

Government of India  
Ministry of Defence



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

**AT NAVAL DOCKYARD, MUMBAI**

1. Indian Navy invites applications from eligible applicants to apply ON-LINE through website [www.bhartiseva.com](http://www.bhartiseva.com) for the post of **Data Entry Operator Grade 'A' & 'B'** classified as **Group 'C', Non-Ministerial, Non-Industrial** at Naval Dockyard, Mumbai (application in other forms of mailing will not be accepted). Selected applicants normally will have to serve in the Units under administrative control of Headquarters, Western Naval Command, Mumbai, however they can be posted anywhere in India, in Naval units / formations as per administrative requirement.

**(ONLY ON-LINE APPLICATION WILL BE ACCEPTED)**

**General Central Service, Group 'C', Non Gazetted, Non-Ministerial, Non-Industrial**

Name of Post	Distribution of vacancies* (* Subject to variation)					Horizontal Reservation
	UR	SC	ST	OBC	Total	Ex-Servicemen
	Data Entry Operator Grade 'B' <u>Pay as per Seventh CPC,</u> <u>Pay Matrix - Level 5-</u> <u>Rs.29200-92300</u>	02	-	-	-	02
Data Entry Operator Grade 'A' <u>Pay as per Seventh CPC,</u> <u>Pay Matrix - Level 4 -</u> <u>Rs.25500-81100</u>	09	01	-	04	14	01

Suitability for PwDs – As per posts identified by Ministry of Social Justice & Empowerment. PwD applicants may apply for post accordingly.

Categories of disabled suitable for the Job	Physical Requirement
OA, OL, OAL, BL, LV & HH	S,ST,W,MF,SE,RW,H

**Note:-** Applicants, must be in possession of disability certificate issued by the Competent Authority prior to applying Online, in the format given in GOI/DOP&T OM 36035/1/2012-Estt.(Res) dated 29 Nov 2013.

2. **Abbreviations used.** UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribes, OBC-Other Backward Class, ESM - Ex-Servicemen, PwDs-Persons with Disabilities, OA- One Arm, OL-One Leg, OAL-One Arm Leg, BL-Both Legs affected but not arms, LV-Low Vision, HH-Hearing Impaired, S-Sitting, ST-Standing, W-Walking, MF-Manipulation by Fingers, SE-Seeing, RW-Reading & Writing and H-Hearing.

3. **Reservation.** Reservation for SC/ST/OBC/ESM categories is available as per extant Government Orders. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs & ESM candidates which will thus comprise of SC, ST, OBC & ESM who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for the appointment even by relaxed standards viz. age limit etc. Reservations for ESM fall under the category of Horizontal reservation which cuts across Vertical reservation i.e. reservation for SC/ST/OBC (in what is called inter-locking reservation). The candidates selected against the ESM quota have to be placed in the appropriate category of UR/SC/ST/ OBC, as the case may be.

4. **Age.** Between 18 and 25 years as on crucial date.

5. **Qualifications.**

	<u>Data Entry Operator Grade 'B'</u>	<u>Data Entry Operator Grade 'A'</u>
Essential	(a) Degree from a recognised University or Board. (b) 'A' level certificate of proficiency in computer programming or data base management from Department of Electronics Accredited Computer Courses (DOEACC) recognized institution.	(a) 10+2 pass from a recognised Board or equivalent. (b) 'O' level certificate of proficiency in computer programming or data base management from Department of Electronics Accredited Computer Courses (DOEACC) recognized institution.
Desirable	Two years experience in a recognized organization or institution.	-Nil-
	<p>Note 1: Qualification are relaxable at the discretion of the competent authority for reasons to be recorded in writing in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualifications regarding experience is relaxable at the discretion of the appointing authority, for reasons to be recorded in writing , in case of candidates belonging to Scheduled castes, Scheduled Tribes if , at any stage of selection the appointing authority is of the opinion that the sufficient number of candidates from these communities are not likely to be available to fill up vacancies reserved for them.</p>	

**Important Notice:** The 'O' Level & 'A' Level Certificates uploaded online by the candidates will be forwarded to DOEACC(NIELIT) for verification and only candidates with certificates verified by DOEACC(NIELIT) will be considered and called for Written Examination.

6. **Nature of Duties in Brief.** They shall be the main working hands for various roles of the dept, which are enumerated below:-

- (a) Development of software.
- (b) Maintenance of application and database servers including fault resolution and switch on/ off cycle.
- (c) IT hardware maintenance issues, in co-ordination with MIS AMC cell.
- (d) Handle on-ground issues related to domain, antivirus, firewall, sec etc.
- (e) Overall technical implementation of directives issued by Higher Management.
- (f) Internal Computer Security Audit.
- (g) Integrated Management System

7. **Age Relaxation and Crucial Date.**

(a) **Age Relaxation.**

<b>S. No.</b>	<b>Category</b>	<b>Age relaxation permissible beyond the upper age limit</b>
(i)	SC	05 Years
(ii)	OBC	03 Years
(iii)	PwDs	UR - 10 Years, OBC - 13(10+03) Years, SC - 15(10+05) Years, etc.
(iv)	ESM	UR - 03 Years after deduction of the military service rendered from actual age as on the closing date. Similarly for OBC - 06(03+03) Years, SC - 08(03+05) Years
(v)	Departmental Applicants with 03 yrs continuous service in Central Government	UR - upto 40 years and SC - 45(40+05). This concession is subject to the conditions that the past service rendered in the department will be useful for efficient discharge of duties in the categories of posts

**Note.** Age relaxation for other eligible categories will be as per extant rules issued by the Govt. of India from time to time.

(b) **Crucial Date.** The Crucial date for determining the age limit and experience will be the **closing date for receipt of online applications**. Only matriculation / SSC / Birth certificate issued by concerned Education Board / Competent Authority will be considered as proof of Date of birth.

8. **Mode of Selection**

(a) **Scheme of Written Examination.** All eligible applicants will have to appear in the written examination for the post applied. The written exam would consist of objective type questions (bilingual in both English & Hindi (except for General English)) based on essential qualifications, as mentioned at para 5 above covering following aspects:-

<b>Part</b>	<b>Subject</b>	<b>Maximum Marks</b>
(i)	General Intelligence, Reasoning & Numerical Aptitude	25
(ii)	General English	15
(iii)	General Awareness	10
(iv)	Computer Proficiency	50

(b) **Indicative Syllabus for Examination.**

(i) **General Intelligence, Reasoning & Numerical Aptitude.** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problems solving, analysis, judgment, decision making, visual memory, discriminating observation, relation concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The question will be designed to test the ability of appropriate use of numbers and number sense of the applicant. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, percentage, profit & loss, Ratio and proportion, square roots, averages, interest, time & distance, time & work, height and distances, degree & radian measures, basic algebraic identities of school algebra and elementary surds, Bar diagram and pie chart & histogram.

(ii) **General English.** In addition to the testing of candidates understanding of English language, its vocabulary, grammar, sentence structure, synonymous, antonyms and its correct usage etc.

(iii) **General Awareness.** The test will include questions relating to India and its neighboring countries especially pertaining to sports, history, culture, geography, economics scene, general policy including Indian Constitution and scientific research etc. These questions will be such that they do not require special study of any discipline.

(iv) **Computer Proficiency.**

(aa) **For Data Entry Operator Grade 'A'.** Knowledge of developing IT tools and applications, business system module using data base packages. Problem solving skills using C language, programming through visual basic. Internet and web designing.

(ab) **For Data Entry Operator Grade 'B'.** Knowledge of developing a business system module using data base packages, problem solving skills using programming language, computer architecture, software development life cycle, data structure, data base management system, operating system, practical exposure to UNIX/LINUX and communication principal and computer networking. Object oriented programming, using C++/ Java, Computer graphics and multimedia application.

(c) **Date of Examination.** Exact date, time and venue of written examination will be communicated to the shortlisted applicants on registered e-mail IDs. Websites **www.bhartiseva.com** and **www.indiannavy.nic.in** may also be referred from time to time for any further instructions.

(d) **Provisional Appointment Letter.** The appointment of provisionally selected applicants will be strictly based on their relative merit position in written examination only subject to their Document verification, Medical Examination and other requirement as specified by the Government of India and Appointing Authority.

(e) **Document Verification.** All provisionally selected applicants are required to come for Document Verification. All documents pertaining to age, education, identity, address, category, caste validity certificate etc. required to produce in original at the time of Document Verification and will be scrutinized and verified prior to provisional appointment as per extant DOP&T policy. Date and venue for document verification will be intimated on their registered e-mail IDs.

9. **Opening and Closing date for online Application.**

Online registration of applications (Opening date).	From the third day of starting date of Notification publish in the Employment News.
Last date of registration (Closing date)	After 21 days of starting date of Notification publish in the Employment News (upto 2350 hrs).

**Illustration.** If the Advertisement is published in Employment News , 01 - 07 of Month-ABC 2017. Then the Opening date will be on 3<sup>rd</sup> of Month-ABC 2017 and Closing date will be 22<sup>nd</sup> of Month-ABC 2017(at 2350 hrs).

10. **Guidelines for filling Online Application.**

(a) Candidates are required to apply online using the website **www.bhartiseva.com**. Before filling online application form, applicants are advised to download online information guidelines containing instructions for filling up Online Application Form.

(b) The applicant must possess the required criteria and educational qualification as mentioned in the advertisement. Similarly, candidates who have passed from a recognized Board / Institution which has '**Grade Point**' system need to get their grade point converted into percentage of marks by appropriate authorities before applying.

(c) Before start of filling up of online applications, a candidate must have his/her photograph and signature duly scanned in **jpg** format in such a manner that the size of photograph/signature should be below 150 Kb and size of documents should be below 500 Kb.

(d) Applicants need not send copy of application form or any document to this office. However candidates are to take a printout of Application Form for his / her personal record. **REGISTRATION / APPLICATION FORM AND E-ADMIT CARD IS TO BE BROUGHT TO THE VENUE OF EXAMINATION ALONGWITH COPIES OF REQUISITE CERTIFICATES / TESTIMONIALS IN SUPPORT OF AGE, EDUCATIONAL QUALIFICATION DULY SELF ATTESTED, FAILING WHICH THE APPLICATION OF THE CANDIDATE WILL NOT BE CONSIDERED AS VALID.**

(e) If the candidates commit any mistake in filling the online application form, it cannot be corrected by this office. This office will take no responsibility of any kind for such forms.

(f) The applicants must ensure that while filling their application form, they are providing their valid and active e-mail IDs and mobile number as Indian Navy may use either mode of communication for contacting them at different stages of recruitment process. **No change in the e-mail ID will be allowed once entered.** Management will not be responsible for non receipt of email and loss of their e-mail ID password.

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(g) Candidates are requested to remember the password given by them during registration as it is important for further login.

(h) Candidates are strongly advised to apply online well in time without waiting for the last date for submission of online applications.

(i) Applicants should not submit multiple applications for same post. However, if due to any unavoidable circumstances, any applicant submits multiple applications then he / she must ensure that the application with higher registration number is complete in all respects, which is the only one to be considered.

(j) Please keep scanned copy (preferably JPEG/PDF format) of the following documents ready before proceeding to fill-up the online application:-

(i) Passport size color photograph with light background (preferably white) without any obstacle covering/obstructing the face and eyes. The size of photograph should be below 150 Kb.

(ii) Candidate's signature should be on a plain white paper with black ink. The signature should not be digitalized. It should be scanned copy of your own signature on paper with pen. The size of signature document should be below 150 Kb.

(iii) A copy of candidate's Caste Certificate, in case applying against a reserved post.

(iv) A copy of candidate's Birth Certificate/Matriculation certificate for Date of Birth.

(v) A copy of candidate's highest education qualification proof.

(vi) A copy of certificate duly indicating the proof of Ex-Servicemen issued by the Competent Authority.

(vii) A copy of certificate showing disability for PwDs, if applicable.

## 11. General Instructions/Conditions

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

(b) The applicant should ensure that he / she fulfils the eligibility and other norms mentioned in the advertisement. Particulars furnished in the application form should be correct in all respect. If any false or incorrect information furnished by the applicant is detected at any stage, his / her candidature will be cancelled without prejudice to take legal action against him / her.

(c) The eligibility with respect to age, educational qualification, experience etc will be determined as on the crucial date (i.e. closing date for online registration).

(d) No relaxation in age limit will be provided unless the category is filled appropriately at the relevant column in the online application form.

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(e) Applicants are also requested to check [www.bhartiseva.com](http://www.bhartiseva.com) & [www.indiannavy.nic.in](http://www.indiannavy.nic.in) websites regularly till completion of recruitment for updates / corrigendum and any further instructions.

(f) The SC/ST applicants should be in possession of a latest copy of caste certificate for claiming age / other relaxation and reservation and produce original certificate on demand.

(g) In case of OBCs, the applicant is required to produce, on demand, a caste certificate (valid for three financial years), specifying that the applicant does not belong to 'Creamy layer'. The certificate should be as per format contained in GOI. DOP&T OM 36036/2/2013-Estt.(Res) dated 30 May 2014 and 36033/1/2013-Estt(Res) dated 27 May 2013. The formats of the certificates are available on [www.bhartiseva.com](http://www.bhartiseva.com).

(h) Armed Forces personnel applying for the posts should upload an undertaking as per GOI / DOP&T OM 36034/2/91/Estt.(SCT) dated 03 Apr 1991 to avail age relaxation/reservation. The formats of the certificates are available on [www.bhartiseva.com](http://www.bhartiseva.com).

(i) In case, the applicants working in Central / State Govt etc. fails to produce the NOC when demanded, his / her candidature will not be considered.

(j) The Persons with disabilities, who want to avail benefit of reservation and age relaxation should be in possession of disability certificate issued by the Competent Authority in the prescribed format given at enclosure of GOI/ DOP&T OM 36035/1/2012-Estt.(Res) dated 29 Nov 2013. The formats of the certificates are available on [www.bhartiseva.com](http://www.bhartiseva.com).

(k) As per Ministry of Human Resource Development Notification No. F.6-1/ 2013-DL dated 10 Jun 2015 published in Gazette of India dated 25 Jul 2015, the qualification acquired by the individuals through open Universities/Distance Education Mode by the University established by an Act of Parliament or State Legislature, Institutions Deemed to be universities under Section 3 of University Grant Commission Act,1956 and Institution of National Importance declared under an Act of Parliament stands automatically recognized for the purpose of employment to posts and services under Central Government provided they have been approved by the University Grant Commission Act.

(l) The vacancies shown above are provisional and may vary the vacancies may be reduced/increased or even made nil without assigning any reason thereof. The recruitment process can be cancelled/ postponed/ suspended/terminated without any notice/assigning any reasons, at any stage.

(m) Applicants will have to make their own arrangement for lodging / boarding for written test. Applicants are advised not to bring any valuable/costly items to the recruitment test as safe keeping of the same cannot be assured. Indian Navy will not be responsible for any loss in this regard.

(n) The scores and ranking of applicants in the recruitment examination will be made public through portal in accordance with DOP&T OM dated 21 Jun 16.

(o) Various format of Certificates recommended applicable for direct recruitment are available at Naval Website [www.indiannavy.nic.in](http://www.indiannavy.nic.in) at Personnel > Civilian page.

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(p) Indian Navy has the right of cancelling the candidature of any applicant found indulging in any malpractice/Unfair means or hiding any material information, misrepresenting facts or canvassing for candidature. Mobiles and other electronic gadgets are banned within the premises of the examination centres. Possession of such equipment whether in use or in switch off mode, during the examination will be considered as use of unfair means. All such applicants will be liable to be debarred from this examination as well as future examinations. A criminal proceeding may also be initiated.

12. **Important Instructions to the candidates:-**

(a) Your candidature to the recruitment test is provisional subject to being found eligible in all respects.

(b) Without prejudice to criminal action/debarment from examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found having indulged in any of the following:-

- (i) In possession of Mobile Phones & accessories and other electronic gadgets within the premises of the examination centres, whether in use or in switched Off mode and on person or otherwise.
- (ii) Candidates are advised not to bring any valuable/costly items to the recruitment test as safe keeping of the same cannot be assured. The concerned Authority(Navy) will not be responsible for any loss in this regard.
- (iii) Involved in malpractices
- (iv) Using unfair means at examination centre
- (v) Obtaining support for his/her candidature by any means
- (vi) Impersonate/Procuring impersonation by any person
- (vii) Submitting fabricated documents or documents which have been tampered with
- (viii) Making statements which are incorrect or false or suppressing material information
- (ix) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- (x) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Recruitment Staff representatives
- (xi) Taking away the Question Paper/Answer Sheet from the examination hall or passing it on to unauthorized persons during the conduct of the examination.
- (xii) Intimidating or causing bodily harm to the staff employed for the conduct of examination
- (xiii) To be ineligible for the examination by not fulfilling the eligibility conditions mentioned in the advertisement.



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(xiv) Candidature can also be cancelled at any stage of the recruitment for any other ground which the Competent Authority considers to be sufficient cause for cancellation of candidature

(xv) You have to make your own arrangements for boarding and lodging etc for the Recruitment Test as per date, time and venue of examination.

(xvi) Companion, if any, would not be allowed to the venue or in its proximity. It is therefore, advised not to bring any companion.

(xvii) Candidates should check Admit card carefully and bring the discrepancies, if any to the notice of the Invigilator before the examination.

(xviii) You are directed to undertake the recruitment test at your own risk. i.e. after verifying that you fulfill the qualifications in the advertisement and admission to the test is purely provisional. In this regard a Declaration form is to be signed by the individual before appearing for the examination,

(xix) The candidate must note that the verification of eligible condition, i.e. age, educational qualification, etc with reference to original documents for only those candidates who qualify in the recruitment test will be carried out by the Competent Authority. Unless the candidature is formally confirmed by the Competent Authority, it continues to be 'Provisional'.

(xx) The decision of the Competent Authority in all matters relating to eligibility, acceptance or rejection of the candidature, penalty for false information, mode of selection, conduct of examination(s), selection and allotment of posts to selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

(xxi) If a candidate fails to attend on the date and time indicated for examination of the advertised post, his/her candidature will be treated as cancelled.

(xxii) Calling for completion of written examination/pre-recruitment formalities does not entitle any individual for appointment for the selected post. Candidature of any individual may be cancelled for the said post, if at any stage, it is found that the individual does not fulfill the eligibility criteria for the advertised post. The decision of the Competent Authority regarding issuing of appointment order to the individual for the selected post will be final.

### **CAUTION TO ALL CANDIDATES.**

13. **Beware of touts who may misguide with false promise of getting you selected for the job on illegal consideration. Selection is based purely on merit.** Candidates are advised not to fall prey to false assurance or exploitation and must not entertain or encourage unscrupulous elements in any way. It is emphasized that the written test and the selection process will be strictly on merit in a transparent manner.

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

**e-mail: admin@bhartiseva.com**

**Contact Number: 022-22751413**

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DVP / 10702 / 11 / 0274 / 1718