



Recruitment of Boat Crew Personnel in Indian Navy-2018
of Eastern Naval Command and Andaman & Nicobar Command – 02/2018

1. Indian Navy invites applications from eligible applicants to apply as per the pro-forma (Annexure-I) given below for the posts of Boat Crew Personnel classified as Group 'B' & Group 'C'- Civilian (Non-Gazetted, Non-Ministerial, Non-Industrial) at ND(V), NCB(K), NOIC(WB), NCB(CHN), NOIC(TN), VIRBAHU under Eastern Naval Command and KARDIP, JARAWA, NSRY(PB), CoY(PB) under Andaman & Nicobar Command. Selected applicants normally will have to serve in any of the units under administrative control of Eastern Naval Command, Visakhapatnam and Andaman & Nicobar Command, Port Blair combined together. However, they can be posted anywhere in India, in Naval Units / formations as per administrative requirement.

Sl. No	Name of post (Classification with Pay Scale as per 7 th CPC – Level in the Pay Matrix)	Distribution of vacancies*				Total	Horizontal Reservation		
		UR	SC	ST	OBC		PwBDs @	ESM	Meritorious Sportsperson
(i)	Master Grade-I, Group-B (NG), Level-6 (Rs.35400-112400)	2	1	-	2	5	Nil	01	Nil
(ii)	Master Grade-II [erstwhile Master Grade-II & Mate], Group-C (NG), Level-5 (Rs.29200-92300)	5	-	1	-	6	Nil	Nil	01
(iii)	Syrang of Lascar [erstwhile Syrang of Lascar & Sukhani], Group-C (NG), Level-4 (Rs.25500-81100)	2	2	-	2	6	Nil	01	01
(iv)	Lascar-I [erstwhile Lascar 1 st Class & Lascar (OD)], Group-C (NG), Level-1(Rs.18000-56900)	22	8	5	11	46	03 (HH Only)	05	02
(v)	Senior Engine Driver [erstwhile Senior Engine Driver (Steam/Motor) & Engine Driver I Class (Steam/Motor)], Group-B (NG) Level-6 (Rs.35400-112400)	4	-	1	1	6	Nil	Nil	Nil
(vi)	Engine Driver II Class (Steam/Motor), Group-C(NG), Level-5 (29200-92300)	-	1	1	-	2	Nil	01	Nil
(vii)	Engine Driver [erstwhile Syrang (ER) (Steam/Motor) & Engine Driver III] Group-C (NG) Level-4 (Rs.25500-81100)	10	2	-	2	14	Nil	02	Nil
(viii)	Greaser Group-C (NG), Level-1 (Rs.18000-56900)	5	-	-	1	6	Nil	Nil	Nil
(ix)	Fireman [erstwhile Fireman & Asst. Fireman] Group-C (NG), Level-1 (Rs.18000-56900)	5	1	1	2	9	01 (HH Only)	Nil	01

* Subject to variation of vacancies.

@Suitability for PwBDs: As per the posts identified by Ministry of Social Justice & Empowerment. PwBD applicants may apply only for posts accordingly.

SI No	Post	Categories of disabled suitable for the Job	Physical Requirement
a)	Lascar-I	HH	S,ST,W,BN,MF,SE,C
b)	Fireman	HH	S,ST,W,BN,MF,SE,C

Note: Applicants, must be in possession of disability certificate issued by the Competent Authority prior to applying, in the format given in GoI/DoP&T OMs 36035/1/2012-Estt. (Res) dated 29 Nov 2013 and 36035/02/2017-Estt. (res) dated 15 Jan 2018.

2. Abbreviations: **NG**-Non Gazetted, **OD**-Ordinary, **ER**-Engine Room, **UR**-Unreserved, **SC**-Scheduled Caste, **ST**-Scheduled Tribes, **OBC**- Other Backward Class, **ESM**- Ex-Servicemen, **PwBDs**-Persons with Benchmark Disabilities, **HH**-Hearing Impaired, **S**-Sitting, **ST**-Standing, **W**-Walking, **BN**- Bending, **MF**- Manipulation with Fingers, **SE**-Seeing and **C**-Communication

Units: **ND(V)**- Naval Dockyard (Visakhapatnam), **NCB(K)**- Naval Coast Battery (Kolkata), **NOIC(WB)**- Naval Officer-in-Charge (West Bengal), **NCB(CHN)**- Naval Coast Battery (Chennai), **NOIC(TN)**- Naval Officer-in-Charge (Tamil Nadu), **NSRY(PB)**- Naval Ship Repair Yard (Port Blair), **CoY(PB)**- Commander of Yard (Port Blair)

3. Reservation: Reservation for SC/ST/OBC/PwBDs/ESM/Meritorious Sportsman categories is available as per extant Government Orders. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs, PwBDs, ESM & Meritorious Sportsman applicants which will thus comprise of SC, ST, OBC, PwBDs, ESM & Meritorious Sportsman 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. Reservation for PwBDs (Annexure-III), ESM (Annexure-V) & Meritorious Sportsman (Annexure-IV) 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 applicants selected against the PwBDs, ESM & Meritorious Sportsman quota have to be placed in the appropriate category of UR/SC/ST/OBC as the case may be.

4. Essential/Desirable Qualifications:

SNo.	Posts	Age	Essential/Desirable Qualifications
(i)	Master Grade-I, Group-B (NG), Level-6 (Rs.35400-112400)	Between 18-42 Years	Essential: a) Matriculation or equivalent from a recognized Board or Institution. b) Certificate of Master 1 st Class I.S.V. c) At least two years' experience of independently handling of a vessel of not less than 30 nominal horse power.
(ii)	Master Grade-II [erstwhile Master Grade-II & Mate], Group-C (NG), Level-5 (Rs.29200-92300)	Between 18-42 Years	Essential: a) Matriculation or equivalent from a recognized Board or Institution. b) Certificate of Master 2nd Class I.S.V. c) At least 2 years' experience of independently handling a craft of 20 horse power.
(iii)	Syrang of Lascar [erstwhile Syrang of Lascar & Sukhani], Group-C (NG), Level-4 (Rs.25500-81100)	Between 18-37 Years	Essential: a) Matriculation or equivalent from a recognized Board or Institution. b) Two years' service/experience as a Sukhani of a vessel of not less 20 horse power. c) Knowledge of Storm and distress signals, charts and compass. Desirable: Certificate of Syrang I.S.V.
(iv)	Lascar-I [erstwhile Lascar 1 st Class & Lascar (OD)], Group-C (NG),	Between 18-37 Years	Essential: a) Matriculation or equivalent from a recognized Board or Institution. b) Must know swimming

	Level-1(Rs.18000-56900)		Desirable: One year's service on a Ship/craft
(v)	Senior Engine Driver [erstwhile Senior Engine Driver (Steam/Motor) & Engine Driver I Class (Steam/Motor)], Group-B (NG) Level-6 (Rs.35400-112400)	Between 18-37 Years	Essential: a) Matriculation or equivalent from a recognized Board or Institution. b) Certificate of Competency as 1st Class Engine Driver. c) Not less than 2 years' service on a vessel of not less than 225 B.H.P. as Incharge.
(vi)	Engine Driver II Class (Steam/Motor), Group-C(NG), Level-5 (Rs.29200-92300)	Between 18-37 Years	Essential: a) Matriculation or equivalent from a recognized Board or Institution. b) Certificate of Competency as Engine Driver 2nd Class. c) Two years' service as a Syrang/Tindal on a vessel of over 400 B.H.P.
(vii)	Engine Driver [erstwhile Syrang (ER) (Steam/Motor) & Engine Driver III] Group-C (NG) Level-4 (Rs.25500-81100)	Between 18-37 Years	Essential: a) Matriculation or equivalent from a recognized Board or Institution. b) Must have permit from Mercantile Marine Department for Class III Driver. c) 2 years' experience as Crew Engine Room.
(viii)	Greaser Group-C (NG), Level-1 (Rs.18000-56900)	Between 18-37 Years	Essential: a) Matriculation or equivalent from a recognized Board or Institution. b) 3 years' service in a Sea going vessel. Desirable: a) Certificate of having completed pre-sea training course.
(ix)	Fireman [erstwhile Fireman & Asst. Fireman] Group-C (NG), Level-1 (Rs.18000-56900)	Between 18-37 Years	Essential: a) Matriculation or equivalent from a recognized Board or Institution. b) Must know swimming Desirable: a) Certificate of having completed pre-sea training course/ one years' service in a workshop/Engine Room/Boiler Room.

Note: The qualification(s) regarding experience is/are relaxable at the discretion of Competent Authority in the case of applicants belonging to the Scheduled Caste/Schedule Tribes, if at any stage of selection the Competent Authority is of the opinion that sufficient number of applicants from these communities possessing the requisite experience are not likely to be available, to fill up the vacancies reserved for them.

5. Nature of Duties in Brief: Most of the jobs mentioned above are skilled in nature which requires technique, endurance, physical and mental alertness while working at sea in various weather conditions such as Sun, Heat and Rain etc. Frequently handle tools/equipments of light and heavy weights. Job includes work in poorly lit compartments under adverse conditions of humidity, fumes, glare, dust, heat, greasy/oily substances, noise, steam and vibration. Require to perform watch-keeping duties while on voyage. Indicative duties & responsibilities of the all Posts will normally be related to the nature of post, however any other work can be assigned by superior authority.

6. Age relaxation and Crucial Date:

(a) Age relaxation

S. No	Category	Age relaxation permissible beyond the upper age limit
(i)	SC/ST	05 years.
(ii)	OBC	03 years.
(iii)	PwBDs	UR-10 Years, OBC-13 Years, SC/ST-15 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/ST-08 (03+05) years.
(v)	Meritorious	Based on the orders issued vide Govt. of India's OM

	Sportsperson	No.14034/01/2013-Estt. (D) dated 03.10.2013 which is available on www.indiannavy.nic.in/ content/naval-dockyard-visakhapatnam .
(vi)	Departmental Applicants with 03 Yrs continuous service in Central Government	UR -upto 40 years and SC/ST-45 (40+5) years. 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 Departmental Candidates (Annexure-VI), persons domiciled in J&K state etc. will be as per extent rules issued by the Govt. of India time to time.

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

7. Mode of Selection:

(a) Short listing 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 department to call all applicants for the written examination, Indian Navy at their discretion may restrict the number of eligible applicants whose applications are received within the closing date, by shortlisting as per merit in the ratio **1:25** to the number of vacancies in each category based on the marks obtained in the minimum requisite educational qualification for this recruitment/post i.e. matriculation from a recognized Board/Institutions. Merely fulfilling the basic selection criteria does not automatically entitle a person/applicant to be called for the written test.

(b) Date of Examination: Exact date, time and venue of written examination and physical endurance test & swimming test will be communicated to the shortlisted applicants by registered post and also on their e-mail IDs. Website www.indiannavy.nic.in/content/naval-dockyard-visakhapatnam may also be referred from time to time for any further instructions/amendments. It is intimated that the written examination and physical endurance test & swimming test would be conducted in Visakhapatnam & Port Blair only.

(c) Scheme of Written Examination: All shortlisted/eligible applicants will have to appear for the written examination consisting of objective type questions based on the Essential/Desirable qualifications, as mentioned at Para 5 above i.e. matriculation level and the question paper will be provided in English language only covering aspects as below:-

Part	Subject	Maximum Marks
(i)	General Intelligence and Reasoning	20
(ii)	Numerical Aptitude	20
(iii)	General English	20
(iv)	General Knowledge	20
(v)	General Awareness in relevant trade/field	20

(d) Syllabus for Examination:

(i) General Intelligence/Awareness and Reasoning: 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 test will also include question design to test the applicants abilities to deal with abstract ideas and symbols and their relationship, arithmetical combinations and other analytical functions.

(ii) Numerical Aptitudes: This paper will include question on problems relating to number systems. Computations of whole number, decimal and fractions and relationship between numbers, fundamental arithmetical operations, percentages, ratio and proportion, averages, interests, profit and loss, discount, time and distance, ratio and time, time and work etc.,

(iii) English Language: In addition to the testing of applicants understanding of English language, its vocabulary, grammar, sentence structure, synonymous, antonyms and its correct usage etc. His/her writing ability would also be tested.

(iv) General Awareness: The test will also 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.

(v) General Awareness in relevant trade/field: The test will include questions relating to Trade/Post, as per the essential/desirable qualification specified at Para 4, above.

(e) Physical Endurance Test & Swimming Test: Applicants qualified in the written examination in order of merit will be shortlisted in a ratio of 1:10 to the number of vacancies in each category based on

marks obtained in written examination to appear for Physical Endurance Test & Swimming Test. Physical Endurance Test & Swimming test is mandatorily applicable for all categories including PwBD and Ex-Serviceman.

(i) The standards of the Physical Endurance Test & Swimming Test are given as follows;

Sl.No	Description	Details
(a)	Running	800 meters in 07 minutes
(b)	Swimming Test	50 meters followed by 02:30 minutes floating and 05 meters jump

(ii) Responsibility of any accident/causality occurring during the course of physical endurance test & swimming test rests with the applicants and the administration will not be responsible / liable for the same.

(iii) Applicants may note that mere qualifying in the written examination and physical endurance test & swimming test does not entitle them for appointment for the posts. The selection would be based on the position secured in written examination, however qualifying in the physical endurance test & swimming test is mandatory.

(iv) The Applicants who have qualified for written test, physical endurance test & swimming test would be shortlisted for preparing provisional merit list which would be based on the performance in written examination.

(f) **Provisional Appointment letter:** The appointment of provisionally selected applicants will be strictly based on their relative merit position in the written examination only, subject to clearing physical endurance test & swimming test, Document Verification, Medical Examination and other requirement as specified by the Government of Indian and Appointing Authority.

(g) **Document Verification:** All provisionally selected applicants are required to come personally for Document Verification. All documents pertaining to age, education, identity, address, category, caste validity certificate etc., are required to be produced 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 and on website www.indiannavy.nic.in/content/naval-dockyard-visakhapatnam.

(h) **Recruitment Rules:** Recruitment shall be conducted for all the posts as per RRs 53/1981 and 54/1981, and merger of posts vide MoD Lr.CP(P)8416/VI CPC/ YARDCRAFT/US(MP)/D(N-II)/2010 dated 02 May 2011.

8. Opening and Closing date for Application:

Applications are invited from the eligible candidates by Registered Post only as per Annexure-I, so as to reach **within 45 days from the date of issue of this publication**. The last date for receipt of applications from candidates residing at Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti district and Pangi Sub-Division of Chamba district of Himachal Pradesh, Lakshadweep, Andaman & Nicobar Islands is **seven days thereafter**. The application received after the closing date will be summarily rejected.

9. 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 (Annexure-I), 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 “ _____ ” and CATEGORY “ _____ ” (i.e.SC/ST/OBC/PwBDs/ESM/Meritorious Sports person)** and sent by Registered post only to **The Admiral Superintendent {for Manager Personnel}, Naval Dockyard, Visakhapatnam – 530014** along with the following:-

- Two additional Passport size photographs (self-attested on the reverse side and full name written) for Admit Card.
- Original certificates should not be sent, only self-attested copies of certificates of relevant educational qualifications and higher qualification, if any.
- Separate application forms are to be submitted for each post.
- Applicants who are in Government Service need to apply through proper channel.
- Self-attested copy of proof of date of birth (10th certificate or Birth certificate).
- The SC/ST applicants should also enclose latest copy of caste certificate duly attested for claiming age/other relaxation and produce original certificate on demand (**Annexure-VII**).

- g) In case of OBCs, the applicant should enclose a latest copy of 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 Gol, DoP&T OM.36036/2/2013-Estt (Res) dated 30 May 2014 and 36033/1/2013-Estt(Res.) dated 27 May 2013 (**Annexure-II**) and produce original on demand.
- h) The Persons with Benchmark Disabilities, who want to avail benefit of reservation and age relaxation should enclose a latest copy disability certificate issued by the Competent Authority in the prescribed format given at enclosure of Gol/DoP&T OMs 36035/1/2012-Estt. (Res) dated 29 Nov 2013 and 36035/02/2017-Estt. (res) dated 15 Jan 2018 (**Annexure-III**) and produce original on demand.
- i) Self-attested copy of certificate showing of meritorious sportsperson issued by the competent authority in accordance with Government of India's OM.14034/01/2013-Estt(D) dated 03 Oct 2013 (**Annexure-IV**) and produce original on demand.
- j) The Government Servants are to enclose self-attested copy of "No Objection Certificate" from the Employer with the application and produce original on demand. In case, the applicants fail to produce the "No Objection Certificate" when demanded, his /her candidature will not be considered (**Annexure-VI**).
- k) Armed Forces personnel applying for the posts should submit an undertaking as per Gol/DoP&T OM.36034/2/91/Estt.(SCT) dated 03 Apr 1991 to avail age relaxation/reservation (**Annexure-V**).
- l) A copy of certificate duly indicating the proof of Ex-Servicemen issued by the Competent Authority with the application and produce original on demand.
- m) A copy of candidate's testimonial in support of candidate's experience/proficiency in case the candidate is applying against a post requiring experience/proficiency.
- n) The format of relevant certificates is available at naval Website www.indiannavy.nic.in at Personnel>Civilian page.
- o) Applications not received in the prescribed format and with insufficient details/certificates etc., will be summarily rejected and no correspondence will be entertained in this regard.
- p) **Note:** - Candidates who have passed from a recognized Board / Institution, which has 'Grade Point' system to convert grades into the percentage of marks scored in 10th standard by appropriate authorities before applying.

10. General Instructions/Conditions

- (a) Only Indian Nationals should apply for the above posts.
- (b) The applicant should ensure that he/she fulfills the eligibility and other norms mentioned in the advertisement. Particulars furnished in the application form should be correct in all respect. In case of any false or incorrect information furnished by the applicant if 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.
- (d) No relaxation in age limit will be provided unless the category is filled appropriately at the relevant column in the application form.
- (e) Applicants are also requested to check www.indiannavy.nic.in/content/naval-dockyard-visakhapatnam website regularly till completion of recruitment for updates/corrigendum and any further instructions.
- (f) 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 2005, 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 service under Central Government provided they have been approved by the University Gant Commission Act.
- (g) 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.**
- (h) 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 2016. If in case an applicant does not want his/her marks to be made public, the options of opting out have to be exercised by applicants at the time of filling up the application. Non-opting of any options will be deemed as acceptance for publication of results.
- (i) 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 further examinations. A criminal proceeding may also be initiated.

- (j) Unemployed SC/ST candidates are entitled for 2nd class rail fare or ordinary Bus fare for shortest route as per Govt. rules and the same will be reimbursed at the venue of the examination on submission of appropriate tickets along with certificate of un-employment(issued by Gazetted Officer)

11. Important Instructions to the applicants:

- (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 applicants 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) Involved in malpractices.
 - (iii) Using unfair means at examination centre.
 - (iv) Obtaining support for his/her candidature by any means.
 - (v) Impersonate / procuring impersonation by any person.
 - (vi) Submitting fabricated documents or documents which have been tampered with.
 - (vii) Making statements which are incorrect or false or suppressing material information.
 - (viii) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
 - (ix) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Recruitment Staff representatives.
 - (x) Taking away the Answer Sheet with him/her from the examination hall or passing it on to unauthorized persons during the conduct of the examination.
 - (xi) Intimidating or causing bodily harm to the staff employed for the conduct of examination.
 - (xii) Applicant will be ineligible for the examination by not fulfilling the eligibility conditions mentioned in the advertisement.
 - (xiii) 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.
- (c) You have to make your own arrangement for lodging/boarding etc. for the Recruitment Test as per date, time and venue of examination. 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.
- (d) Companion, if any, would not be allowed to the venue or in its proximity. It is therefore, advised not to bring any companion.
- (e) Applicants should check Admit Card carefully and bring at the discrepancies, if any, to the notice of the Invigilator before the examination.
- (f) 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.
- (g) The applicant must note that the verification of eligible condition i.e. age, educational qualification, etc., with reference to original documents for only those applicants who qualify in the recruitment test will be carried out by the Competent Authority. Unless the candidature is formally confirmed by the Competent Authority, his appointment to the post continues to be "Provisional".
- (h) 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 examinant (s), selection and allotment of posts to selected applicants will be final and binding on the applicants and no enquiry/correspondence will be entertained in this regard.
- (i) If an applicant fails to attend on the date and time indicated for examination of the advertised post, his/her candidature will be treated as cancelled.
- (j) Calling for completion of written examination/interview/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/HQ ENC regarding issuing of appointment order to the individual for the selected post will be final.

CAUTION TO ALL APPLICANTS

12. 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. Applicants are advised not to fall prey to false assurance or exploitation and must 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: encasdagmhr-navy@nic.in

Contact Number: 0891-2816175

11 ARE YOU PHYSICALLY CHALLENGED Under HH category YES/NO If yes, HH %

12 QUALIFICATIONS:

(A) ACADEMIC QUALIFICATIONS.

Name of the Exam/Course	Year of Passing	Total Marks obtained	Percentage of Marks		Name of the Institute
			With language	Without language	

(B) TECHNICAL QUALIFICATIONS:

Trade	Year of Passing	Marks obtained	Percentage	Name of the Institute

(C) ESSENTIAL/DESIRABLE QUALIFICATION:

Mercantile Marine Department certificate or equivalent / Swimming Certificate, if any	Year of Passing	Certificate number and date	Name of the Institute/MMD & Place

(D) EXPERIENCE AS _____

Name of the Firm/Vessel issued the certificate	FROM (dd/mm/yyyy)	TO (dd/mm/yyyy)

13 RESULTS PUBLICATION: Willingness to display of Marks in the Public Domain post Examination / Selection process: YES / NO

Note: If option is not exercised by the candidate, by default option will be treated as "Yes".

14 IN CASE OF RETIRED DEFENCE SERVICE PERSONNEL, THE FOLLOWING DETAILS MAY ALSO BE FURNISHED.

(a)	Personnel number, Rank			
(b)	Ex-Service	Army / Navy / Air Force		
(c)	Date of enrolment			
(d)	Date of Retirement/Discharge			
(e)	Reasons for release/discharge			
(f)	Medical Category			
(g)	Award or Decoration			
(h)	Present profession/employment			
(i)	Languages known	Read	Write	Speak
	(a) Indian			
	(b) Foreign			
(j)	Character as assessed by the Military			

	authorities	
(k)	Extra-Curricular activities	
	(a) Sports	
	(b) Literary	
	(c) Cultural/Art	
(l)	Details of pay/pension/gratuity	
	(a) Last basic pay drawn	
	(b) Total emoluments	
	(c) Details of Pension/Gratuity	
(m)	Zilla Sainik Board / Employment Exchange (Registration No.)	

15 Are you a Govt. Employee? Yes/No. (If Yes, Please furnish details)

Name & Address of the Organization	Central/ State/ PSU	Name of the Post Held & Pay Scale	From	To	Nature of duties

16 LIST OF ENCLOSURES

Sl. No	TITLE OF DOCUMENT	DATE OF ISSUE (dd/mm/yyyy)

17. (i) I hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect or incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected. I shall be bound by the decision of the Competent Authority.

(ii) I have informed my Head Office/Department in writing that I am applying for the post and obtained No Objection Certificate (wherever applicable).

Date

Signature of the applicant

Place:

COUNTERSIGNED BY THE ZILLA SAINIK BOARD
(IN CASE OF EX-SERVICE PERSONNEL)

(Format of Certificate to be produced by Other Backward Classes (OBC) applying for appointment to posts under the Government of India)

This is to certify that Shri / Smt / Kumari _____, son / daughter of _____, of village / town _____, in District / Division _____ in the State / Union Territory _____ belongs to the _____ community which is recognized as a Backward Class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No _____, dated _____ * Shri / Smt / Kum _____ and / or his / her family ordinarily reside(s) in the _____ District / Division _____ of _____ State / Union Territory. This is also to certify that he / she does not belong to the persons / sections (Creamy Layer) motioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training, O.M.No 36012/22/93-Estt.(SCT), dated 8.9.1993**.

District Magistrate / Deputy Commissioner etc.,

Date:

Seal

The authorities competent to issue caste certificate are indicated below:

1. District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of first Class Stipendiary Magistrate).
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate
3. Revenue Officer not below the rank of Tehsildar; and

* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** As amended from time to time

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Name and Address of the Institute / Hospital:

Certificate No. _____

Date: _____

DISABILITY CERTIFICATE

Recent Photograph of
the candidate showing
the disability duly
attested by the
Chairperson of the
Medical Board

This is certified that Shri / Smt / Kum _____

Son / wife / daughter of Shri _____ age _____ sex _____

identification mark(s) _____

is suffering from permanent disability of the following category:-

(A) Locomotor or cerebral palsy:

- | | | |
|-------|--|--|
| (i) | BL-Both legs affected but not arms. | |
| (ii) | BA-Both Arms affected | (a) Impaired reach
(b) Weakness of grip |
| (iii) | BLA-Both Legs and Both Arms affected | |
| (iv) | OL-One leg affected (Right or Left) | (a) Impaired reach
(b) Weakness of grip
(c) Ataxic |
| (v) | OA-One Arm affected | (a) impaired reach
(b) Weakness of grip
(c) Ataxic |
| (vi) | BH-Stiff back and hips (cannot sit or stoop) | |
| (vii) | MW-Muscular weakness and limited physical endurance. | |

(B) Blindness or Low Vision

- (i) B-Blind
- (ii) PB-Partially blind

(C) Hearing impairment:

- (i) D-Deaf
- (ii) PD- Partially Deaf

(Delete the category, which is not applicable)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of _____ years _____ months*.

3. Percentage of disability in his / her case is _____ percent.

4. Shri / Smt / Kum _____ meets the following physical requirements for discharge of his / her duties:-

- | | | |
|--------|--|----------|
| (i) | F-can perform work by manipulating with fingers. | Yes / No |
| (ii) | PP-can perform work by pulling and pushing. | Yes / No |
| (iii) | L-can perform work by lifting | Yes / No |
| (iv) | KC-can perform work by kneeling and crouching. | Yes / No |
| (v) | B-can perform work by bending. | Yes / No |
| (vi) | S-can perform work by sitting. | Yes / No |
| (vii) | ST-can perform work by standing | Yes / No |
| (viii) | W-can perform work by walking | Yes / No |
| (ix) | SE-can perform work by seeing | Yes / No |
| (x) | H-can perform work by hearing/speaking | Yes / No |
| (xi) | RW-can perform work by reading/writing. | Yes / No |

(Dr _____)
Member
Medical Board

(Dr _____)
Member
Medical Board

(Dr _____)
Chairperson
Medical Board

Countersigned by the Medical Superintendent/
CMO/Head of the Hospital (with seal)

* Strike out which is not applicable

FORM 1

[For representing India in an International Competition
in one of the recognized Games/Sports]

NATIONAL FEDERATION/NATIONAL ASSOCIATION
OF

**Certificate to meritorious sportsman for employment to
Groups 'C' and 'D' services under the Central Government**

Certified that Shri/Smt/Kumari, son/wife/daughter of
Shri....., resident of(complete address) represented the country in the
game/event ofin.....Competition/Tournament held atfrom
.....to.....

The position obtained by the individual/team in the above-said Competition/Tournament
was.....

The Certificate is being given on the basis of record available in the Office of National Federation /National
Association of.....

Place.....
Date.....

Signature.....
Name.....
Designation.....
Name of the Federation/National
Association.....
Address.....
Seal.....

Note.—This Certificate will be valid only when signed personally by the Secretary, National Federation/National
Association.

FORM 2

[For representing a State in India in National Competition
in one of the recognized Games/Sports]

STATE ASSOCIATION OFIN THE
GAME OF.....

**Certificate to a meritorious sportsman for employment to
Groups 'C' and 'D' Services under the Central Government**

Certified that Shri/Smt/Kumari, son/wife/daughter
of Shri....., resident of(complete address) represented the
State of in the game/event of in the National Competition/Tournament held
at..... from..... to.....

The position obtained by the individual/team in the above-said Competition/Tournament
was.....

The Certificate is being given on the basis of record available in the office of the State Association
of.....

Place.....
Date.....

Signature.....
Name.....
Designation.....
Name of the State.....
Association.....
Address.....
Seal.....

NOTE:-This Certificate will be valid only when signed personally by the Secretary of the State Association.

FORM 3

[For representing a University in the inter-University Competition in one of the recognized Games/Sports]

UNIVERSITY OF.....

Certificate to a meritorious sportsman for employment to Groups 'C' and 'D' Services under the Central Government

Certified that Shri/Smt/Kumari, son/wife/daughter of Shri....., resident of student of..... represented the University of in the game/event of in Inter-University Competition/Tournament held at.....from.....to.....

The position obtained by the individual/team in the above-said Competition/Tournament was.....

The certificate is being given on the basis of records available in the Office of Dean of Sports or Officer in overall charge of sports in the University of.....

Place.....
Date.....

Signature.....
Name.....
Designation.....
Name of University.....
Address.....
Seal.....

NOTE:-This Certificate will be valid only when signed personally by Dean/Director or other Officer in overall charge of sports in the University.

FORM 4

[For representing a State School Team in the National Games for School in one of the recognized Games/Sports]

**DIRECTORATE OF PUBLIC INSTRUCTIONS/EDUCATION
OF THE STATE OF
Certificate to a meritorious sportsman for employment to Groups 'C' and 'D' Services under the Central Government**

Certified that Shri/Kumari, son/daughter of Shri....., resident of..... (complete address) student of represented theState School Team in the game/event of in the National Games for Schools held at from to.....

The position obtained by the individual/team in the above-said Competition/Tournament was.....

The Certificate is being given on the basis of records available in the Office of Directorate of Public Instructions/Education of

Place.....
Date.....

Signature.....
Name.....
Designation.....
Address.....
Seal.....

NOTE:-This Certificate will be valid only when signed personally by the Director of Additional/Joint of Deputy Director in overall charge of sports/games for schools in the Directorate of public instructions/Education of the State.

FORM 5

[For the awardees in physical Efficiency performances conducted
by the Ministry of Education and Social Welfare]

**GOVERNMENT OF INDIA/MINISTRY OF EDUCATION AND
SOCIAL WELFARE**

**Certificate to a meritorious sportsman for employment to
Groups 'C' and 'D' Posts/ Services under the Central Government**

Certified that Shri/Kumari son/daughter of Shri,
resident of(complete address) represented the
..... school Team in the game/event of in
the National Competition held at from to

The Certificate is being given on the basis of records available in the Ministry of Education and Social
Welfare.

Place.....
Date.....

Signature.....
Name.....
Designation.....
Address.....
Seal.....

NOTE:-This Certificate will be valid only when signed personally by the Secretary or other Officer in overall charge of
physical Efficiency in the Ministry of Education and Social Welfare.

(Undertaking to be given by serving Armed Force personnel who are due to be released within one year)

It is certified that Ser. No. _____ Rank _____

Name _____ whose date of birth is _____

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.,) by availing of the concession of reservation of vacancies admissible to Ex-servicemen.

I further submit the following information:

- (a) Date of appointment in Armed Forces _____
- (b) Date of discharge _____
- (c) Length of service in Armed Forces _____
- (d) My last Unit/Corps _____

Signature and name of candidate

Place:

Date :

**(Format of certificate to be submitted by Government Employees
Seeking age relaxation)**

(To be filled by the Head of the Office or Department in which the candidate is working)

It is certified that Shri/Smt/Kum. _____
is a Central Government Civilian Employee holding the post of _____
of basic pay of Rs. _____ in the Level of Pay Matrix ____ Cell ____ with 03
years regular/continuous service in the grade as _____.

2. There is no objection to his appearing for the post of _____ and
Document verification for the said recruitment.

Signature _____

Name _____

Telephone No. _____

Office Seal _____

Place _____

Date _____

(*Please delete the words which are not applicable)

**(Format of the certificate to be produced by Scheduled Castes and Schedule Tribes
Candidates applying for appointment to posts under Government of India)**

FORM OF CASTE CERTIFICATE

This is to certify that Shri/Smt/Kum_____ son/daughter* of _____ of Village/Town* _____ in District/Division* _____ of the State/Union Territory* _____ belongs to the _____ Caste/Tribe* which is recognized as a Scheduled Caste / Scheduled Tribe* under:

The Constitution (Scheduled Caste) Order, 1950.

*The Constitution (Scheduled Tribes) Order 1950.

*The Constitution (Scheduled Castes) Union Territories order 1951.

*The Constitution (Scheduled Tribes) Union Territories Order 1951.

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Re-organization Act, 1960, the Punjab Re-organization Act, 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Area (Re-organization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976,]

*The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956;

*The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act) 1976;

*The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;

*The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;

*The Constitution (Pondicherry) Scheduled Castes Order, 1964;

*The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967;

*The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968;

*The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968;

*The Constitution (Nagaland) Scheduled Tribes Order, 1970;

*The Constitution (Sikkim) Scheduled Castes Order, 1978;

*The Constitution (Sikkim) Scheduled Tribes Order, 1978;

*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989;

*The Constitution (SC) Orders (Amendment) Act, 1990;

*The Constitution (ST) Orders (Amendment) Ordinance, 1991;

*The Constitution (ST) Orders (Second Amendment) Act, 1991;

*The Constitution (ST) Order (Amendment) Ordinance, 1996;

2. This certificate is issued on the basis of the Scheduled Caste / Scheduled Tribes Certificate issued to Shri/Smt/Kum* _____ Father/Mother* _____ of Shri/Smt/Kum* _____ of village/town* _____ in the District/ Division* _____ of the State/Union Territory* _____ who belong to the _____ Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory issued by the _____, dated _____.

3. Shri/Smt/Kum* _____ and/or* his/her* family ordinarily reside(s) in village/town* _____ of _____ District/Division* of the State/Union Territory* of _____.

Signature _____

Designation _____

(with seal of office)

State/Union Territory of _____

Place _____

Date _____

* Please delete the words which are not applicable

** Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

Note: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

List of authorities empowered to issue Caste/Tribe Certificates:

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commission/ Additional Deputy Commissioner/Dy. Collector/1st Class Stipendiary Magistrate / Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and / or his family normally resides.