For more job news visit : www.kpscvaani.com

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE

INDIAN NAVY

INDIAN NAVY CIVILIAN ENTRANCE TEST INCET-01/2025

RECRUITMENT OF NAVAL CIVILIAN STAFF

1. Indian Navy invites applications from eligible candidates to apply ON-LINE through website **www.joinindiannavy.gov.in** for various Group 'B (NG)' and Group 'C' posts at various Commands (application in other forms of mailing will not be accepted). Selected candidates normally will have to serve in the Units under administrative control of respective Commands, however they can be posted anywhere in India, in Naval units / formations as per administrative requirement. Details of the posts are as follows:-

(ONLY ON-LINE APPLICATION WILL BE ACCEPTED)

STAFF NURSE

General Central Service, Group B, Non-Gazetted, Non-Ministerial, Non-Industrial
(Pay Band as per 7th CPC, Level 7- Rs.44900-142400)

Command	Distribution of Vacancies* (Subject to Variation)						
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation PwBDs$
Western Naval Command	01	--	--	--	--	01	--

Table-A

CHARGEMAN (NAVAL AVIATION)

General Central Service, Group B, Non-Gazetted, Non-Ministerial, Non-Industrial
(Pay Band as per 7th CPC, Level 6- Rs.35400-112400)

Command	Distribution of Vacancies* (Subject to Variation)						
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation PwBDs$
Southern Naval Command	01	--	--	--	--	01	--

Table-B

General Central Service, Group B, Non-Gazetted, Non-Ministerial
(Pay Band as per 7th CPC, Level 6- Rs.35400-112400)

Name of the Post	Distribution of Vacancies* (Subject to Variation)						
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation PwBDs$
Chargeman (Ammunition Workshop)	04	01	01	01	01	08	01 (VH)
Chargeman (Mechanic)	21	05	03	16	04	49	02 (OH)
Chargeman (Ammunition and Explosive)	23	03	05	08	14	53	06 (OH)

Table-C

CHARGEMAN (ELECTRICAL)

General Central Service, Group B, Non-Gazetted, Non-Ministerial, Non-Industrial
(Pay Band as per 7th CPC, Level 6- Rs.35400-112400)

Command	Distribution of Vacancies* (Subject to Variation)						
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation PwBDs$
Western Naval Command	10	--	--	04	--	14	01 (OH)
Eastern Naval Command	02	01	--	01	01	05	01 (VH)
Total	12	01	--	05	01	19	02 (OH-01, VH-01)

Table-D

CHARGEMAN (ELECTRONICS AND GYRO)

General Central Service, Group B, Non-Gazetted, Non-Ministerial, Non-Industrial
(Pay Band as per 7th CPC, Level 6- Rs.35400-112400)

Command	Distribution of Vacancies* (Subject to Variation)						
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation PwBDs$
Western Naval Command	02	01	01	--	--	04	--
Eastern Naval Command	01	--	--	--	--	01	--
Total	03	01	01	--	--	05	--

Table-E

CHARGEMAN (WEAPON ELECTRONICS)

General Central Service, Group B, Non-Gazetted, Non-Ministerial, Non-Industrial
(Pay Band as per 7th CPC, Level 6- Rs.35400-112400)

Command	Distribution of Vacancies* (Subject to Variation)						
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation PwBDs$
Western Naval Command	03	--	--	01	--	04	--
Eastern Naval Command	01	--	--	--	--	01	--
Total	04	--	--	01	--	05	--

Table-F

CHARGEMAN (INSTRUMENT)

General Central Service, Group B, Non-Gazetted, Non-Ministerial, Non-Industrial
(Pay Band as per 7th CPC, Level 6- Rs.35400-112400)

Command	Distribution of Vacancies* (Subject to Variation)						
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation PwBDs$
Western Naval Command	01	--	--	--	--	01	--
Eastern Naval Command	01	--	--	--	--	01	--
Total	02	--	--	--	--	02	--

Table-G

CHARGEMAN (MECHANICAL)

General Central Service, Group B, Non-Gazetted, Non-Ministerial, Non-Industrial
(Pay Band as per 7th CPC, Level 6- Rs.35400-112400)

Command	Distribution of Vacancies* (Subject to Variation)						
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation PwBDs$
Western Naval Command	04	01	01	01	--	07	01 (OH)
Eastern Naval Command	01	01	--	01	01	04	--
Total	05	02	01	02	01	11	01(OH)

Table-H

CHARGEMAN (HEAT ENGINE)

General Central Service, Group B, Non-Gazetted, Non-Ministerial, Non-Industrial
(Pay Band as per 7th CPC, Level 6- Rs.35400-112400)

Command	Distribution of Vacancies* (Subject to Variation)						
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation PwBDs$
Western Naval Command	03	01	01	--	--	05	--
Eastern Naval Command	01	--	--	--	01	02	--
Total	04	01	01	--	01	07	--

Continued on page 34

Table-J

CHARGEMAN (MECHANICAL SYSTEMS)
General Central Service, Group B, Non-Gazetted, Non-Ministerial, Non-Industrial
(Pay Band as per 7th CPC, Level 6- Rs.35400-112400)

Command	Distribution of Vacancies* (Subject to Variation)						
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation PwBDs$
Western Naval Command	01	--	--	01	01	03	--
Eastern Naval Command	01	--	--	--	--	01	--
Total	02	--	--	01	01	04	--

Table-K

CHARGEMAN (METAL)
General Central Service, Group B, Non-Gazetted, Non-Ministerial, Non-Industrial
(Pay Band as per 7th CPC, Level 6- Rs.35400-112400)

Command	Distribution of Vacancies* (Subject to Variation)						
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation PwBDs$
Western Naval Command	05	03	01	02	02	13	01 (HH)
Eastern Naval Command	03	--	--	03	01	07	--
Southern Naval Command	01	--	--	--	--	01	--
Total	09	03	01	05	03	21	01 (HH)

Table-L

CHARGEMAN (SHIP BUILDING)
General Central Service, Group B, Non-Gazetted, Non-Ministerial, Non-Industrial
(Pay Band as per 7th CPC, Level 6- Rs.35400-112400)

Command	Distribution of Vacancies* (Subject to Variation)						
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation PwBDs$
Western Naval Command	02	02	--	02	02	08	--
Eastern Naval Command	02	--	--	01	--	03	--
Total	04	02	--	03	02	11	--

Table-M

CHARGEMAN (MILLWRIGHT)
General Central Service, Group B, Non-Gazetted, Non-Ministerial, Non-Industrial
(Pay Band as per 7th CPC, Level 6- Rs.35400-112400)

Command	Distribution of Vacancies* (Subject to Variation)						
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation PwBDs$
Western Naval Command	02	01	--	--	--	03	--
Eastern Naval Command	01	01	--	--	--	02	--
Total	03	02	--	--	--	05	--

Table-N

CHARGEMAN (AUXILIARY)
General Central Service, Group B, Non-Gazetted, Non-Ministerial, Non-Industrial
(Pay Band as per 7th CPC, Level 6- Rs.35400-112400)

Command	Distribution of Vacancies* (Subject to Variation)						
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation PwBDs$
Western Naval Command	01	--	--	--	01	02	--
Eastern Naval Command	01	--	--	--	--	01	--
Total	02	--	--	--	01	03	--

Table-P

CHARGEMAN (REF AND AC)
General Central Service, Group B, Non-Gazetted, Non-Ministerial, Non-Industrial
(Pay Band as per 7th CPC, Level 6- Rs.35400-112400)

Command	Distribution of Vacancies* (Subject to Variation)						
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation PwBDs$
Western Naval Command	01	--	--	01	--	02	--
Eastern Naval Command	01	--	--	01	--	02	--
Total	02	--	--	02	--	04	--

Table-Q

CHARGEMAN (MECHATRONICS)
General Central Service, Group B, Non-Gazetted, Non-Ministerial, Non-Industrial
(Pay Band as per 7th CPC, Level 6- Rs.35400-112400)

Command	Distribution of Vacancies* (Subject to Variation)						
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation PwBDs$
Western Naval Command	01	--	--	--	--	01	--

Table-R

CHARGEMAN (CIVIL WORKS)
General Central Service, Group B, Non-Gazetted, Non-Ministerial, Non-Industrial
(Pay Band as per 7th CPC, Level 6- Rs.35400-112400)

Command	Distribution of Vacancies* (Subject to Variation)						
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation PwBDs$
Western Naval Command	01	--	--	01	01	03	--

Table-S

CHARGEMAN (MACHINE)
General Central Service, Group B, Non-Gazetted, Non-Ministerial, Non-Industrial
(Pay Band as per 7th CPC, Level 6- Rs.35400-112400)

Command	Distribution of Vacancies* (Subject to Variation)						
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation PwBDs$
Western Naval Command	02	--	--	--	--	02	--

Table-T

CHARGEMAN (PLANNING, PRODUCTION AND CONTROL)
General Central Service, Group B, Non-Gazetted, Non-Ministerial, Non-Industrial
(Pay Band as per 7th CPC, Level 6- Rs.35400-112400)

Command	Distribution of Vacancies* (Subject to Variation)						
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation PwBDs$
Western Naval Command	07	--	03	02	--	12	--
Eastern Naval Command	01	--	--	--	--	01	--
Total	08	--	03	02	--	13	--

Table-U

ASSISTANT ARTIST RETOUCHER
General Central Service, Group B, Non-Gazetted, Non-Ministerial, Non-Industrial
(Pay Band as per 7th CPC, Level 6- Rs.35400-112400)

Command	Distribution of Vacancies* (Subject to Variation)						
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation PwBDs$
Western Naval Command/ NHO, Dehradun	01	--	--	--	01	02	--

Continued on page 35

For more job news visit : www.kpscvaani.com

Table-V

PHARMACIST
General Central Service, Group 'C', Non-Gazetted, Non-Ministerial, Non-Industrial
(Pay Band as per 7th CPC, Level 5- Rs.29200-92300)

Command	Distribution of Vacancies* (Subject to Variation)							
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation ESM	PwBDs$
Western Naval Command	02	--	--	01	01	04	--	--
Southern Naval Command	01	--	--	--	--	01	--	--
Andaman & Nicobar Command	01	--	--	--	--	01	--	--
Total	04	--	--	01	01	06	--	--

Table-W

CAMERAMAN
General Central Service, Group 'C', Non-Gazetted, Non-Ministerial, Non-Industrial
(Pay Band as per 7th CPC, Level 5- Rs. 29200-92300)

Command	Distribution of Vacancies* (Subject to Variation)							
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation ESM	PwBDs$
Western Naval Command/ NHO, Dehradun	01	--	--	--	--	01	--	--

Table-X

STORE SUPERINTENDENT (ARMAMENT)
General Central Service, Group 'C', Non-Gazetted, Non-Industrial
(Pay Band as per 7th CPC, Level 4- Rs. 25500-81100)

Command	Distribution of Vacancies* (Subject to Variation)							
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation ESM	PwBDs$
Store Superintendent (Armament)	06	--	--	01	01	08	--	--

Table-Y

FIRE ENGINE DRIVER
General Central Service, Group 'C', Non-Gazetted, Non-Industrial
(Pay Band as per 7th CPC, Level 3- Rs. 21700-69100)

Command	Distribution of Vacancies* (Subject to Variation)							
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation ESM	PwBDs$
Western Naval Command	09	01	--	03	01	14	01	--

Table-Z

FIREMAN
General Central Service, Group 'C', Non-Gazetted, Non-Industrial
(Pay Band as per 7th CPC, Level 2- Rs. 19900-63200)

Command	Distribution of Vacancies* (Subject to Variation)							
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation ESM	PwBDs$
Western Naval Command	29	11	05	13	06	64	05	02 (HH-01, OH-01)
Southern Naval Command	02	01	--	--	--	03	--	--
Andaman & Nicobar Command	12	03	01	05	02	23	02	01 (Others)
Total	43	15	06	18	08	90	07	03 (HH-01, OH-01, Others-01)

Table-AA

STOREKEEPER/ STOREKEEPER (ARMAMENT)
General Central Service, Group 'C', Non-Gazetted, Non-Industrial
(Pay Band as per 7th CPC, Level 2- Rs.19900-63200)

Name of the post	Distribution of Vacancies* (Subject to Variation)							
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation ESM	PwBDs$
Storekeeper/ Storekeeper (Armament)	72	26	13	47	18	176	17	07 (VH-02, HH-02, OH-02, Others-01)

Table-AB

CIVILIAN MOTOR DRIVER ORDINARY GRADE
General Central Service, Group 'C', Non-Gazetted, Non-Industrial
(Pay Band as per 7th CPC, Level 2- Rs. 19900-63200)

Command	Distribution of Vacancies* (Subject to Variation)							
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation ESM	PwBDs$
Western Naval Command	15	04	02	08	03	32	03	--
Eastern Naval Command	31	18	07	13	07	76	07	--
Southern Naval Command	01	--	--	--	01	02	--	--
Andaman & Nicobar Command	04	01	01	--	01	07	--	--
Total	51	23	10	21	12	117	10	--

Table-AC

TRADESMAN MATE
General Central Service, Group 'C', Non-Gazetted, Industrial
(Pay Band as per 7th CPC, Level 1- Rs.18000-56900)

Command	Distribution of Vacancies* (Subject to Variation)							
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation ESM	PwBDs$
Western Naval Command	81	31	16	48	18	194	18	07 (VH-02, HH-01, OH-02, Others-02)
Southern Naval Command	07	02	01	02	01	13	01	01 (Others)
Total	88	33	17	50	19	207	19	08 (VH-02, HH-01, OH-02, Others-03)

Table-AD

PEST CONTROL WORKER
General Central Service, Group 'C', Non-Gazetted, Non-Industrial
(Pay Band as per 7th CPC, Level 1- Rs.18000-56900)

Command	Distribution of Vacancies* (Subject to Variation)							
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation ESM	PwBDs$
Western Naval Command	21	07	02	12	04	46	03	01 (VH)
Southern Naval Command	01	--	--	--	--	01	--	--
Andaman & Nicobar Command	02	01	--	02	01	06	--	--
Total	24	08	02	14	05	53	03	01 (VH)

Continued on page 36

Table-AE

BHANDARI
General Central Service, Group 'C', Non-Gazetted, Non-Industrial
(Pay Band as per 7th CPC, Level 1- Rs.18000-56900)

Command	Distribution of Vacancies* (Subject to Variation)							
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation	
							ESM	PwBDs[$]
Eastern Naval Command	01	--	--	--	--	01	--	--

Table-AF

LADY HEALTH VISITOR
General Central Service, Group 'C', Non-Gazetted, Non-Industrial
(Pay Band as per 7th CPC, Level 1- Rs.18000-56900)

Command	Distribution of Vacancies* (Subject to Variation)							
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation	
							ESM	PwBDs[$]
Western Naval Command	01	--	--	--	--	01	--	--

Table-AG

MULTI TASKING STAFF (MINISTERIAL)
General Central Service, Group 'C', Non-Gazetted, Ministerial, Non-Industrial
(Pay Band as per 7th CPC, Level 1- Rs.18000-56900)

Command	Distribution of Vacancies* (Subject to Variation)							
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation	
							ESM	PwBDs[$]
Western Naval Command	11	06	03	--	02	22	02	01 (HH)
Eastern Naval Command	54	02	--	09	07	72	07	03 (VH-01, HH-01, OH-01)
Total	65	08	03	09	09	94	09	04 (VH-01, HH-02, OH-01)

Table-AH

MULTI TASKING STAFF (NON-INDUSTRIAL)/ WARD SAHAIKA
General Central Service, Group 'C', Non-Gazetted, Non-Industrial
(Pay Band as per 7th CPC, Level 1- Rs.18000-56900)

Command	Distribution of Vacancies* (Subject to Variation)							
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation	
							ESM	PwBDs[$]
Western Naval Command	32	12	05	18	07	74	07	03 (VH-01, HH-01, OH-01)
Eastern Naval Command	02	--	--	--	--	02	--	--
Southern Naval Command	02	01	--	01	--	04	--	--
Andaman & Nicobar Command	01	--	--	--	--	01	--	--
Total	37	13	05	19	07	81	07	03 (VH-01, HH-01, OH-01)

Table-AJ

MULTI TASKING STAFF (NON-INDUSTRIAL)/ DRESSER
General Central Service, Group 'C', Non-Gazetted, Non-Industrial
(Pay Band as per 7th CPC, Level 1- Rs.18000-56900)

Command	Distribution of Vacancies* (Subject to Variation)							
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation	
							ESM	PwBDs[$]
Western Naval Command	01	--	--	--	--	01	--	--
Southern Naval Command	01	--	--	--	--	01	--	--
Total	02	--	--	--	--	02	--	--

Table-AK

MULTI TASKING STAFF (NON-INDUSTRIAL)/ DHOBI
General Central Service, Group 'C', Non-Gazetted, Non-Industrial
(Pay Band as per 7th CPC, Level 1- Rs.18000-56900)

Command	Distribution of Vacancies* (Subject to Variation)							
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation	
							ESM	PwBDs[$]
Western Naval Command	02	01	--	--	01	04	--	--

Table-AL

MULTI TASKING STAFF (NON-INDUSTRIAL)/ MALI
General Central Service, Group 'C', Non-Gazetted, Non-Industrial
(Pay Band as per 7th CPC, Level 1- Rs.18000-56900)

Command	Distribution of Vacancies* (Subject to Variation)							
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation	
							ESM	PwBDs[$]
Eastern Naval Command	05	--	--	01	--	06	--	--

Table-AM

MULTI TASKING STAFF (NON-INDUSTRIAL)/ BARBER
General Central Service, Group 'C', Non-Gazetted, Non-Industrial
(Pay Band as per 7th CPC, Level 1- Rs.18000-56900)

Command	Distribution of Vacancies* (Subject to Variation)							
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation	
							ESM	PwBDs[$]
Eastern Naval Command	03	--	--	01	--	04	--	--

Table-AN

DRAUGHTSMAN (CONSTRUCTION)
General Central Service, Group 'C', Non-Gazetted, Non-Ministerial
(Pay Band as per Seventh CPC, Level 4- Rs. 25500-81100)

Name of the Post	Distribution of Vacancies* (Subject to Variation)							
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation	
							ESM	PwBDs[$]
Draughtsman (Construction)	01	01	--	--	--	02	--	--

Table-AP

*Includes Backlog Vacancies, if any.

$Suitability for Persons with Benchmark Disabilities. As identified by Ministry of Social Justice & Empowerment OM dated 04 Jan 21 and dated 24 Aug 22. Candidates belonging to the following medical categories as indicated against each post may apply accordingly:-

Name of the Post	Categories of disabled suitable for the Job	Physical Requirement
Staff Nurse	(i) LV (ii) OL, CP, LC, Dw, AAV (iii) SLD, MI (iv) MD involving (i) to (iii) above	S, ST, W, MF, RW, SE, H, C
Chargeman (Naval Aviation) Chargeman (Ammunition Workshop)	(i) B, LV, (ii) D, HH (iii) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, SD/ SI without neurological/ limb dysfunction (iv) ASD, SLD, MI (v) MD involving (i) to (iv) above	S, ST, W, BN, RW, SE, H, C, MF
Chargeman (Mechanic) Chargeman (Ammunition and Explosive)	(i) B, LV (ii) D, HH (iii) OA, OL, BL, CP, Dw, AAV, SD/ SI without neurological/ limb dysfunction (iv) ASD (M), SLD, MI (v) MD involving (i) to (iv) above	S, ST, W, MF, RW, SE, H
Chargeman (Electrical) Chargeman (Electronics and Gyro) Chargeman (Weapon Electronics) Chargeman (Instrument) Chargeman (Mechanical) Chargeman (Heat Engine) Chargeman (Mechanical Systems)	(i) B, LV (ii) D, HH (iii) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, SD/ SI without neurological/ limb dysfunction (iv) ASD (M, MOD), SLD, ID, MI (v) MD involving (i) to (iv) above	S, ST, W, BN, RW, SE, H, C, MF

Continued on page 37

Name of the Post	Categories of disabled suitable for the Job	Physical Requirement
Chargeman (Metal) Chargeman (Ship Building) Chargeman (Millwright) Chargeman (Auxiliary) Chargeman (REF & AC) Chargeman (Mechatronics) Chargeman (Civil Works) Chargeman (Machine) Chargeman (Planning, Production and Control)	(i) B, LV (ii) D, HH (iii) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, SD/ SI without neurological/ limb dysfunction (iv) ASD (M, MOD), SLD, ID, MI (v) MD involving (i) to (iv) above	S, ST, W, BN, RW, SE, H, C, MF
Assistant Artist Retoucher	(i) D, HH (ii) OA, OL, CP, LC, Dw, AAV, SD/ SI without neurological/ limb dysfunction (iii) ASD (M), SLD, MI (iv) MD involving (i) to (iii) above	S, SN, SE, RW, MF, ST
Pharmacist	(i) D, HH (ii) OL, BL, CP, LC, Dw, AAV, SD/ SI without neurological/ limb dysfunction (iii) ASD (M), SLD, MI (iv) MD involving (i) to (iii) above	S, ST, W, BN, L, KC, PP, MF, RW, SE, H
Cameraman	(i) D, HH (ii) OL, BL, CP, LC, Dw, AAV, SD/ SI without neurological/ limb dysfunction (iii) ASD (M), SLD, MI (iv) MD involving (i) to (iii) above	S, ST, W, BN, MF, SE
Store Superintendent (Armament)	(i) LV (ii) D, HH (iii) OL, CP, LC, Dw, AAV, SD/ SI without neurological/ limb dysfunction (iv) ASD (M), ID, SLD, MI (v) MD involving (i) to (iv) above	S, ST, W, L, PP, MF, SE, RW
Fireman Fire Engine Driver	(i) D, HH (ii) ASD (M), SLD (iii) MD involving (i) to (ii) above	S, ST, W, BN, L, KC, PP, MF, SE
Storekeeper/ Storekeeper (Armament)	(i) LV (ii) D, HH (iii) OL, CP, LC, Dw, AAV, SD/ SI without neurological/ limb dysfunction (iv) ASD (M), ID, SLD, MI (v) MD involving (i) to (iv) above	S, ST, W, L, PP, MF, SE, RW
Civilian Motor Driver Ordinary Grade	NA	NA
Tradesman Mate	(i) B, LV (ii) D, HH (iii) OA, OL, OAL, CP, LC, Dw, AAV, SD/ SI without neurological/ limb dysfunction (iv) ASD (M, MoD), ID, SLD, MI (v) MD involving (i) to (iv) above	S, ST, W, BN, RW, SE, H, C
Pest Control Worker	(i) B, LV (ii) D, HH (iii) OA, OL, OAL, CP, LC, Dw, AAV, SD/ SI without neurological/ limb dysfunction (iv) ASD (M, MoD), ID, SLD, MI (v) MD involving (i) to (iv) above	S, ST, W, BN, L, PP, MF, SE
Bhandari	NA	NA
Lady Health Visitor	(i) LV (ii) D, HH (iii) OL, CP, LC, Dw, AAV, SD/ SI without neurological/ limb dysfunction (iv) SLD, MI (v) MD involving (i) to (iv) above	S, ST, W, MF, RW, SE, H, C
Multi Tasking Staff (Ministerial)	(i) B, LV (ii) D, HH (iii) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy, SD/ SI without neurological/ limb dysfunction (iv) ASD (M), SLD, MI (v) MD involving (i) to (iv) above	S, ST, W, BN, RW, SE, H, C
Multi Tasking Staff (Non-Industrial)/ Ward Sahaika	(i) LV (ii) D, HH (iii) OA, OL, OAL, CP, LC, Dw, AAV, SD/ SI without neurological/ limb dysfunction (iv) ASD (M, MoD), ID, SLD, MI (v) MD involving (i) to (iv) above	S, ST, W, BN, L, KC, PP, MF, RW, SE, H
Multi Tasking Staff (Non-Industrial)/ Dresser	(i) LV (ii) D, HH (iii) OL, Dw, AAV, SD/ SI without neurological/ limb dysfunction (iv) ID, SLD, MI (v) MD involving (i) to (iv) above	S, ST, W, BN, L, MF, RW, C
Multi Tasking Staff (Non-Industrial)/ Dhobi	(i) B, LV (ii) D, HH (iii) OA, OL, OAL, LC, Dw, AAV, SD/ SI without neurological/ limb dysfunction (iv) ASD (M, MoD), ID, SLD, MI (v) MD involving (i) to (iv) above	S, ST, L, KC, PP, MF, SE
Multi Tasking Staff (Non-Industrial)/ Mali	(i) LV (ii) D, HH (iii) OL, CP, LC, Dw, AAV, SD/ SI without neurological/ limb dysfunction (iv) ASD (M), ID, SLD, MI (v) MD involving (i) to (iv) above	S, ST, W, BN, L, KC, PP, MF, SE
Multi Tasking Staff (Non-Industrial)/ Barber	(i) D, HH (ii) OL, CP, LC, Dw, AAV, SD/ SI without neurological/ limb dysfunction (iii) ASD (M), SLD, MI (iv) MD involving (i) to (iii) above	S, ST, MF, SE
Draughtsman (Construction)	(i) D, HH (ii) OA, BA, OL, BL, Dw, AAV, SD/ SI without neurological/ limb dysfunction (iii) ASD(M), SLD, MI (iv) MD involving (ii) to (iii) above	S, ST, W, BN, L, KC, PP, MF, RW, SE, H

Note:- Applicants, must be in possession of disability certificate issued by the Competent Authority prior to applying Online, in the format given in GOI/DOP&T OM 36035/1/2012-Estt.(Res) dated 29 Nov 2013.

2. **Abbreviations Used.** Details are as follows:-

(a) **Reservation Categories. UR-** Unreserved, **SC-** Scheduled Caste, **ST-** Scheduled Tribes, **OBC-** Other Backward Class, **EWS-** Economically Weaker Section, **ESM-** Ex-Servicemen, **PwBDs-** Persons with Benchmark Disabilities, **VH-**Visually Impaired, **HH-** Hearing Impaired, **OH-** Locomotor Disability.

(b) **Suitable Disability Categories and Physical Requirement. B-** Blind, **LV-** Low Vision, **D-** Deaf, **HH-** Hard of Hearing, **OA-** One Arm, **OL-** One Leg, **BA-** Both Arms, **BL-** Both Leg, **OAL-** One Arm and One Leg, **CP-** Cerebral Palsy, **LC-** Leprosy Cured, **Dw-** Dwarfism, **AAV-** Acid Attack Victims, **MDy-** Muscular Dystrophy, **SD-** Spinal Deformity and **SI-** Spinal Injury, **ASD-** Autism Spectrum Disorder (**M-**Mild, **MoD-** Moderate), **ID-** Intellectual Disability, **SLD-** Specific Learning Disability, **MI-**Mental Illness, **MD-** Multiple Disabilities, **S-** Sitting, **ST-** Standing, **W-** Walking, **BN-**Bending, **L-**Lifting, **KC-** Kneeling & Crouching, **PP-** Pulling & Pushing, **MF-**Manipulation by Fingers, **RW-** Reading & Writing, **SE-** Seeing, **H-** Hearing, **C-** Communication.

3. **Reservation.** Reservation for SC/ST/OBC/EWS categories is available as per extant Government Orders. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, EWS candidates which will thus comprise of SC, ST, OBC, EWS who are lower in merit than the last candidate on merit list of unreserved category but otherwise found suitable for the appointment or has availed age relaxation available for SC/ ST/ OBC category. 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 interlocking 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.** The details are as follows:-

S.No.	Name of the Post	Age Limit
(a)	Staff Nurse	45 Years
(b)	Chargeman (Naval Aviation)	Between 18-30 years
(c)	Chargeman (Ammunition Workshop)	Between 18-25 years
(d)	Chargeman (Mechanic)	Not exceeding 30 years
(e)	Chargeman (Ammunition and Explosive)	Between 18-25 years
(f)	Chargeman (Electrical)	
(g)	Chargeman (Electronics and Gyro)	
(h)	Chargeman (Weapon Electronics)	
(j)	Chargeman (Instrument)	
(k)	Chargeman (Mechanical)	
(l)	Chargeman (Heat Engine)	
(m)	Chargeman (Mechanical Systems)	
(n)	Chargeman (Metal)	
(p)	Chargeman (Ship Building)	
(q)	Chargeman (Millwright)	
(r)	Chargeman (Auxiliary)	
(s)	Chargeman (Ref & AC)	Between 18-25 years
(t)	Chargeman (Mechatronics)	
(u)	Chargeman (Civil Works)	
(v)	Chargeman (Machine)	
(w)	Chargeman (Planning, Production and Control)	

Continued on page 38

For more job news visit : www.kpscvaani.com

(x)	Assistant Artist Retoucher	Between 20-35 years
(y)	Pharmacist	Between 18-27 years
(z)	Cameraman	Between 20-35 years
(aa)	Store Superintendent (Armament)	Between 18-25 years
(ab)	Fire Engine Driver	Between 18-27 years
(ac)	Fireman	
(ad)	Storekeeper/ Storekeeper (Armament)	Between 18-25 years
(ae)	Civilian Motor Driver Ordinary Grade	
(af)	Tradesman Mate	
(ag)	Pest Control Worker	
(ah)	Bhandari	
(aj)	Lady Health Visitor	Not exceeding 45 years (Relaxable up to 50 years of ex-MNS Officers)
(ak)	Multi Tasking Staff (Ministerial)	Between 18-25 years
(al)	Multi Tasking Staff (Non Industrial)/ Ward Sahaika	
(am)	Multi Tasking Staff (Non Industrial)/ Dresser	
(an)	Multi Tasking Staff (Non Industrial)/ Dhobi	
(ap)	Multi Tasking Staff (Non Industrial)/ Mali	
(aq)	Multi Tasking Staff (Non Industrial)/ Barber	
(ar)	Draughtsman (Construction)	Between 18-27 years

5. **Essential Qualification.** The details are as follows:-

S.No.	Name of the Post	Qualification
(a)	Staff Nurse	**Essential** **(i)** Matriculation or equivalent. **(ii)** Certificate of training in an approved Hospital as a Nurse. **(iii)** Registered as a fully trained nurse in the Medical and Surgical Nursing and Midwifery. **Desirable** Knowledge of Hindi or local language.
(b)	Chargeman (Naval Aviation)	**Essential** **(i)** Candidate should have held the rank of Petty Officer or equivalent and have seven years' service/ experience as such in the appropriate technical branch of the Army/ Navy or Air Force. **Or** **(ii)** Diploma in Aeronautical or Electrical or Mechanical or Tele-Communication or Automobile Engineering. **Or** **(iii)** Matriculates with approved apprenticeship and 5 years' experience in the trade.
(c)	Chargeman (Ammunition Workshop)	**Essential.** **(i)** Bachelor of Science degree with Physics or Chemistry or Mathematics from a recognised University or Institution. **Or** **(ii)** A Diploma in Chemical Engineering from a recognised University or Board.
(d)	Chargeman (Mechanic)	**Essential.** **(i)** Diploma in Mechanical or Electrical or Electronics or Production Engineering from a recognised University or Institute; and **(ii)** Two years' experience in quality control or quality assurance or testing or proof in the area of design or production or maintenance of engineering equipment or system from a recognised organisation.
(e)	Chargeman (Ammunition & Explosive)	**Essential** Diploma in Chemical Engineering from a recognised University or Institution with two years experience in Quality Control or Quality Assurance or Testing or Proof in the area of Chemical Engineering or Processing from a recognised organisation.
(f)	Chargeman (Electrical)	**Essential** Degree in Science with Physics or Chemistry or Mathematics from a recognised University. **Or** Diploma in Electrical Engineering recognised by University or Board.
(g)	Chargeman (Electronics and Gyro)	**Essential** Degree in Science with Physics or Chemistry or Mathematics from a recognised University. **Or** Diploma in Electronics/ Electronics & Instrumentation/ Electronics & Communication/ Electronics & Telecommunication/ Instrumentation/ Instrumentation & Control/ Communication Engineering recognised by University or Board.
(h)	Chargeman (Weapon Electronics)	
(j)	Chargeman (Instrument)	**Essential** Degree in Science with Physics or Chemistry or Mathematics from a recognised University. **Or** Diploma in Electronics/ Electronics & Instrumentation/ Instrumentation/ Instrumentation & Control Engineering recognised by University or Board.
(k)	Chargeman (Mechanical)	**Essential** Degree in Science with Physics or Chemistry or Mathematics from a recognised University. **Or** Diploma in Mechanical Engineering recognised by University or Board.
(l)	Chargeman (Heat Engine)	
(m)	Chargeman (Mechanical Systems)	
(n)	Chargeman (Metal)	**Essential** Degree in Science with Physics or Chemistry or Mathematics from a recognised University. **Or** Diploma in Mechanical Engineering recognised by University or Board.
(p)	Chargeman (Ship Building)	**Essential** Degree in Science with Physics or Chemistry or Mathematics from a recognised University. **Or** Diploma in Mechanical/ Chemical Engineering/ Dress Making/ Garment Fabrication/ Paint Technology recognised by University or Board.
(q)	Chargeman (Millwright)	**Essential** Degree in Science with Physics or Chemistry or Mathematics from a recognised University. **Or** Diploma in Mechanical Engineering recognised by University or Board.
(r)	Chargeman (Auxiliary)	**Essential** Degree in Science with Physics or Chemistry or Mathematics from a recognised University. **Or** Diploma in Mechanical/ Automobile Engineering recognised by University or Board.
(s)	Chargeman (Ref & AC)	**Essential** Degree in Science with Physics or Chemistry or Mathematics from a recognised University. **Or** Diploma in Mechanical Engineering/ Refrigeration & Air Conditioning recognised by University or Board.
(t)	Chargeman (Mechatronics)	**Essential** Degree in Science with Physics or Chemistry or Mathematics from a recognised University. **Or** Diploma in Mechatronics Engineering recognised by University or Board.
(u)	Chargeman (Civil Works)	**Essential** Degree in Science with Physics or Chemistry or Mathematics from a recognised University. **Or** Diploma in Civil Engineering recognised by University or Board.
(v)	Chargeman (Machine)	**Essential** Degree in Science with Physics or Chemistry or Mathematics from a recognised University. **Or** Diploma in Mechanical Engineering recognised by University or Board.
(w)	Chargeman (Planning, Production and Control)	**Essential** Degree in Science with Physics or Chemistry or Mathematics from a recognised University. **Or** Diploma in Electrical/ Electronics/ Electronics & Instrumentation/ Electronics & Communication/ Electronics & Telecommunication/ Instrumentation/ Instrumentation & Control/ Communication/ Mechanical/ Chemical Engineering/ Dress Making/ Garment Fabrication/ Paint Technology/ Automobile/ Refrigeration & Air Conditioning/ Mechatronics/ Civil Engineering recognised by University or Board.

Continued on page 39

For more job news visit : www.kpscvaani.com

(x)	Assistant Artist Retoucher	**Essential** **(i)** Matriculation or equivalent. **(ii)** Diploma or Certificate in Commercial Art, Printing Technology, Lithography or Litho Art Work awarded after at least 2 years course or training from a recognised Institute. **(iii)** 02 years' experience as a Retoucher. **Or** 07 years' practical experience as a Retoucher in Military Survey, Survey of India or other Photo-Litho establishment of repute (for ex-Servicemen only).
(y)	Pharmacist	**Essential** **(i)** 12th class pass with Science subjects (Physics, Chemistry and Biology) from a recognised Board. **(ii)** Diploma in Pharmacy from a recognised institute. **(iii)** Registered as Pharmacist under the Pharmacist Act, 1948 (8 of 1948); **(iv)** Two years experience as Pharmacist in any recognised hospital or pharmacy after duly registered as Pharmacist under the Pharmacy Act, 1948 (8 of 1948); and **(v)** The candidate shall have working knowledge of computer. **Desirable:** **(i)** Bachelor degree in Pharmacy (B.Pharm) from a recognised University or Institute. **(ii)** Registered as Pharmacist under the Pharmacy Act, 1948 (8 of 1948). **(iii)** The candidate shall have working knowledge of computers.
(z)	Cameraman	**Essential** **(i)** Matriculation or equivalent. **(ii)** Diploma or certificate in Printing Technology awarded after at least two years course or training from a recognised Institute. **(iii)** 5 years' experience of operating process cameras. **Or** 10 years experience as a Cameraman or Photographer in Military Survey, Survey of India or other photo-litho establishment of repute (for ex-Servicemen only).
(aa)	Store Superintendent (Armament)	**Essential** **(i)** Degree in Science with Physics or Chemistry or Mathematics from a recognised University with basic computer knowledge on database management with one year experience in stores work in Government Department or Public Sector Undertaking or in a reputed firm; **Or** **(ii)** 10+2 in Science or Commerce with five years experience in stores' work in a Government Department or Public Sector Undertaking or in a reputed workshop.
(ab)	Fire Engine Driver	**Essential.** **(i)** 12th class pass from a recognised Board. **(ii)** Must possess Heavy Motor Vehicle license from recognised authority; **and** **Physical Standards.** Must be physically fit and capable of performing strenuous duties and must have passed the test specified below:- **(i)** Height without shoes- 165 centimeters provided that a concession 2.5 centimeters height shall be allowed for Scheduled Tribes. **(ii)** Chest (normal)- 81.5 centimeters. **(iii)** Chest (on expansion)- 85 centimeters. **(iv)** Weight- 50 kilograms (minimum). **(v)** Eye sight -6/6 without any correction (normal vision). **Endurance Test.** **(i)** Carrying a person (fireman lift of 63.5 kilograms to a distance of 183 meters within 96 seconds); **(ii)** Clearing 2.7 meters wide ditch landing on both feet (long jump); **and** **(iii)** Climbing 3 meters vertical rope using hand and feet.
(ac)	Fireman	**Essential.** **(i)** 12th class pass from a recognised Board. **(ii)** Elementary or basic or auxiliary Fire Fighting course from a recognised institute. **Desirable.** Possession of heavy motor vehicle license. **Physical Standards:-** The candidate shall be physically fit and capable of performing strenuous duties and must pass the test specified below:- **(i)** Height without shoes- 165 centimeters provided that a concession 2.5 centimeters height shall be allowed for Scheduled Tribes. **(ii)** Chest (normal)- 81 centimeters. **(iii)** Chest (on expansion)- 85 centimeters. **(iv)** Weight- 50 kilograms (minimum). **(v)** Eye sight- 6/6 (normal vision). **Endurance Test-** **(i)** Carrying a person (fireman lift of 63.5 kilograms to a distance of 183 meters within 96 seconds); **(ii)** Clearing 2.7 meters wide ditch landing on both feet (long jump); **and** **(iii)** Climbing 3 meters vertical rope using hand and feet. **Disqualification.** **(i)** Wearing glasses or squint eyes or colour blindness; **(ii)** Flat feet or knock-knee; **(iii)** Deformity of any limb or extra limb. **Note:-** Candidate selected for appointment to the post shall have to undergo a pre-service training of two months as prescribed by Dockyard Fire Service and pass the prescribed test.
(ad)	Storekeeper/ Storekeeper (Armament)	10+2 or equivalent from a recognised Board or equivalent, with one-year experience in inventory related stores work in government department or Public undertaking or in a reputed firm.
(ae)	Civilian Motor Driver Ordinary Grade	**(i)** Matriculation from a recognised Board or Institution and knowledge of first line maintenance. **(ii)** Must possess a driving license for Heavy Vehicles and Motor Cycles. **(iii)** One year practical experience in Heavy Motor Vehicles (HMVs) driving.
(af)	Tradesman Mate	**(i)** 10th Standard pass from a recognised Board/ Institution. **(ii)** Certificate from a recognised Industrial Training Institute (ITI) in the **relevant trade***. *List of ITI trades eligible to apply for the post is placed at **Annexure-I**.
(ag)	Pest Control Worker	**(i)** Matriculation or equivalent from a recognised Board. **(ii)** Must have knowledge of Hindi or regional language.
(ah)	Bhandari	**(i)** 10th pass from a recognised Institute or Board. **(ii)** Knowledge of swimming. **(iii)** One year experience as Cook.
(aj)	Lady Health Visitor	Should be of Matriculation Standard and should have some special training after her basic Auxiliary Nurse Midwifery course unless she has done a course which has been specifically strengthen with regard to family planning and the total family planning health outlook.
(ak)	Multi Tasking Staff (Ministerial)	Matriculation or equivalent or Industrial Technical Institute (ITI) pass.
(al)	Multi Tasking Staff (Non Industrial)/ Ward Sahaika	**(i)** Matriculation **(ii)** Proficiency in relevant trade.
(am)	Multi Tasking Staff (Non Industrial)/ Dresser	
(an)	Multi Tasking Staff (Non Industrial)/ Dhobi	
(ap)	Multi Tasking Staff (Non Industrial)/ Mali	
(aq)	Multi Tasking Staff (Non Industrial)/ Barber	

Continued on page 40

(ar)	Draughtsman (Construction)	**Essential.** (i) Certificate in Draughtsmanship (Mechanical or Civil) from Industrial Training Institute, recognised by National Council of Vocational Training or Ex-Naval apprentices trained in Mechanical or Civil Engineering. (ii) Certificate in Automated Computer Aided Design. **Desirable.** One year experience in Mechanical or Civil engineering in Government or statutory or autonomous organisation, public sector undertaking or University or private organisation of repute.

6. **Nature of Duties/ Job Profile.** Indicative duties and responsibilities of the above mentioned posts are listed as follows:-

(a) **Staff Nurse.**

(i) As a First Aider and responsible person in the absence of a doctor. Proper maintenance of the case till the case has been shown to the Doctor.

(ii) Recording of pulse, temperature, blood pressure and certain other vital signs before showing to doctor.

(iii) Attending the detained bed cases – Maintaining intake and output chart of bed cases.

(iv) Sponge bath to the case of Hyperpyrexia.

(v) Maintenance of the central Dressing Room.

(vi) Maintenance of the Minor operation Theater.

(vii) Management of Post-operative cases.

(viii) Pre-operative preparation and management of major and minor preparation and supervision on surgical gauge preparation before sending to auto cleaning.

(ix) Maintenance of the Electro Medical equipment.

(x) Ambulation of the serious case to the nearest civil hospital.

(xi) Manning the various First aid posts during the time of busy working hours.

(xii) Medical Assistant during sick report.

(b) **Chargeman (Naval Aviation).**

(i) Efficient running and maintenance of the section assigned, supervision of personnel working in the section, monitor progress of day to day work, scrutiny of job cards, custodian of equipment/ furniture, maintenance of Aircraft service records documentation and other jobs pertaining to the section. Questions are designed to test the candidates' general awareness of the environment and its application to the society.

(ii) Knowledge and work experience in Hydraulic/ pneumatic systems and their advantages, disadvantages, precautions while charging air, hydraulic fluid, oxygen system functional checks on HP systems. Periodic calibration of gauges and equipment.

(iii) Handling of armament, ejection seats, jettison handles. Gun alignment, types of carriers and precautions while working on these systems and Towing/jacking up of aircraft.

(iv) Basic knowledge and work experience in Electrical/electronic systems used in aircraft and their working principles, aircraft instrument-working principle, gyroscopic instruments, autopilots.

(v) Theoretical knowledge and experience of working principle of Piston engines, gas turbine engines, their components characteristic, performance curves, servicing, repair, overhaul and concept of engine testing and Removal installation procedure.

(vi) Processing of components – cleaning, sentencing, various coating, different NDT technique (DPT, Eddy current, Ultrasound, MPT and radiography techniques) and their applicability and Rotor balancing- dynamic and static Blade tip grinding.

(vii) Knowledge in Principal of aerodynamic & concept of aero foil structures and all relevant theories/concepts pertaining to aircraft/flight. Handling/ identification of different type of machine/ hand tools, precision measuring instruments and their calibration. Knowledge on Tool control procedures/safety precautions in workshops/ various Fire safety measures.

(c) **Chargeman (Ammunition Workshop).** Responsible to his immediate superior for the discipline of the employees under his control and for the safe, correct, expeditious performance of all work done in his/ her section/ Ammunition Workshop, responsible to exercise economy in use of manpower and material to perform work in his /her section as per approved procedures/drawing/specification etc. without interruptions by ensuring adequate supplies of stores, tools etc. responsible for issue/ receipt, repair, maintenance, Annual Inspection, Proof, Demolition etc. of stores under his control.

(d) **Chargeman (Mechanic).** Provide QA/inspection cover for various Naval Armament (NA) stores under the purview of DGNAI during their design/ production/ proof/ maintenance/ storage/ disposal at various NAI units at Depots/ Ordnance Factories/ DRDO labs/ Quasi Military Establishments. Maintain technical records of all QA/ inspection activities undertaken during production, maintenance and preparation of NA stores. Undertake tests utilizing various facilities available in-house towards QA/ inspection of NA stores. Assist in analysis and investigation of various defects observed during production maintenance, preparation and exploitation of NA stores. Ensure safe custody and serviceability of gauges and equipment used for QA/ inspection.The functional duties would involve handling of explosives and ordnance, sailing onboard Indian Navy platforms for trials & firings.

(e) **Chargeman (Ammunition & Explosive).** Provide QA/inspection cover for various Naval Armament (NA) stores under the purview of DGNAI during their design/ production/ proof/ maintenance/ storage/ disposal at various NAI units at Depots/ Ordnance Factories/ DRDO labs/ Quasi Military Establishments. Maintain technical records of all QA/ inspection activities undertaken during production, maintenance and preparation of NA stores. Undertake tests utilizing various facilities available in-house towards QA/ inspection of NA stores. Assist in analysis and investigation of various defects observed during production maintenance, preparation and exploitation of NA stores. Ensure safe custody and serviceability of gauges and equipment used for QA/ inspection. The functional duties would involve handling of explosives and ordnance, sailing onboard Indian Navy platforms for trials & firings.

(f) **Chargeman (Electrical/ Electrical and Gyro/ Weapon Electronics/ Instrument/ Mechanical/ Heat Engine/ Mechanical Systems/ Metal/ Ship Building/ Millwright/ Auxiliary/ Ref & AC/ Mechatronics/ Civil Works/ Machine/ Planning, Production & Control).** Under general supervision of Officers and Shop Foreman, the Chargeman, in the respective trade, is required to undertake repairs and refit of ships and submarines equipment and structure both onboard and in the shop floor. He/ She has to maintain plant and machinery at the shop floor. He/ She has to supervise and manage his/her team and complete the given task in the stipulated time with required quality. Whenever necessary, he/ she has to undertake the independently also. He/ She has to take care of safety of his/ her workforce under him/ her and machines while working onboard ships/ shop floor/ hazardous areas and also to provide/ manage all the accessories / machines etc., to complete the task in time. The nature of duties specified is not all encompassing and is only indicative.

(g) **Assistant Artist Retoucher.**

(i) Preparation of chemicals for CTP Processing Unit.

(ii) Maintenance of the Fitter and Gum Rollers on a weekly basis.

(iii) Operating, handling and maintenance of Pneumatic Plate Punching machine.

(iv) Raster image processing using Apogee Render of 4 geometric colour separation.

(v) Loading of Plates in CTP Plate Setter and place the exposed plate in automatic plate processor to develop image.

(vi) Regular maintenance of Plate Setter, Plate Processor and large format Proof Plotter.

(vii) Maintain the stock of consumables and non-consumable items of CTP.

(viii) Any other miscellaneous work as assigned by the superior authority.

(h) **Pharmacist.**

(i) Storing medicine, Distribution and issue medicine.

(ii) Maintaining records, making indent.

(iii) Any other work assigned by the superior authority.

(j) **Cameraman.**

(i) He is in-charge of Camera section comprising of Camera units and Photo typesetting unit.

(ii) He should be able to operate process as well as digital cameras.

(iii) He is to be conversant in photography as well as in photo studio.

(iv) He well assisted by Dark Room Assistant.

(v) He is also responsible for the proper used plate stowage under the supervision of CTP in-charge and is also in-charge of Repository compartment.

(k) **Store Superintendent (Armament).**

(i) Inspection of stores

(ii) Selection of stocks

(iii) Movement of stores

(iv) Supervision of labour, handling of stores, packing, labelling addressing, loading/ unloading.

(v) Verification of stocks/periodical inspection

(vi) Supervision work done by Store Keeper.

(vii) Any other duty assigned by superior authorities from time to time.

(l) **Fire Engine Driver.** Drives the Fire Engine to the emergency scene/ location. Manoeuvres apparatus into position, Connects Hose line and operates pump panel to supply water pressure. Determines if, additional water supply lines are

Continued on page 41

needed. Obtain line from other engine/ source, calculate water use and monitor water availability. Replace nozzles and master stream tips. Performs tandem hookup procedures at hydrants. Obtain secondary water supplies, pumps foam, assists in changing air bottles, clean, fills and replace air bottles and masks. Makes routine repairs to and maintenance apparatus and emergency equipment. Drive fire truck and operates the tailor of the vehicle, Work with crew to participate rescue operations. Provides emergency medical services and perform other related duties as required.

(m) **Fireman.** Primary duties of Fireman include saving lives and upkeep & maintenance of firefighting equipment. At a moment's notice, a fireman must be ready to functions such as rescue people or animals from burning or collapsed buildings, fighting fires and providing emergency medical assistance.

(n) **Storekeeper/ Storekeeper (Armament).** Inspection/ Selection of Stocks, Movement of stores from one location to other, Supervision of Labour handing stores, packing, labelling, addressing, loading, unloading, verification of stocks, periodical inspection, preservation of stores. Any other duties assigned by Superior Authority.

(p) **Civilian Motor Driver Ordinary Grade.**

(i) Driving of Heavy/ Light Motor Vehicles

(ii) Replacement of fuel oil and water

(iii) Cleanliness of Vehicles.

(iv) Inspection for defects and deficiencies.

(v) Lubrication and minor adjustment

(vi) Reporting defects beyond his capacity to repair

(q) **Tradesman Mate**

(i) Working in production /maintenance of Shop/Ship/Submarine.

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

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

(iv) Photocopying, sending/receiving of FAX, letters etc.

(v) Other non-clerical work in the Sections/Unit.

(vi) Assisting in 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 duties.

(x) Cleaning of building, fixture etc.

(xi) Dusting of furniture etc.

(xii) Upkeeps of parks, lawns, potted plants etc.

(xiii) Any other work assigned by superior authority.

(r) **Pest Control Worker.**

(i) Taking anti-mosquito measure, anti-fly measures, anti-rodent and anti-pest measures in accordance with instructions of higher authorities.

(ii) Control of various pests of Public Health Importance by use of insecticide spray with different types of sprayers in use or as is periodically introduced in service from time to time.

(iii) Regular cleaning and maintenance of all spraying equipments.

(iv) Application and preparation of various formulation of disinfectants/ insecticides under instructions and directions of supervisory staff.

(v) All sanitary duties deemed essential for the preservation of health of Naval personnel and their families/ Naval employees may be ordered by the supervisory staff.

(vi) Collection of anti-malaria oil, kerosene oil and other stores from depot, its storage and day to day issue.

(vii) Elimination of breeding places of mosquitoes and files by source reduction and by minor engineering methods such as filling, leveling canalization, straight edging, deweed etc.

(viii) Carry out all duties connected with the setting up, shifting of any static/ roving heath exhibitions as will be required from time to time.

(ix) Any other duty considered essential in the interest of health, sanitation to be done according to the directions of supervisors.

(s) **Bhandari.**

(i) Prepare meals onboard Boat/ Craft/ Vessel.

(ii) Prepare snacks and Tea/ Lime Juice onboard craft vessel for crew.

(iii) Collection of ration (sugar, Tea leaves, milk, lemon etc) from place of issue.

(iv) Custody and safekeeping of items, equipment and property issued and used for cooking.

(v) Maintain hygiene and cleanliness in and around his working area.

(vi) Provide general help to the Deck crew working under Master of the vessel/ craft.

(vii) Report defects in gallery and coordinate its rectification.

(t) **Lady Health Visitor.** Renders health care at private residences and at health centres. Visits private residences in her jurisdiction to render antenatal care and advice to expectant mothers/ Makes arrangements for their confinement and renders post-natal care. Renders health care to mothers, children and expectant mothers in health centres by performing variety of duties like administering stock medicines, weighing babies, distributing milk and tonics, ensuring vaccination and inoculation etc.

(u) **Multi Tasking Staff (Ministerial).**

(i) Physical Maintenance of records of the Section

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

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

(iv) Photocopying, sending of FAX etc.

(v) Other non-clerical work in the Section/ Unit

(vi) Assisting in routine office work like diary, dispatch etc., including on computer

(vii) Delivering of dark (outside the building).

(viii) Watch & Ward duties.

(ix) Opening & Closing of room.

(x) Cleaning of rooms.

(xi) Dusting of furniture etc.

(xii) Cleaning of building, fixtures etc.

(xiii) Work related to his ITI qualifications, if it exists.

(xiv) Driving of vehicles, if in possession of valid driving license.

(xv) Upkeep of parks, lawns, potted plants etc.

(xvi) Any other work assigned by the superior authority.

(v) **Multi Tasking Staff (Non-Industrial)/ Ward Sahaika.** Careful and humane treatment of delivery cases, carrying patients on wheeled carriages. Attendance on female patients and other ward and hospital duties as assigned by the Doctor/ nurse in charge etc. They are required to work on shift duties. Looking after the wards, maintains ward cleanliness and is to assist Para Medical Staff and patients. Any other duties assigned by Superior Authority.

(w) **Multi Tasking Staff (Non-Industrial)/ Dresser.** Dresses wounds, cuts, sores, boils etc and applies ointment, liniments and paints and give first aid in emergency cases. Cleans wounds, cuts, sores with antiseptic material and applies ointments, pains, gauze, lint or other sterile material as prescribed by Surgeon or under medical advice. Thouches throat with throat paint, drops medicine in eyes, nose or ears. Bandage wounds and other affected part of body. May massage any part of body under guidance of doctor. May prepare patients for operations and give them pre-operational care.

(x) **Multi Tasking Staff (Non-Industrial)/ Dhobi.** Washing and cleaning garments and other articles of washable fabrics and presses them. Any other duties assigned by Superior Authority.

(y) **Multi Tasking Staff (Non-Industrial)/ Mali.** Growing flowers, tress, shrubs, seeding, vegetables etc. prepares soil and sows seeds, plants etc. water sea beds and growing plants and other gardening duties. Any other duties assigned by Superior Authority.

(z) **Multi Tasking Staff (Non-Industrial)/ Barber.** Cutting Trimming of Hair and Shaving. Any other duties assigned by Superior Authority.

(aa) **Draughtsman (Construction).** Preparation of drawings pertaining to Ship structure/ plan/ elevation & frame sections required to be used for layout drawings using AutoCAD. Equipment and layouts of Compartments drawings. Collection of technical data pertaining to equipment selected for fitment & maintaining for record workbook. Preparation of schematics/ sketched/ flow diagrams of ships system & Fittings. To undertake all reproduction of drawings/ data sketched to be used during design.

Note. The above list of duties are only illustrative and not exhaustive. Section/Department of the Indian Navy may add in the list, duties ordinarily performed by personnel at this level.

7. **Age Relaxation and Crucial Dates.**

(a) **Age Relaxation.**

S. No.	Category	Age relaxation permissible beyond the upper age limit for Group 'B (NG)' Post	Age relaxation permissible beyond the upper age limit for Group 'C' Post
(i)	SC / ST	**05 Years**	**05 Years**
(ii)	OBC	**03 Years**	**03 Years**
(iii)	PwBDs	**10** Years, OBC-**13** (10 + 03) Years, **SC/ST-15** (10+05) Years	**10** Years, OBC -**13** (10 + 03) Years, **SC/ST-15** (10+05) Years
(iv)	ESM	Period of Military Service plus **03** years	Period of Military Service plus **03** years

Continued on page 42

For more job news visit : www.kpscvaani.com

(v)	Meritorious Sportsperson	Up to 05 Years, SC/ ST–10 Years	Up to 05 Years, SC/ ST–10 Years
(vi)	Departmental Candidates with 03 yrs regular and continuous service in Central Government as on Closing date for receipt of online application	Up to 05 years. This concession is subject to the condition that the past service rendered in the department will be useful for efficient discharge of duties in the categories of posts.	Up to 40 years of age and SC/ST - 45 (40+05) years of age. This concession is subject to the condition that the past service rendered in the department will be useful for efficient discharge of duties in the categories of posts.

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

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

8. **Examination Fee**. Candidates (except SC/ST/PwBDs/Ex-Servicemen and Women candidates, who are exempted from payment of fee) are required to pay a fee of **Rs. 295/- (Rupees Two hundred Ninety Five only)**, excluding applicable taxes and charges, through online mode by using net banking or by using Visa/ Master/ RuPay Credit/ Debit Card/ UPI. **Admit card will be issued for the examination only to those candidates who have successfully paid the examination fee or who are entitled to waiver of examination fee.**

Note (a) Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

(b) In case you have made an unsuccessful online payment of fees and money has been deducted from your account, please wait for 07 working days for automatic refund of money to your account.

9. **Examination Cities.** The list of examination cities of different states will be made available in the online application form. The candidates are to select any three choices of cities from the list. The Indian Navy reserves the right to cancel/re-conduct examination for a particular centre or allot/ change the city of the candidate beyond the choices indicated by the candidates for administrative or other reasons. In case of more number of candidates applying for one city, few candidates may be allotted to any other city. Request for change of examination city/centre/ date/session will not be entertained under any circumstances.

10. **Application for Multiple Posts**. Candidates applying for more than one post should submit their application, complete in all respects, separately. Candidates, who intend to apply for more than one post, should be aware that centre for each examination may be different, and examination may be on the same day/ shift. If examinations are in two different shifts on the same day, it will be the candidate's responsibility to reach the allocated centre. If the examination for multiple posts applied by candidate is in the same shift as the centre and shift allocation is an automated process, he/she will be able to appear in the examination of one post as per his/ her choice. Choice to appear for a particular post will be the sole responsibility/ prerogative of the candidate. Administration will have no bearing in this respect. Further, candidates applying for multiple posts will have to pay examination fee against each post separately.

11. **Mode of Selection.**

(a) **Screening of Applications**. Indian Navy will not carry out detailed scrutiny of all applications received online to allow candidates to appear for computer based examination. Merely fulfilling the basic selection criteria does not automatically entitle a person/ applicant to be called for the online test.

(b) **Scheme of Examination**. All shortlisted/ eligible candidates will have to appear in the online computer based examination consisting of multiple choice questions in both English & Hindi (except for General English) as follows:-

Section	Subject	No. of Questions/ Maximum Marks	Duration
A	General Intelligence	25	90 Minutes
B	General Awareness	25	
C	Quantitative Aptitude	25	
D	English Language	25	
	Total	100	

(c) **Qualifying Marks**. Minimum qualifying marks foronline computer based examination are as follows:-

(i) UR	-	35%
(ii) OBC/ EWS	-	30%
(iii) All other categories	-	25%

(d) **Syllabus for Examination**. The indicative syllabus for subject recruitment is as follows:-

Staff Nurse, Chargeman (Naval Aviation), Chargeman (Ammunition Workshop), Chargeman (Mechanic), Chargeman (Ammunition & Explosive), Chargeman (Electrical/ Electrical and Gyro/ Weapon Electronics/ Instrument/ Mechanical/ Heat Engine/ Mechanical Systems/ Metal/ Ship Building/ Millwright/ Auxiliary/ Ref & AC/ Mechatronics/ Civil Works/ Machine and Planning, Production & Control), Assistant Artist Retoucher, Pharmacist, Cameraman and Store Superintendent (Armament)[Group 'B(NG)' Posts]

(i) **General Intelligence**. It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/ Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern –folding & un-folding, Figural Pattern – folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/ roll numbers, Small & Capital letters/ numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.

(ii) **General Awareness**. Questions will be designed to test the general awareness of the environment and its application to the society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining History, Culture, Geography, Economic Scene, General Polity& Scientific Research.

(iii) **Quantitative Aptitude**. The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centers, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.

(iv) **English Language**. Candidates' ability to understand correct English, his basic comprehension and writing ability, etc. would be tested.

Fire Engine Driver, Fireman and Storekeeper/ Storekeeper (Armament) [Group 'C' Post]

(i) **General Intelligence.** It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/ pattern-folding & unfolding, Semantic Series, Figural Pattern – folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Other sub-topics, if any Numerical operations.

(ii) **General Awareness.** Questions are designed to test the candidate's general awareness of the environment and its application to the society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

Continued on page 43

For more job news visit : www.kpscvaani.com

(iii) **Quantitative Aptitude.** Arithmetic, Number Systems, Computation of Whole Number, Decimal and Fractions, Relationship between numbers, Fundamental operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work, Algebra: Basic algebraic identities of School Algebra and Elementary, surds (simple problems) and Graphs of Linear Equations. Geometry: Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles. Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right, Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square, Base Trigonometry: Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities etc., Statistical Charts: Use of Tables and Graphs, Histogram, Frequency polygon, Bar-diagram, Pie-chart.

(iv) **English Language**. Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/Detecting mis-spelt words, Idioms & Phrases, One word substitution, improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

Civilian Motor Driver Ordinary Grade, Tradesman Mate, Pest Control Worker, Bhandari, Lady Health Visitor, Multi Tasking Staff (Ministerial), Multi Tasking Staff (Non-Industrial)/ Ward Sahaika, Multi Tasking Staff (Non-Industrial)/ Dresser, Multi Tasking Staff (Non-Industrial)/ Dhobi, Multi Tasking Staff (Non-Industrial)/ Mali, Multi Tasking Staff (Non-Industrial)/ Barber and Draughtsman (Construction) [Group 'C' Post]

(i) **General Intelligence**. It would include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

(ii) **General Awareness**. Questions are designed to test the general awareness of the environment and its application to the society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

(iii) **Quantitative Aptitude**. This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

(iv) **English Language**. Candidates understanding of the Basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc.his/her writing ability would be tested.

(e) **Resolution of Tie**. In case one or more than one candidate secure equal aggregate marks, tie will be resolved by applying following methods, one after another till the tie is resolved:-

(i) Date of Birth will be considered to arrive at the merit list, the older the candidate will prevail as the higher selected candidate in merit.

(ii) If DOB is also same then, Alphabetical order in which the first names of the candidates appear will be considered.

(f) **Scribe**. The provisioning of facility of scribe to the candidates having difficulty in writing will be as follows:-

(i) **PwBD (Disability 40% and above)–Blindness, Locomotor Disability (Both Arm affected- BA) Cerebral Palsy.** The facility of scribe is admissible to such PwBD candidates, if so desired by the person.

(ii) **Other Categories of PwBD.** In case of other category of persons with benchmark disabilities, the provision of scribe/ reader/ lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution in the prescribed format as per Ministry of Social Justice & Empowerment OM 34-02/2015-DD-III dated 29 Aug 18.

(iii) **PwD Candidates (less than 40% disability).** The facility of scribe and/ or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/ her behalf from the competent medical authority of a Government health care institution in the prescribed format as per Ministry of Social Justice & Empowerment OM 29-6/2019-DD-III dated 10 Aug 22.

(iv) **Undertaking for use of Own Scribe**. Candidates desirous of availing facility of own scribe must carry undertaking in the prescribed format for PwBD and PwD candidates (less than 40% disability) as per Ministry of Social Justice & Empowerment OM 34-02/2015-DD-III dated 29 Aug 18 and OM 29-6/2019-DD-III dated 10 Aug 22 respectively. The facility of using own scribe will only be available if indicated by the candidate in online application form.

(v) **Compensatory Time**. Compensatory time of 20 minutes per hour of examination will be provided to the candidates law extant guidelines who are allowed use of scribe, irrespective of the fact whether they use scribe or otherwise.

(g) **Question Paper Challenge Mechanism**. Online window for inviting comments from the candidates regarding question paper and provisional answer key after completion of examination will be made available. Candidates are advised to visit IN website/ registration Portal time to time for update, if any.

(h) **Normalisation**. In order to take into account any variation in the difficulty levels of the question papers in case of multiple shift examinations normalization of the scores of the candidates may be carried out.

(j) **Date of Examination**. Exact date, time and venue of online test will be communicated to the candidates on registered mobile number/e-mail ID. Websites **www.joinindiannavy.gov.in** and **www.indiannavy.nic.in** may also be referred from time-to- time for any further instructions.

(k) **'Fire Engine Driver and 'Fireman' - Physical Standard/ Endurance Test**. For the post of 'Fireman' and 'Fire Engine Driver' candidates will be shortlisted for Physical Standard and Endurance Test (qualifying in nature) based on the marks obtained in examination in the order of merit and fulfilling the prescribed eligibility criteria. Qualified candidates will be considered for further selection process.

(l) **'Civilian Motor Driver Ordinary Grade' - Skill Test.** The candidates have to qualify skill test with reference to duties indicated at Para 6 (p) for the post.

(m) **'Bhandari' - Swimming Test**. The candidates have to qualify in swimming test.

(n) **MTS (NI)/ (Ward Sahaika/ Dresser/ Dhobi/ Mali/ Barber) - Proficiency Test.** The candidates have to qualify proficiency test to be conducted with reference to duties indicated at Para 6 (v), (w), (x), (y) and (z) for the relevant post.

(p) The skill/ proficiency test shall be qualifying in nature and the marks obtained in skill/ proficiency test shall not be counted while preparing merit list. However, only those candidates who qualify in skill/ proficiency test shall be considered for preparation of merit list.

(q) **Provisional Appointment Letter**. The appointment of provisionally selected candidates will be strictly based on their relative merit position in online examination subject to verification of documents, Medical Examination and other requirements as specified by the Government of India and Appointing Authority.

(r) **Document Verification**. All documents pertaining to age, education, identity, address, category, caste validity certificate etc. will be scrutinized and verified as per extant DoP&T policy. Date and Venue for document verification will be intimated to the provisionally selected candidates on their registered mobile phone/e-mail IDs and by post.

12. **Opening and Closing date for Online Registration Portal.**

Opening of Online Registration Portal	05 Jul 25 at 1000 hr
Closing of Online Registration Portal	18 Jul 25 at 2359 hr

13. **Guidelines for filling Online Application.**

(a) Candidates are required to apply online using the website **www.joinindiannavy.gov.in >> Join Navy >> Ways to join >> Civilians >> INCET-01/2025.** Before filling online application form, applicants are advised to read the guidelines.

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

(c) Applicants are not to send copy of application form or any document to this office. However candidates are to take a printout of Application Form for his / her personal record. A print out of the **ADMIT CARD IS TO BE BROUGHT TO THE VENUE FAILING WHICH THE CANDIDATE WILL NOT BE ALLOWED TO APPEAR FOR THE EXAMINATION.**

Continued on page 44

(d) If the candidates commit any mistake in filling the online application form, it cannot be corrected by Indian Navy. Indian Navy will take no responsibility of any kind for such forms.

(e) 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 for contacting them at different stages of recruitment process. **No change in the mobile number and e-mail ID will be allowed once entered**. Indian Navy will not be responsible for non-receipt of communication on registered mobile number/ e-mail IDs.

(f) Candidates are requested to remember the password, if any, during registration as it is important for further login.

(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 depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on the website on account of internet connectivity issue or website overload.

(h) Applicants should not submit multiple applications for same post. 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 be considered.

(j) Applicants 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/ Command, to the extent feasible in respect of qualified candidates.

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

(i) Passport size color photograph with light background (preferably white) without any obstacle covering/obstructing the face and eyes. The size of photograph should be between 20 Kb and 50 Kb.

(ii) 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. The size of signature document should be between 10 Kb and 20 Kb.

(iii) A copy of candidate's Caste/EWS Certificate, in case applying against a reserved post (50-200 KB).

(iv) A copy of candidate's Birth Certificate/Matriculation/SSC certificate for Date of Birth.

(v) A copy of candidate's highest education qualification proof (50-200 KB).

(vi) A copy of certificate duly indicating the proof of Ex-Servicemen issued by the Competent Authority (50-200 KB).

(vii) A copy of medical certificate showing disability for PwBDs (50-200 KB).

(viii) A copy of medical certificate for limitation to write for PwBD candidates for use of scribe, if applicable (50-200 KB).

(ix) A copy of undertaking from PwBD/ PwD candidates for use of own scribe, if applicable (50-200 KB).

(x) A copy of undertaking from PwD candidates for use of own scribe, if applicable (50-200 KB).

(xi) A copy of certificate showing disability of PwD candidates having less than 40% disability for use of scribe, if applicable (50-200 KB).

(xii) A copy of medical certificate for limitation to write for PwD candidates having less than 40% disability, for use of scribe, if applicable (50-200 KB).

(xiii) Any other document, as applicable.

14. General Instructions/Conditions.

(a) 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 or 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.

(b) The eligibility with respect to age, educational qualification, etc will be determined as on the closing date for online registration. Though essential qualification for the posts is mentioned at Para 5 above, higher qualification, if any, possessed by the candidate is also to be disclosed.

(c) **Nationality/ Citizenship.**

(i) A candidate must be either:-

(aa) a citizen of India, or

(ab) a subject of Nepal, or

(ac) a subject of Bhutan, or

(ad) a Tibetan refugee who came over to India, before the 1st January 1962, with the intention of permanently settling in India, or

(ae) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

(ii) Provided that a candidate belonging to categories (ab), (ac), (ad) and (ae) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

(iii) A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him/ her by the Government of India.

(d) In case, the candidates working in Central Government fails to produce the NOC when demanded, his / her candidature will be cancelled.

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

(f) 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. A criminal proceeding may also be initiated.

(g) Candidates are also requested to check **www.joinindiannavy.gov.in & www.indiannavy.nic.in** websites regularly till completion of recruitment for updates / corrigendum and further instructions, if any.

(h) The SC/ST 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.

(j) In case of OBCs, the candidate is required to produce, on demand, a valid caste certificate, specifying that the candidate does not belong to 'Creamy layer'. The certificate should be as per format contained in GOI, DOP&T OM 36036/2/2013-Estt.(Res) dated 30 May 2014 and 36033/1/2013-Estt(Res) dated 27 May 2013.

(k) In case of EWS, the candidates are required to produce, on demand, a valid EWS certificate.

(l) Armed Forces personnel applying for the posts should upload an undertaking as per GOI/ DOP&T OM 36034/2/91/Estt.(SCT) dated 03 Apr 1991 to avail age relaxation/reservation.

(m) The Persons with Benchmark Disabilities (PwBDs), who want to avail benefit of reservation and age relaxation should be in possession of disability certificate issued by the Competent Authority.

(n) 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.

(p) Candidates will have to make their own arrangement for lodging / boarding during the test. Candidates are advised not to bring any valuable/costly items to the examination centre as safe keeping of the same cannot be assured. Indian Navy will not be responsible for any loss in this regard.

(q) Various format of Certificates for are available at Naval Website **www.joinindiannavy.gov.in & www.indiannavy.nic.in at Personnel > Civilian page.**

(r) **Court's Jurisdiction**. In case of any dispute/ claim regarding publication of this recruitment advertisement/ CBT/ result etc it shall be within the jurisdiction of Court/ Tribunals in Delhi only.

(s) Navy conducts detailed scrutiny of candidates' application form and supporting documents/ certificates post examination only. Therefore, issuance of Admit card to a candidate does not, in any way, endorse or convey acceptance of candidature for the post applied.

(t) The act of candidate whereby he/ she claims candidature for a particular post applied, on the basis of documents which are different from those prescribed in the Recruitment advertisement and application form will be construed/ considered as an act of deception for misleading the department.

(u) In the absence of Essential Qualification or any other qualification claimed as equivalent without any substantial proof from competent authority will not be con-

Continued on page 45

sidered for selection against the applied post. Candidates claiming to have only higher qualification must be in possession of prescribed essential qualification also.

(v) No claim of the candidates for candidature against a particular post will be entertained on the basis of marks obtained in exam only, in the absence of prescribed eligibility criteria.

15. IMPORTANT INFORMATION.

(a) Candidates Reporting Late i.e after the reporting time specified on the call letter of Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is **90 minutes**, candidates may be required to be at the venue earlier for completion of various formalities such as frisking, ID verification, biometrics, logging in, instructions etc.

(b) **Photo Identity Card** In the examination hall the admit card along with original and valid photo identity such as Aadhar Card/PAN Card/ Passport/ Driving Licence/Voter's Card/ Bank Passbook with Photograph should be produced to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Note 1. Ration card & Learners Driving License will not be considered as valid Identity proof.

Note 2. Candidates must note that the name as appearing on the admit card (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination.

Note 3. A candidate not carrying a valid and original photo identity document as per Para 14(b) will not be allowed to appear for the examination.

(c) **Production of Medical Certificate to use scribe**. It is mandatory for PwBD/ PwD (less than 40% disability) candidates having difficulty in writing, who will be applying for provisioning of scribe during online application, to carry relevant certificate issued from appropriate medical authority in original. Failing to produce the same, the candidate may not be allowed the use of scribe and any compensatory time during examination. Further, PwBD/ PwD (less than 40% disability) candidates, who wish to use their own scribe to carry and submit relevant undertaking in the prescribed format. Failing to submit the same, the candidate will not be allowed use of own scribe. Further, administration will have no bearing to provide scribe to such candidates who will be applying for use of own scribe.

16. 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 CBT and the selection process will be strictly on merit in a transparent manner. Candidates are further advised to conduct themselves as a law-abiding citizen of the country and refrain from using unfair means.

17. IMPORTANT INSTRUCTIONS TO CANDIDATES.

(a)	BEFORE APPLYING, CANDIDATES ARE ADVISED TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE OF EXAMINATION VERY CAREFULLY.
(b)	The Indian Navy will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of online examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible for the post. Supporting documents uploaded by the candidate will be verified at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Indian Navy's decision shall be final.
(c)	Candidates seeking reservation benefits available for SC/ST/OBC/EWS/PwBD/ ESM etc. must ensure that they are entitled to such reservation as per eligibility prescribed by Government of India and in the Notice. They should also be in possession of the certificates in the prescribed format as promulgated by Government of India, in support of their claim.
(d)	Candidates with medical disability of 40% and more only would be considered as Persons with Benchmark Disabilities (PwBDs) and entitled to reservation for Persons with Benchmark Disabilities.
(e)	Central Government Employees claiming age relaxation should produce a certificate in the prescribed format from their office at the time of document verification in respect of the length of continuous service which should not be less than three years during the period immediately preceding the closing date for receipt of application. They should remain Central Government employees till the time of appointment in the event of their selection.
(f)	When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form for their own records. Printout of the 'Application Form' is not required to be forwarded/submitted to the Indian Navy at any stage.
(g)	Only one online application i/o one post is allowed to be submitted by a candidate for the Examination. Therefore, the candidates are advised to exercise due diligence at the time of filling their online Application Form. In case, more than one application of a candidate are detected, the Indian Navy will consider latest application. If a candidate submits multiple applications i/o one post and appears in the examination (at any stage) more than once, his/ her candidature will be cancelled and he/ she will be debarred from the future examinations of the Indian Navy.
(h)	The candidates must write their name, date of birth, father's name and mother's name strictly as given in the matriculation certificate otherwise their candidature may be cancelled as and when it comes to the notice of the Indian Navy.
(j)	Applications with illegible/ blurred Photograph/ Signature will be rejected summarily.
(k)	Request for change/ correction in any particulars in the Application Form, once submitted, will not be entertained under any circumstances.
(l)	Candidates are advised to fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Indian Navy through e-mail/ SMS.
(m)	The candidates must carry at least one latest photo bearing identification proof such such as Aadhaar Card /PAN Card/ Passport/ Driving License/Voter's Card/ Bank Passbook with Photograph in original to the Examination Venue, failing which they will not be allowed to appear for the same.
(n)	Mobiles and other electronic gadgets including Bluetooth devices are banned within the premises of the Examination Centre. Possession of such items whether in use or in switch off mode, during the examination will be considered as use of unfair means. Candidature of such candidates will be cancelled. They will be liable for further action including initiation of criminal proceedings and debarment from Indian Navy's examinations, as may be decided by the Indian Navy.
(p)	In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate will be held responsible for the same and liable for suitable legal action under cyber/ IT act.
(q)	The decision of the Indian Navy in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list & final allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

18. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT.

If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of examination, their candidature for this examination will be cancelled and they will be debarred from the examinations of the Indian Navy for the period mentioned below:

S. No.	Type of Malpractice	Debarment period
(a)	Taking away any Examination related material such as Rough Sheets, Indian Navy's Copy of Attendance Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.	2 Years
(b)	Misbehaving, intimidating or threatening in any manner with the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Indian Navy's representatives etc.	3 Years
(c)	Obstruct the conduct of examination/instigate other candidates not to take the examination.	3 Years
(d)	Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.	3 Years
(e)	Obtaining support/ influence for his/ her candidature by any irregular or improper means in connection with his/ her candidature.	3 Years
(f)	Possession of Mobile Phone in 'switched on' or 'switched off' mode.	3 Years
(g)	Appearing in the same examination more than once in contravention of the rules.	3 Years
(h)	A candidate who is also working on examination related matters in the same examination.	3 Years
(j)	Damaging examination related infrastructure/ equipment.	5 Years
(k)	Appearing in the Exam with forged Admit Card, identity proof, etc.	5 Years
(l)	Possession of fire arms/ weapons during the examination.	5 Years

Continued on page 46

For more job news visit : www.kpscvaani.com