

RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY -2016
AT HEADQUARTERS, ANDAMAN & NICOBARCOMMAND,
PORT BLAIR – ADVT NO 02/2016

1. Indian Navy invites applications for the below mentioned posts **classified as Group 'C', Non-Gazetted** from the eligible candidates to apply in proforma appended below by Registered/Speed Post (Application in other forms of mailing will not be accepted). Selected candidates normally will have to serve in the units under administrative control of Andaman & Nicobar Command, however they can be posted anywhere in India, in Naval units/formations in case of any Administrative requirement:-

S. No	Name of Post	Scale of Pay	Distribution of vacancies					Remarks
			UR	SC	ST	OBC	Total	
1.	Multi Tasking Staff (Ministerial)							
	(a) Safaiwala	Rs.5200-20200 with Grade Pay of Rs. 1800/- (PB-1)	02	-	01	01	04	<u>Horizontal Reservation</u> 01 for ESM & 01 for VH
	(b) Watchman		01	-	-	01	02	
(c) Peon	01		-	-	-	01		
2.	Multi Tasking Staff (Non-Min) (Mali, Barber & Ward Sahaika)	Rs.5200-20200 with Grade Pay of Rs. 1800/- (PB-1)	03	-	-	02	05	<u>Horizontal Reservation</u> 01 for ESM
3.	Civilian Motor Driver (Ordinary Grade)	Rs.5200-20200 with Grade Pay of Rs. 1900/- (PB-1)	08	02	01	03	14	<u>Horizontal Reservation</u> 01 for ESM
4.	Fire Engine Driver	Rs. 5200-20200 with Grade Pay of Rs. 2000/- (PB-1)	-	01	-	-	01	-
5.	Telephone Operator	Rs. 5200-20200 with Grade Pay of Rs.2000/- (PB-1)	01	-	-	-	01	-
6.	Pest Control Worker	Rs.5200-20200 with Grade Pay of Rs. 1800/- (PB-1)	03	01	-	02	06	<u>Horizontal Reservation</u> 01 for ESM

* Subject to variation of vacancies

Suitability for PWDs (as per Ministry of Social Justice & Empowerment)

- (a) MTS – OA, OL, OAL, BL, B, LV, HH
- (b) CMD(OG) – Not identified suitable for PWDs
- (c) Fire Engine Driver – HH
- (d) Telephone Operator – OA, OL, OAL, BL, B, LV
- (e) Pest Control Worker – OL, LV, HH

2. **Abbreviations used:** -UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribes, OBC-Other Backward Class, ESM – Ex-Servicemen PWDs-Persons with Disabilities, VH-Visually Handicapped and MTS – Multi Tasking Staff.

3. **Reservation:-** Reservation for SC/ST/OBC/ESM/PWDs categories is available as per extant Government Orders.

4. **Qualification:-**

- (a) **For Multi Tasking Staff (Ministerial)- Safaiwala/Watchman/Peon**
- (i) **Essential Qualification-** Matriculation Pass or equivalent from a recognized Board/Institution.
- (ii) **Age:-** Between 18 and 27 years
- (b) **For Multi Tasking Staff (Non-Industrial)- Mali/Barbar/Ward Sahaika**
- (i) **Essential Qualification-**
- (aa) Matriculation
- (ab) Proficiency in relevant trade
- (ii) **Age:-** Between 18 and 25 years
- (c) **For Civilian Motor Driver (Ordinary Grade)[CMD(OG)]**
- (i) **Essential Qualification for CMD(OG)**
- (aa) Matriculation from a recognized Board or Institution and knowledge of first line maintenance.
- (ab) Must possess a driving license for Heavy Vehicles and Motor Cycles.
- (ac) One year practical experience in Heavy Motor Vehicles (HMs) driving .
- (ii) **Age:-** Between 18 and 25 years
- (d) **For Fire Engine Driver (FED)**
- (i) **Essential Qualification**
- (aa) Matriculation Pass or equivalent from a recognized Board
Or
Industrial Training Institute pass Certificate from a recognized Institute.
- (ab) Must have at least three years experience of driving Heavy Vehicles and be in possession of valid driving license.
- (ac) Must be physically fit and capable of performing strenuous duties and must have passed the test as specified at Para 4(d)(iii) & (iv).
- (ii) **Desirable:-**
- (aa) Should be familiar with maintenance and operation of various types of fire appliances.
- (ab) Experience of having worked on a regular civil or Defence Fire Brigade as Fireman Grade-I or Senior Fireman.

(ac) Should have passed the general firefighting course of Defence Institute of Fire Research, Ministry of Defence, New Delhi or Sub- Officers course from the National Fire Service College, Nagpur or any other similar recognized course.

(iii) Physical Fitness/Standards

- (aa) Height (without shoes) - 165 Cms provided that a concession of 2.5 Cms in height shall be allowed for members of the Scheduled Tribes.
- (ab) Chest (Un-expanded) - 81.5Cms
- (ac) Chest (on expansion) - 85Cms
- (ad) Weight - 50 Kgs (Minimum)

(iv) Endurance Test

- (aa) Carrying a man (fireman lift) of 63.5 Kgs to a distance of 183 meters within 96 seconds.
- (ab) Clearing 2.7 meters wide ditch landing on both feet (Long Jump)
- (ac) Climbing 3 meters vertical rope using hands and feet.
- (v) Age: Should be between 18 to 30 years

(e) For Telephone Operator

(i) Essential Qualification

- (aa) Matriculation or its equivalent with English as a compulsory subject.
- (ab) Proficiency in handling of PBX Board.

(ii) Desirable Qualification:- Fluency in spoken English

- (iii) Age:** Should be between 18 to 25 years.

(f) For Pest Control Worker

(i) Essential Qualification

- (aa) Matriculation Pass or equivalent from a recognized Board
Or
Industrial Training Institute pass Certificate from a recognized Institute.

- (ii) Age:** Should be between 18 to 25 years.

5. Nature of Duties in brief. Generic duties and responsibilities of the Multi Tasking Staff are as follows:-

- (a) Physical maintenance of records of section.
- (b) General cleanliness & upkeep of the Section/Unit
- (c) Carrying of files and other papers within the building
- (d) Photocopying, sending of FAX etc.
- (e) Other non-clerical work in the Sections/Unit.
- (f) Assisting routine office work like diary, dispatch etc. including on computer
- (g) Delivering of Dak (inside & outside the Section/Unit)
- (h) Watch & ward duties
- (j) Opening and closing of rooms
- (k) Cleaning of rooms
- (l) Dusting of furniture etc.
- (m) Cleaning of building, fixture etc
- (n) Jobs related to proficiency of the post
- (p) Any other work assigned by superior authority

6. 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+5) Years
(iv)	Govt. Servants/ Dept Candidates	With three years continuous service in Central Government UR - upto 40 years (45 years for SC/ST)

Note:- Age relaxation for meritorious sportspersons, ex-servicemen, persons domiciled in J&K etc. will be as per Central Govt Rules. Applicants claiming Age relaxation must attach requisite self-attested certificate.

(b) **Crucial date:-** The crucial date for determining the age limit, will be the closing date for receipt of Applications from candidates i.e 28 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.

7. Mode of Selection

(a) **Shortlisting of Applications:-** Where the number of application received is too large in proportion to the vacancies and it is not convenient or possible for the Dept. to call all the candidates for the written test, Dept. at their discretion, may restrict the number of candidates to a reasonable limit, based on the marks obtained in the qualifying examination i.e Matriculation.

(b) **Scheme of Written Examination:-** The question papers of written test (objective type-Multiple choice question) will be of matriculation level and bilingual in both English & Hindi (except for General English) covering aspects as below:-

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

(c) **Date of Examination:-** The tentative date of examination will be approximately five months after publication of advertisement. Exact date, time and venue of examination will be communicated on the Admit card. Indian Naval website www.indiannavy.nic.in may also be referred from time to time for any further instructions.

(d) **Appointment letter:-** The appointment of provisionally shortlisted candidates will be strictly based on the merit position in written examination only subject to satisfaction of Documents Verification, Medical Examination and other requirements as specified by the Government of India and Appointing Authority.

Note:- Visually handicapped (VH) candidates with visual disabilities of 40% and above and cerebral palsy candidates can avail the assistance of Scribe in the written examination subject to such request of scribe being made in the Application form. Further, they will be allowed **compensatory time** in the examination, as applicable, in accordance with extant regulations.

8. **Last Date for Submission:-** The last date of receipt of Application is **28 days from last date of publication of advertisement in Employment News** and the last date of receipt of Application from the 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 and Lakshadweep will be **35 days from the last date of publication of advertisement in Employment News.**

9. **HOW TO APPLY:-** The application should be on plain paper (A4 Size) (good quality paper should be used) either neatly hand written or typed as per the prescribed format (see below), affixed with latest passport size colour photograph duly self - attested. The envelope must be clearly superscribed on the top as **APPLICATION FOR THE POST OF "_____", and CATEGORY "_____"** (i.e. SC/ST/OBC/UR/ESM/PWDs) and sent by Ordinary Post) and sent by Registered/Speed Post only to The Commander-in-Chief, [for SSO(Civ)], Headquarters, Andaman & Nicobar Command, Port Blair – 744102 alongwith the following :-

(a) Two additional Passport size photographs for Admit Card self-attested on the reverse side and full name written.

(b) Self attested copy of 10th class mark sheet.

(c) Self attested copy of proof for date of birth (10th certificate or Birth Certificate)

(d) Self attested copy of SC/ST/OBC certificate issued by competent authority. The OBC certificate in the creamy layer status should have been obtained within three years before the closing date for receipt of Application.

(e) Self attested certificates of Ex-servicemen duly indicating the proof of ex-servicemen issued by competent authority.

(f) Self attested copy of certificate showing the Disability for Physically Handicapped Personnel. It may be noted that only such persons would be eligible for reservation in services/posts who suffer from not less than 40% (per cent) of relevant disability. The candidates are to enclose PWD certificate indicating percentage of disability issued by Competent Medical Authority.

(g) The Govt Servants are to produce No Objection Certificate from the Employer at the time of joining.

(h) A self-addressed envelope of size 23x13 cm with postage stamp of Rs.40/- affixed on it.

Note:- Candidates, who have passed from a recognized Board/Institution, which has 'Grade Point' system need to convert grades into the percentage of marks scored in 10th standard by appropriate authorities before applying.

10. **General Conditions**

(a) Only Indian nationals can apply for the above posts.

(b) Qualification/experience will be considered as on the date of closing of Application.

(c) Original certificate are not to be submitted. Only self-attested copies of certificates are to be enclosed with the Application in support of age, educational qualification, caste, experience etc.

(d) The vacancies shown above are provisional and may vary. The vacancy may be reduced/increased or even made nil without assigning any reason thereof.

(e) Candidates are requested to check www.indiannavy.nic.in, website regularly till completion of recruitment for updates/corrigendum and any further instructions.

11. **INSTRUCTIONS FOR CANDIDATES:-**

Application received after the due date (even due to postal delay will be rejected summarily and no correspondence will be entertained. The following act/omissions should render a candidate/applicant disqualified or any other reason found by Competent Authority.

(a) **Application not in the prescribed format or incomplete or unsigned or undated or improper filled.**

(b) **Furnishing of false, inaccurate or tampered or dubious information.**

(c) **If not superscribed with the name of the post applied for or incorrect name of post on the envelope and Application.**

(d) **Without self-addressed envelope/postage stamps/self attested recent photographs.**

- (e) Application not accompanied by self-attested copies of certificates/ prescribed certificates in support of age, qualification, caste disability, discharge etc.
- (f) More than one application submitted by the candidates for the same post.
- (g) Any other deemed irregularity or reason as observed by the Board of Officers.
- (h) Canvassing by applicant in any and/or bringing in any influence, political or otherwise will entail disqualification.
- (j) In case the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
- (k) If the candidate not found to possess the essential qualification.
- (l) If the Application of candidate who is working in Government Establishment is not received through proper channel with NOC.
- (m) Only selected candidates will be informed of their selection in due course after the selection process and no other correspondence on the subject would be entertained.
- (n) Duration of the written test and skill test may be one week duration. Candidates will make their own arrangement for lodging/boarding during the test.

10. Marital Status:

11. Religion :

12. (a) Educational qualification (Matriculation onwards)(attach certificate) :

Qualification	University/Board	Year of Passing	Total Marks Secured	Percentage of Marks	Div/Class

(b) Technical {for CMD(OG) and FED only} (attach photocopy of Driving Licence

- (i) Heavy Driving License No :
- (ii) Date of issue :
- (iii) Valid upto :
- (iv) Name of issuing Authority :

13. Experience (attach certificate):

Post held & Pay Scale	Office/ Institute	Period of Service		Total Period in years & months	Nature of Duties
		From	To		

14. Identification mark (please write in the box)

DECLARATION

(a) I hereby declare that all the statements made by me in the application are true, complete and correct to the best of my knowledge and belief. I have not suppressed any information. I understand and agree that in the event of any information being found false or incorrect or incomplete or ineligibility being detected at any point in time before or after selection, my candidature is liable to be rejected. I shall be bound by the decision of the competent authority.

(b)* I have informed my Head Officer/Deptt. in writing that I am applying for this post.

*{Strike if (b) is not applicable}

Place:

Date:

(Signature of the candidate)

clerk 10132/n/0010/1617