

# Coast Guard Headquarters

**National Stadium Complex  
New Delhi-110001**

**1.** Coast Guard Organisation invites applications from eligible candidates for filling up the post of **MTS (Peon)** by Direct Recruitment in Coast Guard Headquarters, New Delhi:-

**Last date of receipt of application: 30 days** from the date of publication of advertisement in Employment News.

**I (a) Name of Post:** Multi Tasking Staff (Peon/ Daftry/ Gestetner Operator), General Central Service, Group 'C', Non-Gazetted, Non-Ministerial in Level-1 Rs. 18000-56900/- in the Pay Matrix.

**(b) No. and Place of Posting :** 05\* (03 UR, 01 OBC & 01 SC) New Delhi.

**(c) Eligibility:**

(i) Matriculation or equivalent pass.

(ii) Two years experience as Office Attendant.

**(d) Age Limit:** 18 to 27 years. (Relaxable for Government Servants, SC, ST & OBC candidates as per Government instructions issued from time to time).

**II (a) Name of Post:** Unskilled Labourer, General Central Service, Group 'C', Non-Gazetted, Non-Ministerial in Level-1 Rs. 18000-56900/- In the Pay Matrix.

**(b) No. and place of posting :** 01\* (UR), New Delhi.

**(c) Eligibility:**

(i) Matriculation pass or its equivalent from recognized Boards or ITI from recognized Institutes.

(ii) Three years experience in the trade.

**(d) Age Limit:** 18 to 27 years. (Relaxable for Government Servants, SC, ST & OBC

Institutes.

(ii) Three years experience in the trade.

**(d) Age Limit:** 18 to 27 years. (Relaxable for Government Servants, SC, ST & OBC candidates as per Government instructions issued from time to time).

\* The number of vacancies are subject to variation.

**2. Written Test.** Short listed candidates will undergo a written test on the basis of educational qualifications prescribed for the post. The syllabus for written examination consists of General Knowledge, Arithmetic, General English, Mental Ability and experience related to the post.

**3. How to Apply.** The application should be filled, either in English or Hindi in the proforma available on Indian Coast Guard website at [www.indiancoastguard.nic.in](http://www.indiancoastguard.nic.in) accompanied by one passport size photograph alongwith the copies of the self attested documents pertaining to **Educational Qualifications, Experience, Caste Certificate etc.** should be sent by **ordinary post only** at the following address **within 30 days** from the date of publication of the advertisement in the Employment News. The incomplete application or without Experience Certificates/ Educational Qualification Certificates will be summarily rejected.

---

**The Director General/ {For  
SCSO(CP)},  
Coast Guard Headquarters,  
Directorate of Personnel,  
Room No. 20, National  
Stadium Complex,**

**Near Patiala House Court,  
Purana Quila Road, New Delhi  
-110 001  
davp 10119/11/0013/1819**

**EN 14/13**