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Government of India
Ministry of Defence



RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY-2023

1. Indian Navy invites applications for the post of **Chargeman (Naval Aviation) (Air Engineering) [erstwhile Chargeman-II (Naval Aviation)]** classified as Group 'B', Non-Gazetted, Non-Ministerial, Non-Industrial from the eligible candidates to apply in the proforma appended below by **Registered/Speed Post** (Application in other forms of mailing will not be accepted). Selected candidates will have to serve in the units under administrative control of **Headquarters Southern Naval Command**, however, they can be posted anywhere in India, in Naval units/ formations in case of any administrative requirement :-

Name of Post	Level in the Pay Matrix	Distribution of vacancies *	Horizontal Reservation	
		UR	PwBDs	ESM
Chargeman (Naval Aviation) (Air Engineering) [erstwhile Chargeman-II (Naval Aviation)]	Level 6 (Rs. 35400-112400)	01	Nil	

* Subject to variation of vacancies.

2. **Suitability for PwBDs:** As per posts identified by Ministry of Social Justice & Empowerment, PwBDs applicant may apply for post accordingly.

Functional requirement	Suitable category of Benchmark Disability
S, ST, W, BN, RW, SE, H, C, MF	(a) B, LV (b) D, HH (c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV (d) ASD, SLD, MI (e) MD involving (a) to (d) above

Note:- Applicants must be in possession of Disability Certificate issued by the Competent Authority prior to applying, in the format given in GoI/DoP&T OM No.36035/1/2012- Estt.(Res) dated 29 Nov 2013.

3. **Abbreviations used:** **UR** – Unreserved, **PwBDs** – Person with Benchmark Disabilities, **ESM** – Ex-Serviceman, **S** – Sitting, **ST** – Standing, **W** – Walking, **BN** – Bending, **RW** – Reading & Writing, **SE** – Seeing, **H** – Hearing, **C** – Communication, **MF** – Manipulation with Fingers, **B** – Blind, **LV** – Low Vision, **D** – Deaf, **HH** – Hard of Hearing, **OA** – One Arm, **BA** – Both Arms, **OL** – One Leg, **BL** – Both Legs, **OAL** – One Arm and One Leg, **CP** – Cerebral Palsy, **LC** – Leprosy Cured, **Dw** – Dwarfism, **AAV** – Acid Attack Victims, **ASD** – Autism Spectrum Disorder, **SLD** – Specific Learning Disability, **MI** – Mental Illness, **MD** – Multiple Disabilities.

4. Age & Essential Qualification.

Post	Age	Educational Qualifications
Chargeman (Naval Aviation) (Air Engineering) [erstwhile Chargeman II (Naval Aviation)]	Between 18 and 30 Years	Essential: 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 Diploma in Aeronautical or Electrical or Mechanical or Tele-Communication or Automobile Engineering. OR Matriculates with approved apprenticeship and 5 years experience in the trade.

5. Job Profile. Indicative duties and responsibilities of **Chargeman (Naval Aviation) (Air Engineering)** are listed as follows:-

- (a) 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.
- (b) Knowledge and work experience in Hydraulic/pneumatic systems and their advantages, disadvantages, precautions while charging air, hydraulic fluid, oxygen system functional checks on HP system, Periodic calibration of gauges and equipment.
- (c) 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.
- (d) Basic knowledge and work experience in Electrical/electronic systems used in aircraft and their working principles, aircraft instrument- working principle, gyroscopic instruments, autopilots.
- (e) Theoretical knowledge and experience of working principle of Piston engines, gas turbine engines, their components, characteristics, performance curves. Servicing , repair, overhaul and Concept of engine testing and Removal installation procedure.
- (f) Processing of components – cleaning, sandblasting, various coating, different NDT techniques (DPT, Eddy current, Ultrasound, MPT and radiography techniques) and their applicability and Rotor balancing –dynamic and static Blade tip grinding.
- (g) Knowledge in Principle 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.

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

6. Age relaxation and Crucial Dates.(a) Age relaxation.

Sl. No.	Category	Age relaxation permissible beyond the upper age limit
(i)	ESM (Ex- Servicemen)	Period of Military Service plus 03 years
(ii)	PwBDs	UR - 10 years
(iii)	Departmental candidates with 03 years regular and continuous service in Central Government as on closing date for receipt of application.	05 years (for posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of post).

Note. Age relaxation for persons domiciled in J&K etc, and other eligible candidates will be as per extant rules issued by the Govt. of India time-to-time.

(b) **Crucial Date.** The Crucial date for determining the eligibility including age limit and experience will be the **closing date for receipt of applications i.e 21 days from the date of publication of advertisement in Employment News.**

7. Mode of Selection.

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

(b) **Shortlisting of Applications.** Where the number of applications received is too large, in proportion to the vacancies and it is not convenient or possible for the department to call all the applicants for the written test, Indian Navy at their discretion may restrict the number of eligible candidates, whose applications are received and valid, by shortlisting as per merit in academic/technical qualification. Merely fulfilling the basic selection criteria does not automatically entitle a person/applicant to be called for the written test.

(c) **Scheme of Written Examination.** All shortlisted candidates will have to appear in the Written Examination consisting of objective type questions based on the Essential Qualifications, as mentioned at Para 4 above and bilingual in both English & Hindi (except for General English) covering aspects as below:-

Part	Subject	Maximum Marks
(i)	General Intelligence, Reasoning & Numerical Aptitude	20
(ii)	General English	20
(iii)	General Awareness	10
(iv)	Awareness in relevant field	50
TOTAL		100

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

(i) **General Intelligence, Reasoning & Numerical Aptitude.** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problems solving, analysis, judgment, decision making, visual memory, discriminating observation, relation concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The question will be designed to test the ability of

appropriate use of numbers and number sense of the applicant. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, percentage, profit & loss, ratio and proportion, square roots, averages, interest, time & distance, time & work, height and distances, degree & radian measures, basic algebraic identities of school algebra and elementary surds, bar diagram and pie chart & histogram.

(ii) **General English.** In addition to the testing of candidates understanding of English language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc.

(iii) **General Awareness.** The test will include questions relating to India and its neighbouring countries especially pertaining to sports, history, culture, geography, economics scene, general policy including Indian Constitution and scientific research etc. These questions will be such that they do not require special study of any discipline.

(iv) **Awareness in relevant field.** The test will include questions relating to Post, as per the essential qualification specified at para 4 & 5 above.

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

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

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

(iii) Alphabetical order in which the first names of the candidates appear.

(f) **Date of Examination.** Written Examination will be conducted at Kochi, Kerala. Exact date, time and venue of written examination will be communicated through the Admit Card issued to the shortlisted candidates by Registered/Speed Post. Indian Navy website, www.indiannavy.nic.in, may also be referred from time to time for any further instructions/amendments/updates.

(g) **Scribe/Reader.** PwBD candidates can avail the assistance of Scribe/Reader in the written examination. The candidate has the discretion to opt for his own Scribe/Reader or can make a request for the same while filling application. Further, they will be allowed compensatory time in the examination as applicable in accordance with Ministry of Social Justice & Empowerment, Department of Disability Affairs letter No. 16-110/2003-DD.III dated 26 Feb 2013.

(h) **Provisional Appointment Letter.** The appointment of provisionally selected candidates will be strictly based on their relative merit position in the Written Examination only; subject to verification of Documents, Medical Examination and other requirement as specified by the Government of India and Appointing Authority.

(i) **Document Verification.** All provisionally selected candidates are required to come for Document Verification. All documents pertaining to age, education, identity, address, category, caste validity, experience acquired post essential qualification, NOC (for departmental candidates) etc., are required **to be produced in original** at the time of Document Verification and will be scrutinised and verified prior to provisional appointment as per extant DoP&T Policy. Date and Venue for Document Verification will be intimated to the provisionally selected candidates on their registered e-mail IDs/ by Speed Post on the address provided in the Application Form. Reporting of any change in address during the intervening period is candidate's responsibility.

8. **Last Date for Submission.** The last date of receipt of Application is **21 days from date of publication of advertisement in Employment News** and the last date of receipt of Application from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahaul & Spiti District and Pangi sub-division of Chamba District of Himachal Pradesh, and the Union Territories of Ladakh and J&K, Andaman & Nicobar Islands and Lakshadweep will be **28 days from the date of publication of advertisement in Employment News.**

Illustration. If the Advertisement is published in Employment News dated 01 – 07 of Month-ABC 2023, then the Opening date will be on 2nd of Month-ABC 2023 and Closing date will be 22nd of Month-ABC 2023 (at 1700 hrs).

9. **How to Apply** The Application should be on plain paper (A4 Size) (good quality paper should be used) either neatly hand written or typed as per the prescribed format (see below), affixed with **latest** passport size colour photograph in **blue background** (taken within 6 months) duly self-attested on the front side without defacing. The envelope must be clearly superscribed on the top as **APPLICATION FOR THE POST OF "CHARGEMAN (NAVAL AVIATION) (AIR ENGINEERING)"** and CATEGORY "_____" (i.e. UR/ESM/PwBD) and sent by **Registered/ Speed Post only** to **The Flag Officer Commanding-in-Chief, (for Staff Officer (Civilian Recruitment Cell)), Headquarters, Southern Naval Command, Kochi – 682004** along with the following :-

- (a) One additional Passport size photograph in blue background, which should be the same as to be affixed on the application form, for Admit Card and Exit Card, duly self-attested on the reverse side with full name written.
- (b) Self attested copies of certificates of relevant educational qualifications and higher qualification, if any.
- (c) Self attested copy of proof for Date of Birth (10th certificate or Birth Certificate). Only Matriculation/ SSC/ Birth certificate issued by concerned Competent Authority will be considered as proof of Date of Birth.
- (d) A copy of candidate's testimonial in support of candidate's experience/proficiency.
- (e) A copy of certificate/ Discharge Book duly indicating the proof of Ex-Servicemen issued by the Competent Authority with the application and produce original on demand.
- (f) **The Government Servants have to apply through proper channel only and** enclose self-attested copy of **"No Objection Certificate"** from the Employer or "undertaking from the applicant regarding intimation to respective employer to apply for the post" with the application and produce original NOC on demand.
- (g) **The format of relevant certificates is enclosed as Annexures to this advertisement and the same is also available at Indian Navy Website, www.indiannavy.nic.in, at Personnel>Civilian page.**
- (h) A self-addressed envelope of size 23x13 cm (should not be lesser than the size prescribed) with postage stamp of Rs.45/- affixed on it.
- (j) All Armed Forces personnel due for retirement/ release/ discharge within a year from the last date for receiving the application, applying for the post should forward undertaking as per DoP&T OM No. 36034/2/91/Estt.(SCT) dated 03 Apr 1991 to avail age relaxation.

10. General Instructions/Conditions

(a) If the candidates commit any mistake in filling the application form, no change will be allowed.

(b) The applicants must ensure that while filling their application form, they are providing their valid and active correspondence address/ e-mail IDs and mobile number as Indian Navy may use either mode of communication for contacting them at different stages of recruitment process. Indian Navy will not be responsible for non-receipt of post/ e-mail/ SMS/ Phone call, etc. No change in mobile number and e-mail IDs will be entertained after submission of application form.

(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) The applicant should ensure that he/ she fulfills all 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.

(e) The cut-off date (crucial date) for eligibility with respect to age, educational qualification, experience acquired post essential qualification etc., will be determined as on the closing date for receipt of Application from candidates all over India and not the closing date prescribed for those residing in far flung areas, viz. Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahaul & Spiti District and Pangl sub-division of Chamba District of Himachal Pradesh, and the Union Territories of Ladakh and J&K, Andaman & Nicobar Islands and Lakshadweep.

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

(g) Applicants are requested to check www.indiannavy.nic.in, website regularly till completion of recruitment for updates/corrigendum and any further instructions.

(h) Armed Forces personnel applying for the posts should enclose an undertaking as per Govt. of India, DOP&T OM No. 36034/2/91/Estt.(SCT) dated 03 Apr 1991 to avail age relaxation/reservation.

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(j) The applicants working in Central / State Govt. etc. **have to apply through proper channel only** and either 'enclose a self-attested copy of NOC' from the Employer OR should enclose an undertaking from the applicant regarding intimation to respective employer to apply for the post" while forwarding the application. If the applicant fails to produce the original NOC on demand, his/ her candidature will not be considered for provisional selection.

(k) As per Ministry of Human Resource Development Notification No. F.6-1/ 2013-DL dated 27Aug 2018 published in Gazette of India dated 01 Sep 2018, all the degrees awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government, provided they have been approved by the University Grants Commission and wherever necessary by All India Council for Technical Education for the programmes for which it is regulatory authority.

(l) 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.

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

(n) The results of the Written Examination will be published in Employment News and also uploaded on www.indiannavy.nic.in. The scores and ranking of applicants in the recruitment examination will be made public through portal in accordance with DoP&T OM F.No. 39020/1/2016-Estt(B) dated 21 Jun 2016. The options of opting out have to be exercised by the candidate at the time of filling up of the application form.

(p) Indian Navy reserves the right of cancelling the candidature of any applicant found indulging in any malpractice/Unfair means or hiding any material information, misrepresenting facts or canvassing for candidature. Mobiles and other electronic gadgets including smart watches 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.

11. **Important Instructions to the candidates:-**

(a) Before applying, candidates are advised to go through the instructions given in the notification very carefully.

(b) The Indian Navy will not undertake detailed scrutiny of the applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only '**provisionally**'. The candidates are advised to go through the requirements of educational qualifications, experience, age, etc., and satisfy themselves that they are eligible for the post. Supporting documents enclosed by the candidate will be verified at the time of Document Verification. When scrutiny of application is undertaken, if any claim made in the application is not found substantiated at any stage, the candidature will be cancelled and the Indian Navy's decision shall be final.

- (c) Central Government Civilian Employees claiming age relaxation should **enclose a certificate in the prescribed format** from their Department/Office along with the application form in respect of the length of continuous service which should be for not less than three years during the period immediately preceding the closing date for receipt of application. They should remain Central Government civilian employee till the time of appointment in the event of their selection.
- (d) **Only one application form for the post is allowed to be submitted by a candidate.** Therefore, the candidates are advised to exercise due diligence at the time of filling their application forms. If a candidate submits multiple applications 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.
- (e) The candidates must write their full 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 into the notice of the Indian Navy. In case of change in name, necessary documents of proof may be attached.
- (f) Applications with illegible/blurred Photograph/Signature/Thumb Impression will be rejected summarily.
- (g) Request for change/correction in any particulars in the Application form, once submitted, will not be entertained under any circumstances.
- (h) The candidates must carry at least one latest photo bearing identification proof such as Aadhaar Card with a photograph/PAN Card/Passport/Driving Licence/Voter's ID Card/Bank Passbook with Photograph in original to the Examination venue, failing which they will not be allowed to appear for the same.
- (j) In case of fake/fabricated application or documents which have been tampered with by misusing any dignitary's signature/name/photo etc., such candidate will be held responsible for the same and liable for suitable legal action.
- (k) Candidates should check their Admit Card carefully and bring the discrepancies, if any, to the notice of the Invigilator before the examination. No correspondence will be entertained post-examination in this regard.
- (l) If a candidate fails to attend on the date and time indicated for examination of the advertised post, his/her candidature will be treated as cancelled.
- (m) Candidature can be cancelled at any stage of the recruitment on any other ground which the Indian Navy considers to be sufficient cause for cancellation of candidature.
- (n) Calling for Written Examination/pre-recruitment formalities does not entitle any candidate for appointment for the selected post. Candidature of any individual may be cancelled for the said post, if at any stage, it is found that the individual does not fulfil the eligibility criteria for the advertised post. The decision of the Competent Authority regarding provisional selection, issue of appointment order to the individual for the selected post, etc., will be final.
- (p) Higher qualification if any, possessed by the candidate is to be disclosed in the application form. Future requests for addition of higher qualification, if any, obtained prior to appointment will not be entertained.
- (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 & force allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

12. **Mandatory Instructions to be taken care of prior to forwarding of applications**

- (i) Applications filled before the publication date of notification in Employment News will be rejected.
- (ii) Self-Attestation of copies of relevant certificates/documents pertaining to educational qualifications, higher qualification, experience, caste etc. to be done on the script side of each document.
- (iii) Self-attested copies of certificates which are not provided in the prescribed formats as per Annexures to this advertisement, as also uploaded on Indian Navy website, www.indiannavy.nic.in will be rejected thereof. The experience certificate submitted should be **preferably** in the format provided, as Name & designation of authorized signatory, Registration Number, Address & Office seal of issuing agency and period of employment is mandatory.
- (iv) The Authorities Competent to verify and issue Certificate of OBC status and exclusion from 'Creamy Layer' and 'Scheduled Caste/ Scheduled Tribe' are as under and issuance of certificate by any other authorities will be considered **invalid**:
- (a) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ First Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ extra Assistant Commissioner (not below the rank of first Class Stipendiary Magistrate);
- (b) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate;
- (c) Revenue Officer not below the rank of Tahsildar; and
- (d) Sub Divisional Officer of the area where the candidate and/or his family normally resides.
- (v) Photograph affixed on the Application form should be self attested and Date, Signature & Left-hand thumb impression on application form are compulsory and should be legible.
- (vi) Only one additional Passport size photograph (taken within 6 months) in blue background, needs to be attached with the application (in addition to the one pasted on the application and self-attested) which should be the same as to be affixed on the application form, to enable scanning of photo and printing the same on Admit-cum-Exit Cards. Also, the applicants may be directed to retain 4 copies of same photograph for future requirements, if any.
- (vii) Self-addressed envelope enclosed with the application **should not be lesser than the prescribed size (23x13 cm).**

13. **Action against candidate 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:

Sl No.	Type of Malpractice	Debarment Period
1	Taking away any Examination related material such as Question Paper, 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
2	Misbehaving, intimidating or threatening in any manner with the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or any of Indian Navy's representatives etc.	3 Years
3	Obstruct the conduct of examination/instigate other candidates not to take examination.	3 Years
4	Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.	3 Years
5	Obtaining support/influence for his/her candidature by any irregular or improper means in connection with his/her candidature.	3 Years
6	Possession of Mobile phone in 'Switched on' or 'Switched off' mode	3 Years
7	Appearing in the same examination more than once in contravention of the rules	3 Years
8	A candidate who is also working on examination related matters in the same examination	3 Years
9	Damaging examination related infrastructure/equipment	5 Years
10	Appearing in the Exam with forged Admit Card, Identity Proof	5 Years
11	Possession of fire arms/weapons during the examination	5 Years
12	Assault, use of force, causing bodily harm in any manner to the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or any of Indian Navy's representatives etc. Threatening/intimidating examination functionaries with weapons/ fire arms	7 Years
13	Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts etc.	7 Years
14	Possession of Bluetooth Devices, Spy cameras, and any other electronic gadgets in the examination hall	7 Years
15	Impersonate/Procuring impersonation by any person.	7 Years
16	Taking snapshots, making videos of question papers, or examination material, labs etc	7 Years

CAUTION TO ALL CANDIDATES

14. **Beware of touts who may misguide with false promise of getting the candidate selected for the job on illegal consideration. Selection is purely based on merit. No money is required to be paid to anyone whatsoever for this recruitment.** Candidates are advised not to fall prey to false assurance or exploitation and must not entertain or encourage unscrupulous elements in any way. It is emphasized that the written test and the selection process will be strictly on merit in a transparent manner.

FOR ANY CLARIFICATION/ASSISTANCE, CANDIDATE MAY WRITE TO US AT

E-mail: socrc-snc@navy.gov.in

Phone No: 0484-2872248

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12. Whether Ex-Serviceman (ESM): Yes/No
- (a) If 'Yes', Rank & Length of service in Armed Forces: _____
- (b) Have you already joined a civil post by availing Benefit of : _____
reservation for Ex-Serviceman, If yes, provide the details _____
13. Nationality : _____
14. Marital Status : Single/Married/Divorced/Separated _____
15. Religion : _____
16. Educational qualification (Matriculation onwards) (attach self-attested copy of certificates):

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

17. Experience (attach self-attested copy of certificate):

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

18. Visible personal identification mark (please write in the box)

DECLARATION

(a) I hereby declare that all the statements made by me in the application are true, complete and correct to the best of my knowledge and belief. I have not suppressed any information. I understand and agree that in the event of any information being found false or incorrect or incomplete or ineligibility being detected at any point in time before or after selection, my candidature is liable to be rejected. I shall be bound by the decision of the competent authority.

(b)* I have informed my Head of the Office/Dept. in writing that I am applying for this post.

(c)* I have no objection to my scores, ranking etc.in the recruitment examination in being made public through portal in accordance with DoP&T OM F.No. 39020/1/2016-Estt(B) dated 21 Jun 16.

*{Strike if not applicable}

Place : _____

Date : _____

Enclosures:-

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

(Signature of the candidate)

(Left-hand Thumb impression)
(Inside Box)

(Format of certificate to be submitted by Government Employees seeking age - relaxation)

(To be filled by the Head of the Office or Department in which the candidate is working)

It is certified that Shri/Smt/Kum. _____ is a Central Government Civilian employee holding the post of _____ in the pay scale of Rs. _____ with 03 years regular/continuous service in the grade as _____.

2. There is no objection to his appearing for the post of _____ and document verification for the said recruitment.

Signature _____
Name _____
Tele No. _____
Office Seal _____

Place: _____

Date: _____

(*Please delete the words which are not applicable)

(Undertaking to be given by serving Armed Force personnel who are due to be released within one year)

It is certified that Ser. No..... Rank.....
Name..... whose date of birth is

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-S in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-S.

I further submit the following information:

- a) Date of appointment in Armed Forces _____
- b) Date of discharge _____
- c) Length of service in Armed Forces _____
- d) My last Unit / Corps _____

Place:

Signature and Name of Candidate

Date:

MINISTRY/ DEPARTMENT _____

FILE NO. _____

NEW DELHI, THE _____

CERTIFICATE OF ELIGIBILITY

In pursuance of Government of India, Department of Personnel and Administrative Reforms Resolution No. 15011/3(S)/76-Estt.(B) dated 1st March, 1977, the President is pleased to direct that _____

_____ son/ daughter/ wife

of _____ being a subject /

native of _____ shall be eligible

to hold any civil office in connection with the affairs of the Union.

UNDER SECRETARY TO THE GOVERNMENT OF INDIA

FORM OF EXPERIENCE CERTIFICATE

Name and address of the firm :
 (Company/Corporation/Government Department/
 Co-operative Institution etc)

Registration Number :
 (SSI Registration or any other Registration Number
 and Date of Registration)

Authority issued Registration :

CERTIFICATE OF EXPERIENCE

Issued to (here enter Name and Address).....

This is to certify that the above mentioned person has worked/ has been working in
 this Institution/firm as..... (here enter
 the name of the post held and/ or the nature of assignment held in the capacity) on
 Rs. per day/per month for a period of Years
 months days, from to

I hereby authorise the notified Enforcement Officer to inspect the register kept
 by the employer as per the provision of the Act/rules of the
 State/Central Act. #

(# This para is not applicable for Govt Department/s.)

Signature

Name and Designation of
 The Issuing Authority with
 Name of the Institution

Place :

Date :

(Office Seal)

Form-II

Disability Certificate
(In cases of amputation or complete permanent paralysis of limbs
and in cases of blindness)
(See rule 4)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)

Recent PP size Attested Photograph (Showing face only) of the person with disability

Certificate No. _____

Date: _____

This is to certify that I have carefully examined

Shri/Smt./Kum. _____

son/wife/daughter of Shri _____

Date of Birth _____ Age _____ years, male/female _____
 (DD / MM / YY)

Registration No. _____ permanent resident of House

No. _____ Ward/Village/ Street _____ Post

Office _____ District _____ State _____

whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is.....

(A) He/ She has%(In figure)..... percent
(in words) permanent physical impairment/blindness in relation to his/her
..... (part of body) as per guidelines (to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb impression of the person in whose favour disability certificate is issued.

Form-III

Disability Certificate
(In cases of multiple disabilities)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)
(See rule 4)

Recent	PP	size
Attested		
Photograph		
(Showing	face	
only)	of the person	
	with disability	

Certificate No. _____

Date: _____

This is to certify that we have carefully examined
 Shri/Smt./Kum. _____ / son/wife/
 daughter of Shri _____

Date of Birth _____ Age _____ years, male/female _____
 (DD / MM / YY)

Registration No. _____ permanent resident of House
 No. _____ Ward/Village/Street _____ Post

Office _____ District _____ State _____

whose photograph is affixed above, and are satisfied that:

(A) He/she is a Case of **Multiple Disability**. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines(to be specified), is as follows:-.

In figured:- _____percent

In Words:- _____ percent

2. This condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended/ after _____years_____months, and therefore

this certificate shall be valid till _____

(DD)

(MM)

(YY)

- @ e.g. Left/Right/both arms/legs
- # e.g. Single eye/both eyes
- £ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

--	--	--

Name and seal of Member Name and seal of Member Name and seal of the Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued.

Form-IV**Disability Certificate****(In cases other than those mentioned in Forms II and III)****(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)
(See rule 4)**

Recent	PP	size
Attested		
Photograph		
(Showing	face	
only) of the person		
with disability		

Certificate No. _____

Date: _____

This is to certify that, I have carefully examined
Shri/Smt./Kum. _____ son/
wife/daughter of Shri _____

Date of Birth _____ Age _____ years, male/female _____
(DD / MM / YY)

Registration No. _____ permanent resident of House
No. _____ Ward/Village/Street _____ Post _____

Office _____ District _____ State _____,
whose photograph is affixed above, and am satisfied that he/she is a case
of _____ disability. His/her extent of percentage physical
impairment/disability has been evaluated as per guidelines (to be specified) and
is shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended/ after _____ years _____ months, and therefore this certificate shall be valid till _____

(DD)

(MM)

(YY)

@ e.g. Left/Right/both arms/legs

e.g. Single eye/both eyes

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and seal)

Countersigned

{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

Signature/Thumb impression of the person in whose favour disability certificate is issued.

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District."

Note: The principal rules were published in the Gazette of India vide notification number S.O. 908(E), dated the 31st December, 1996.

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