

RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY-2018
AT HEADQUARTERS GOA NAVAL AREA, VASCO-DA-GAMA, GOA

1. Flag Officer Goa Naval Area invites applications for the below mentioned posts **classified as Group 'C', Non-Gazetted Non-Industrial** from the eligible candidates to apply online through website www.hqgnanavyciviliansrect.com for the following posts (Application in other forms of mailing will not be accepted):-

Sl.	Name of Post	Distribution of Vacancies*				Total	Horizontal Reservation		
		UR	SC	ST	OBC		PwDs	ESM	Meritorious Sports-person
Group 'C' (Non-Gazetted) Non-Industrial									
<i>Pay Scale: Level 4 of VII CPC Pay Matrix i.e. Rs.25,500-81,100/-</i>									
--	Civilian Motor Driver Grade-II	14	07	03	Nil	24	-	02	01

Note:- *I The distribution of vacancies in different categories may change during the recruitment process as the same is subject to variation(increase/decrease) in the overall number of vacancies.

II **Abbreviation used.** UR - Unreserved, SC- Scheduled Caste. ST - Scheduled Tribes, ESM- Ex-Serviceman.

2. **Reservation.** Reservation for SC/ST/ESM/Meritorious Sports person categories is available as per extant Government Orders. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, ESM & Meritorious Sports person candidates which will thus comprise of SC, ST, ESM & Meritorious Sports person who are lower in merit than the last general candidates on merit list of unreserved category but otherwise found suitable for the appointment even by relaxed standards viz. age limit etc. Reservation for ESM & Meritorious Sports person fall under the category of Horizontal reservation which cuts across vertical reservation i.e. reservation for SC/ST(in what is called inter-locking reservation). The candidates selected against ESM & Meritorious Sports person quota have to be placed in the appropriate category of UR/SC/ST as the case may be.

3. **Age & Essential/ Desirable Qualifications.**

Sl. No.	Posts (Refer Para 1)	Age	Essential/ Desirable Qualifications	Job Description in Brief
--	CMD-II	Between 18 to 25 years	Essential 1. Matriculation Pass or equivalent from a recognized Board or Institution and knowledge of first line maintenance. 2. Must Possess a driving license for Heavy Motor Vehicle and Motor Cycles. 3. Two year practical experience in Heavy Motor Vehicle (HMs) driving.	To drive all types of Heavy Motor Vehicles/Motor Vehicles including School Buses, Ambulances, Water Tankers, Staff Cars etc. on general duties/night shifts.

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.

4. **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	Not applicable (OBC quota is not available in the instant case).
(iii)	Ex-serviceman	UR- 03 years after deduction of Military Service rendered from actual age on closing date. Similarly for SC/ST- 08 (03+05) years.
(iv)	Departmental Candidates with 03 yrs continuous service in Central Government	UR- 05 years. (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). Similarly for OBC - 08 (03+05) Years, SC/ST-10 (05+05) Years
(v)	Meritorious Sportspersons	05 Years(10 Years for SC/ST candidates)

Note. 1. Age relaxation for SC/ST, Ex-Servicemen, Disabled Ex-Serviceman, Departmental Candidates, persons domiciled in J&K etc. will be as per Government of India, Ministry of Personnel, Public, Grievances and Pensions(Department of Personnel & Training) OM No.15012/2/2010-Estt(D) dated 27 Mar 2012 and extant rules issued by the Govt. of India from time to time. Persons who had ordinarily domiciled in the State of J&K during the period of 01 Jan 1980 to 31 Dec 1989, are eligible for relaxation of upper age limit of 05 years on production of certificate in accordance with G.S.R. 154(E) dated 09 Feb 2018.

2. Selection criteria for meritorious sportsperson will be based on the orders issued vide Government of India's OM No. 14034/01/2013-Estt. (D) dated 03 Oct 2013 which is available on www.indianavy.nic.in .

(b) **Crucial Date.** The crucial date for determining the age limit will be the closing date for receipt of Online Applications from candidate's 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.

5. **Mode of selection.**

(a) **Shortlisting of Applications.** Where the number of application received is too large (for posts with Matriculation as Educational qualification) in proportion to the vacancies and it is not convenient or possible for the Department to call all the candidates for the written test, Indian Navy at their discretion, may restrict the number of eligible candidates, whose applications are registered, by short listing as per merit in the ratio 1:25 to the number of vacancies based on the marks obtained in the minimum requisite educational qualification for this recruitment/post i.e. Matriculation or equivalent from a recognized Board. Merely fulfilling the basic selection criteria does not automatically entitle a person/applicant to be called for the written test.

(b) **Scheme of Written Examination.** All Shortlisted/eligible candidates will have appear in written examination consisting of objective type questions based on the based on Essential/Desirable qualifications, as mentioned at para 4 above and bilingual in both English & Hindi (except for General English) covering aspects as below:-

Part	Subject	Maximum Marks
(i)	General Intelligence/Awareness and Reasoning	30
(ii)	General English	10
(iii)	Numerical Aptitude	20
(iv)	Awareness in relevant trade/field	40

(c) **Comprehensive 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 candidate abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, history, culture, geography, and economics seen, general policy including Indian constitution and scientific research etc. These questions will be such that they do not required special study of any discipline.

(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.

(d) **Date of Examination.** Exact date, time and venue of examination will be communicated on the Admit card issued to the shortlisted candidates. Indian Naval website www.indiannavy.nic.in may also be referred from time to time for any further instructions/amendments.

(e) **Skill / Practical Test.** Skill / Practical test may be conducted to test the proficiency/knowledge and suitability of the candidates for relevant trade/posts as specified in the relevant RR. The skill test will be of qualifying in nature. Exact date, time and venue will be communicated to the eligible candidates on registered e-mail IDs or by post.

(f) **Provisional Appointment Letter.** The appointment of provisionally selected candidates will be strictly based on the merit position in the written examination and qualifying in the Skill Test (if applicable); Subject to satisfaction of document verification, medical examination and other requirement as specified by the Govt. of India and Appointing Authority.

(g) **Document Verification.** All documents pertaining of age, education, identity, address, category, caste validity certificate etc. will be scrutinizes and verified prior to provisional appointment as per extant DOP&T policy. Date and venue for document verification will be intimated to the provisionally selected candidates on their Registered e-mail IDs and by post.

6. **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 hours)

7. **Place of Posting/Duty Station.** The selected candidates would be required to serve in various unit/sub-units/departments under the jurisdiction of the Headquarters, Goa Naval Area. Since all the cadres are locally controlled by the Flag Officer Commanding, Goa Naval Area, posting at stations other than Goa is totally ruled out. The candidates are therefore requested to take a note that they will be required to settle at Goa atleast till their engagement/job in Indian Navy.

8. **Guidelines for filling Online Application.**

(a) Candidates are required to apply online using the website www.hqgnanavyciviliansrect.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 starting to 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. **ONE COPY OF REGISTRATION/ APPLICATION FORM AND E-ADMIT CARD IS TO BE BROUGHT AT THE VENUE OF EXAMINATION ALONGWITH REQUISITE CERTIFICATES / TESTIMONIALS IN SUPPORT OF AGE, EDUCATIONAL QUALIFICATIONS, TECHNICAL QUALIFICATION DULY SELF ATTESTED. FAILING WHICH APPLICATION OF THE APPLICANT WILL NOT BE CONSIDERED AS VALID.**

(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.

(j) 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.

9. **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) The candidates working in Central Government/State Government etc. fails to produce the NOC when demanded failing which his/her candidature will not be considered(Annexure 1).

- (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 proceeding 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.hqgnanavyciviliansrect.com No queries over telephone will be entertained. Candidates are also requested to check www.indiannavy.nic.in, website regularly till completion of recruitment for updates/corrigendum and any further instructions.
- (j) 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(Annexure 2).
- (k) 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(Annexure 3).
- (l) 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(Annexure 4).
- (m) Duration of the written test may be of one-day duration. Candidates will make their own arrangement for lodging/boarding during the test. Candidates are advised not to bring any valuable/costly items to the recruitment test as safekeeping of the same cannot be assured. Indian Navy will not be responsible for any loss in this regard.
- (n) As per Ministry of Human Resource Development Notification No. F.6-1/ 2013-DL dated 10 June 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.
- (p) 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.
- (q) 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.

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

Please keep scanned copy(JPG format only) 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 100 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 100 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 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.

**(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 _____ in the pay scale of Rs. _____ with 3 years regular service in the grade as _____.

Signature _____
Name _____
Office Seal _____

Place: _____

Date: _____

(*Please delete the words which are not applicable)

FORMAT FOR SC/ST CASTE CERTIFICATE

It is certified that Shri/Smt/Kum. _____ is a Central Government Civilian employee holding the post of _____

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

This certificate is issued on the basis of the Scheduled Caste/ Scheduled Tribes Certificate issued to Shri/ Shrimati /Kumari _____ Father/ Mother _____ of Shri/ Shrimati/ Kumari _____ of village/town _____ in District/Division _____ of the State/Union Territory _____ who belong to the _____ Caste/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory issued by the _____ dated _____.

2

3. Shri/Shrimati*/ Kumari* _____ 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

@ Please quote specific Presidential Order

% Delete the paragraph which is not applicable.

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 Commissioner/ Additional Deputy Commissioner/ Dy. Collector/ 1stClass 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.

Annexure -3

(Format of certificate to be produced by Other Backward Classes 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/Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory.

This is also to certify that he/she does not belong to the persons/section(Creamy Layer) mentioned 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.

Dated:

Seal

* - 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.

(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-S 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-S.

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: