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Government of India

Ministry of Defence

RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY- 2022

RECRUITMENT OF TRADESMAN SKILLED IN INDIAN NAVY

NOTIFICATION 01/2022

1. Indian Navy invites applications from eligible ex-Naval Apprentices (ex-apprentices of Dockyard Apprentice Schools of Indian Navy) to apply **ON-LINE** through Indian Navy website **www.joinindiannavy.gov.in for the post of Tradesman Skilled.** Selected candidates normally will have to serve in the units under administrative control of **(a)** Headquarters, Western Naval Command, Mumbai, **(b)** Headquarters, Eastern Naval Command, Visakhapatnam **and (c)** Headquarters, Southern Naval Command, Kochi. They can however be posted anywhere in India, at Naval units / formations as per administrative requirement.

General Central Service, Group 'C', Non-Gazetted, Industrial
Pay Scale- Level-2 (Rs. 19900-63200) in the Pay Matrix

S. NO.	TRADES	TRADES IN APPRENTICE SCHOOLS	Distribution of vacancies* (* Subject to variation)								Categories of disabled suitable for jobs with functional requirement	Command/HQ/ Unit wise vacancy details
			SC	ST	OBC	EWS	UR	TOTAL	Horizontal Reservation			
									PwBDs	ESM		
DESIGNATED TRADES												
(a)	**Electrical Fitter**	Power Electrician/ Electrician	27	14	38	16	69	164	07	16	(a) 02-D, HH, (b) 02-OL, LC, Dw, AAV (c) 01-ASD (M), SLD, MI, (d) 02-MD INVOLVING (a) to (c) above. (S, ST, W, BN, L, KC, PP, MF, RW, SE, H)	HQENC-22 HQSNC-02 HQWNC-17 NDMBI-123
(b)	**Electro Plater**	Electro Plater	02	00	02	00	06	10	00	00	-	HQENC-05 NDMBI-05
(c)	**Engine Fitter**	Fitter	28	14	37	16	68	163	05	17	(a) 01-B, LV, (b) 01-D, HH (c) 01-OL, BL, LC, Dw, AAV (d) 02-ASD (M), SLD, MI **OR** MD involving B, LV, D, HH, OL, BL, LC, Dw, AAV, ASD (M), SLD, MI. (ST, BN, L,MF)	HQENC-24 HQSNC-05 HQWNC-10 NDMBI-124
(d)	**Foundry**	Foundryman	01	00	01	00	04	06	00	00	-	NDMBI-06
(e)	**Pattern Maker**	Pattern Maker/ Moulder/Foundryman	00	01	02	00	05	08	00	01	-	HQSNC-01 NDMBI-07
(f)	**ICE Fitter**	Mechanic Diesel	14	05	32	12	47	110	04	12	(a) 01-LV, (b) 01-D, HH (c) 01-OA, BA, OL, OAL, CP, Dw, AAV (d) 01- ASD(M, MoD), SLD, MI OR MD involving LV, D, HH, OA, BA, OL, OAL CP, Dw, AAV, ASD (M, MoD), SLD, MI. (S, ST, W, BN, RW, SE, H, C, MF)	HQENC-17 HQSNC-10 HQWNC-15 NDMBI-68
(g)	**Instrument Fitter**	Instrument Mechanic	03	01	07	02	18	31	01	02	01- ASD (M), SLD, MI **OR** MD INVOLVING D, HH, OL, BL, CP, LC, Dw, AAV, ASD (M), SLD, MI (S, ST, BN, RW, SE, H)	HQENC-03 HQSNC-03 HQWNC-04 NDMBI-21
(h)	**Machinist**	Machinist/ Turner	09	04	19	07	31	70	04	07	(a) 01-B, LV, (b) 01-D, HH, (c) 01-OL, CP, LC, Dw, AAV, (d) 01-ASD (M), SLD, MI **OR** MD involving B, LV, D, HH, OL, CP, LC, Dw, AAV, ASD (M), SLD, MI. (S, ST, BN, L, MF, SE)	HQENC-08 HQSNC-08 HQWNC-03 NDMBI-51
(j)	**Millwright Fitter**	Mechanic Machine Tool Maintenance/ Millwright MTM	08	03	13	04	23	51	02	05	(a) 01-D, HH, (b) 01-OL, CP, LC, Dw, AAV (S, ST, W, BN, L, PP, MF, RW, SE, C)	HQENC-01 HQSNC-01 NDMBI-49
(k)	**Painter**	Painter(Gen)/ Painter	04	04	12	06	27	53	03	05	(a) 02-D, HH, (b) 01- ASD (M, MoD), ID, SLD, MI **OR** MD INVOLVING D, HH, OL, Dw, AAV, ASD (M, MoD), ID SLD, MI (S, ST, W, BN, PP, KC, SE)	HQENC-09 HQSNC-07 HQWNC-07 NDMBI-30
(l)	**Plater**	Shipwright Steel/ Sheet Metal Worker	09	02	12	09	28	60	02	06	(a) 01- LV, (b) 01-D, HH (S, ST, L, MF, SE)	HQENC-26 HQWNC-01 NDMBI-33
(m)	**Sheet Metal Worker**	Sheet Metal Worker	01	00	02	01	06	10	01	01	(a) 01-OL, CP, LC, Dw, AAV (S, ST, BN, L, PP, MF, SE)	NDMBI-10
(n)	**Pipe Fitter**	Pipe Fitter/ Plumber	12	08	17	07	33	77	04	08	(a) 02-LV, (b) 02-OL, Dw, AAV (S, ST, W, L, KC, PP, MF, SE, C)	HQENC-15 HQSNC-01 HQWNC-01 NDMBI-60
(p)	**Ref & AC Fitter**	Mechanic Ref & AC	06	02	13	05	20	46	01	05	(a) 01-OL, CP,LC, Dw, AAV (S, ST, W, BN, L, KC, PP, MF, RW, SE, H)	HQENC-14 NDMBI-32
(q)	**Tailor**	Tailor(General)/ Tailor	01	01	03	01	11	17	01	01	(a) 01-D, HH (S,ST,W,MF,SE)	HQENC-03 HQWNC-03 NDMBI-11
(r)	**Welder**	Welder (Gas & Electric)/ Welder	13	06	29	08	33	89	03	08	(a) 01-D, HH, (b) 01-OL, Dw, AAV (c) 01-ASD (M), SLD, MI **OR** MD involving D, HH, OL, Dw, AAV, ASD (M), SLD, MI (S,ST,W,BN,MF,SE)	HQENC-13 HQWNC-01 NDMBI-75
(s)	**Radar Fitter**	Radar Fitter/Mechanic Radio Radar Aircraft / Electronics Mechanic	04	01	10	03	19	37	01	03	(a) 01-OA, BA, OL, OAL, CP, LC, Dw, AAV (S,ST,W, MF,SE,H,C)	HQENC-11 HQSNC-02 HQWNC-01 NDMBI-23
(t)	**Radio Fitter**	Radio Fitter/Mechanic Radio Radar Aircraft/ Electronics Mechanic	03	02	06	01	09	21	01	02	(a) 01- B, LV (S,ST,BN, W,L, MF,SE)	HQSNC-03 HQWNC-01 NDMBI-17
(u)	**Rigger**	Rigger/Carpenter	07	04	12	06	26	55	03	07	(a) 01-OA, OL, OAL, CP, LC, Dw, AAV (b) 01-ASD (M, MoD), ID, SLD, MI	HQENC-07 HQSNC-04

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S. NO.	TRADES	TRADES IN APPRENTICE SCHOOLS	Distribution of vacancies* (* Subject to variation)						Horizontal Reservation		Categories of disabled suitable for jobs with functional requirement	Command/HQ/ Unit wise vacancy details
			SC	ST	OBC	EWS	UR	TOTAL	PwBDs	ESM		
											(c) 01-MD involving B, LV, D, HH and involving (a) to (b) above. (S,ST,W,BN,RW,SE, H,C,)	HQWNC-16 NDMBI-28
(v)	**Shipwright**	Shipwright wood/ Carpenter	17	04	25	10	46	102	06	11	(a) 02-LV, (b) 01-D, HH, (c) 01-ASD (M), SLD, MI, (d) 02-MD involving LV, D, HH, OL, CP, LC ,Dw, AAV, ASD (M), SLD, MI. (S,ST,BN,KC,MF,SE)	HQENC-28 HQWNC-17 NDMBI-57
OPTIONAL (NON-DESIGNATED) TRADES												
(w)	**Blacksmith**	Forger and Heat Treater/ Blacksmith	01	00	02	00	04	07	00	00	-	HQSNC-02 HQWNC-04 NDMBI-01
(x)	**Boiler Maker**	Boiler Maker	03	01	05	02	10	21	01	02	(a) 01-D,HH (S, ST, W, BN, PP, MF, SE)	NDMBI-21
(y)	**Civil Works**	Mason Building Constructor	05	02	11	03	17	38	01	04	(a) 01-D,HH (S, ST, W, BN, RW, SE, H, C)	HQENC-03 NDMBI-35
(z)	**Computer Fitter**	Computer Fitter/IT & ESM/Electronics Mechanic/I & CTSM	01	01	03	01	06	12	01	01	(a) 01-OA, OL, LC, Dw, AAV (S,ST,W,BN,MF,RW, SE)	HQENC-01 NDMBI-11
(aa)	**Electronic Fitter**	Electronic Fitter/ Electronics Mechanic	06	03	12	04	22	47	02	04	(a) 02-LV (S, ST, W, MF, SE, H, C)	HQENC-01 HQSNC-02 HQWNC-04 NDMBI-40
(ab)	**Gyro Fitter**	Gyro Fitter/Mechanic Radio Radar Aircraft	00	00	02	00	05	07	00	01	-	NDMBI-07
(ac)	**Machinery Control Fitter**	Instrument Mechanic	01	00	02	00	05	08	00	01	-	NDMBI-08
(ad)	**Sonar Fitter**	Sonar Fitter/Mechanic Radio Radar Aircraft/ Electronics Mechanic	01	01	04	01	12	19	01	02	(a) 01-B, LV (S, ST, W, BN, KC, RW, L, MF, SE)	HQENC-11 NDMBI-08
(ae)	**Weapon Fitter**	Weapon Fitter/ Fitter	08	02	13	04	20	47	02	05	(a) 01-D, HH, (b) 01-SLD **OR** MD INVOLVING D, HH, OA, LC, Dw, AAV, SLD (S, ST, W, BN, L, KC, MF, RW, SE, C)	HQENC-11 HQWNC-01 NDMBI-35
(af)	**Hot Insulator**	Hot Insulator	00	00	00	00	03	03	00	00	-	HQSNC-02 NDMBI-01
(ag)	**Ship Fitter**	Ship Fitter/ Pipe Fitter/ Plumber/ Fitter	02	00	05	02	08	17	01	02	(a) 01-ASD (M), SLD, MI **OR** MD INVOLVING D, HH, ASD (M), SLD, MI (S, ST, W, BN, MF, RW, SE, H, C)	HQSNC-02 NDMBI-15
(ah)	**GT Fitter**	GT Fitter/ Mechanic Diesel	05	02	08	03	18	36	01	04	(a) 01-LV (S, ST, W, BN, RW, SE, H, C, MF)	HQENC-10 NDMBI-26
(aj)	**ICE Fitter Crane**	ICE Fitter Crane/Crane Operator Overhead (Steel Industry)/ Mechanic Diesel	13	05	26	07	38	89	02	07	(a) 02-LV (S, ST, W, BN, RW, SE, HC, MF)	HQENC-20 HQSNC-01 HQWNC-16 NDMBI-52
		TOTAL	215	93	385	141	697	1531	61	150	-	-

***Physical requirement suitability for PwBDs –** As per posts identified by Ministry of Social Justice & Empowerment. The following PwBD candidates with suitable categories of Benchmark disability may apply for post accordingly:-

Suitable Categories of Benchmark Disability
VH(B, LV), HH(D, HH), OH(OA, BA, OL, BL, OAL, CP, LC, Dw, AAV) & Others (ASD (M, MoD), SLD, ID, MI and Multiple Disabilities)

Note:- Candidates must be in possession of disability certificate issued by the Competent Authority prior to applying Online, 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. The format is also available at **www.joinindiannavy.gov.in > Join Navy > Ways to Join > Civilian > Tradesman Skilled.** This tab is linked with recruitment portal. The format is available in the recruitment portal, under 'Important Documents'.

2. Abbreviations. UR- Unreserved, **SC-** Scheduled Caste, **ST-** Scheduled Tribes, **OBC-** Other Backward Class, **PwBDs-** Persons with Benchmark Disabilities, **EWS-** Economically Weaker Section, **TM-SKL-** Tradesman Skilled, **ESM-** Ex-Serviceman, **VH-** Visually Handicapped, **OH-** Orthopedically Handicapped, **S-** Sitting, **ST-** Standing, **W-** Walking, **BN-** Bending, **L-** Lifting, **KC-** Kneeling & Crouching, **PP-** Pulling & Pushing, **MF-** Manipulation with Fingers, **SE-** Seeing, **H-** Hearing, **C-** Communication, **RW-** Reading and Writing, **B-** Blind, **LV-** Low Vision, **D-** Deaf, **HH-** Hearing Impaired, **OA-** One Arm, **BA-** Both Arms, **OL-** One Leg, **BL-** Both Legs, **OAL-** One Arm and One Leg, **CP-** Cerebral Palsy, **LC-** Leprosy Cured, **Dw-** Dwarfism, **AAV-** Acid Attack Victims, **ASD (M, MoD)-** Autism Spectrum Disorder (M-Mild, MoD-Moderate), **ID-** Intellectual Disability, **SLD-** Specific Learning Disability, MI-Mental Illness, **MD-** Multiple Disabilities, **HQENC-** Headquarters, Eastern Naval Command, **HQSNC-** Headquarters, Southern Naval Command, **HQWNC-** Headquarters, Western Naval Command, **NDMBI-** Naval Dockyard, Mumbai.

3. Reservation. Reservation for SC/ST/OBC/EWS/PwBDs/ESM categories are available as per extant Government Orders. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs, EWS candidates which will thus comprise of SC, ST, OBC, EWS who are either lower in merit than the last general candidate on merit list of UR category or SC/ST/OBC candidates who have availed age relaxation for respective category irrespective of their position in merit list. Similarly, reserved vacancies for PwBDs & ESM will be filled up from amongst such eligible candidates from respective **category 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 standard viz. age limit etc. Reservations for PwBDs & ESM fall under the category of Horizontal reservation which cuts across vertical reservation i.e. reservation for SC/ST/OBC/EWS (What is called inter-locking reservation). The candidates selected against the PwBDs & ESM quota will be placed in the appropriate category of UR/SC/ST/OBC/EWS as the case may be.

4. Age Limit. Between **18 and 25 years** as on crucial date with relaxation as under: -
(a) Relaxable for Government servants upto forty years in accordance with instructions or orders issued by Central Government from time to time and further relaxable for five years, as in the case of Scheduled Castes and Scheduled Tribes.
(b) Relaxable to apprentices to the extent of the period for which the apprentice had undergone training.

5. Educational and other Qualification.

(a)	**Essential.** Matriculation or equivalent from a recognised Institute or Board with knowledge of English.
(b)	Should have completed Apprenticeship Training in the trade. **OR** Mechanic or equivalent with two years regular service in the appropriate Technical Branch of the Army, Navy and Air Force.
Note: Qualifications are relaxable at the discretion of the Appointing Authority in the case of candidates otherwise well qualified.	

6. Method of Recruitment. By selection of ex-Naval apprentices (ex-apprentices of Dockyard Apprentice Schools of Indian Navy) and having age criteria as mentioned under the heading 'Age Limit' and 'Age Relaxation and Crucial Date'. The candidate should be in possession of Apprenticeship Certificate issued by either National Council of Vocational Training or a Naval Apprentice School depicting marks.

7. Nature of Duties/Job Profile in Brief. The Tradesman skilled as per his/ her trade is required to undertake repairs of equipment/ structures and refit of ships and submarines and shall work both onboard ships/ submarines and at the shop floor. The trade wise nature of duties/ job profile is elaborated below: -

(a) Electrical Fitter. Rewinding of all electrical rotary machineries including generators, converters, motors, armatures, transformers etc. Also responsible for repairs in shop floor and in-situ of stators, rotors, armatures, dynamos, igniters, tacho generators DC motors etc.

(b) Electroplater. All electroplating activities in the Yard viz. Hard chrome, nickel, copper, tin, zinc and lead plating. Commissioning and capacity test of different types of low power batteries, loading/unloading of main propulsion batteries of submarines.

(c) Engine Fitter. Repair/ overhaul, installation and trials of main propulsion machinery, auxiliary machinery, governors, deck machinery, flight deck machinery etc. Also work on alignment of all types of machinery, underwater valves and fittings, chemical cleaning of machinery parts, reclaiming of worn out machinery parts and extraction and fitting of equipment onboard ships and submarines.

(d) Foundry. Work on various types of cores, patterns, moulds and fettling operations.

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Also work on casting operations and rectify defects arising on casts. Work on various furnaces and able to rectify defects occurring during cupola operations.

(e) Pattern maker. Construct and work on patterns. Also to work on wood working machinery and in foundry.

(f) ICE Fitter. Repair/ overhaul, installation, setting to work and trials of main diesel engines, reduction gears and diesel alternators onboard ships and submarines including lowering, foundation preparation, mounts grouping and alignment. Fitment of all auxiliary machinery, fittings and associated systems related to diesel engines onboard ships. Also undertake capital repairs and routines of various types of diesel engines, DAs and reduction gears fitted onboard ships and submarines.

(g) Instrument Fitter. Work on control systems of power and electrical systems onboard ships and submarines. Responsible for switchboard control systems, signal conditioning, data acquisition and conversions and measurement of power.

(h) Machinist. Usage of special machine tools related to the trade such as automatic lathe, multi-spindle lathe, crank turning lathe etc. Usage of advanced machines such as 3 axis, 5 axis CNC machines, reclamation of worn out components of machinery by metal deposition and other methods, heat treatment of steels, manufacture of special tools, jigs and fixtures and Die making materials and metrology related works.

(j) Millwright Fitter. Lathe, milling, boring, drilling and grinding operations. Repair and overhaul of machines, installation and erection of foundation of machines.

(k) Painter. Application of underwater anti corrosive paints, anti-fouling paints, boot topping and all types of primers and various types of paints and colour schemes onboard ships and submarines. Surface preparation by sand blasting, grit/ shot blasting, vacuum blasting etc. Also to undertake mechanical and optical spacings, standardized lettering schemes, Mechanical Engineering lettering etc.

(l) Plater. Plate preparation, priming and marking, riveting work, development of shell plates having curvature in one or two directions, cold and hot bending of steel plates and sections, lifting/handling of a prefabricated panel hull survey, testing of compartments and tanks for water and air tightness, Air pressure test and Citadel trials.

(m) Sheet Metal Worker. All types of sheet metal processes undertaken in the Yard, development of shell plates having curvature in one or two directions, cold and hot bending of steel plates and sections, joining of sheet metals riveting, spot welding, soldering, etc., various types of paneling required to be fabricated and fitted onboard ships and submarines, paneling in cold room/cool room and inside GT intakes. Also required to undertake work on various types of ventilation and exhaust systems and trunking arrangements, hangar shutters of ships, perforated strainers, filters, blower impellors, motor casings etc.

(n) Pipe Fitter. Manufacture of pipes and associated fittings of various shapes and sizes using different materials and their fitment onboard ships and submarines, chemical cleaning of pipes, annealing, hardening and burning of pipes, hot and cold bending of pipes, gauging and templating of pipes, manufacture and fabrication of various joints and fittings used for completing pipe systems, repair of valves of various sizes and shapes and of various materials, survey, fabrication, testing and inspection of various systems onboard.

(p) Refrigeration & Air Conditioning. Overhaul and repairs of different types of air conditioning and refrigeration plants. Undertake pressure test, vacuum test, charging and trial of plants. Testing, maintenance and servicing of Ref & AC Plants excluding electrical side. Calibration and testing of all instrumentation and cut outs/ alarms used on the Plants. Undertake chemical cleaning of coils, condenser shells, ATUs etc. in shop floor. Overhaul sealed unit compressor and domestic refrigeration and A/C machines.

(q) Tailor. Servicing and routines on the fabric portion of all lifesaving equipment. Undertake repairs and renewal of buoyancy chamber panels, canopy panels, towing bridle and tightening strap. Execution of detailed test procedure on completion of every repair and servicing job of life saving equipment and packing of all type of life rafts as per SOLAS regulations.

(r) Welder. Welding, brazing, soldering, metallizing onboard ships and submarines. Undertake different types of welding like MIG, TIG, metal arc, submerged arc, ultrasonic etc. onboard vessels, welding of joints and rectify defects in welding. Further, also undertake cutting of plates, sheets and other ferrous and non-ferrous metals onboard ships and in the shop floor utilising oxy-acetylene, LPG, plasma and ultra-high pressure water cutting by the use of automatic and semi-automatic procedures and non-destructive testing of weld joints by the use of various methods.

(s) Radar Fitter. Repair, maintenance, installation and setting to work and trials of all radar systems, transmitters, antennas, displays etc. fitted onboard ships and submarines.

(t) Radio Fitter. Repair, maintenance, installation, setting to work and trials of all communication systems fitted onboard ships and submarines.

(u) Rigger. Work with rigging material whilst docking/ undocking of vessels, berthing and warping of ships. Also undertake load testing and load calculations for rigging material, repair and maintenance of Fenders, Hurricane hawsers, Capstans, Masts, Arrester wires, Pulleys, blocks and tackles etc. in addition to undertaking erection and maintenance of all staging equipment including Pipe scaffolding, Quick scaffolding, Trestles etc.

(v) Shipwright. Operation of caissons, dock gates etc., laying wooden docks, deck planking, repair and erection of keel blocks, cradles, shoring, cribbing and other structures used for supporting ships in dry docks, lamination and bending of wood for fabrication of large sections, manufacture of catamarans, rafts, floats, pontoons, masts, spares, ladders etc. and work on wood working machines and portable tools. Also repair hull of all types of GRP boats, collar plates, and associated fittings and carry out leak checks.

(w) Blacksmith. Survey and repairs of anchor and chain cable, load testing of chain cables, heat treatment of various fittings and accessories associated with anchor and anchor chain cables, examination & test of wrought iron chain cable and forged steel chain cable, carry out maintenance routines of chain testing machine and work with various types of furnaces.

(x) Boiler Maker. Removal and refitting of boilers, super heaters and economisers and associated fittings onboard ships. Undertaking of boiler expansion arrangements, refractory brickwork, welding of boiler pressure parts, bending and setting of tubes as per templates, fabrication and working with jigs and fixtures, hot insulation used for boilers fittings and equipment and maintenance of registers and records.

(y) Civil Works. Maintenance of buildings, roads, gardens, fountains, jetties, docks and wharves in the Yard. Also to undertake collection and disposal of dry/ wet garbage and debris and maintenance of sewage system of the Yard.

(z) Computer Fitter. Undertake repairs of PCB integrated circuits, modules and whole assemblies, control and stabilisation systems of weapons and their associated systems and coding. Repair, calibration and refitting of various instruments, actuators, relays, switches, timer circuits, sensors, PCBs etc. and installation, setting to work and trials of control system of weapon equipment onboard ships and submarines.

(aa) Electronics Fitter. Undertake repairs of PCB integrated circuits, modules and whole assemblies, control and stabilisation systems of weapons and their associated systems. Repair, calibration and refitting of various instruments, actuators, relays, switches, timer circuits, sensors, PCBs etc. Armament alignment and installation, setting to work and trials of control system of weapon equipment onboard ships and submarines.

(ab) Gyro Fitter. Repairs, maintenance, installation and trials of gyro, ring laser gyros, Fibre optic gyros and magnetic compass onboard ships and submarines. Also responsible for installation and commissioning of new generation navigation equipment onboard ships and submarines.

(ac) Machinery Control Fitter. Repair/ overhaul, installation and setting to work and trials of control systems of steam propulsion plants, boiler combustion control system, diesel main engine and DA control systems, steering and stabiliser control systems, winch control systems, lub oil and fuel tank level control systems etc. Repair and refit control equipment used in hydraulic, pneumatic and electric control systems. Repair, calibration and refitting of various instruments, actuators, relays, switches, timer circuits, sensors, PCBs etc.

(ad) Sonar Fitter. Repair, maintenance, installation, setting to work and trials of all sonars, logs, echo sounders, underwater telephones and other systems including their PCBs and modules onboard ships and submarines. Also responsible for repairs and overhaul of all underwater systems, associated hull-outfits, winches, towed arrays.

(ae) Weapon Fitter. Repair, maintenance, setting to work and trials of light gun mountings, launchers, torpedo tubes and mine laying equipment of ships and submarines. Installation of new gun mountings and launchers onboard ships and submarines.

(af) Hot Insulator. Lagging of main steam pipes, manifolds, bellows, spring pipes, bends and exhaust pipes of DGs onboard ships and submarines. Also lagging/ relagging of various pumps, valves, exhaust lines, turbines etc. and usage of templates for lagging purpose.

(ag) Ship Fitter. Undertake repair, overhaul and maintenance of ships and submarine services relating to Fresh water, sanitary, pump, flooding and draining arrangements and other fitted systems. Also to repair rod gearing and various types of valves used in systems and service various doors, hatches, scuttles, manholes, ventilation flaps and other associated arrangements. Undertake repairs of various appliances like gantry, davits, derricks etc. used in ships and submarines, aircraft lifts, telescopic and rolling shutters and dome operating mechanisms and their associated systems.

(ah) GT Fitter. Installation of gas turbines, reduction gears and Gas Turbine generators (GTGs) onboard ships including lowering, foundation preparation, mounts grouping and alignment. Fitment of all GT auxiliary machinery, fittings and associated systems onboard ships. Undertake Setting to work and various trials of GTs and GTGs. Also undertake capital repairs and routines of GTs, Reduction gears and GTGs.

(aj) ICE Fitter Crane. Drive commercial vehicles, tractors, lister, platform trucks, fork lifts and mobile cranes. Also responsible for working on a mobile crane and equipment including lifting, lowering and slewing and traversing.

Note. The duties indicated here are only illustrative and not exhaustive. User Department of Indian Navy may add in the list, duties ordinarily performed by personnel of this level.

8. 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 (10+03) Years, SC/ST – 15 (10 + 05) Years.
(iv)	ESM	Period of Military Service plus 03 Years.

Note. Age relaxation for all other eligible categories will be as per extant rules issued by the Govt. of India from time-to-time.

(b) Crucial Date. The Crucial date for determining the age limit will be the **closing date for receipt of online applications.** Only matriculation or equivalent/ Birth certificate issued by concerned Education Board / Competent Authority will be considered as proof of date of birth.

9. Mode of Selection. The **selection of ex-Naval apprentices** will be carried out as per extant guidelines promulgated by Competent Authority. The other provisions are as follows:-

(a) Screening of Applications. Indian Navy will not carry out detailed scrutiny of applications received online to allow candidates to appear for the examination. Detailed scrutiny of documents will be carried out at a subsequent stage.

(b) Shortlisting of Applications. All eligible ex-Naval apprentices will normally be allowed to appear for selection purpose. Merely fulfilling the basic selection criteria does not automatically entitle a person/applicant to be called for the written examination. If the number of applications received are too large in proportion to the vacancies, the Appointing Authority reserves the right to shortlist the applications, as deemed appropriate, and only the shortlisted candidates will then be called for the written test.

(c) Scheme of Written Examination. All eligible candidates will have to appear for the written examination consisting of objective type questions based on the essential qualification as mentioned under the heading 'Educational and other Qualification' i.e. matriculation level. The test would be bilingual (English & Hindi) only (except for General English). The mode of test will be intimated in the instructions to be forwarded along with E-admit card (E-admit card is required to be downloaded from **www.joinindiannavy.gov.in > Join Navy > Ways to Join > Civilian > Tradesman**

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Skilled). This tab is linked with recruitment portal. The single test paper shall be covering aspects as below: -

Part	Subject	Maximum Marks
(i)	General Intelligence and Reasoning	10
(ii)	Numerical Aptitude	10
(iii)	General English	10
(iv)	General Awareness	20
(v)	Syllabus as per training imparted at Apprentice School/ as per NCVT in relevant Trade	50

(d) Indicative Syllabus for the Examination.

(i) General Intelligence and Reasoning. This section would include questions of both verbal and non-verbal type. It would 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 section will also include questions designed to test candidate's ability to deal with the abstract ideas, symbols and their relationship, arithmetical computation and other analytical functions.

(ii) Numerical Aptitude. This section would include questions on problems relating to number system, computation of whole numbers, decimals, fractions and relationships between numbers, fundamental arithmetical operations, percentage, Ratio and proportions, averages, interest, profit & loss, discount, time & distance, ratio & time, time & work etc.

(iii) General English. In addition to the testing of candidates understanding of English language, this section would include questions relating to its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc.

(iv) General Awareness. This section would 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) Syllabus of the training at Naval Apprentice School in relevant Trade. This section would include trade related questions as per Apprentice School/ NCVT syllabus.

(e) Resolution of Ties. In case, marks obtained by two or more ex-Naval apprentices in the selection exam are same, as per extant rules the following procedure will be implemented:-

(a) Marks in written examination to be conducted as first step/criteria to draw a list.

(b) Date of birth is to be considered next to arrive at the merit list, the older candidate will prevail as the higher selected candidates in merit.

(c) If Date of births are also same, alphabetical order in which the first names of the candidates appear.

(f) Date of Examination. Exact date, time and venue of written examination will be communicated to the shortlisted candidates on registered e-mail IDs. Website **www.joinindiannavy.gov.in > Join Navy > Ways to Join > Civilian > Tradesman Skilled** which takes to the recruitment portal may be referred from time to time for any further instructions. It is intimated that the written examination would be conducted in Mumbai only.

(g) Scribe (if applicable). 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 if such requirement is sought while filling online application. Further, they will be allowed **compensatory time** in the examination, as applicable in accordance with extant guidelines for conducting written examination for Persons with Benchmark Disabilities, promulgated by Ministry of Social Justice & Empowerment, Department of Disability Affairs OM F. No. 16-110/2003-DD.III dated 26 Feb 13.

(h) Offer of Appointment. The offer of appointment will be issued to provisionally selected candidates, which will be strictly based on their relative merit position in written examination only, subject to satisfaction of Document Verification, Medical Examination and other pre-requisite requirements as specified by the Government of India and Appointing Authority.

(j) Document Verification. All provisionally selected candidates will be called for Document Verification. All documents pertaining to age, education, identity, address, category, caste validity certificate, Apprentice school certificate etc. are required to be produced in original at the time of Document Verification. Date and venue for document verification will be intimated to provisionally selected candidates by post/ email/ Indian Naval website **www.joinindiannavy.gov.in > Join Navy > Ways to Join > Civilian > Tradesman Skilled.** This tab is linked with recruitment portal. **As per extant rules, the offer of appointment will be issued only after verification of the documents by the concerned authorities.**

10. Opening and Closing date for Online Application.

Online registration of applications (Opening date)	**From the third day of publication of Notification in the Employment News.**
Last date of registration (Closing date)	**On 28th day from Opening date of registration (upto 2330 hrs).**

Illustration. If the Advertisement is published in Employment News, 01 - 07 of Month-ABC 2022, the opening date will be on 3rd of Month-ABC 2022 and closing date will be 30th of Month-ABC 2022 (at 2330 hrs).

11. Guidelines for filling Online Application.

BEFORE APPLYING, CANDIDATES ARE ADVISED TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTIFICATION VERY CAREFULLY.

(a) Candidates are required to apply online using the website **www.joinindiannavy.gov.in > Join Navy > Ways to Join > Civilian > Tradesman Skilled.** Before filling online application form, candidates are advised to download online information guidelines containing instructions for filling up and submitting Online Application Form.

(b) The candidate must possess the required criteria and educational qualification as mentioned in the advertisement. Similarly, candidates who have passed from a recognized Board / Institution which has **'Grade Point'** system need to get their grade point converted into percentage of marks by appropriate authorities before applying. Alternatively, a conversion chart between the grade points and percentage marks is to be obtained from the respective Board.

(c) Candidates need not send a copy of application form or any document anywhere after online application is submitted. However, candidates are to take a printout of Application Form for his / her personal record. The E-admit card is required to be downloaded from **www.joinindiannavy.gov.in > Join Navy > Ways to Join > Civilian > Tradesman Skilled.**

(d) Indian Navy will not be responsible for mistakes of any kind in the application filled online by the candidate.

(e) The candidates must ensure that while filling their application form, they are providing their valid and active e-mail ID and mobile number as Indian Navy may use either mode of communication for contacting them at different stages of recruitment process. **No change in the e-mail ID and mobile number will be allowed once entered.** Indian Navy will not be responsible for non-receipt of communication on registered mobile number/ email IDs.

(f) Candidates are requested to remember the password set by them during registration. Further login into the portal is possible only with the set password.

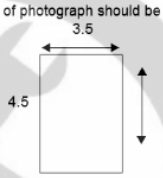
(g) Candidates are strongly advised in their own interest to apply online well before the closing date and not to wait till the last date for submission of online applications.

(h) Candidates should not submit multiple applications. However, if due to any unavoidable circumstances, any candidate submits multiple applications, he/ she must then ensure that the application with higher registration number is complete in all respects, which will be the only one to be considered.

(j) Candidates will be required to indicate their choice of Command for posting, in order of preference. **This will have no bearing on their merit.** This information will be utilized by the Indian Navy to determine the place of posting, to the extent feasible in respect of qualified candidates. Indian Navy however reserves the right to post any selected candidates in any Command and at any location based on service requirements and available vacancies.

(k) Candidates are advised to keep scanned copy (JPEG/JPG/PDF as applicable) of the following documents ready before proceeding to fill up the online application: -

(i) Passport size colour photograph with plain white background without any obstacle covering/obstructing the face and eyes. **The photograph being uploaded should not be more than three months old and should have about 80% face coverage.** The size of photograph should be between 50-100 Kb. Size of the photo should be as follows: -



(ii) Candidate's signature should be on a plain white paper with black ink. The signature should not be digitised. It should be scanned copy of your own signature on paper with pen. The size of signature document should be between 50 to 100Kb.

(iii) A copy of candidate's Birth Certificate/Matriculation certificate for Date of Birth (not exceeding 400 Kb).

(iv) A copy of candidate's educational qualifications including Matriculation certificate and Apprenticeship Certificate issued by either National Council of Vocational Training or any Naval Apprentice School depicting marks (not exceeding 400 Kb).

(v) A copy of candidate's Caste/ EWS Certificate, in case applying against a reserved post (not exceeding 400 Kb).

(vi) A copy of certificate showing disability for PwBDs and eligibility for scribe, if applicable (not exceeding 400 Kb).

(vii) A copy of certificate duly indicating the proof of Ex-Servicemen issued by the Competent Authority (not exceeding 400 Kb).

(viii) Any other document, as applicable (not exceeding 400 Kb).

12. Guidelines for reporting at Examination Centre.

(a) The reporting time and instructions mentioned on the admit card are to be strictly followed and adhered to. Candidates reporting late at the examination centre after the reporting time specified on the admit card will not be permitted for the examination.

(b) It is mandatory for every candidate to carry the **admit card, along with copies of requisite certificates/ testimonials in support of age, educational qualification, NCVT/ Apprentice School certificate duly self-attested and original photo id (passport/ Aadhaar/ Driving license/ Govt. issued ID), failing which the candidate will not be allowed to appear for the examination and will be considered as invalid.** Further, if the identity of a candidate is in doubt, the candidate may not be allowed to appear for the examination.

(c) The name appearing on the admit card will be exactly as per that mentioned in the candidate's matriculation certificate except in certain circumstances where the candidate has changed his/ her name and published it in the official gazette or the name has been changed after marriage. In all such circumstances, the candidates are to submit a copy of the official gazette or marriage registration certificate to the invigilator for verification in order to appear for the examination.

13. General Instructions/ Conditions.

(a) Only Indian nationals can apply for the above post.

(b) The candidate 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 respects. If any false or incorrect information furnished by the candidate 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, experience etc., will be determined **as on the crucial date** (i.e. closing date for online registration).

(d) No relaxation in age limit will be provided unless the category is filled appropriately at the relevant column in the online application form.

(e) Candidates are requested to check **www.joinindiannavy.gov.in > Join Navy > Ways to Join > Civilian > Tradesman Skilled** website (Tradesman Skilled tab is linked to the external recruitment portal) regularly till completion of recruitment for updates / corrigendum and any further instructions.

(f) The SC/ST/EWS candidates should be in possession of a latest copy of caste certificate for claiming age / other relaxation and reservation and produce original certificate on demand.

(g) In case of OBCs, the candidate is required to produce, on demand, a caste certificate **(valid for three financial years),** specifying that the candidate does not belong to 'Creamy layer'. The certificate should be as per format contained in GoI DOP&T OM 36033/1/2013-Estt(Res) dated 27 May 2013 and 336036/2/2013-

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Estt.(Res) dated 30 May 2014. In case date of issuance of OBC certificate is not as per format mentioned above and is not within the validity period, the candidate will be treated as Unreserved/ General candidate.

(h) In case, the candidates working in Central / State Govt etc. fails to produce the No Objection Certificate when demanded, his / her candidature will not be considered.

(j) The Persons with Benchmark Disabilities, who want to avail the benefit of reservation and age relaxation should be in possession of disability certificate issued by the Competent Authority with 40% or above percentage of disability, in the prescribed format given at enclosure of GoI DOP&T OM 36035/1/2012-Estt.(Res) dated 29 Nov 2013 and 36035/02/2017-Estt(Res) dated 15 Jan 2018.

(k) The EWS candidates, who want to avail the benefit of reservation under EWS category, should submit 'Income & Asset Certificate' issued by the Competent Authority as per annexure given at enclosure of GoI DOP&T OM 36039/1/2019-Estt.(Res) dated 31 Jan 2019.

(l) The vacancies shown above are provisional and may vary i.e. 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.

(m) Armed Forces personnel applying for the posts should upload /submit an undertaking as per GoI DOP&T OM 36034/2/91/Estt.(SCT) dated 03 Apr 1991 to avail age relaxation/ reservation. The ESM, who has already secured employment under Central Govt. /State Govt. in Group 'C', will be permitted the benefit of age relaxation as prescribed for ESM for securing another employment in higher grade. However, such candidate will **not be eligible for reservation.**

(n) The examination for all trades will be on one day in one shift only. Accordingly, the candidates can apply for only the post/ trade in which the candidate had undergone training at the Naval Establishment and obtained NCVT/ Apprentice School certification. Candidature will be cancelled in the event of the candidate applying for a trade that is different from his/ her feeder trade.

(p) The scores and ranking of candidates in the recruitment examination will be made public through portal in accordance with DOP&T OMs F. No. 39020/1/2016-Estt(B) dated 21 Jun 16, 28 Jul 16 and 21 Dec 2020. The options of opting out have to be exercised by candidate at the filling up the online application.

(q) Various format of Certificates applicable for the direct recruitment are also available at Naval Website **www.joinindiannavy.gov.in > Join Navy > Ways to Join > Civilian > Tradesman Skilled.** This tab is linked with recruitment portal. The format is available in the recruitment portal, under 'Important Documents'.

(r) Indian Navy reserves the right to cancel the candidature of any candidate 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 candidates will be liable to be debarred from this examination as well as future examinations.

(s) The candidate is required to make his/ her own arrangements for lodging/ boarding during the test. Candidates 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.

14. Important/ General Instructions to the Candidates at the Examination Centre.

(a) Without prejudice to criminal action/ debarment from examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found having indulged in any of the following and they will be debarred from the examinations of the Indian Navy for the period mentioned below:-

S. No.	Type of Malpractice	Debar-ment Period
(i)	Taking away any examination related material such as Question paper, answer sheet, rough sheets, Indian Navy's Copy of Attendance Sheet etc. from the examination hall or passing it on to unauthorised persons during the conduct of examination.	03 Years
(ii)	Making statements which are incorrect or false, suppressing material information, submitting fabricated, forged or tampered documents	03 Years
(iii)	Obtaining support/ influence for his/her candidature by any irre-gular or improper means in connection with his/her candidature.	03 Years
(iv)	Possession of mobile phone in 'switched on' or 'switched off mode'	03 Years
(v)	Misbehaving, intimidating or threatening to the examination functionaries i.e. Supervisor, Invigilator, Security Guard or Indian Navy's representatives etc.	05 Years
(vi)	Creating nuisance or disturbance at exam centre and obstruc-ting the conduct of examination/ instigating other candidates not to take the examination.	05 Years
(vii)	A candidate who is also working on examination related matters in the same examination.	05 Years
(viii)	Damaging examination related infrastructure/ equipment	05 Years
(ix)	Appearing in the Exam with forged Admit Card, identity proof, etc.	05 Years
(x)	Using unfair means in the examination hall like copying from unauthorised sources such as written material on any paper or body parts, etc.	05 Years
(xi)	Impersonation by or on behalf of the candidate	07 Years
(xii)	Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.	07 Years
(xiii)	Taking snapshots, making videos of question papers or examination material, labs etc.	07 Years
(xiv)	Sharing examination terminal through remote desktop software/ Apps/ LAN etc	07 Years
(xv)	Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination	07 Years
(xvi)	Possession of fire arms/ weapons during the examination.	07 Years