

Government of India  
Ministry of Defence



**RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY-2017**

**RECRUITMENT BY ABSORPTION**

**AT HEADQUARTERS GOA NAVAL AREA, VASCO-DA-GAMA, GOA**

1. Applications are invited through proper channel for the below mentioned posts **classified as Group 'C', Non-Gazetted Ministerial/ Non-Industrial** to be filled up by Absorption from **persons serving in similar, equivalent of Higher Grades in the lower formation of the Defence services** in the prescribed proforma 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:-

<b><u>Sl.</u></b>	<b><u>Name of Post</u></b>	<b><u>No. of Vacancies</u></b>	<b><u>Scale of Pay &amp; Classification</u></b>
<b>Group 'C' (Non-Gazetted) Ministerial</b>			
(a)	Multi Tasking Staff(Ministerial)		
	(i) Safaiwala	11	Pay Scale: Level 1 of VII CPC Pay Matrix Rs.18,000-56,900/-
	(ii) Watchman	04	
<b>Group 'C' (Non-Gazetted) Non-Industrial</b>			
(b)	Fireman (erstwhile fireman Gr-II and Fireman Gr-I)	02	Pay Scale: Level 2 of VII CPC Pay Matrix Rs.19,900-63,200/-
(c)	Telephone Operator	03	Pay Scale: Level 3 of VII CPC Pay Matrix Rs.21,700-69,100/-
<b>Group 'C' (Non-Gazetted) Industrial</b>			
(d)	Tradesman Mate	02	Pay Scale: Level 1 of VII CPC Pay Matrix Rs.18,000-56,900/-
(e)	Boot Maker	01	Pay Scale: Level 1 of VII CPC Pay Matrix i.e. Rs.18,000-56,900/-

2. Selected candidates will have to serve in the units under administrative control of Headquarters Goa Naval Area, Vasco-da-Gama, Goa. However, they can be posted anywhere in India, in Naval units/formations in case of any administrative requirement. The employees who wish to seek absorption for the above mentioned posts with zero seniority in new units may apply for the posts.

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 56 years as on closing date of receipt of applications.

(c) **Essential/ Desirable Qualifications**

<b><u>Sl. No.</u></b>	<b><u>Posts (Refer Para 1)</u></b>	<b><u>Essential/ Desirable Qualifications</u></b>
(a)	(i) Safaiwala (ii) Watchman	<b><u>Essential</u></b> Matriculation Pass or equivalent from a recognized Board/Institution.
(b)	Telephone Operator	<b><u>Essential</u></b> (i) Matriculation or its equivalent with English as a compulsory subject. (ii) Proficiency in handling of PBX Board. <b><u>Desirable</u></b> Fluency in spoken English.
(c)	Fireman	(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. <b><u>Test as to physical fitness etc shall be as under:</u></b> (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 (iv) Weight 50 kg. minimum (v) <b><u>Endurance test:</u></b> (aa) Carrying a man (Fireman lift of 63.5 Kgs to a distance of 183 mtrs within 96 sec.) (ab) Clearing 2.7 mtrs wide ditch landing on both feet (long jump). (ac) Climbing 03 mtrs vertical rope using hand and feet.
(d)	Tradesman Mate	<b><u>Essential</u></b> (i) 10 <sup>th</sup> Standard pass from a recognized Board/Institution. (ii) Certificate from recognized ITI in the relevant trade <b><u>Note:</u></b> Tradesman Mate of Multi Tasking Staff (Non-Industrial) or Multi Tasking Staff (Ministerial) of the navy or persons serving in analogous, equivalent or higher grades in lower formations of the Defence Services with at least 2 years regular service in Level-1 (18000-56900) in Pay Matrix and possessing qualification as above)

\***Note:** Persons serving in similar, equivalent or higher

**Illustration:** For present post, person serving at level 2 of Pay matrix {Pre- revised scale (Rs. 5200-20200) [PB-1], GP 1900} and higher i.e. level 3 and above is eligible to apply.

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

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/ on their e-mail Ids.

6. **Last Date.** The last date of receipt of Application through proper channel i.e. through Head of Office/Establishment in **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 of 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.

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 (name of the post) BY (ABSORPTION)**, and sent through proper channel by Registered/ Speed post only to the following address:

**The Flag Officer Commanding  
{for Staff Officer(Civilian)}  
Headquarters, Goa Naval Area, Vasco-da-Gama,  
Goa 403802**

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

- (a) Attested copies of the CR dossier for last three years (attested on each page) by an officer not below the rank of Under Secretary or equivalent.
- (b) Vigilance Clearance Certificate.
- (c) Integrity Certificate.
- (d) A statement of major/minor penalty, if any imposed on the officer during last ten years.
- (e) Cadre clearance certificate
- (f) Self attested copies of Certificate/Marks in support of educational/ technical/ other qualifications. Original certificates/Marksheets should be produced when asked for.
- (g) A passport size photograph duly attested on reverse (by current employer) should be pinned with the passport.

9. **GENERAL CONDITIONS:**

- (a) The vacancies above are provisional and may be increased/reduced or even made Nil without assigning any reason.
- (b) Indian Navy reserves the right to shortlist the applications, if necessitated. Mere submission of the application does not guarantee for being shortlisted/ selected for the post applied for. No correspondence will be entertained on this matter.
- (c) The Competent Authority reserves the right to select the criteria for shortlisting 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
- (d) Any officer once selected shall not be allowed to withdraw or refuse to join and it shall be the responsibility of the sponsoring authority to release the selected officers within one month of issue of appointment order.
- (e) The cut-off date for determining the qualifying service/experience for the post will be the closing date of the receipt of the application.

(f) Incomplete application, applications with insufficient details or in other than the format prescribed will be summarily rejected.

(g) Submission of false/incorrect/incomplete and/or dubious/bogus documents shall disqualify the candidate.

(h) Canvassing in any form and/or bringing in any influence, political or otherwise will be a disqualification for the test/post.

(i) Only selected candidates will be informed for their selection in due course after the selection process and no other correspondence on the subject would be entertained.

(j) Selected candidates are liable to serve anywhere in India including any Naval units within Headquarters, Goa Naval Area. Those who are willing to serve anywhere in India should only apply.

(k) Candidates are requested to ensure that they fulfil the eligibility conditions before applying for the above posts.

**FOR ANY CLARIFICATION/ASSISTANCE, CANDIDATE MAY WRITE TO US AT**

**email: [fogasoit-navy@nic.in](mailto:fogasoit-navy@nic.in)**

**Contact No. of the concerned officer: 0832 2582532**

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**APPLICATION FORMAT****APPLICATION FOR THE POST OF<NAME OF POST>BY ABSORPTION**

1.Name and address (in Block Letters)		Paste a recent <b>Colour Photo</b> (passport size)
2.Date of Birth(in Christian era)		
3. Aadhar Card No.		
4. Date of entry into service		
5. Educational Qualifications (Matriculation onwards)		
6. Whether Educational and other qualifications required for the post are satisfied (as per Advt.)		
<b>Qualifications/Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/experience possessed by the officer</b>	
<b>Essential</b>	<b>Essential</b>	
As per post applicable – Refer para 2(c) of the Recruitment Notice		
<b>Desirable</b>	<b>Desirable</b>	
As per post applicable – Refer para 2(c) of the Recruitment Notice		
7. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications i.e Physical Fitness Standards		

8. 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

\* **Important:** Pay-band and Grade pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

9. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
10. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
<p><b>9.1 Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p><b>9.2 Note:</b> Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/ organization.</p>			

<b>10. Additional details about employment:</b> Please state whether working under(indicate the name of your employer against the relevant column)  (a) Central Government (b) State Government (c) Others(Specify)		
11. Please state whether you are working in the same Department i.e Indian Navy and are in the feeder grade or feeder to feeder grade.		
12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale		
13. Total emoluments per month now drawn		
Basis Pay in the PB	Grade Pay/Level in Pay Matrix	Total Emoluments
14.A <b>Additional Information</b> , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement( <b>Note: Enclose a separate sheet, if the space is insufficient</b> )		
<b>14.B Achievements:</b> The candidates are requested to indicate information with regard to;  (a) Awards/Official Appreciation (b) Any innovative measure involving official recognition (c) Any other information. <b>(Note: Enclose a separate sheet if the space is insufficient)</b>		
15. Whether belongs to SC/ST		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Application/Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

Address\_\_\_\_\_

Date\_\_\_\_\_

Mobile No.\_\_\_\_\_

E-Mail ID.\_\_\_\_\_

**CERTIFICATION BY THE EMPLOYER /CADRE CONTROLLING  
AUTHORITY**

1. The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He /she possess educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

**2. Also certified that;**

i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_

ii) His/Her integrity is beyond doubt.

iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 03 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.(as the case may be)

**Countersigned**

\_\_\_\_\_  
(Employer/Cadre Controlling Authority with Seal)

Contact No. \_\_\_\_\_

E-Mail ID. \_\_\_\_\_

**Davp/10702/11/0232/1718**