

RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY-2016
AT HEADQUARTERS SOUTHERN NAVAL COMMAND, KOCHI

1. Indian Navy invites application 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 Southern Naval Command, however they can be posted anywhere in India, in Naval units/ formations in case of any administrative requirement:-

Multi Tasking Staff (MTS)

Sl, No	Name of post	Scale of pay	Distribution of vacancies *					Remarks #
			UR	SC	ST	OBC	Total	
(i) Multi Tasking Staff(Ministerial)								
(aa)	Peon	Rs. 5200-20200 with Grade Pay of Rs. 1800/- (PB-1)	25	10	04	15	54	Horizontal Reservation – 24 for ESM, 05 for VH, 07 for HH and 12 for Meritorious sportsperson
(ab)	Watchman		21	04	05	05	35	
(ac)	Safaiwala		79	15	08	55	157	
Total			125	29	17	75	246	
(ii) Multi Tasking Staff (Non – Industrial)								
(aa)	Dhobi	Rs. 5200 – 20200 with Grade pay of Rs. 1800/- (PB-1)	01	-	-	-	01	Horizontal Reservation – 02 for ESM & 01 for Meritorious sportsperson
(ab)	Barber		01	-	-	-	01	
(ac)	Dresser		01	-	-	01	02	
(ad)	Ward Sahayika		01	01	-	04	06	
(ae)	Lab Attendant		04	-	01	01	06	
Total			08	01	01	06	16	

* Subject to variation of vacancies

Suitability for PwDs(as per Ministry of Social Justice & Empowerment) – VH, HH

2. **Abbreviations used.** Gen-General, UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class, ESM - Ex-Servicemen, PwDs-Persons with Disabilities, MTS-Multi Tasking Staff, Min- Ministerial, NI- Non- Industrial, VH-Visually Handicapped., HH-Hearing Handicapped.

3. **Reservation.** Reservation for SC/ST/OBC/ESM/PwDs/Meritorious Sportsperson categories is available as per extant Government Orders.

4. **Qualification & Age**

(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 to 27 years

(b) **For Multi Tasking Staff (Non- Industrial)**–Dhobi/Barber/Dresser/Ward Sahayika/
Lab Attendant

- (i) **Essential Qualification**
 - (aa) Matriculation
 - (ab) Proficiency in relevant trade
- (ii) **Age** - Between 18 to 25 years

5. **Nature of Duties in brief.** Indicative duties and responsibilities of the Multi Tasking Staff (Min) 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) Delivering of Dak (inside & outside the Section/Unit)
- (g) Watch & ward duties.
- (h) Opening and closing duties
- (j) Cleaning of rooms including washrooms
- (k) Dusting of furniture etc
- (l) Jobs related to proficiency of the post
- (m) Any other work assigned by superior authority

As regard MTS(NI), personnel selected are to carry out duties specified to the post.

Note. The above list of duties is only illustrative and not exhaustive. Section/ Department of the Indian Navy may add in the list, duties of similar nature, ordinarily performed by officials at this level.

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Relaxation and Crucial date.

(a) **Age Relaxation.**

Sl. No	Category	Age Relaxation permissible beyond the upper age limit
(i)	SC/ST	05 Years
(ii)	OBC	03 Years
(iii)	PwDs (PH)	UR -10 Years, OBC -13(10+03) Years, SC/ST-15(10+05) Years
(iv)	Govt Servant/Dept Candidate	With 03 years continuous service in Central Government. UR – upto 40 years (45 years for SC/ST)

Note.

1. Age relaxation for meritorious sportsperson, 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.

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 03.10.2013 which will be available on www.indiannavy.nic.in.

(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 Applications 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 Applications received is too large in proportion to the vacancies and it is not convenient or possible for the Deptt to call all the candidates for the written test, Deptt at their discretion, may restrict the number of candidates to a reasonable limit, based on the marks obtained in the qualifying examination.

(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 aspect 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 25 Sep/01 Oct 16. 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.

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(d) **Appointment Letter**. The appointment of provisionally selected candidates will be strictly based on the merit position in written examination only subject to satisfaction of Document 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, Andaman & Nicobar Islands 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 in 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 MULTI TASKING STAFF (Ministerial/ Non Industrial) "_____"**, and **CATEGORY "_____"** (i.e. SC/ST/OBC/UR/ESM/PwDs) and sent by Registered/Speed Post only to **The Flag Officer Commanding-in-Chief, {for Staff Officer (Civilian Recruitment Cell)}, Headquarters Southern Naval Command, Kochi - 682004** along with the following :-

- (a) Two additional Passport size photographs for Admit Card self-attested on the reverse side and full name written.
 - (b) Self attested copies of 10th class mark sheet, higher qualifications and experience if any.
 - (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 of meritorious sportsperson issued by the competent authority in accordance with Government of India's OM No. 14034/01/2013-Estt(D) dated 03.10.2013.
 - (g) 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 issued by Competent Medical Authority.
 - (h) The Govt Servants are to produce No Objection Certificate from the Employer.
 - (j) A self-addressed envelope of size 23x13 cm with postage stamp of Rs.60/- affixed on it.
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Note: -

(a) The candidates applying for MTS(Min) is not required to mention the post separately. However, the name of post applied is to be mentioned in the case of MTS(NI).

(b) 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 certificates are not to be submitted. Only self-attested copies of certificates are to be enclosed with the Applications 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 to 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 super scribed 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 on Application form 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 can be one day. Candidates will make their own arrangement for lodging/boarding during the test.

(p) Though essential qualification for the post is matriculation, higher qualification, if any, possessed by the candidate is to be disclosed.

12. The recruitment process can be cancelled/postponed/suspended/ terminated without any notice/assigning any reasons, at any stage

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8. Nationality:

9. Marital Status: Single/Married/Divorced/Separated _____

10. Religion :

11. Educational qualification(Matriculation including higher qualifications if any)(attach certificate) :

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

12. Experience (attach certificate):

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

13. 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)

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