

INTEGRATED HEADQUARTERS- MINISTRY OF DEFENCE(NAVY)

DIRECTORATE OF CIVILIAN MANPOWER PLANNING & RECRUITMENT
ROOM No. 112, 'B' WING, SENA BHAWAN, DHQ POST, NEW DELHI- 110 011

1. Application are invited for filling up of following posts at various units /establishments under Indian Navy on “**deputation**” basis including **Short Term Contract**:-

Name of Post	No of Posts (subject to variation)	Scale of Pay
Draughtsman Grade-II (Mechanical)*	174	Rs. 5000-150-8000 Group 'C' (revised in Pay Band-2, Rs 9300-34800 and Grade pay of Rs. 4200, Group 'B')
Draughtsman Grade-II (Construction)*	133	
Draughtsman Grade-II (Electrical)*	159	

* Now Senior Draughtsman

2. **Eligibility Criteria.** The post are to be filled on deputation(including short term contract) by the officers of the Central Government:

(a) (i) Holding analogous posts on regular basis in Central Government; or

(ii) With five years service in the grade rendered after appointment thereto on a regular basis in the scale of pay of Rs. 4000-6000(pre-revised) or equivalent in Central Government; and

(b) three years Diploma in Civil or Mechanical or Electrical or Naval Architecture and Ship Construction Engineering from an Industrial Training Institute or its equivalent.

Note: The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion.

3. **Period of Deputation.** Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government shall ordinarily not exceed three years.

4. **Age Limit.** The maximum age limit for appointment by deputation (including short-term contract) shall not be exceeding 56 years as on the closing date of the receipt of applications.

5. **Service Conditions.** Liable to serve anywhere in India.

General Instructions.

(a) The cut-off date for determining the qualifying service/experience for the post will be the closing date for the receipt of application.

(b) Applications in A4 size paper typed in English/Hindi in the format reproduced below be forwarded through proper channel along with attested/certified true copies of certificates should reach **'DIRECTORATE OF CIVILIAN MANPOWER PLANNING & RECRUITMENT, ROOM No. 112, 'B' WING, SENA BHAWAN, DHQ POST, NEW DELHI- 110 011** within **45 days from the first date of publication of advertisement and 60 days** in respect of applicants residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Division of J & K state, Lahaul, and Spiti District and Pangi Sub division of Chamba District of Himachal Pradesh and Andaman & Nicobar Islands, Lakshadweep & Kawarti Islands. The envelope containing the application should be clearly super scribed in capital letters with name of the post applied for along with Discipline as applicable as follows:

**" APPLICATION FOR THE POST OF (NOW SENIOR DRAUGHTSMAN)
DRAUGHTSMAN-II MECHANICAL/CONSTRUCTION/ELECTRICAL "**

(c) Any officer once selected shall not be allowed to withdraw or refuse to join and it shall be the responsibility of the sponsoring authority to release the selected officers within one month of issue of appointment order

(d) IHQ MoD(Navy) reserves the right to shortlist the applications if necessitated. Mere submission of the application does not guarantee for being shortlisted/selected for the post applied for. NO correspondence will be entertained on this matter.

(e) Following papers/documents be sent with along with Bio data(application):-

- (i) Attested copies of the CR Dossiers for last five years, attested on each page by an officer not below the rank of Under Secretary or equivalent.
- (ii) Vigilance Clearance Certificate
- (iii) Integrity Certificate
- (iv) A statement of major/minor penalty, if any imposed on the officer during last ten years
- (v) Cadre Clearance Certificate.
- (vi) Self Attested Copies of certificates/marks sheet in support of educational/technical/Other qualification. Original certificates/marks sheets should be produced when asked for.
- (vii) A passport size photo graph duly attested on reverse (by current employer) should be pinned with the application.

(f) Canvassing in any form will be a disqualification.

(g) The candidate is requested to visit website www.indiannavy.nic.in regularly for any amendment/update.

APPLICATION FOR THE POST OF DRAUGHTMAN-II
(NOW SENIOR DRAUGHTSMAN)

DISCIPLINE:-MECHANICAL/CONSTRUCTION/ELECTRICAL

BIO-DATA PROFORMA

1. Name and address (in Block Letters)	
2. Date of Birth(in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (if any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/ Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/experience possessed by the officer
Essential	Essential
Qualification. Three years Diploma in Civil or Mechanical or Electrical or Naval Architecture and Ship Construction Engineering from an Industrial Training Institute or its equivalent	A) Qualification
	B) Experience
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	

7. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/Institution	Post held on regular basis	From	To	* Pay Band and Grade pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

-24-

* **Important:** Pay-band and Grade pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP Scheme	From	To

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9. In case the present employment is held on deputation/contact basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/ organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p>9.2 Note: Information under Column-9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/ organization</p> <p>9.3 Note: While forwarding of application in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M. No.2/1/2012-Estt.(Pay-II) dated 04.01.2013 may be strictly adhered to</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			

-5

11. Additional details about present employment:
 Please state whether working under(indicate the name of your employer against the relevant column)

- a) Central Government
- b) State Government
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- f) Others

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.

13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale

14. Total emoluments per month now drawn

Basis Pay in the PB	Grade Pay	Total Emoluments

15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the details may be enclosed.

Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc.,(with break-up details)	Total Emoluments

16. A Additional Information, if any, relevant to the post you applied for in support of your suitability for the post.

(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement **(Note: Enclose a separate sheet, if the space is insufficient)**)

<p>16.B Achievements: The candidates are requested to indicate information with regard to;</p> <ul style="list-style-type: none">(i) Research publications and reports and special projects(ii) Awards/Scholarships/Official Appreciation(iii) Affiliation with the professional bodies/intuitions/societies and;(iv) Any research/innovative measure involving official recognition(v) Any other information. <p>(Note: Enclose a separate sheet if the space is insufficient)</p>	
17. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address _____

Mobile No. _____

E-Mail ID. _____

Date _____

7-

Certification by the Employer /Cadre Controlling Authority

1. The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He /she possess educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____

ii) His/Her integrity is certified.

iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

iv) No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.(as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)

Contact No. _____

E-Mail ID. _____

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