

# NAVAL DOCKYARD MUMBAI

## RECRUITMENT OF TRADESMAN (SKILLED)

**Advertisement seeking applications for the post of Tradesman ( Skilled) published vide DAVP order number 10702/11/0450/1314 in Employment News dated 11-17 Jan 2014 has been cancelled.**

1. Naval Dockyard, Mumbai(ND(MBI) invites applications from eligible candidates to apply **ON-LINE** through ND(MBI) recruitment website [www.godiwadabhartee.com](http://www.godiwadabhartee.com) for the following posts at Naval Dockyard Mumbai or any other place in Western Naval Command at the discretions of the Appointing Authority.

**(APPLICATIONS THROUGH ANY OTHER MODE WILL NOT BE ACCEPTED).**

<u>Time Schedule</u>	<u>Date</u>
Opening date for On-line registration	0900 Hrs on 11 May 2015
Closing date for On-line registration	1700 Hrs on 20 May 2015
Last date of printout application	1700 Hrs on 25 May 2015

### TRADESMAN (SKILLED) (Group 'C' Non-Gazetted, Non-Ministerial, Industrial) Pay Band 5200-20200 (PB-I) Grade Pay 1900

Post code No.	NAME OF THE TRADE/ POST	NAC TRADE AS PER NCVT	SC	ST	OBC	GEN	TOTAL #	Horizontal Reservation (Refer para 1 (b) below)			Categories of disabled suitable for jobs
								ExS	Sports person	PwD	
1	Electrical Fitter	Power Electrician	2	1	2	4	9	0	0	1	*OL, HH
2	Boiler Maker	Shipwright Steel	1	1	3	6	11	1	0	0	
3	Plater		9	4	17	33	63	6	3	2	*OL, HH
4	Engine Fitter	Fitter	0	3	0	8	11	1	0	0	
5	Gas Turbine Fitter	Diesel Mechanic	0	0	1	2	3	0	0	0	
6	Internal Combustion Engine Fitter		0	4	3	8	15	1	0	0	
7	Machinery Control Fitter	Instrument Mechanic	0	0	1	1	2	0	0	0	
8	Pattern Maker	Pattern Maker	0	1	3	7	11	1	0	0	
9	Computer Fitter	IT & Electronics System Maintenance	0	0	0	1	1	0	0	0	
10	Electronic Fitter	Mechanic (Radio / Radar / Aircraft)	4	3	9	21	37	3	1	0	
11	Sonar Fitter		1	0	1	1	3	0	0	0	
12	Millwright	MMTM	0	0	1	1	2	0	0	1	*OL, HH
13	Painter	Painter (G)	2	3	0	14	19	1	0	2	*OL
14	Rigger	Rigger	0	2	0	17	19	1	0	1	*OL, HH
15	Ship Fitter	Plumber	6	4	6	16	32	3	1	0	
16	Shipwright	Shipwright Wood	2	2	6	18	28	2	1	1	*OL, HH
17	Welder	Welder	5	3	6	15	29	3	1	1	*OL, HH
18	Blacksmith	Forger & Heat Treatment	0	0	1	3	4	0	0	0	
<b>Total</b>			<b>32</b>	<b>31</b>	<b>60</b>	<b>176</b>	<b>299</b>	<b>23</b>	<b>07</b>	<b>09</b>	

# Includes vacancies for PwD, Ex-serviceman, and Sportsperson

**[Abbreviations Used:** - GEN-General, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class] Horizontal reservations for Ex-servicemen, and Persons with disability (PWD) \*OL-One leg under OH, HH- Hearing Handicapped are available (with 40% and above relevant disability).

(a) Category-wise number of vacancies mentioned above, is purely provisional and subject to variation without notice.

(b) **Horizontal Reservations.** Vacancies earmarked for PWDs, EX-Serviceman, Sportsperson fall under horizontal reservation, which cuts across vertical reservation i.e. the reservation for SC/ST/OBC (in what is called inter-locking reservation). Candidates selected against Physically Handicapped / Ex-Servicemen / Sportsperson will be placed in the appropriate category of SC/ST/OBC/General, as the case may be.

(c) Reservations for **SC/ST/OBC/PWD/Ex-Serviceman/ Sports person** will be governed as per existing Govt. of India's rules in force.

(d) Post earmarked for PwD candidates will be filled up based on their merit in written exam in the specific trade.

## 2. **Essential Qualifications**

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

(b) Should have completed apprenticeship training in the trade (**or**) Mechanic or equivalent with two years regular service in the appropriate Technical Branch of the Army, Navy and Air force.

## 3. **Age Criteria / Relaxations**

Candidate should be between 18 and 25 Years of age at the time of closing date of submission of application ( applicable to both direct recruits and ex-naval apprentices) unless provided relaxation. The age/ relaxation criteria would be subject to submission of certificates as per Govt of India rules which are summarized as under (In case the candidates fails to produce the certificates as issued by competent authority, his / her candidature will not be considered):

(a) **Relaxable to apprentices.** The upper age limit is relaxable to the extent of the period for which the apprentices had undergone training

(b) **Government Servants.** The upper age limit is relaxable upto 35 years in accordance with instructions or orders issued by Central Government from time to time. The age limit is further relaxable by 05 years in the case of SC/ST candidates and 03 years for Other Backward Classes (OBC) candidates in respect of the post reserved for them. A candidate belonging to the category of 'Central Government Servant' for seeking age relaxation under this category, would be required to produced a No Objection Certificate (NOC) , on the office letter head from his / her employer, stating that he / she is a regular appointed Central Government Servant and not on casual / adopted / daily basis / hourly paid / contract basis employee. These persons should also furnish a No Objection Certificate (NOC) from their employer, during verification of documents / as and when asked for.

- (c) **OBC (Non Creamy Layer) Category.** The upper age limit is relaxable by 03 years against vacancies reserved for them.
- d) **SC/ST Category.** The upper age limit is relaxable by 05 years against vacancies reserved for them.
- e) **PWD/PH Candidates.** The upper age limit can be relaxed by 10 years (Total 15 years for SCs/STs and 13 years for OBCs in respect of vacancies reserved for them.
- (f) **Ex-serviceman.** The upper age limit in case of Ex-Servicemen shall be relaxed by the length of service rendered in Armed forces (Army, Navy, & Air Force) increased by three years, subject to the following conditions on the closing date of application (i) the continuous service rendered in the Armed forces by an ex-serviceman is not less than six months after attestation and (ii) that the resultant age after deducting his period of service from his actual age does not exceed the prescribed age limit by more than 03 years, (iii) Ex-serviceman who have already joined any Govt Service on civil side, after availing benefits as Ex-serviceman for further employment **cannot claim ex-serviceman status** for the purpose of this recruitment and such candidates will be deemed as civil employee.
- (g) **Departmental Candidates.** The age relaxation for departmental candidates, shall be up to 40 yrs of age. (45 years for SCs/STs) subject to **three** years of continuous service. This concession is applicable when the Direct Recruitment posts are in the same line or allied cadre and a relationship could be established that past service rendered in the department will be useful for efficient discharge of duties in the other categories of posts. (These persons should also furnish a NOC from their employer, during verification of documents / as and when asked for).
- (h) **Sportspersons.** The upper age limit can be relaxed up to a maximum of 05 years (10 years for SC/ST communities and 08 years for OBC in respect of post reserved for them) may be allowed to meritorious Sportsmen/sportswomen in the field of games/sports recognized by the government for such purpose, provided they satisfy all other condition prescribed by the government of India from time to time.

**Note:** The age limit and other conditions/ criteria will be calculated as on the closing date for submission of online recruitment applications on the web site. Only matriculation / SSC certificates issued by the concerned education board will be considered as proof of date of birth.

#### 4. **Mode of Selection.**

- (a) **Scrutiny.** Mere possession of qualification(s) does not confer the right for issue of call letter to the applicants for participation in the recruitment process. Applications received will be scrutinized for eligibility and call letter will be sent accordingly.
- (b) **Written Examination.** Eligible candidates are to appear for a written examination consisting of objective type questions based on syllabus of particular trade of NAC and General knowledge, Maths and Science of 10<sup>th</sup> Standard. The question paper will be provided in English and Hindi language only.
- (c) **Call letters.** Call letters for written examination to all eligible candidates would be sent through e-mail as registered on the website. The candidates are advised to download the e-admit card on priority.

(d) **Applicability of Preference.** The candidates who have applied for a particular trade / post based on their NAC trade will be first considered for the trade preferred as indicated by the candidates in application form and based on merit list formulated. The first preference would be exercised subject to availability of vacancies in that particular trade. The candidates otherwise would be considered for the second preference subject to availability of vacancies strictly based on the overall merit position in the trade. Preference once exercised cannot be changed.

(e) **Document Verification.** Candidates could be called for verification of original documents / certificates in support of their eligibility at any given time . **The same would be communicated accordingly.**

(f) **Medical Examination.** Candidates would undergo pre recruitment Medical Examination after successful verification of documents.

(g) **Provisional Selection of Candidate.** The provisional merit list will be based on the marks obtained in the written examination, category of the candidate and the preference exercised as per para 4(d) ibid. Call letters will be sent to the provisionally selected candidates on their email id / website [www.godiwadabhartee.com](http://www.godiwadabhartee.com) or by post along with forms and other documents, if any.

(h) **Appointments.** Provisional Appointments would be offered only after successful Document Verification, Medical Examination and other requirement as specified by the Government of India and **Appointing Authority.**

## 5. **Rejection of application.**

Candidates are requested to read all instruction thoroughly before applying on line. Correct filing of details in the online application is the sole responsibility of the candidates, and ND(MB) does not take any responsibility thereof for incorrect filing of applications. The application may be rejected on any of the following reason grounds without any notice;-

- (a) Incomplete / incorrectly filled application
- (b) Not possessing prescribed qualification for the post on the date of application.
- (c) Multiple applications submitted.
- (d) Any other irregularities which are considered invalid by Naval Dockyard Mumbai
- (e) Candidates applied for trades / post other than their NAC trade

## 6. **Guidelines for Filling Online Application.**

(a) Eligible applicants are required to apply 'only' through 'On-line application Format' available on ND(MB) recruitment website [www.godiwadabhartee.com](http://www.godiwadabhartee.com) .

(b) **No application through any other mode will be accepted.**

(c) Before registering/submitted applications on the website the candidates should possess the following:-

(i) **Valid E-Mail ID.** All correspondence to the candidates would be communicated through the valid e-mail ID entered in the online application form and the same should remain active until the recruitment process is completed. No change in the e-mail ID will be allowed once entered. **Intimation about date, time and venue for written examination, document verification and medicals will be intimated to the eligible candidates by**

**issuing a Call letter/Admit card through e-mail/ on website www.godiwadabhartee.com or post. Candidates are requested to check website regularly till completion of recruitment.**

(ii) **Photograph & Signature.** Scanned / digital copy of their latest passport size color photograph and signature (.jpg or .jpeg file only, each less than 50 kb size) for uploading with application at indicated place/location. The photograph should be clear and without headgear /goggles etc.

(iii) **Documents.** Scanned/digital copy of their following documents (.jpg or .jpeg file only, as specified at web site) for uploading with application at indicated place/location.

(aa) 10<sup>th</sup> / High School certificate ( for date of birth verification)

(ab) Reserved Category Certificate with current validity / Non creamy layer wherever applicable as per format issued by Govt of India.

(ac) NAC certificate issued by NCVT.

(d) Candidates who fulfill all eligibility criteria and their application has been accepted online are to download and take print of the registration/application form generated by the system with unique registration number. **THE SAME IS TO BE RETAINED FOR ALL FUTURE CORRESPONDENCE / REFERENCE.**

(e) **ONE COPY EACH OF REGISTRATION / APPLICATION FORM AND ADMIT CARD/CALL LETTER ARE TO BE BROUGHT TO THE VENUE OF EXAMINATION ALONGWITH FOLLOWING CERTIFICATES DULY ATTESTED BY SELF OR ANY GAZETTED OFFICER.** These are required to be submitted at the examination venue for verification and record. Non availability of any of the following documents would lead to cancellation of candidature:-

- (i) High School/Matriculation /Equivalent certificate issued by respective board towards proof of Date of Birth
- (ii) Mark sheet / Result of 10<sup>th</sup> / High School
- (iii) NAC certificate issued by NCVT / Mechanic or equivalent certificate for Ex-serviceman
- (iv) Reserved Category Certificate with current validity wherever applicable
- (v) PH or PWD(Person With Disability) Certificate
- (vi) Ex-serviceman / any other certificate.
- (vii) NOC for departmental / Government Servant candidates.
- (viii) Other persons availing age relaxations are to produce certificate in profoma specified by the Government of India.
- (ix) Proof of Address – Aadhar Card /Ration Card/ Voter ID/Electricity Bill/Water Bill/Land Line Telephone Bill or any other documents issued by Govt of India.
- (x) Proof of Identity- Any documents issued by Government Agencies.

## **7. General Instructions**

- (a) The Admiral Superintendent , Naval Dockyard Mumbai reserves the right to :-
- (i) Increase or decrease the number of vacancies at his discretion upto the date of final selection without any notice.
  - (ii) Cancel the advertisement/recruitment at any stage due to administrative reasons.

- (b) Only Indian Nationals can apply for the above post.
- (c) Before applying for the post, the candidate should ensure that he/she fulfills all the eligibility criteria and other norms mentioned in the advertisement. Furnishing of wrong/false information will be a disqualification and ASD(MBI) will not be responsible for any consequences of furnishing of such wrong/false information. The responsibility of filing the applications and furnishing all details correctly is the sole responsibility of the candidate. Application once submitted can not be edited while applying online.
- (d) The venue , place , date and time of written examination will be communicated to all eligible candidates through call letters and would also be intimated on the website.
- (e) Candidates are liable to serve in Naval Dockyard, Mumbai or any Naval Unit within Western Naval Command as per discretion of appointing authority and the decision of the Appointing Authority is final and binding.
- (f) Candidature of any candidate is liable to be rejected at any stage of recruitment process or post recruitment, if any information provided by the candidate is found to be false or is not in conformity with eligibility criteria mentioned in the advertisement.
- (g) Candidates are advised to fill the form at the earliest opportunities to avoid last minute rush. Availability of High Speed internet will also help in submitting application. ASD(MB) does not take responsibility for any technical issues of connectivity at user end.
- (h) No interim enquiries/correspondence/communication of any sort will be entertained on the matter of recruitment / selection procedure. The information shall be provided to the eligible candidates for written test etc by e-mail/post/Website.
- (j) Canvassing in any form and/or bringing any influence, political or otherwise will be treated as disqualification for the post applied for.
- (k) Filling of Vacancies is subject to outcome of any litigation affecting the recruitment.
- (l) ASD(MB) reserves the right to conduct any additional examination / test or call for any additional documentary evidence in support of eligibility.

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