

RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY-2016
AT HEADQUARTERS GOA NAVAL AREA, VASCO-DA-GAMA, GOA

1. Indian Navy invites applications for the below mentioned posts **classified as Group 'C', Non-Gazetted** from the eligible candidates to apply online through website www.gnarecruitment.com for the following posts (Application in other forms of mailing will not be accepted). Selected candidates normally will have to serve in the units under administrative control of Headquarters, Goa Naval Area, however they can be posted anywhere in India, in Naval units/ formations in case of any Administrative requirement:-

(a) Multi Tasking Staff(MTS)

S.No	Name of Post (erstwhile)	Scale of Pay	Distribution of vacancies*					Horizontal Reservation [§]
			UR	SC	ST	OBC	Total	
(i) Multi Tasking Staff(Ministerial)								
(aa)	Safaiwala	Rs.5200-20200 with Grade Pay of Rs. 1800/- (PB-1)	06	02	02	03	13	01 for ESM, 01 for VH, 01 for HH & 01 for OH
(ab)	Watchman		06	02	-	02	10	01 for ESM & 02 for HH
(ii) Multi Tasking Staff(Non-Industrial)								
(aa)	Mali	Rs.5200-20200 with Grade Pay of Rs. 1800/- (PB-1)	01	-	-	-	01	01 for OH
(ab)	Dhobi		01	-	-	-	01	
(ac)	Ward Sahayika (for females only)		03	-	-	-	03	
(ad)	Medical Attendant (for females only)		01	-	-	-	01	

(b) Tradesman Skilled(Industrial)

S.No	Name of Post	Scale of Pay	Distribution of vacancies*					Horizontal Reservation
			UR	SC	ST	OBC	Total	
(i)	Tailor	Rs. 5200-20200 with Grade Pay of Rs. 1900/- (PB-1)	02	-	-	-	02	01 for OH & 01 for HH
(ii)	Blacksmith		01	-	-	-	01	01 for HH
(iii)	ICE Fitter Crane		02	-	-	-	02	

(c) Other Posts

S.No	Name of Post	Scale of Pay	Distribution of vacancies*					Horizontal Reservation \$
			UR	SC	ST	OBC	Total	
(i)	Telephone Operator (Non-Industrial)	Rs. 5200-20200 with Grade Pay of Rs.2000/- (PB-1)	02	-	-	01	03	01 for ESM & 01 for OH
(ii)	Fire Engine Driver-II (now FED) (Non-Industrial)		03	01	-	02	06	01 for ESM
(iii)	Motor Transport Electrician Grade-II	Rs. 5200-20200 with Grade Pay of Rs. 1900/- (PB-1)	02	-	-	-	02	01 for OH & 01 for HH
(iv)	Boot Maker (Industrial)	Rs.5200-20200 with Grade Pay of Rs. 1800/- (PB-1)	-	01	-	-	01	
(v)	Tradesman Mate {erstwhile-MTS (Industrial)}		18	01	01	-	20	02 for ESM, 04 for VH, 03 for HH & 03 for OH
(vi)	Lascar (OD) (now Lascar-I)		03	-	-	01	04	01 for ESM & 01 for HH

* Subject to variation of vacancies

\$ Includes 23 backlog PwDs vacancies

#Suitability for PwDs (as per Ministry of Social Justice & Empowerment)

(a) MTS- OA, OL, OAL, BL, B, LV, HH

(b) Tradesman Skilled-OH,HH

(c) Telephone Operator -OA, OL, OAL, BL, B, LV

(d) Fire Engine Driver- HH

(e) MT Electrician Grade-II(Auto)-OH,HH

(f) Boot Maker-OL,BL,HH

(g) Tradesman Mate- VH,HH,OH

(h) Lascar-OD-HH

2. **Abbreviations used:** - **Gen**-General, **UR**-Unreserved, **SC**-Scheduled Caste, **ST**-Scheduled Tribes, **OBC**-Other Backward Class, **ESM** - Ex-Servicemen **PwDs**-Persons with Disabilities, **VH**-Visually Handicapped, **OH**-Orthopedically handicapped, **HH**-Hearing Handicapped and **MTS**- Multi Tasking Staff.

3. **Reservation.** -*Reservation for SC/ST/OBC/ESM/PwDs categories is available as per extant Government Orders.

4. **Qualification & Age:-**

(a) **For Multi Tasking Staff(Ministerial)-** Safaiwala/Watchman

(i) **Essential Qualification-** Matriculation Pass or equivalent from a recognized Board/Institution.

(ii) **Age:-** Between 18 and 27 years(Relaxable for Govt. Servants upto 40 Years)

(b) **For Multi Tasking Staff(Non-Industrial)-** Mali/Dhobi/Ward Sahayika /Medical Attendant

- (i) **Essential Qualification**
 - (aa) Matriculation Pass or equivalent from a recognized Board/Institution.
 - (ab) Proficiency in relevant trade
 - (ii) **Age:-** Between 18 and 25 years(Relaxable for Govt. Servants upto 40 Years)
- (c) **For Tradesman Skilled – Tailor/Blacksmith/ICE Crane Fitter**
- (i) **Essential Qualification**
 - (aa) Matriculation or equivalent from a recognised Institute or Board with knowledge of English.
 - (ab) Should have completed Apprenticeship Training in the trade. OR
 - (ac) Mechanic or equivalent with two years regular service in the appropriate Technical Branch of the Army, Navy and Air Force.
- Note:** Qualification are relaxable at the discretion of the Appointing Authority in the case of candidates otherwise well qualified.
- (ii) **Age:-** Between 18 and 25 years (Relaxable for Govt. Servants upto 35 Years) (Relaxable to apprentices to the extent of the period for which the apprentice had undergone training).
- (d) **For Telephone Operator**
- (i) **Essential Qualification**
 - (aa) Matriculation or its equivalent with English as a compulsory subject.
 - (ab) Proficiency in handling of PBX Board.
 - (ii) **Desirable Qualification:-** Fluency in spoken English
 - (iii) **Age:** Should be between 18 to 25 (Relaxable for Govt. Servants upto 35 Years)
- (e) **For Fire Engine Driver-II (now FED)**
- (i) **Essential Qualification-**
 - (aa) Matriculation Pass or equivalent from a recognized Board.
 - (ab) Must have at least three year experience of driving Heavy Vehicles and be in possession of valid driving license.
 - (ac) Must be physically fit and capable of performing strenuous duties and must have passed the test as specified below at (ii) & (iii)

(ii) Physical Fitness/Standards

- (aa) Height (without shoes)- 165 Cms provided that a concession of 2.5 Cms in height shall be allowed for members of the Scheduled Tribes.
- (ab) Chest (Un-expanded) - 81.5 Cms
- (ac) Chest (on expansion) - 85 Cms
- (ad) Weight - 50 Kgs (Minimum)

(iii) Endurance Test

- (aa) Carrying a man (fireman lift) of 63.5 Kgs to a distance of 183 meters within 96 seconds.
- (ab) Clearing 2.7 meters wide ditch landing on both feet (Long Jump)
- (ac) Climbing 3 meters vertical rope using hands and feet.

(iv) Desirable Qualification-

- (aa) Should be familiar with maintenance and operation of various types of fire appliances.
- (ab) Experience of having worked on a regular civil or Defence Fire Brigade as Fireman Grade-I or Senior Fireman.
- (ac) Should have passed the general firefighting course of Defence Institute of Fire Research, Ministry of Defence, New Delhi or Sub- Officers course from the National Fire Service College, Nagpur or any other similar recognized course.

(v) Age: Should be between 18 to 30 years (Relaxable for Govt. Servants upto 35 Years)

(f) For Motor Transport Electrician Grade-II**(i) Essential Qualification**

- (aa) Matriculation Pass or equivalent from a recognized Board.
- (ab) 02 years experience as electrician in an Automobile Workshop

(ii) Age: Should be between 18 to 30 (Relaxable for Govt. Servants upto 35 Years).

(g) For Boot Maker

(i) Essential Qualification

(aa) Matriculation Pass or equivalent from a recognized Board

(ab) Certificate from a recognized Industrial Training Institute or equivalent in the appropriate/akin field or trade

OR

Candidate should have held the rank of Seamen-I or equivalent with 03 years' service in the appropriate technical branch of the Army, Navy or Air Force

(ii) Age: Should be between 18 to 25 (Relaxable for Govt. Servants upto 35 Years)

(h) For Tradesman Mate(erstwhile MTS-Industrial)**(i) Essential Qualification**

(aa) 10th Standard pass from a recognized Board/Institution

(ii) Age: Should be between 18 to 25(Relaxable for Govt. Servants upto 35 Years)

(i) For Lascar OD (now Lascar-I)**(i) Essential Qualification**

(aa) Matriculation Pass or equivalent from a recognized Board

(ab) Must know swimming

(ii) Desirable Qualification

(aa) One year service on a ship/craft

(iii) Age: Should be between 18 to 35 (No relaxation for Govt. servant)

Note: The qualification(s) regarding experience is/are relaxable at the discretion of competent authority in the case of candidates belonging to the Scheduled Caste/Scheduled Tribes if, at any stage of selection the Competent Authority is of the opinion that sufficient numbers of candidates 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.** Generic duties and responsibilities of the various categories is appended below:-

(a) Multi Tasking Staff (Ministerial): -

(i) Physical maintenance of records of section.

(ii) General cleanliness & upkeep of the Section/Unit.

(iii) Carrying of files and other papers within the building.

- (iv) Photocopying, sending of FAX etc.
- (v) Other non-clerical work in the Sections/Unit.
- (vi) Assisting routine office work like diary, dispatch etc. including on computer.
- (vii) Delivering of Dak (inside & outside the Section/Unit)
- (viii) Watch & ward duties.
- (ix) Opening and closing of rooms
- (x) Cleaning of rooms
- (xi) Dusting of furniture etc
- (xii) Cleaning of building, fixture etc.
- (xiii) Jobs related to proficiency of the post
- (xiii) Any other work assigned by superior authority

(b) Other Posts:-Mainly related to respective trade/field and for ICE Fitter Crane must know driving of Cranes.

Note. The above list of duties is only illustrative and not exhaustive. Section/Department of the Indian Navy may add to the list duties of similar nature, ordinarily performed by officials at this level.

6. **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)	PwDs (PH)	UR -10 Years, OBC -13(10+03) Years, SC/ST-15(10+05) Years
(iv)	Govt. Servants	With three years continuous service in Central Government UR- up to 35 or 40 years(40 or 45 years for SC/ST, 38 or 43 years for OBC)
(v)	Ex-serviceman	03 years after deduction of defence services rendered from the actual age on crucial date. (UR -3 years, SC/ST-3+5 = 8 years, OBC – 3+3 = 6 years)
(vi)	Sports Person	5 years (UR-5 years, SC/ST – 5 + 5 = 10 years, OBC – 5 + 3 = 8 years)

Note. Age relaxation for meritorious sportspersons, ex-servicemen etc. will be as per Central Govt Rules. Applicants claiming Age relaxation will have produce requisite self-attested certificate, as and when demanded.

(b) **Crucial date.** The crucial date for determining the age limit, will be the closing date for receipt of Online Applications from candidates i.e **21 days** from the last date of publication of advertisement in Employment News. Only Matriculation/SSC/Birth Certificate issued by concerned education board/Competent Authority will be considered as proof of Date of Birth.

7. **Mode of selection.**

(a) **Shortlisting of Applications.**- Where the number of application received is too large in proportion to the vacancies and it is not convenient or possible for the Dept. to call all the candidates for the written test, Dept. at their discretion, may restrict the number of candidates to a reasonable limit, based on the marks obtained in the qualifying examination i.e Matriculation.

(b) **Scheme of Written Examination.**- The question papers of written test (objective type- Multiple choice question) will be as per the standard of essential educational qualifications(Degree/Matriculation level as per para 4, above) and bilingual in both English & Hindi (except for General English) covering aspects as below:-

Part	Subject	Question	Maximum Marks
(i)	General Intelligence and Reasoning	25	25
(ii)	General English	25	25
(iii)	Numerical Aptitude	25	25
(iv)	General Awareness	25	25

(c) **Syllabus for Examination :**

(i) **General Intelligence:-** 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 candidate abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

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

(iii) **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.

(iv) **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.

(d) **Date of Examination.** The tentative date of examination will be **17 Oct/ 28 Oct 16.** Exact date, time and venue of examination will be communicated on the Admit card. Indian Naval website www.indiannavy.nic.in may also be referred from time to time for any further instructions.

(e) **Scheme for Physical/Swimming Test**

(i) **For Fire Engine Driver.**- Will be intimated to candidates separately. Strictly as per standards mentioned at para 4(e),above.

(ii) **For Lascar-I.**- Swimming test will be conducted, which will be qualifying in nature.

(f) **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.

Note: - Visually handicapped (**VH**) candidates with visual disabilities of 40% and above and cerebral palsy candidates can avail the assistance of Scribe in the written examination subject to such request of scribe being made in the Application form. Further, they will be allowed **compensatory time** in the examination, as applicable, in accordance with extant regulations.

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

Online registration of applications (Opening date)	On the third day of publication in Employment News
Last date of registration (Closing date)	21 days after publication in Employment News (at 1700 hrs)

9. **Guidelines for filling Online Application**

(a) Candidates are required to apply online using the website **www.gnarecruitment.com**. The link for submitting online application form will be available in Civilian Personnel Section of the above mentioned website and the same will open after third day from the date of issue of advertisement in the Employment News and it will remain open for **21 days** thereon. Before filling online application form, applicants are advised to download **Information Guidelines** containing detailed instructions for filling up online application form.

(b) The applicant must possess the required criteria and educational qualification as mentioned in the advertisement.

(c) Before start filling up of Online Application, a candidate must have his/her photograph and signature duly scanned in **jpg** format in such a manner that the size of photograph should be maximum 35 KB & minimum 20KB and the size of signature should be maximum 30 KB and minimum 15 KB.

(d) Applicants need not send copy of Application Form or any Document to this office. However candidates may take a printout of Application Form for his/her personal record.

(e) If the candidates commit any mistake in filling the online Application form, it cannot be corrected by this office. The 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 while contacting them at different stages of recruitment process. Management will not be responsible for non receipt of email and loss of their e-mail ID password.

(g) It is requested to remember the password given by the applicant 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 avoid submitting multiple applications. 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 will only be considered.

10. **General Instructions.-**

(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/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 etc will be determined as on the closing date for online registration.

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

(e) No relaxation in age limit will be provided unless the category is not filled appropriately at the relevant column in the application form.

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

(g) Indian Navy have the right of cancelling the candidature of any candidate found indulging in any malpractice or hiding any material information, misrepresentation of facts or canvassing for candidature. All such candidates will be liable to be debarred from this examination as well as future examination and a criminal proceedings may also be initiated.

(h) The details regarding date, time and venue of Physical/Trade test of provisionally selected candidates and all subsequent notification regarding the recruitment would be available on the website www.gnarecruitment.com. Candidates are also requested to check www.indiannavy.nic.in, website regularly till completion of recruitment for updates/corrigendum and any further instructions.

(i) 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.

(j) In case of OBC, the caste certificate, inter-alia must specify that the candidate does not belong to "creamy layer" and are required to produce certificate(valid for three financial years

only) claiming OBC as per format contained in GOI. DOP&T OM 36036/2/2013-Estt(Res) dated 13 May 2014 and 36033/1/2013-Estt(Res.) dated 27 May 2013 on demand.

(k) Armed Forces personnel applying for the posts under Ex-Serviceman category should forward undertaking as per GOI/DOP&T OM 36034/29/Estts/SCT dated 03rd Apr 1991 to avail relaxation/reservation.

(l) The Persons with Disabilities, who want to avail benefit of reservation and age relaxation have to submit Disability Certificate issued by the Competent Authority in the format given in Annexure-I of GOI/DOP&T OM 36035/3/2004-Estt(Res) dated 29th Dec 2005.

(m) Duration of the written test may be of one day duration. Candidates will make their own arrangement for lodging/boarding during the test.

Eligible candidates may follow the following process for sending their application online.

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

- (a) Passport size color photograph with light background (preferably white) without any obstacle covering/obstructing the face and eyes, Size of the file should be below 450 kb.
- (b) 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. Size of the file should be below 450 kb.
- (c) A copy of candidate's caste certificate, in case applying against a reserved post.
- (d) A copy of candidate's birth certificate/Matriculation certificate for Date of Birth.
- (e) A copy of candidate's highest education qualification proof.
- (f) A copy of candidate's testimonial in support of candidate's experience in case the candidate is applying against a post requiring experience.