



Government of India  
Ministry of Defence

# Recruitment of Civilian Personnel in Indian Navy – 2018 through Absorption of Ex-Naval Apprentices at Naval Dockyard Visakhapatnam – Advt 01/2018



1. Applications are invited for absorption of **Ex-Apprentices only who have successfully completed their apprentice training by April 2012** (the Ex-Naval Apprentice batch passed out in April 2012 will be the last batch that would be considered) to the post of Tradesman(Skilled) at Eastern Naval Command in the Pay Scale of Level-2 (Rs.19900-63200) for the following posts in the prescribed format as given at **Annexure** so as 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, 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 is **seven days** thereafter.

**TRADESMAN (SKILLED) (Group 'C' Non-Gazetted, Industrial)**  
**Pay Scale of Level-2 (Rs.19900-63200) as per 7th CPC**  
**(Erstwhile Pay Band/Pay Scale (PB-1 Rs.5200-20200/- with Grade Pay Rs.1900/- as per 6th CPC)**

SL	FEEDER TRADE IN EX-NAVAL APPRENTICE	TRADE/POST	TOTAL POSTS	SC	ST	OBC	UR
1		COMPUTER FITTER	03	1			2
2		ELECTRONICS FITTER	02				2
3	ELECTRONICS MECH.	RADAR FITTER	02			1*	1
4		RADIO FITTER	01				1
5	ELECTRICIAN	SONAR FITTER	02			1	1
6		MACHINERY CONTROL FITTER	04	1		1	2
7		ELECTRICAL FITTER	09				9
8	INSTRUMENT MECH	ELECTRO PLATER	01				1
9		INSTRUMENT FITTER	03				3
10	DIESEL MECH	MT FITTER	09			1	8
11	PLUMBER/ PIPE FITTER	PIPE FITTER	04		3		1*
12	REF & AC MECH	REF & AC FITTER	01		1		
13	PAINTER	PAINTER	25	4	3	4	14
14	PLATER/ SHEET METAL WORKER	PLATER	23	4	2	8	9
15	CARPENTER	LAGGER	20	3	1	6	10
16		RIGGER	10	3	1	4	2
17		SHIPWRIGHT	24	5	3	7	9
18	TAILOR	TAILOR	1				1
		<b>TOTAL</b>	<b>144</b>	<b>21</b>	<b>14</b>	<b>33</b>	<b>76</b>

\* Subject to variation of vacancies.

2. **Reservation:** Horizontal Reservations of 03% for Persons with Disability (PWD) (Orthopedically Handicapped (OH), Visually Handicapped(VH) and Hearing Handicapped (HH) fall under the category of horizontal reservation which cuts across vertical reservations i.e. reservation for SC/ST/OBC (in what is called inter-locking reservations). The person selected against the Physically Handicapped/Challenged quota have to be placed in the appropriate category of General (unreserved), SC/ST/OBC as the case may be. Reservations are applicable as per existing Govt. Rules issued from time to time.

Categories of disabled suitable for the job	Physical requirement
OA, OL, OAL, BL, LV & HH	S, ST, W, MF, SE, RW, H

**Note:** For PWD candidates applicants, must be in possession of disability certificate issued by the Competent Authority prior to applying, in the format given in GoI/DoP&T OM No. 36035/1/2012-Estt. (Res) dated 29 Nov 2013.

3. **Abbreviations:** UR- Unreserved, SC- Scheduled Caste, ST- Scheduled Tribes, OBC- Other Backward Class, PWD – Person with Disabilities, OA – One Arm, OL- One Leg, OAL- One Arm Leg, BL- Both Legs affected but not arms, LV- Low Vision, HH- Hearing Impaired, S- Sitting, ST- Standing, W- Walking, MF- Manipulation by Fingers, SE- Seeing, RW- Reading & Writing and H- Hearing

#### 4. Eligibility Criteria

- (a) The candidates shall be considered for absorption subject to the outcome of writ petition pending before the Hon'ble High Court of Andhra Pradesh.
- (b) **National Apprentice Certificate(NAC) in respective Feeder trades obtained from Ex-Naval Apprentice School.**
5. **Nature of Duties in Brief :** Selected candidates are supposed to work on technical issues like repairs/maintenance/installation etc., related to the relevant trade both onboard/off-board Indian Naval Ships and Submarines including Nuclear platforms wherever necessary under the supervision of Seniors/Officers.
6. **Mode of Selection:**
- (a) All eligible candidates are required to appear for the suitability test (written) examination consisting of objective type questions prepared based on the **syllabus of the training at Apprentice Schools.**
- (b) Mere appearance in the 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) Written examination consisting of 100 marks of objective type questions of General

- Knowledge, General English and Technical subject in appropriate feeder trade.
- (d) The qualifying marks for the suitability (written) test is 50% for Un-Reserved candidates. 40% for reserved (SC/ST/OBC) candidates against reserved vacancies.
- (e) All candidates who are otherwise eligible and have scored qualifying marks will be considered for absorption in respective trades as per their **inter-se seniority list prepared based on their year of passing out from Naval Apprentice Schools to the extent of vacancies available in the trade.**
- (f) The appointment of provisionally selected applicants will be subject to Document Verification, Medical Examination and other requirement as specified by the Government of Indian and Appointing Authority.
- (g) All provisionally selected applicants are required to come for Document Verification. All documents pertaining to age, education, identity, address, category, caste validity certificate etc., are required to be produced in original at the time of Document Verification and will be scrutinized and verified prior to provisional appointment as per extant DoP&T policy. Date and venue for document verification will be intimated by post.
- (h) Absorption shall be conducted for all the posts as per SRO 150/2000.

#### 7. General Instructions/Conditions

- (a) All eligible candidates are required to attend the suitability test (written)
- (b) The list of eligible candidates for suitable test(written exam) will be published in the Indian Navy website "[www.indiannavy.nic.in/content/naval-dockyard-visakhapatnam](http://www.indiannavy.nic.in/content/naval-dockyard-visakhapatnam)". Also call letters will be issued to eligible candidates separately.
- (c) Candidates who had not applied and candidates who applied but not selected in the earlier absorptions **have no right whatsoever to claim Seniority/Notional seniority against their juniors selected and absorbed in those respective absorptions.**
- (d) The vacancies are subject to variation. The Admiral Superintendent,ND(V) has the right to cancel the advertisement at any stage due to administrative reasons.
- (e) The Candidates are required to fill up the applications as per the prescribed format given at Annexure and forward original application along with relevant self attested certificates to The Admiral Superintendent, (for Manager Personnel) Naval Dockyard, Visakhapatnam-14 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 registered/speed post till completion of recruitment process. Dockyard is not responsible for any postal delay in receipt of application/loss
- (f) It is mandatory that the envelope containing the application should be clearly superscribed in BOLD letters the notation "APPLICATION FOR THE POST OF TRADESMAN(SKILLED) IN THE FEEDER TRADE OF \_\_\_\_\_, APPRENTICE FROM \_\_\_\_\_ TO \_\_\_\_\_" and also the category for which they applied for viz UR/OBC/SC/ST/PWD.
- (g) Three latest photographs and Xerox copy of certificates duly attested by a Gazetted Officer are to be enclosed along with the application form, with particulars of Name, Trade applied for and Year of passing out of Dockyard Apprentice school, endorsed behind each photocopy.
- (h) 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 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 attested by a Gazetted Officer for claiming age/other relaxation and produce original certificate on demand. OBC candidates are required to submit 'creamy layer' certificate issued by the Competent Revenue Authority not below the rank of Tahasildar/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.
- (m) Candidates are liable to serve in any Naval Unit within Eastern Naval Command as per the vacancy positions. Further, individuals shall also be deployed on Nuclear Platforms for undertaking work wherever necessary.
- (n) Applications not received in the prescribed format as given at Annexure and without specified enclosures within the due date will summarily be rejected and no correspondence will be entertained in this regard.
- (o) Candidates without call letters will not be allowed to appear in the written examination.
- (p) Canvassing/influencing in any form will be considered as a disqualification.
- (q) All information pertaining to this recruitment would be published in Employment News and on Indian Navy website "[www.indiannavy.nic.in/content/naval-dockyard-visakhapatnam](http://www.indiannavy.nic.in/content/naval-dockyard-visakhapatnam)".
8. **Important Instructions to the applicants:**
- (a) Your candidature to the suitability test is provisional subject to being found eligible in all respects.
- (b) Without prejudice to criminal action/debarment from examination wherever necessary, Candidature will be summarily cancelled at any stage of the absorption in respect of applicants found having indulged in any of the following:-
- (i) In possession of Mobile Phones/Smart watches & Accessories and other electronic gadgets within the premises of the examination centres, whether in use or in switched Off mode and on person or otherwise.
- (ii) Involved in malpractices.

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- (iii) Using unfair means at examination centre.
- (iv) Obtaining support for his/her candidature by any means.
- (v) Impersonate / procuring impersonation by any person.
- (vi) Submitting fabricated documents or documents which have been tampered with.
- (vii) Making statements which are incorrect or false or suppressing material information.
- (viii) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- (ix) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Recruitment Staff representatives.
- (x) Taking away the Question paper/Answer Sheet from the examination hall or passing it on to unauthorized persons during the conduct of the examination.
- (xi) Intimidating or causing bodily harm to the staff employed for the conduct of examination.
- (xii) Applicant will be ineligible for the examination for not fulfilling the eligibility conditions mentioned in the advertisement.
- (xiii) Candidature can also be cancelled at any stage of the recruitment for any other ground which the Competent Authority considers to be sufficient cause for cancellation of candidature.
- (c) You have to make your own arrangement for lodging/boarding etc. for the suitability Test as per date, time and venue of examination. Applicants are advised not to bring any valuable/costly items, Mobile Phones/Smart watches/Electronic gadgets to the suitability test as safe keeping of the same cannot be assured. Indian Navy will not be responsible for any loss in this regard.
- (d) Companion, if any, would not be allowed to the venue or in its proximity. It is therefore, advised not to bring any companion.
- (e) Applicants should check Admit Card carefully and bring the discrepancies, if any, to the notice of the Invigilator before the examination.
- (f) You are directed to undertake the suitability test at your own risk, i.e. after verifying that you fulfill the qualifications in the advertisement and admission to the test is purely provisional. In this regard a Declaration form is to be signed by the individual before appearing for the examination.
- (g) The applicant must note that the document/certificate verification of eligible condition i.e. age, educational qualification, etc., with reference to original documents for only those applicants who qualify in the recruitment test will be carried out by the Competent Authority. Unless the candidature is formally confirmed by the Competent Authority, his appointment to the post continues to be "Provisional".
- (h) The decision of the Competent Authority in all matters relating to eligibility, acceptance or rejection of the candidature, penalty for false information, mode of selection, conduct of examination(s), selection and allotment of posts to selected applicants will be final and binding on the applicants and no enquiry/correspondence will be entertained in this regard.
- (j) If an applicant fails to attend on the date and time indicated for examination of the advertised post, his/her candidature will be treated as cancelled.
- (k) Calling for completion of written examination/interview/pre-recruitment formalities does not entitle any individual for appointment for the selected post. Candidature of any individual may be cancelled for the said post, if at any stage; it is found that the individual does not fulfill the eligibility criteria for the advertised post. The decision of the Competent Authority regarding issuing of appointment order to the individual for the selected post will be final.

9. **CAUTION TO ALL APPLICANTS** Beware of touts who may misguide with false promise of getting you selected for the job on illegal consideration. Selection is based purely on merit. Applicants are advised not to fall prey to false assurance or exploitation and must entertain or encourage unscrupulous elements in any way.

**FOR ANY CLARIFICATION/ASSISTANCE, APPLICANT MAY WRITE TO US AT**  
 e-mail: encasdagmhr-navy@nic.in  
 Contact Number: 0891-2816272

ANNEXURE

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

- 1 SSC/Matric/Date of Birth Certificate :
- 2 NAC, Certificate :
- 3 SC/ST/OBC Certificate :
- 4 PHC Certificate :
- 5 Three latest Photographs :

Affix latest attested photograph and self attested

**NAVAL DOCKYARD, VISAKHAPATNAM- 530 014**

**APPLICATION FOR ABSORPTION TO THE POST OF TRADESMAN(SKILLED)**

- 1. Trade/Post 1
- Applied for 2
- (order of preference) 3

S U R N A M E

2. NAME

N A M E

3. FATHER'S NAME

4. DATE OF BIRTH

(DD/MM/YYYY)

5. ADDRESS FOR

COMMUNICATION

WITH PIN CODE &

E-MAIL

P I N

6. NATIONALITY  RELIGION

7. EMPLOYMENT

REGD. No. & PLACE

8. RESERVED UR  SC  ST  OBC  PHC  OH  HH  VH

CATEGORY Put  Mark on concerned column

Percentage of Disability \_\_\_\_\_%

9. NATIONAL APPRENTICE CERTIFICATE (NAC) [only from EX-NAVAL APPRENTICE SCHOOL]

Apprentice Token No.	Trade	Year of passing		Marks obtained	Percentage
		From	To		

10. LIST OF ENCLOSURES

Sl No.	TITLE OF DOCUMENT	DATE OF ISSUE OF CERTIFICATE
1	NAC	
2	DATE OF BIRTH	
3	SC/ST/OBC	
4	PHC	

11. RESULTS PUBLICATION: Willingness to display of Marks in the Public Domain post Examination / Selection process: YES  NO

**Note:** If option is not exercise by the candidate, by default option will be treated as "Yes".

**DECLARATION BY CANDIDATE**

- a) I hereby declare that all the statements made in the application are true and correct to the best of my knowledge and belief. I understand that action can be taken against me by the department if I am found guilty of any type of misconduct / suppression of material facts mentioned above.
- b) I have informed my head office/department in writing that I am applying for the post.

Date

Place: davp 10702/11/0051/1819

Signature of the applicant  
 EN 15/17