

**RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY-2018
AT HEADQUARTERS GOA NAVAL AREA, VASCO-DA-GAMA, GOA**

1. Flag Officer Goa Naval Area invites applications for the below mentioned posts **classified as Group 'C', Non-Gazetted Non-Industrial/Ministerial/Industrial** from the eligible candidates to apply online through website www.hggnanavyciviliansrect.com for the following posts (Application in other forms of mailing will not be accepted):-

Sl.	Name of Post	Distribution of Vacancies*				Total	Horizontal Reservation		
		UR	SC	ST	OBC		PwDs #	ESM	Meritorious Sports-person
Group 'C' (Non-Gazetted) Non-Industrial									
<i>Pay Scale: Level 3 of VII CPC Pay Matrix Rs.21,700-69,100/-</i>									
(a)	Telephone Operator	01	-	01	01	03	01(PB/VH)	01	-
<i>Pay Scale: Level 2 of VII CPC Pay Matrix i.e. Rs.19,900-63,200/-</i>									
(b)	Fireman (erstwhile Fireman Gr-II and Fireman Gr-I)	01	01	-	-	02	-	-	01
(c)	Cook	02	-	01	01	04	-	01	-
(d)	Mechanic Skilled (Naval Aviation)(AE)	01	-	-	-	01	-	-	-
(e)	Mechanic Skilled (Naval Aviation) (AR)	01	-	-	-	01	-	-	-
(f)	Mechanic Skilled (Naval Aviation) (AL)	-	01	-	-	01	-	-	-
<i>Pay Scale: Level 1 of VII CPC Pay Matrix i.e. Rs.18,000-56,900/-</i>									
(g)	Multi Tasking Staff - Mali	02	-	-	02	04	01(HH)	-	01
(h)	Multi Tasking Staff - Ward Sahayika (for Female Only)	01	-	-	-	01	-	-	-
(j)	Lascar-I	04	01	-	-	05	-	01	01
Group 'C' (Non-Gazetted) Ministerial									
<i>Pay Scale: Level 1 of VII CPC Pay Matrix i.e. Rs.18,000-56,900/-</i>									
(k)	Multi Tasking Staff(Ministerial)	11	01	-	-	12	01(OH) 02(HH) 02(VH)	01	01
Group 'C' (Non-Gazetted) Industrial									
<i>Pay Scale: Level 2 of VII CPC Pay Matrix i.e. Rs.19,900-63,200/-</i> {Tradesman(Skilled) in Optional Trades: Only Ex-Naval Apprentices can apply}									
(l)	ICE Fitter Crane	03	-	-	-	03	-	-	-
<i>Pay Scale: Level 2 of VII CPC Pay Matrix i.e. Rs.19,900-63,200/-</i> {Tradesman(Skilled) in Designated Trades}									
(m)	Tradesman Skilled(Rigger)	01	-	-	-	01	-	-	-
(n)	Tradesman Skilled(Painter)	02	-	-	-	02	01(HH)	-	-
<i>Pay Scale: Level 1 of VII CPC Pay Matrix i.e. Rs.18,000-56,900/-</i>									
(p)	Tradesman Skilled(Electrical)	02	-	-	01	03	-	-	-
(q)	Tradesman Skilled(Tailor/Upholster)	01	-	-	-	01	01(HH)	-	-
(r)	Boot Maker/Equipment Repairer & Book Maker	01	-	-	-	01	-	-	-

(s)	Tradesman Mate (31)	Tyre Repairer	03	-	-	01	04	-	01	-
		Rigger	03	-	-	01	04	01(HH)	-	-
		Tinsmith/ Blacksmith	03	-	-	01	04	-	-	-
		MT Electrical	03	-	-	01	04	-	01	-
		MT Fitter	03	-	-	01	04	-	01	-
		Machinist	03	-	-	01	04	-	-	01
		Upholster/ Tailor	01	-	-	-	01	-	-	-
		Welder	03	-	-	-	03	-	01	-
		Carpenter	03	-	-	-	03	01(HH)	-	-
Total		59	04	02	11	76	11	08	05	

Note:- *I The distribution of vacancies in different categories may change during the recruitment process as the same is subject to variation(increase/decrease) in the overall number of vacancies. Reservations for SC, ST & OBC includes backlog vacancies.

#II As identified by Government of India, Ministry of Social Justice & Empowerment, the following posts are suitable in general for PwDs. Number of vacancies include backlog vacancies:-

<u>Sl. No.</u>	<u>Name of Posts</u>	<u>Categories of Disabled suitable for jobs</u>	<u>Physical Requirement</u>
(i)	Telephone Operator	OA, OL, BL, B, LV	S,ST,W, MF, SE, H, C
(ii)	Cook	OL, LV, HH	S, ST, W, MF, SE, RW, H
(iii)	Multi Tasking Staff- Mali	HH, OL, LV	S,ST,W,F,PP,L,KC,B,SE
(iv)	MTS(NI)/Ward Sahayika	OA, OL, LV, HH	S, ST, W, MF, PP, KC, L, BN, SE, H, RW
(v)	MTS(Ministerial) erstwhile Peon/ Watchman/Safaiwala	Watchman	OL, BL, HH
		Safaiwala	OL,B,LV,HH
(vi)	Tradesman Skilled(Electrical)	OL, HH	S, ST, BN, MF, SE
(vii)	Tradesman Skilled(Tailor/Upholster)	OL, LV, HH	S,ST,W,MF,BN,SE,H,RW
(viii)	Tradesman Skilled(Painter)	OL, HH	S, ST, W, MF, SE
(ix)	Tradesman Mate	OA, OL, B, OAL, LV, HH	S, ST, W, BN, L, MF, SE, C
(x)	Boot Maker/Equipment Repairer & Boot Maker	OA, OL	F, ST or S, SE

Note :- Applicants, must be in possession of disability certificate issued by the Competent Authority prior to applying, in the format given in Annexure-I of DOPT&T OM 36035/3/2004-Estt.(Res) dated 29 Dec 05.

#III Reservation for PwD has been enhanced to 4% from the existing 3% vide DOP&T OM 3605/02/2017-Estt(ES) dated 15 Jan 18 w.e.f. 19 Apr 17. In absence of 'list of identified posts' for autism, intellectual disability, specific learning disability and mental illness, the horizontal reservation as mentioned above has not been incorporated in the instant case. Therefore, candidates with clause (d) & (e) type of disabilities mentioned in the DOP&T OM ibid can apply for the post(s) identified by the government. However, their candidature will be accepted provisionally and final selection of such candidates will only be possible on receipt of government directives pertaining to list of identified posts for Group 'C' services. Therefore, horizontal reservation mentioned in this advertisement is subject to change.

^IV Reservation for Multitasking Staff(Ministerial) includes separate accounting of 11 in numbers erstwhile Safaiwala posts in accordance with DOP&T instructions.

V **Abbreviation used.**

(a) **UR** - Unreserved, **SC**- Scheduled Caste. **ST** - Scheduled Tribes, **OBC**- Other Backward Class, **ESM**- Ex-Serviceman.

(b) **PwDs- Person with Disabilities.** **VH**- Visually Impaired, **HH**- Hearing Impaired, **OH**- Orthopedically Impaired, **OL**- One Leg, **OA**-One Arm, **BL**-Both leg, **LV**- Low Vision, **S**- Sitting, **ST**- Standing, **W**- Walking, **BN**- Bending, **PP**- Pulling & Pushing , **L**- Lifting, **KC**- Kneeling & Crouching, **H**-Hearing, **MF**- Manipulation by Fingers, **RW**- Reading & Writing, **SE**- Seeing and **C** – Communication. **PB**- Partial Blind. **MW** - Muscular Weakness and limited physical endurance, **MF**- Manipulation by Fingers, **FT**- Limited exercise to tolerance-early Fatigue.

2. **Reservation.** Reservation for SC/ST/OBC/ESM/PwDs/ESM/Meritorious Sports person categories is available as per extant Government Orders. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs, PwDs, ESM & Meritorious Sports person candidates which will thus comprise of SC, ST, OBC, PwDs, ESM & Meritorious Sports person who are lower in merit than the last general candidates on merit list of unreserved category but otherwise found suitable for the appointment even by relaxed standards viz. age limit etc. Reservation for PwDs, ESM & Meritorious Sports person fall under the category of Horizontal reservation which cuts across vertical reservation i.e. reservation for SC/ST/OBC (in what is called inter-locking reservation). The candidates selected against the PwDs, ESM & Meritorious Sports person quota have to be placed in the appropriate category of UR/SC/ST/OBC, as the case may be.

3. **Age & Essential/ Desirable Qualifications.**

<u>Sl. No.</u>	<u>Posts</u> (Refer Para 1)	<u>Age</u>	<u>Essential/ Desirable Qualifications</u>	<u>Job Description in Brief</u>
(a)	Telephone Operator {Para 1(a)}	Between 18 and 25 years	<u>Essential</u> - 1. Matriculation or its equivalent with English as a compulsory subject. 2. Proficiency in handling of PBX/EPBX Board. <u>Desirable</u> - Fluency in spoken English.	To attend & comprehend telephone calls received in Hindi and English language and operate EPBX and modern day software meant for call waiting, forwarding, connecting and miscellaneous jobs in the telephone exchange. Manning the said utilities round the clock.
(b)	Fireman (erstwhile Fireman Gr-II and Fireman Gr-I) {Para 1(b)}	Between 18 and 25 years	(i) Matriculation or equivalent from a recognized board / institution. (ii) Must be physically fit and capable of performing strenuous duties and must pass the test specified below. <u>Test as to physical fitness etc shall be as under:</u> (i) Height without shoes - 165cms, provided that a concession 2.5 cm height shall be allowed for members of Schedule Tribes.(ii) Chest (unexpanded) - 81.50cms (iii) Chest on expansion - 85 cms	Carry out duties similar to fireman in civil fire stations. Additional responsibilities will be assigned as per unit/yard specific requirements.

			<p>(iv) Weight 50 kg. minimum</p> <p>(v) Endurance test:</p> <p>(aa) Carrying a man (Fireman lift of 63.5 kgs to a distance of 183 mtrs within 96 sec.)</p> <p>(ab) Clearing 2.7 mtrs wide ditch landing on both feet (long jump).</p> <p>(ac) Climbing 03 mtrs vertical rope using hand and feet.</p>	
(c)	Cook {Para 1(c)}	Between 18 to 25 years	<p>Essential</p> <p>1. Matriculation or equivalent from a recognized board / institution.</p> <p>2. One year's experience in the trade.</p>	To prepare food(tea, breakfast, lunch & dinner) as per menu in the kitchen/galley and maintain hygiene of cooking space.
(d)	Mechanic Skilled (Naval Aviation) (AE) {Para 1(d)}	Between 18 to 30 years	<p>Essential</p> <p>(a) The candidate should have held the rank of Seaman I or equivalent and have 03 years service/experience in the appropriate technical branch of the Army, Navy or Air force</p> <p style="text-align: center;">OR</p> <p>(a) Matriculation or equivalent.</p> <p>(b) Should have completed approved apprenticeship Certificate from a recognized Industrial Training Institute or equivalent in the appropriate / akin field or trade.</p> <p style="text-align: center;">OR</p> <p>2 years service/experience in the grade.</p> <p>Note: (1) The candidates must qualify the Aircraft Familiarisation Test conducted by a local board of officers, within the period of probation.</p> <p>(2) Qualification regarding experience is/are relaxable at the discretion of the appointing authority in case of candidate belonging to the scheduled castes and scheduled tribes if at any stage of selection, the appointing authority is of opinion that sufficient number of candidates from these communities are not likely to be available to fill up the vacancies reserved for them.</p>	<p>To carry out routine/preventive maintenance and inspection of machinery/equipments fitted onboard fighter jets/aircrafts.</p> <p>To assist management of inventory/spare parts as per policy directives.</p> <p>To assist outsourcing activities by identifying requirement of spare parts.</p>
(e)	Mechanic Skilled (Naval Aviation) (AR) {Para 1(e)}			
(f)	Mechanic Skilled (Naval Aviation) (AL) {Para 1(f)}			<p>To assist technical supervisors and other superior officers in day-to-day functioning/maintenance activities.</p>
(g)	Mali	Between	Essential	Maintenance, cleaning & upkeep of

(h)	{Para 1(g)} Ward Sahayika {Para 1(h)}	18 to 25 years	1. Matriculation Pass or equivalent from a recognized Board/Institution. 2. Proficiency in relevant trade.	Garden(Indoor/outdoor). To assist nurses and other paramedics in patient care and maintain hospital/ward hygiene
(j)	Lascar-I {Para 1(j)}	Between 18 to 35 years	Essential 1. Matriculation Pass or equivalent from a recognized Board. 2. Must know swimming. Desirable One year service on a ship/craft.	Cleaning of oil/ machinery spaces in repair yards/ workshops and help skilled workers in their day to day functions.
(k)	MTS(Min) {Para 1(k)}	Between 18 to 27 years	Essential - Matriculation Pass or equivalent from a recognized Board/Institution.	To carry out all duties earlier used to be assigned to the erstwhile Group 'D' staff. Tasking may include duties of Peon/Daftary, Safaiwala/Safailwali and Watchman. Posts are suitable for both male/ female candidates .
(l)	ICE Fitter Crane(SK) {Para 1(l)}	Between 18 and 25 years	Essential 1. Matriculation or equivalent from a recognised institute or Board with knowledge of English. 2. Should have completed Apprenticeship Training in the trade and holding National Apprentice Certificate in the relevant trade issued by National Council of Vocational Training (NCVT). OR Mechanic or equivalent with two years regular service in the appropriate Technical Branch of the Army, Navy and Air Force. Note 1. Qualifications are relaxable at the discretion of the Appointing Authority in the case of candidates otherwise well qualified. 2. Age is relaxable to apprentice to the extent for the period for which the apprentice has undergone training.	Due to certain administrative reasons the nomenclature of the post has been amended as ICE Fitter Crane. However, the candidates who can drive stationary/mobile cranes should apply as the job requirement is to operate the cranes/ similar machinery.

(m)	Tradesman (Skilled)- All Trade {Para 1(m) to (q)}	Between 18 and 25 years	<p>Essential</p> <p>1. Matriculation or equivalent from a recognised institute or Board with knowledge of English.</p> <p>2. Should have completed Apprenticeship Training in the trade and holding National Apprentice Certificate in the relevant trade issued by National Council of Vocational Training (NCVT).</p> <p style="text-align: center;">OR</p> <p>Mechanic or equivalent with two years regular service in the appropriate Technical Branch of the Army, Navy and Air Force.</p> <p>Note 1. Qualifications are relaxable at the discretion of the Appointing Authority in the case of candidates otherwise well qualified.</p> <p>2. Age is relaxable to apprentice to the extent for the period for which the apprentice has undergone training.</p>	<p>Rigger & Painter To work on specific machines/floors & spaces using various equipment/ tools. Should have firm knowledge in the respective trade. Will be required to work on various systems/ sub-systems in their respective trades.</p> <p>Tradesman Skilled(Electrical) To carry out routine, periodic, scheduled/non-scheduled maintenance/ repair of military vehicles.</p> <p>Tradesman Skilled(Tailor/Upholster) To repair/refurbish seat covers, canopies(canvas, leather/non-leather) of Military Vehicles and miscellaneous duties as assigned in MT workshop.</p>
(n)	Boot Maker/Equipment Repair {Para 1(r)}	Between 18 to 25 years	<p>Essential</p> <p>1. Matriculation Pass or equivalent from a recognized Board.</p> <p>2. Certificate from a recognized Industrial Training Institute or equivalent in the appropriate/akin field or trade.</p> <p>OR</p> <p>Candidate should have held the rank of Seamen-I or equivalent with 03 years' service in the appropriate technical branch of the Army, Navy or Air Force.</p>	To repair the shoes/boots, belts, haversacks & other uniform/ combat accessories/ equipment of Defence Security Corps(DSC) personnel.
(p)	Tradesman Mate {Para 1(s)}	Between 18 to 25 years	<p>Essential</p> <p>1. 10th Standard pass from a recognized Board/Institution.</p> <p>2. Certificate from recognized ITI in the relevant trade.</p>	To help the Skilled & Highly Skilled workers in the relevant trades and loading/unloading of stores/equipment, cleaning of machinery & other work spaces/shop floors.

Note:
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qualification(s) regarding experience is/are relaxable at the discretion of competent authority in the case of candidates belonging to the Scheduled Caste/Scheduled Tribes if, at any stage of selection the Competent Authority is of the opinion that sufficient numbers of candidates from these communities possessing the requisite experience are not likely to be available, to fill up the vacancies reserved for them.

4. Age relaxation and Crucial date.

(a) Age Relaxation.

S. No	Category	Age Relaxation permissible beyond the upper age limit
(i)	SC/ST	05 Years.
(ii)	OBC	03 Years.
(iii)	PwDs	UR-10 years, OBC-13(10+3) years, SC/ST-15(10+05) years
(iv)	Ex-serviceman	UR- 03 years after deduction of Military Service rendered from actual age on closing date. Similarly for OBC- 06 (03+03) years and SC/ST- 08 (03+05) years.
(v)	Departmental Applicants with 03 yrs continuous service in Central Government	UR- upto 40 years and SC/ST - 45(40+05) . This concession is subject to the conditions that the past service rendered in the department will be useful for efficient discharge of duties in the categories of posts.
(vi)	Meritorious Sportspersons	05 Years(10 Years for SC/ST candidates)

Note. 1. Age relaxation for SC/ST, Ex-Servicemen, Disabled Ex-Serviceman, Departmental Candidates, persons domiciled in J&K etc. will be as per Government of India, Ministry of Personnel, Public, Grievances and Pensions(Department of Personnel & Training) OM No.15012/2/2010-Estt(D) dated 27 Mar 2012 and extant rules issued by the Govt. of India from time to time. Persons who had ordinarily domiciled in the State of J&K during the period of 01 Jan 1980 to 31 Dec 1989, are eligible for relaxation of upper age limit of 05 years on production of certificate in accordance with G.S.R. 154(E) dated 09 Feb 2018.

2. Selection criteria for meritorious sportsperson will be based on the orders issued vide Government of India's OM No. 14034/01/2013-Estt. (D) dated 03 Oct 2013 which is available on www.indianavy.nic.in.

(b) **Crucial Date.** The crucial date for determining the age limit will be the closing date for receipt of Online Applications from candidate's i.e **21 days** from the last date of publication of advertisement in Employment News. The additional period for submission of Application for candidates from regions mentioned at Para 8 shall not reckon to determine their age. Only Matriculation/SSC/Birth Certificate issued by concerned education board/Competent Authority will be considered as proof of Date of Birth.

5. Mode of selection.

(a) **Shortlisting of Applications.** Where the number of application received is too large (for posts with Matriculation as Educational qualification) in proportion to the vacancies and it is not convenient or possible for the Department to call all the candidates for the written test, Indian Navy at their discretion, may restrict the number of eligible candidates, whose applications are registered, by short listing as per merit in the ratio 1:25 to the number of vacancies based on the marks obtained in the minimum requisite educational qualification for this recruitment/post i.e. Matriculation or equivalent from a recognized Board. Merely fulfilling the basic selection criteria does not automatically entitle a person/applicant to be called for the written test.

(b) **Scheme of Written Examination.** All Shortlisted/eligible candidates will have appear in written examination consisting of objective type questions based on the based on Essential/Desirable qualifications, as mentioned at para 4 above and bilingual in both English & Hindi (except for General English) covering aspects as below:-

Part	Subject	Maximum Marks
(i)	General Intelligence/Awareness and Reasoning	30
(ii)	General English	10
(iii)	Numerical Aptitude	20
(iv)	Awareness in relevant trade/field	40

(c) **Syllabus for Examination.**

(i) **General Intelligence/Awareness and Reasoning.** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problems solving, analysis, judgment, decision making, visual memory, discriminating observation, relation concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include question design to test the candidate abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, history, culture, geography, and economics seen, general policy including Indian constitution and scientific research etc. These questions will be such that they do not required special study of any discipline.

(ii) **English Language.** In addition to the testing of candidates understanding of English language, its vocabulary, grammar, sentence structure, synonymous, antonyms and its correct usage etc. His/her writing ability would also be tested.

(iii) **Numerical Aptitudes.** This paper will include question on problems relating to number systems, computations of whole number, decimal and fractions and relationship between numbers, fundamental arithmetical operations, percentages, ratio and proportion, averages interests, profit and loss, discount, time and distance, ratio and time, time and work etc.

(iv) **Awareness in relevant trade/field.** The test will include questions relating to trade/posts as per the essential/desirable qualification specified at para 3 above.

(d) **Date of Examination.** Exact date, time and venue of examination will be communicated on the Admit card issued to the shortlisted candidates. Indian Naval website www.indiannavy.nic.in may also be referred from time to time for any further instructions/amendments.

(e) **Skill / Practical Test** Skill / Practical test may be conducted to test the proficiency/knowledge and suitability of the candidates for relevant trade/posts as specified in the relevant RR. The skill test will be of qualifying in nature. Exact date, time and venue will be communicated to the eligible candidates on registered e-mail IDs or by post.

(f) **Provisional Appointment Letter** The appointment of provisionally selected candidates will be strictly based on the merit position in the written examination and qualifying in the Skill Test (if applicable); Subject to satisfaction of document verification, medical examination and other requirement as specified by the Govt. of India and Appointing Authority.

(g) **Document Verification** All documents pertaining of age, education, identity, address, category, caste validity certificate etc. will be scrutinizes and verified prior to provisional appointment as per extant DOP&T policy. Date and venue for document verification will be intimated to the provisionally selected candidates on their Registered e-mail IDs and by post.

(f) **Scribe** Visually Impaired (VH) candidates with visual disabilities of more than 40 percent and cerebral palsy candidates can avail the assistance of a scribe in the written examination subject to such request of scribe being made in application form. The other facilities will also be extended, as per Dept. of Disability Affairs OM F.No. 16- 110/2003-DD.III dated 26 Feb 2013.

6. **Opening and Closing date for online Application**

Online registration of applications(Opening date)	From the 4th day of starting date of Notification published in Employment News.
Last date of registration(Closing date)	After 22 days of starting date of notification published in Employment News (at 1700 hours)

Illustration. If the advertisement is published in Employment News, 01-07 of **Month-ABC** 2018. Then the opening date will be on 4th of **Month-ABC** 2018 and closing date will be 23rd of **Month-ABC** 2018(at 1700hrs)

7. **Place of Posting/Duty Station** The selected candidates would be required to serve in various unit/sub-units/departments under the jurisdiction of the Headquarters, Goa Naval Area. Since all the cadres are locally controlled by the Flag Officer Commanding, Goa Naval Area, posting at stations other than Goa is totally ruled out. The candidates are therefore requested to take a note that they will be required to settle at Goa atleast till their engagement/job in Indian Navy.

8. **Guidelines for filling Online Application**

(a) Candidates are required to apply online using the website www.hqgnanavyciviliansrect.com The link for submitting online application form will be available in Civilian Personnel Section of the above mentioned website. Before filling online application form, applicants are advised to download **Information Guidelines** 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 starting to 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. **ONE COPY OF REGISTRATION/ APPLICATION FORM AND E-ADMIT CARD IS TO BE BROUGHT AT THE VENUE OF EXAMINATION ALONGWITH REQUISITE CERTIFICATES / TESTIMONIALS IN SUPPORT OF AGE, EDUCATIONAL QUALIFICATIONS, TECHNICAL QUALIFICATION DULY SELF ATTESTED. FAILING WHICH APPLICATION OF THE APPLICANT WILL NOT BE CONSIDERED AS VALID.**

(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 Indian Navy may use either mode of communication while contacting them at different stages of recruitment process. Management will not be responsible for non receipt of email and loss of their e-mail ID password.

(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 which will only be considered.

9. **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) The candidates working in Central Government/State Government etc. fails to produce the NOC when demanded failing which his/her candidature will not be considered(Annexure 1).

(e) No relaxation in age limit will be provided unless the category is not filled appropriately at the relevant column in the application form.

(f) 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.

(g) Indian Navy have 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 be liable to be debarred from this examination as well as future examination and a criminal proceeding may also be initiated.

(h) The details regarding date, time and venue of Physical/Trade test of provisionally selected candidates and all subsequent notification regarding the recruitment would be available on the website www.hqgnanavyciviliansrect.com No queries over telephone will be entertained. Candidates are also requested to check www.indiannavy.nic.in, website regularly till completion of recruitment for updates/corrigendum and any further instructions.

(j) The SC/ST candidates should also enclose latest copy of caste certificate duly self attested for claiming age/other relaxation and produce original certificate on demand(Annexure 2).

(k) 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 (valid for three financial years only) claiming OBC as per format contained in GOI. DOP&T OM 36036/2/2013-Estt(Res) dated 13 May 2014 and 36033/1/2013-Estt(Res.) dated 27 May 2013 on demand(Annexure 3).

(l) Armed Forces personnel applying for the posts under Ex-Serviceman category should forward undertaking as per GOI/DOP&T OM 36034/29/Estts/SCT dated 03rd Apr 1991 to avail relaxation/reservation(Annexure 5).

(m) The Persons with Disabilities, 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 29th Dec 2005(Annexure 4).

(n) Duration of the written test may be of one-day duration. Candidates will make their own arrangement for lodging/boarding during the test. Candidates are advised not to bring any valuable/costly items to the recruitment test as safekeeping of the same cannot be assured. Indian Navy will not be responsible for any loss in this regard.

(p) As per Ministry of Human Resource Development Notification No. F.6-1/ 2013-DL dated 10 June 2015 published in Gazette of India dated 25 Jul 2005, the qualification acquired by the individuals through Open Universities/Distance Education Mode by the University established by an Act of Parliament or State Legislature. Institutions Deemed to be universities under Section 3 of University Grant Commission Act, 1956 and Institution of National Importance declared under an Act of Parliament stands automatically recognised for the purpose of employment to posts and services under Central Government provided they have been approved by the University Grant Commission Act.

(q) The vacancies shown above are provisional and may vary the vacancies may be reduced/increased or even made nil without assigning any reason thereof. The recruitment process can be cancelled/postponed/suspended/ terminated without any notice/assigning any reasons, at any stage.

(r) The scores and ranking of candidates in the recruitment examination will be made public through portal in accordance with DOP&T OM dated 21 Jun 16. The option of opting out have to be exercised by candidate at the time of filling up the application.

Eligible candidates may follow the following process for sending their application online.

Please keep scanned copy (JPG format only) of the following documents ready before proceeding to fill up the online application:-

- (a) Passport size color photograph with light background (preferably white) without any obstacle covering/obstructing the face and eyes, Size of the file should be below 100 kb.
- (b) Candidate's signature should be on a plain white paper with black ink. The signature should not be digitalized. It should be scanned copy of your own signature on paper with pen. Size of the file should be below 100 kb.
- (c) A copy of candidate's caste certificate, in case applying against a reserved post.
- (d) A copy of candidate's birth certificate/Matriculation certificate for Date of Birth.
- (e) A copy of candidate's education qualification proof.
- (f) A copy of candidate's testimonial in support of candidate's experience in case the candidate is applying against a post requiring experience.

**(Format of certificate to be submitted by Government Employees
seeking age – relaxation)**

(To be filled by the Head of the Office or Department in which the candidate is working) It is certified that Shri/ Smt/ Kum. _____ is a Central Government Civilian employee holding the post of _____ in the pay scale of Rs. _____ with 3 years regular service in the grade as _____.

Signature _____
Name _____
Office Seal _____

Place: _____

Date: _____

(*Please delete the words which are not applicable)

FORMAT FOR SC/ST CASTE CERTIFICATE

It is certified that Shri/Smt/Kum. _____ is a Central Government Civilian employee holding the post of _____

The Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*
 The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962
 The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 @
 The Constitution (Pondicherry) Scheduled Castes Order, 1964 @
 The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
 The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968 @
 The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968 @
 The Constitution (Nagaland) Scheduled Tribes Order, 1970 @
 The Constitution (Sikkim) Scheduled Castes Order, 1978 @
 The Constitution (Sikkim) Scheduled Tribes Order, 1978 @
 The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989 @
 The Constitution (SC) Orders (Amendment) Act, 1990 @
 The Constitution (ST) Orders (Amendment) Ordinance, 1991 @
 The Constitution (ST) Orders (Second Amendment) Act, 1991 @
 The Constitution (ST) Order (Amendment) Ordinance, 1996@

2. **Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Caste/ Scheduled Tribes Certificate issued to Shri/ Shrimati /Kumari _____ Father/ Mother _____ of Shri/ Shrimati/ Kumari _____ of village/town _____ in District/Division _____ of the State/Union Territory _____ who belong to the _____ Caste/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory issued by the _____ dated _____.

2

3. Shri/Shrimati*/ Kumari* _____ and/or* his/ her family ordinarily reside(s) in village/town* _____ of _____ District/Division* of the State/Union Territory* of _____.

Signature _____
 Designation _____
 (with seal of office)
 State/Union Territory* of _____

Place: _____

Date : _____

* Please delete the words which are not applicable

@ Please quote specific Presidential Order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

List of authorities empowered to issue Caste/Tribe Certificates:

- (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner/ Additional Deputy Commissioner/ Dy. Collector/ 1stClass Stipendiary Magistrate / Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

Annexure -3

(Format of certificate to be produced by Other Backward Classes applying for appointment to posts under the Government of India)

This is to certify that Shri/Smt/Kumari _____ son/daughter of _____ of village/town _____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____*.

Shri/Smt/Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory.

This is also to certify that he/she does not belong to the persons/section(Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93 – Estt.(SCT) dated 8.9.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

* - The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

Note : - The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(Format of certificate to be produced by Persons with Disabilities applying for appointment to posts under the Government of India)

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. Date

DISABILITY CERTIFICATE

This is certified that Shri/Smt/Kum Son/wife/ daughter of Shri age Sex..... identification mark(s)is suffering from permanent disability of following category:-

A. Locomotor or cerebral palsy:

- (i) BL – Both legs affected but not arms.
- (ii) BA-Both arms affected
 - (a) Impaired reach
 - (b) Weakness of grip
- (iii) BLA-Both legs and both arms affected
- (iv) OL-one leg affected (right or left)
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (v) OA-One arm affected
 - (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (vi) BH- Stiff back and hips (cannot sit or stoop)
- (vii) MW-Muscular weakness and limited physical endurance.

Affix here recent attested photograph showing the disability duly attested by the chairperson of the Medical Board

B. Blindness or Low Vision: (i) B-Blind
(ii) PB-Partially Blind

C. Hearing Impairment : (i) D-Deaf
(ii) PD-Partially Deaf

(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Reassessment of this case is not recommended/is recommended after a period of Yearsmonths. *

3. Percentage of disability in his/her case is Percent.

4. Shri/Smt/Kum meets the following physical requirements for discharge of his/her duties:-

- (i) F-can perform work by manipulating with fingers Yes/No
- (ii) PP-can perform work by pulling and pushing Yes/No
- (iii) L-can perform work by lifting Yes/No
- (iv) KC-can perform work by kneeling and crouching Yes/No
- (v) B-can perform work by bending Yes/No
- (vi) S-can perform work by sitting Yes/No
- (vii) ST-can perform work by standing Yes/No
- (viii) W-can perform work by walking Yes/No
- (ix) SE-can perform work by seeing Yes/No
- (x) H-can perform work by hearing/speaking Yes/No
- (xi) RW-can perform work by reading and writing

(Dr.....)
Member, Medical
Board

(Dr.....)
Member, Medical Board

(Dr.)
Chairperson, Medical Board

Countersigned by the Medical Superintendent/
CMO/Head of Hospital (with seal)

* Strike out which is not applicable.

Annexure- 5**(Undertaking to be given by serving Armed Force personnel who are due to be released within one year)**

It is certified that Ser. No..... Rank
 Name..... whose date of birth is

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-S in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-S.

I further submit the following information:

- a) Date of appointment in Armed Forces _____
- b) Date of discharge _____
- c) Length of service in Armed Forces _____
- d) My last Unit / Corps _____

Signature and Name of Candidate

Place:

Date:

Davp/10702/11/0054/1819