

**Government of India  
Ministry of Defence**



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

**AT HEADQUARTERS SOUTHERN NAVAL COMMAND, KOCHI**

1. Indian Navy invites applications for the below mentioned posts classified as **Group 'B' 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

Sl. No	Name of post	Level in Pay Matrix	Distribution of vacancies *			Total
			UR	SC	ST	
(a)	Chargeman (Ammunition Workshop) (Erstwhile Chargeman I & II)	Level 6 of Pay Matrix {35400-112400} Gp 'B' 'Non Gazetted'	5	1	1	7
(b)	Chargeman (ICE Fitter) (Erstwhile Chargeman I & II)		1	-	-	1
(c)	Library and Information Assistant		2	-	-	2

\* Subject to variation of vacancies

§ Suitability for PwDs – As per posts identified by Ministry of Social Justice & Empowerment. PwDs candidates may apply for the specific posts accordingly.

Post	Categories of Disabled suitable for the Job	Physical Requirement
Chargeman (ICE Fitter)	OA, OL, HH, LV	SE, ST, BN, RW, S, MF, W, L, C
Lib & Info Asst	OA, OL, HH	SE, ST, RW, S, KC, L, H, C

**Abbreviations used.** **UR**-Unreserved, **SC**-Scheduled Caste, **ST**-Scheduled Tribe, **HH**-Hearing Impaired, **S**-Sitting, **ST**-Standing, **W**-Walking, **BN**-Bending, **KC**-Kneeling & Crouching, **RW**-Reading & Writing, **MF**-Manipulation with Fingers, **PP**-Pulling & Pushing, **SE**-Seeing, **C**-Communication, **H**-Hearing, **OA**-One Arm, **OL**-One Leg, **B**-Blind, **LV**-Low Vision and **L**-Lifting.

2. **Reservation.** Reservation for SC/ST categories is available as per extant Government Orders. The reserved vacancies will be filled up separately from amongst the eligible SCs & STs, candidates which will thus comprise of SC & ST 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.

3. **Qualification & Age.****(a) CHARGEMAN(AMMUNITION WORKSHOP)(ERSTWHILE CM I & II) SRO 78/2008****(i) Essential.**

Bachelor of Science degree with Physics or Chemistry or Mathematics from a recognized University or Institution,

**OR**

A Diploma in Engineering in the appropriate discipline from a recognized University or Board #

**Note:** # - Diploma in Engineering in the Fields of Mechanical, Electrical, Electronics or Telecommunication or allied fields under these disciplines as recognized by AICTE.

**(ii) Age:**

Between 18 and 25 years

**(b) CHARGEMAN (ICE Fitter)(ERSTWHILE CM I & II)- SRO 08/2007****(i) Essential.**

Bachelor of Science degree with Physics or Chemistry or Mathematics from a recognized University or Institution,

**OR**

A Diploma in Engineering in the appropriate discipline from a recognized University or Board.

**(ii) Age:**

Between 18 and 25 years

**(c) LIBRARY AND INFORMATION ASSISTANT - SRO 17/2016****(i) Essential.**

(aa) Bachelors Degree in Library Science or Library and Information Science of a recognised University or Institute.

(ab) Two years professional experience in a Library under the Central or State Government or Autonomous or Statutory Organisation or Public Sector Undertaking or University or Recognised Research or Educational Institution.

**(ii) Desirable.**

Diploma in Computer Application from a recognised University or Institute.

**Note 1:** Qualifications are relaxable at the discretion of the competent authority for reasons to be recorded in writing in the case of candidates otherwise well qualified.

**Note 2:** The qualifications regarding experience is relaxable at the discretion of the competent 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 Competent Authority is of the opinion that the sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the posts reserved for them.

(iii) **Age :**

Between 18 and 30 years

4. **Relaxation and Crucial date**

(a) **Age Relaxation**

Sl. No	Category	Age Relaxation permissible beyond the upper age limit#
(i)	SC/ST	05 Years
(ii)	Government Servant (with 03 years continuous service)	<b>05 years.</b> (for posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of post)

#Other relaxations as per extant Government Orders.

(b) **Crucial date.** The crucial date for determining the age limit will be the closing date for receipt of Application from candidates i.e. **28 days** from the last date of publication of advertisement in Employment News. The additional period for the submission of Application for candidates from regions mentioned at Para-6 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.

5. **Mode of Selection.**

(a) **Written Examination.** All the eligible candidates will be called for the Written Test.

(b) **Scheme of Written Examination.** All eligible candidates will be assessed for suitability by a Written Examination. The question papers of written test (objective type-Multiple choice question) will be bilingual (English/Hindi).

(c) **Syllabus**

(i) **Chargeman (Ammunition Workshop) & Chargeman (ICE Fitter)** -Written Examination will consist of 100 Objective type questions based on Syllabus for Degree in Science(Physics/ Chemistry/Maths) or Diploma in Engineering/ Basic Management/Supervisory Skills/General Knowledge/ General English (At Matric Level).

(ii) **Library Information Assistant.**- Written Examination will consist of 100 objective type questions based on the following :

“Library Management, Library classification Theory, Library cataloguing Theory, Information Services and Technology, Computer and Communication Skills”.

(d) **Date of Examination.** The examination will be held during **Oct/Nov 17**. Exact date, time and venue of examination will be communicated on the Admit card. Indian Naval website [www.indiannavy.nic.in](http://www.indiannavy.nic.in) may also be referred from time to time for any further instructions.

(e) **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 requirement as specified, by the Government of India and Appointing Authority.

6. **Last Date of 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 Island and Lakshdweep will be **35 days from the last date of publication of advertisement in Employment News.**

7. **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, affixed with latest passport size colour photograph duly self attested. The envelop must be clearly superscribed on the top as **APPLICATION FOR THE POST OF “\_\_\_\_\_”, and CATEGORY “\_\_\_\_\_” (i.e.SC/ST/UR)** and sent by Registered/Speed Post only to **The Flag Officer Commanding-in-Chief, (for Civilian Recruitment Cell), Headquarters Southern Naval Command, Kochi- 682 004** along with the following :-

- (a) Two additional Passport size photographs for Admit Card and Exit card ,self-attested on the reverse side and full name written.
- (b) Self attested copies of 10<sup>th</sup> class mark sheet and relevant/higher educational qualifications.
- (c) Self attested copy of proof of date of birth (10<sup>th</sup> certificate or Birth Certificate)
- (d) The SC/ST candidates should also enclose latest copy of caste certificate duly self attested for claiming age/other relaxation and produce original certificate on demand.
- (e) The Govt. Servants are to enclose self attested copy of “No Objection Certificate” from the Employer with the application and produce original on demand.
- (f) Self attested certificates of Ex-servicemen duly indicating the proof of ex-servicemen issued by competent authority for claiming age relaxation. Armed Forces personnel applying for the posts should enclose an undertaking as per GOI / DOP&T OM 36034/2/91/Estt.(SCT) dated 03<sup>rd</sup> Apr 1991 to avail age relaxation.

- (g) A self-addressed envelope of size 23 x13 cm with postage stamp of Rs.45/- affixed .
- (h) Candidates applying for more than one post should submit separate application for each post.

8. **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](http://www.indiannavy.nic.in) 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 recognised for the purpose of employment to posts and services under Central Government provided they have been approved by the University Grant Commission Act.

9. **Instruction to Candidates.** Application received after 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, experience, disability 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 by applicant in any and/or bringing in any influence, political or otherwise will entail disqualification.
- (j) In case the candidate 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) The scores and ranking of candidates in the recruitment examination will be made public through portal in accordance with DOP&T OM dated 21 Jun 16. The option of opting out have to be exercised by candidate at the time of filling up the application.
- (p) Duration of the written test may be for one day. Candidates are required to make their own arrangements for lodging/boarding during the test.
10. **CAUTION TO ALL CANDIDATES:** 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/trade test and the selection process will be on merit only in a transparent manner.

**FOR ANY CLARIFICATION /ASSISTANCE, CANDIDATE MAY WRITE TO US IN**

**e-mail: [sncrto@navy.gov.in](mailto:sncrto@navy.gov.in)**

**Phone No: 0484-2872248**

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9. Religion: .....

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

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

11. Experience (attach certificate):

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

12. 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.

(c)\* I have no objection to my scores and ranking in the recruitment examination in being made public through portal in accordance with DoP&T OM dated 21 Jun 16.

\*{Strike if not applicable}

Place:

Date:

(Signature of the candidate)

**Enclosures:-**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

DAVP/10702/11 / 0187/1718