosed latest copy of caste certificate duly attested by a Gazetted Officer for claiming age/other relaxation and produce original certificate on demand.

(d) In case of OBC, the caste certificate, inter-alia must specify that the candidate does not belong to 'creamy layer' and are required to produce certificate claiming OBC as per format contained in GOI. Dept of Pers& Trg OM36033/28/94-Estt(Res) dated 02 Jul 1997 at the time of interview.

(e) Ex-servicemen candidates should forward undertaking as per GOI/DOP&T OM 36034/29/Estts/Sct dated 03<sup>rd</sup> Apr 1991.

(f) The Persons with Disability who want to avail benefit of reservation and age relaxation have to submit Disability Certificate issued by the Competent Authority in the format given in Annexure-I of GOI/DOP&T OM 36035/3/2004-Estt(Res) dated 29<sup>th</sup> Dec 2005.

(g) Eligible candidates working in Central Government/State Government etc. must intimate their HOD and have to produce 'NO Objection Certificate' from his present employer at the time of interview.

**7. General Instructions:**

(a) Only Indian Nationals can apply for the above post.

(b) The applicant should ensure that he/she fulfils the eligibility and other norms mentioned in the advertisement. Particulars furnished in the application form should be correct in all respect. If any false/incorrect information furnished by the applicant

is detected at any stage his/her candidature will be cancelled without prejudice to take legal action against him/her.

(c) The eligibility with respect to age, educational qualification etc will be determined as on the closing date for online registration.

(d) In case, the candidates working in Central Government/State Government etc. fails to produce the NOC at the time of interview, his/her candidature will not be considered.

(e) No relaxation in age limit will be provided unless the category is not filled appropriately at the relevant column in the application form. The candidate claiming reservation in more than category/Sub category will be entitled to only one concession which is more beneficial to them.

(f) The written test/interview will be conducted at Mumbai for the posts mentioned at Sr. No. 1 to 6 & at Karwar for the posts mentioned at Sr. No. 7 & 8.

(g) If the number of applications received in response to advertisement is large and it may not be convenient or possible for HQWNC(MBI) to test/interview all the candidates. HQWNC(MBI) may restrict the number of candidates called for test/interview to a reasonable limit on the basis of merit in the basic qualification prescribed in the advertisement.

(h) The vacancies upto the date of declaration of the final result will be considered at the discretion of Chief Staff Officer(Personnel and Administration), HQWNC(MBI). The vacancies are subject to variation and the Chief Staff Officer(Personnel and Administration), HQWNC(MBI) has the right to cancel the advertisement/recruitment at any stage due to administrative reasons.

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

(k) Candidates are liable to serve anywhere in India and the decision of the Competent Authority is final and binding.

(l) Candidature of the registered candidates 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 to be false or is not found in conformity with eligibility criteria mentioned in the advertisement.

(m) HQWNC(MBI) reserves the right of cancelling the candidature of any candidate found indulging in any malpractice or hiding any material information, misrepresentation of facts or canvassing for candidature. All such candidates will liable to be debarred from this examination as well as future examination and a criminal proceedings may also be initiated.

(n) Being successful in interview does not entitle a candidate for appointment. The candidature would be provisional subject to completion of Pre-recruitment formalities. Until the candidate is finally confirmed by this Headquarters it continues to be "Provisional".

(p) The details regarding date, time and venue of trade test/interview of provisionally selected candidates and all subsequent notification regarding the recruitment would be available on the website [www.irfc-nausena.nic.in](http://www.irfc-nausena.nic.in)

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