

NAVAL DOCKYARD, MUMBAI
RECRUITMENT OF BOATS CREWS

1. Admiral Superintendent, Naval Dockyard, Mumbai ND(MBI) invites applications from eligible Indian citizens to apply **ON-LINE** through ND(MBI) recruitment website www.godiwadabhartee.com for the post of Boats Crew – **LASCAR- I and FIREMAN** at **Naval Dockyard, Mumbai** .

(APPLICATIONS THROUGH ANY OTHER MODE WILL NOT BE ACCEPTED)

<u>Time Schedule</u>	<u>Date</u>
Opening date for On-line registration	0900 Hrs on 10 February 2015
Closing date for On-line registration	1700 Hrs upto 20 February 2015
Last date of printout application	1700 hrs upto 25 February 2015

BOATS CREW (Group 'C' Non-Gazetted, Non-Ministerial, Non-Industrial)
Pay Band 5200 - 20200 (PB-I) Grade Pay 1800/-

Post code No.	NAME OF THE TRADE/ POST	SC	ST	OBC	GEN	TOTAL	Horizontal Reservation			Categories of PwDs suitable for jobs
							<u>ExS</u>	<u>Sports person</u>	<u>PwD</u>	
1	Boats Crew LASCAR -I	32	20	50	105	207*	20	10	06	Hearing and Speech impaired person
2	Boats Crew FIREMAN	03	06	18	30	57*	06	03	02	
*Includes the vacancies for PwDs/Ex-Servicemans/Sportsperson										

[Abbreviations Used: - GEN–General, SC–Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class, ExS- Ex-servicemen], Horizontal reservations for Ex-servicemen, Sportspersons and Persons with disability (PwDs- with 40% and above relevant disability) are available.

(a) Category-wise number of vacancies mentioned above, are purely provisional and subject to variation without notice by the Admiral Superintendent, Naval Dockyard, Mumbai.

(b) Reservations for **SC/ST/OBC/PWD/Ex-Serviceman** /Sportsperson etc will be governed as per existing Govt. of India's rules in force.

2. **Eligibility Criteria**

- (a) A candidate must be citizen of India.
(b) Educational and other Qualification:

Sl No	Post Applied for	Essential Qualification
(a)	LASCAR -I	(i) 10 th Standard pass from a recognized Board/Institution. (ii) Should know swimming (iii) 03 Years Service on a ship / craft from a registered vessel.
(b)	FIREMAN	

Note:

(i) Candidates are requested to fill up only one application for both the posts. The candidate has to indicate the preference for the post. The candidate would be considered as per the preference and in order of merit, however the allotment of the posts would be on the extent of availability of the vacancy for that particular post.

3. Job Profile :

(a) Lascar-I responsible for following:-

- (i) To maintain the deck including chipping /painting of deck side of yard craft
- (iii) Handle the rope work, anchor work, throwing of lines, splices etc. of the craft during exploitation of craft for movement at sea, in harbor and in voyages.
- (iii) Watch keeping of Yard Craft in all three shifts duties on rotation basis.
- (iv) Any other duties as and when assigned by the officials of yard craft.

(b) Fireman is responsible for following:-

- (i) Clean and maintain the engine room and all associated compartments onboard the yard craft and the bilges.
- (ii) Chipping /painting of Engine Room of all compartments of yard craft.
- (iii) Maintenance and operation of both Fixed and Portable Fire Fighting system onboard craft including Damage Control.
- (iv) Watch keeping of all engineering equipment fitted onboard.
- (v) Undertake first line maintenance of all equipments and system onboard.
- (vi) Assist the engine room in-charge for smooth functioning of the yard craft.
- (vii) Any other duties as and when assigned by the officials of yard craft.

4. Age Criteria / Relaxations Candidate should be between 18 and 35 Years unless provided relaxation, subject to submission of certificates as per Govt of India rules which are as under:-

(a) **Government Servants** The upper age limit is relaxable upto 40 years in accordance with instructions or orders issued by Central Government from time to time. The age limit is further relaxable by 5 years in the case of SC/ST and 03 years for persons belonging to Other Backward Classes (OBC) in respect of the post reserved for them. A candidate claiming to belong to the category of 'Central Government Servant' and thus seeking age relaxation under this category would have a certificate , **before applying online** on the office letter head , from his / her employer, to the effect that he / she is a regular appointed Central Government Servant and not on casual / adopted / daily basis / hourly paid / contract basis employee. These persons should also furnish a No Objection Certificate (NOC) from their employer, during verification of documents / as and when asked for.

(b) **SC/ST Category** - The upper age limit is relaxable by 05 years against vacancies reserved for them.

(c) **OBC (Non Creamy Layer) Category.** The upper age limit is relaxable by 03 years against vacancies reserved for them.

(d) **PWD/PH Candidates.** The upper age is relaxable by 10 years (Total 15 years for SCs/STs and 13 years for OBCs in respect of vacancies reserved for them. Candidates falls under the PwDs categories suitable for the job needs only apply.

(e) **Ex-serviceman –** The upper age limit in case of Ex-Servicemen shall be relaxed by the extent of service rendered in defence forces (Army, Navy, & Air Force) increased by three years, subject to the condition that on the closing date of receipt of application (i) the continuous service rendered in the Armed forces by an ex-serviceman is not less than six months after attestation and (ii) that the resultant age after deducting his period of service from his actual age does not exceed the prescribed age limit by more than 03 years. Ex-serviceman who have already joined the Govt Service on civil side after availing of other benefits given to them as Ex-serviceman for further employment **cannot claim ex-serviceman status** for the purpose of this recruitment and such person will be deemed to be civil employee.

(f) **Departmental Candidates.** The age relaxation available for departmental candidates with **three** years of continuous service, shall be up to 40 yrs of age. (45 years for SCs/STs). This concession is subject to the condition that the Direct Recruitment posts are in the same line or allied cadre and a relationship could be established that past service rendered in the department will be useful for efficient discharge of duties in the other categories of posts. (These persons should furnish a NOC from their employer, during verification of documents / as and when asked for).

(g) **Sportspersons.** The upper age limit can be relaxed up to a maximum of 05 years (10 years for SC/ST communities and 08 years for OBC in respect of post reserved for them) may be allowed to meritorious Sportsmen/sportswomen in the field of games/sports recognized by the government for such purpose, provided they satisfy all other condition prescribed by the government from time to time.

Note: The age limit will be calculated as on the closing date for submission of online recruitment applications on the web site. Only matriculation / SSC certificates issued by the concerned education board will be considered as proof of date of birth. Candidates who wish to be considered against vacancies reserved / or seek age relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by the appointing authority.

5. **Mode of Selection.**

(a) **Scrutiny.** Mere possession of qualification(s) does not confer the right for issue of call letter to the applicants for participation in the recruitment process. Applications received will be scrutinized for checking the eligibility.

(b) **Written Examination and Syllabus.** Eligible candidates in each post would be sent call letters for appearing in a common written examination consisting of 100 objective type questions prepared, based on 10th standard syllabus comprising of General Science, Maths, General Knowledge, Reasoning etc. The question paper will be provided in English and Hindi language only. The date, time, and venue of the written examination will be fixed by Naval Dockyard and will be intimated to the eligible candidates in due course. Request for change of date/ venue of the examination will not be entertained in any circumstances. Call letters will be issued on the email ID registered with Naval Dockyard, Mumbai via website www.godiwadabhartee.com or post.

(c) **Physical Efficiency Test.** Candidates in accordance with performance in the written examination will be called separately via website www.godiwadabharte.com / email or post for PET/swimming test (approximately 396 candidates i.e. with 50% reserved to fill up all vacancies against absenteeism, disqualification in Swimming/PET. This test is compulsory for all candidates on the day of its conduct. Any temporary disability or any other cause shall not be a reason to seek exemption or postponement for appearing in PET/swimming test. The details of the PET/swimming are as under:-

Sl No	Activities	Description
(a)	Swimming	50 meters without any floating aid.
(b)	Running	800 meters in 06 minute

Note:-

(i) The above standards are applicable for all categories of candidates including Ex-serviceman.

(ii) The responsibility/liability of any injury or causality during the test rests with the candidates attending the PET/Swimming test and the administration is not responsible / liable in any case.

(iii) Candidates may note that mere qualifying in written examination / PET / swimming test does not entitle them for appointment in the Naval Dockyard.

(d) **Medical Examination and Verification of documents.** Candidate has to be in the merit of written examination and also must qualify PET / swimming test. Provisionally selected candidates would be called for final verification of documents and medical examination.

(e) **Provisional Selection of Candidate.** A final merit list will be drawn on completion of Medical examination and successful verification of documents. Candidates found fit would be provisionally selected and intimated through website www.godiwadabharte.com / email or post along with **attestation forms and other documents required, if any.**

(f) **Appointment Letter.** The appointment of provisionally selected candidates will be strictly based on the final merit list drawn after successful completion of Documents verification, Medical Examination and other requirement as specified by the Central Government and **Appointing authority.**

6. Rejection of application.

Candidates are requested to read all instructions carefully and thoroughly before applying on line. Correct filing of details in the online application is the sole responsibility of the candidates and ASD (MBI) would not be responsible for any false / incorrect details filled up by the individual. The application may be rejected on any of the following reasons/ grounds without giving any reasons / notice:-

- (a) Incomplete / incorrectly filled application
- (b) Not possessing prescribed qualification for the post on the date of application.
- (c) Multiple applications submitted for the same post.
- (d) Any other irregularities which are considered invalid by Naval Dockyard Mumbai
- (e) Details not matching with uploaded forms on website.

7. Guidelines for Filling Online Application.

- (a) Eligible applicants are required to apply only through 'On-line application Format' available on ND(MBI) recruitment website www.godiwadabhartee.com .
- (b) **No application through any other mode will be accepted.**
- (c) Before registering/submitted applications on the website the candidates should possess the following:-
- (i) **Valid e-Mail ID.** All correspondence to the candidates would be communicated through **the valid e-mail ID entered in the online application form and the same should remain active until the recruitment process is completed.** No change in the e-mail ID will be allowed once entered. **Intimation about date, time and venue for written examination, PET/Swimming ,document verification and medicals will be intimated to the eligible candidates by issuing a Call letter/Admit card through e-mail/ on website www.godiwadabhartee.com or post. Candidates are requested to check their e-mail regularly till completion of recruitment.**
- (ii) **Photograph.** Scanned / digital copy of their latest passport size color photograph and signature (**.jpg or .jpeg file only, each less than 50 kb size**) for uploading with application at indicated place/location. The photograph should be clear and without headgear /goggles etc.
- (iii) **Documents.** Scanned/digital copy of their following documents (**.jpg or .jpeg file only, each less than 250 kb size**) for uploading with application at indicated place/location.
- (aa) Mark sheet / Result of 10th / High School (Front and back for clarity of grade)
- (ab) Reserved Category Certificate with current validity / creamy layer wherever applicable as per format issued by Govt of India.
- (ac) PH or PWD(Person With Disability) Certificate .
- (ad) Experience certificate as per proforma
- (d) After successful applying online, candidates who fulfill all eligibility criteria are to download the registration/application form generated by the system with unique registration number. **THE SAME IS TO BE RETAINED FOR ALL FUTURE CORRESPONDENCE / REFERENCE.**
- (e) **ONE COPY OF REGISTRATION / APPLICATION FORM AND ADMIT CARD IS TO BE BROUGHT TO THE VENUE OF EXAMINATION ALONGWITH FOLLOWING CERTIFICATES / TESTIMONIALS IN SUPPORT OF AGE, EDUCATION QUALIFICATION, TECHNICAL QUALIFICATION DULY ATTESTED BY ANY GAZETTED OFFICER :-**
- (i) Proof of Identity issued by any Govt agency or recognized school/college.
- (ii) Marks sheet and certificate of High School/Matriculation /Equivalent issued by respective board towards proof of Date of Birth
- (iii) Mark sheet / Result of 10th / High School
- (iv) Reserved Category Certificate with current validity wherever applicable
- (v) PH or PWD(Person With Disability) Certificate
- (vi) Ex-serviceman / sportsperson / any other certificate.
- (vii) NOC for departmental / Government Servant candidates.
- (viii) Other persons availing age relaxations are to produce certificate in prescribed profoma specified by the Government.

(e) ATTESTED COPIES OF AFORESAID DOCUMENTS ARE REQUIRED TO BE SUBMITTED AT THE WRITTEN EXAMINATION VENUE FOR VERIFICATION AND RECORD FAILING WHICH HIS/HER CANDIDATURE WILL NOT BE CONSIDERED.

8. General Instructions

(a) The Admiral Superintendent , Naval Dockyard Mumbai reserves the right to :-

(i) Cancel or modify this notification without assigning any reason thereof.

(ii) The vacancies upto the date of declaration of the final result will be considered at the discretion of Admiral Superintendent, ND(MBI).The vacancies are subject to variation and the **Admiral Superintendent has the right to cancel the advertisement/recruitment at any stage due to administrative reasons.**

(b) Before applying for the post, the candidate should ensure that he/she fulfills all the eligibility criteria and other norms mentioned in the advertisement. The certificates/documents submitted by the candidates shall be verified in original during the course of pre or post recruitment process. Furnishing of wrong/false information will be a disqualification and render the candidates liable for rejection of his/her candidature and ASD(MBI) will not be held responsible for any consequences of furnishing of such wrong/false information/rejection of candidature. The responsibility of filing the applications and furnishing all details correctly is the sole responsibility of the candidate.

(c) The written exam / PET/Swimming test will be conducted at **Mumbai** only. Candidature of the candidates at all stages will be **purely provisional**.

(d) Candidates are liable to serve in Naval Dockyard, Mumbai or any Naval Unit within Western Naval Command as per discretion of appointing authority and the decision of the Appointing Authority is final and binding.

(e) Candidature of any candidate is liable to be rejected at any stage of recruitment process or post recruitment, if any information provided by the candidate is found to be false or is not in conformity with eligibility criteria mentioned in the advertisement.

(f) The candidates who have applied for selective posts **in the order of preference** will be considered for any of the trades from their basic feeder trade to the extent of availability of vacancies.

(g) All queries / issues regarding application submission etc. are to be addressed to Naval Dockyard (Mumbai) only through e-mail: info@godiwadabhartee.com

(h) Communication address in the application forms will be treated as final and all letters / correspondence would be mailed on the same address if required.

(j) Candidates are advised to fill the application form at the first available opportunity to avoid the last minute rush. High speed internet may help to submit the application forms speedily. ASD(MBI) is not responsible for any technical failure.

(k) No interim enquiries/correspondence/communication of any sort will be entertained on the matter and or after the selection procedure. The information shall be provided to the short listed candidates for written test/PET/Swimming test etc by e-mail/post. The offer letter of selected candidates shall be sent through post in addition to e-mail.

(l) Canvassing in any form and/or bringing any influence, political or otherwise will be treated as disqualification for the post applied for.

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