

RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY- 2016

SPECIAL RECRUITMENT DRIVE FOR PERSONS WITH DISABILITIES (PwDs) TO FILL UP THE POSTS OF TRADESMAN MATE AT NAVAL DOCKYARD, MUMBAI

1. Indian Navy invites eligible Indian citizens to apply ON-LINE through website www.jobsuchi.com for the post of **Tradesman Mate (erstwhile MTS (Industrial) / USL) classified as Group 'C', Industrial** in Naval Dockyard, Mumbai and its outlying units (application in other forms of mailing will not be accepted). Selected candidates will have to serve in the units under the administrative control of Western Naval Command. They can also be posted anywhere in India, in Naval units / formations as per administrative requirement.

(ONLY ON-LINE APPLICATIONS WILL BE ACCEPTED)

TRADESMAN MATE (ERSTWHILE MTS INDUSTRIAL / USL) General Central Service, Group 'C', Industrial (Pay Band as per Seventh CPC, Level 1 - Rs 18000 – 56900) (Corresponding to Sixth CPC Rs 5200–20200 (PB-I) Grade Pay – Rs 1800)				
Name Of The Post / Trade	Distribution of vacancies*			
	HH	VH	Total	Remarks
Tradesman Mate (Erstwhile MTS Industrial / USL)	17	22	39	(a) Reservation for Categories of PwDs with 40% and above in relevant disability. (b) Includes backlog vacancies.

* Subject to variation of vacancies

^sSuitability for PwDs - **Hearing Impaired (HH) & Low Vision (LV) Only**

Physical Requirement- **S, ST, W, BN, MF, RW, SE, C**

Note:- Applicants, must be in possession of disability certificate issued by the Competent Authority prior to applying Online, in the format given in Annexure-I of GOI/DOP&T OM 36035/3/2004-Estt.(Res) dated 29 Dec 2005 .

2. **Abbreviations used:** Gen-General, UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribes, OBC-Other Backward Class, ESM - Ex-Servicemen PwDs-Persons with Disabilities, VH-Visually Impaired, HH-Hearing Impaired, MTS-Multi Tasking Staff, USL-Unskilled Labourer. S-Sitting, ST-Standing, W-Walking, BN-Bending, MF-Manipulation by Fingers, RW-Reading & Writing, SE-Seeing and C-Communication.

3. **Reservation.** Reservation for SC/ST/OBC categories is available as per extant Government orders. The candidates selected will be placed in the appropriate category of General/ SC/ ST/ OBC, as the case may be.

4. **Essential educational qualifications (as per existing SRO 43 / 2012)**

10th Standard pass from a recognized Board / Institution

5. **Job Profile.** Duties & responsibilities of the Tradesman Mate [erstwhile MTS (Industrial) / Unskilled Labourer are as follows:-

- (a) Working in production / maintenance shop
- (b) General cleanliness & upkeep of the Section/Unit.
- (c) Carrying of files & other papers within the building.
- (d) Photocopying, sending of FAX etc.
- (e) Other non-clerical work in the Sections/Unit.
- (f) Assisting in routine office work like diary, dispatch etc. including on computer.
- (g) Delivering of Dak (inside & outside the Section/Unit)
- (h) Watch & ward duties.
- (j) Physical maintenance of records of section.
- (k) Opening, closing & cleaning of rooms.
- (l) Dusting of furniture etc.
- (m) Cleaning of building, fixture etc.
- (n) Upkeep of parks, lawns, potted plants etc.
- (q) Any other work assigned by superior authority.

6. **Age:** - Between 18 and 25 years.

7. **Age relaxation and Crucial Dates**

(a) **Age relaxation**

S. No.	Category	Age relaxation permissible beyond the upper age limit
(i)	UR/Gen(PwDs)	10 years
(ii)	SC / ST (PwDs)	15 years
(iii)	OBC(PwDs)	13 years
(iv)	Central Govt servants with 03 years continuous service	If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Central Government employee' whichever may be more beneficial to him/her.

Note. Age relaxation for ex-servicemen, persons domiciled in J&K etc. will be as per Central Govt Rules. Eligibility of ex-serviceman will be who has been released from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension.

(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.

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8. **Mode of Selection**

(a) **Short listing of applications.** All eligible candidates, whose applications are registered online, will be shortlisted as per merit in the ratio 1:25 to the number of vacancies based on the marks obtained in the minimum requisite educational qualification for this recruitment / post i.e 10th Standard from a recognized Board / Institution.

(b) **Scheme of Written Examination.**- All shortlisted candidates will have appear in the written examination consisting of 100 objective type questions based on the 10th Standard syllabus and bilingual in both English & Hindi (except for General English) covering aspects as below:-

Part	Subject	Question	Maximum Marks
(i)	General Intelligence and Reasoning	25	25
(ii)	General English	25	25
(iii)	Numerical Aptitude	25	25
(iv)	General Awareness	25	25

(c) **Syllabus for Examination :**

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

(ii) **English Language:-** In addition to the testing of candidates understanding of English language, its vocabulary, grammar, sentence structure, synonymous, antonyms and its correct usage etc. His/her writing ability would also be tested.

(iii) **Numerical Aptitudes:-** This paper will include question on problems relating to number systems, computations of whole number, decimal and fractions and relationship between numbers, fundamental arithmetical operations, percentages, ratio and proportion, averages interests, profit and loss, discount, time and distance, ratio and time, time and work etc.

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

(d) **Date of Examination.** Exact date, time and venue of written examination will be communicated on the Admit card issued to the shortlisted

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candidates. Websites www.jobsuchi.com & www.indiannavy.nic.in may also be referred from time to time for any further instructions.

(e) **Provisional Appointment Letter.** The appointment of provisionally selected candidates will be strictly based on the merit position in the written examination and subject to satisfaction of document verification, medical examination and other requirement as specified by the Government of India and Appointing Authority.

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

(g) **Scribe:** Visually handicapped (VH) candidates with visual disabilities of more than 40 percent and cerebral palsy candidates can avail the assistance of a scribe in the written examination subject to such request of scribe being made in the application form. Further, they will be allowed **compensatory time** in the examination in accordance with extant regulations. The other facilities will also be extended, as per Dept. of Disability Affairs OM F. No. 16-110/2003-DD.III dated 26 Feb 2013.

9. **Opening and Closing date for online Application**

Online registration of applications (Opening date)	On the third day of publication in Employment News
Last date of registration (Closing date)	21 days after date of publication in Employment News (upto 1700 hrs)

10. **Guidelines for filling Online Application**

(a) Candidates are required to apply online using the website www.jobsuchi.com. The link for submitting online application form will open after third day from the date of issue of Advertisement in the Employment News and it will remain open for **21 days** thereon. Before filling online application form, applicants are advised to download online **Information Guidelines** containing detailed instructions for filling up online application form.

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

(c) Before start of filling up of online application, a candidate must have his / her photograph and signature duly scanned in **jpg** format in such a manner that the size of photograph / signature should be between 20 KB & 50 KB and size of documents should be between 150 & 250 KB.

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(d) Applicants need not 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. **REGISTRATION / APPLICATION FORM AND E-ADMIT CARD IS TO BE BROUGHT TO THE VENUE OF EXAMINATION ALONGWITH COPIES OF REQUISITE CERTIFICATES / TESTIMONIALS IN SUPPORT OF AGE, EDUCATIONAL / TECHNICAL QUALIFICATION DULY SELF ATTESTED, FAILING WHICH THE APPLICATION OF THE CANDIDATURE WILL NOT BE CONSIDERED AS VALID.**

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

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

(g) Candidates are requested to remember the password given by them during registration as it is important for further login.

(h) Candidates are strongly advised to apply online well in time without waiting for the last date for submission of online applications.

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

11. **General Instructions**

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

(b) The applicant should ensure that he / she fulfils the eligibility and other norms mentioned in the advertisement. Particulars furnished in the application form should be correct in all respect. If any false 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.

(c) The eligibility with respect to age, educational qualification etc will be determined as on the closing date for online registration.

(d) In case, the candidates working in Central / State Govt etc. fails to produce the NOC when demanded, his / her candidature will not be considered.

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

(f) Indian Navy has the right of cancelling the candidature of any candidate found indulging in any malpractice or hiding any material

information, misrepresenting facts or canvassing for candidature. 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.jobsuchi.com & www.indiannavy.nic.in websites regularly till completion of recruitment for updates / corrigendum and any further instructions.

(h) The SC/ST candidates should also enclose a latest copy of caste certificate duly self attested for claiming age / other relaxation and produce original certificate on demand.

(j) In case of OBCs, the candidate is required to produce, on demand, a caste certificate (valid for three financial years), specifying that the candidate does not belong to 'creamy layer'. The certificate should be as per format contained in GOI. DOP&T OM 36036/2/2013-Estt.(Res) dated 13 May 2014 and 36033/1/2013-Estt(Res) dated 27 May 2013.

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

(l) The Persons with disabilities, who want to avail benefit of reservation and age relaxation have to submit disability certificate issued by the Competent Authority in the format given in Annexure-I of GOI/DOP&T OM 36035/3/2004-Estt(Res) dated 29 Dec 2005.

(m) Duration of the written test may be of one day. Candidates will have to make their own arrangement for lodging / boarding during the test.

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