

**HEADQUARTERS**  
**EASTERN NAVAL COMMAND**  
**NAVAL BASE, VISAKHAPATNAM - 530 014**

1. Applications are invited through proper channel for the post of MTS (Ministerial) (Safaiwala/Chowkidar/Peon) to be filled up by absorption from persons serving in similar, equivalent or Higher Grades in the lower formation of the Defence services in the prescribed profroma as given at annexure. Eligible defence employees are to apply through proper channel (application in other forms of mailing will not be accepted). The details of posts are as follows:-

Name of the post	No of Vacancies	Scale of Pay & Classification
Multi Tasking Staff (Ministerial) (Safaiwala/Chowkidar/Peon)	205	Level 1 of Pay Matrix(pre-revised Scale (Pay Band-1, Rs.5200-20200 with GP Rs.1800/-) Group 'C'.

2. Selected candidates will have to serve in the units under administrative control of the Eastern Naval Command. However, they can be posted anywhere in India, in Naval units/formations in case of any administrative requirement.

3. The eligibility criteria are as follows:-

(a) Persons serving in similar, equivalent or Higher Grades in the lower formation of the Defence services.

(b) Age:- Not exceeding 40 years as on closing date of receipt of applications.

(c) Essential Qualification: Matriculation Pass or equivalent from a recognized Board/Institution.

4. The appointment of provisionally selected candidates will strictly be based on the merit, subject to satisfactory of verification of document, medical examination and other requirements as applicable and specified by the Government of India.

5. Document verification:- All relevant documents pertaining to age, education, identity, address, category, caste, service etc., will be scrutinized 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 by post.

6. LAST DATE: The last date of receipt of Application through proper channel i.e. through Head of Office/Establishment is 45 days from 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, Andaman & Nicobar Islands and Lakshadweep will be 52 days from the last date of publication of advertisement in Employment News.

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7. **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, affixed with latest passport size colour photograph duly Self attested. Copy of application can also be downloaded from [www. indiannavy.nic.in](http://www.indiannavy.nic.in) website. The envelope must be clearly superscribed on the top as **APPLICATION FOR THE POST OF MULTI TASKING STAFF (Ministerial) by (ABSORPTION) "\_\_\_\_\_"**, and sent through proper channel only to "The Flag Officer Commanding-in-Chief, {for Staff Officer(Civilian Recruitment Cell)}, Headquarters Eastern Naval Command, Arjun Block, Naval Base, Visakhapatnam – 530014".

8. Following papers/documents be sent along with application:-

- (I) Vigilance clearance certificate.
- (II) Integrity Certificate.
- (III) Cadre clearance certificate.
- (IV) Self attested copies of certificate/Marks sheets in support of educational/ other qualifications.
- (V) Original certificates/Mark sheets should be produced when asked for.
- (VI) A passport size photograph duly attested on reverse (by current employer) should be pinned with the application.

9. The application form should be filled by the candidate in his own handwriting in Capital Letters only.

10. **WHOM TO ADDRESS:** The applications should be submitted to: The Flag Officer Commanding-in-Chief (for CRC), Headquarters, Eastern Naval Command, Arjun Block, 2<sup>nd</sup> Floor, Naval Base, Visakhapatnam - 530 014 (Andhra Pradesh).

11. **GENERAL CONDITIONS:**

- (a) The vacancies shown above are provisional and may be increased /reduced or even made NIL without assigning any reason.
  - (b) The Competent Authority reserves the right to select the criteria for short listing of candidates. Competent Authority also reserves the right to cancel part or whole of any recruitment process at any stage for any of the categories in this employment notification without assigning any reason thereof.
  - (c) Incomplete application, applications with insufficient details or in other than the format prescribed will be summarily rejected.
  - (d) Submission of false/incorrect/incomplete and/or dubious/bogus documents shall disqualify the candidate.
  - (e) Canvassing in any form and/or bringing in any influence, political or otherwise will be a disqualification for the test/post.
  - (f) 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 entrained.
  - (g) Selected candidates are liable to serve anywhere in India including any Naval unit within Eastern Naval Command/Andaman & Nicobar Command. Those who are willing to serve anywhere in India should only apply.
  - (h) Candidates are requested to ensure that they fulfill the eligibility conditions before applying for the above posts.
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**APPLICATION FORM**

**HEADQUARTERS EASTERN NAVAL COMMAND-VISAKHAPATNAM**  
**(TO BE FILLED BY CANDIDATE IN CAPITAL LETTERS ONLY)**

Affix recent  
passport size  
photograph duly  
self-attested

1. Name of the candidate: \_\_\_\_\_
2. Aadhar Number: \_\_\_\_\_
3. Father's Name: \_\_\_\_\_
4. Date of Birth: \_\_\_\_\_ 5. Nationality: \_\_\_\_\_  
(Please tick the appropriate box)
6. Gender: Male  Female  7. Ex-Servicemen: Yes  No
8. Category: SC  ST  OBC  UR
9. Religion: \_\_\_\_\_
10. PWD: Yes  No  If Yes, VH  OH  HH
11. Presently holding the post and since when : \_\_\_\_\_
12. Permanent Address: \_\_\_\_\_
13. Address for correspondence: \_\_\_\_\_

14. Educational qualifications (Academic/Technical):

Examination Passed	Board/University	Year of Passing	Subjects	Percentage of Marks

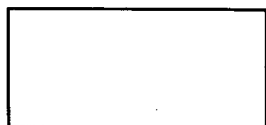
15. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

**DECLARATION**

I ensure that I am in similar/equivalent/ Higher Grades in the lower formation of the Defence services and fulfil the eligibility criteria for the post and I am in \_\_\_\_\_ level of the pay matrix (Pay band \_\_\_\_\_ with Grade Pay \_\_\_\_\_ in 6<sup>th</sup> CPC scale) .

Date: \_\_\_\_\_  
Place: \_\_\_\_\_



(Left hand Thumb Impression)

Signature of the Candidate

*Handwritten signature and number: daip/10702/11/0118/1718*