Government of India

Ministry of Defence

ADVT. NO. 02/2022

RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY-2022

HEADQUARTERS WESTERN NAVAL COMMAND, MUMBAI

1. Indian Navy invites applications for the below mentioned posts from eligible candidates to apply in **proforma appended** by Registered/Speed post (Application in other forms of mailing will not be accepted). Selected candidates normally will have to serve in the units under administrative control of Western Naval Command. However, they can be posted to anywhere in India, in Naval Units / Formations as per administrative requirement.

General Central Service, Group 'B' and 'C', Non-Gazetted, Non- Ministerial and Non- Industrial

S. No.	Name of Post (Classification with Pay Scale as per 7th CPC Level in the Pay Matrix)	Distribution of vacancies* (* Subject to variation of vacancies)									Command/HQ/Unit wise vacancy details
		SC	ST	OBC	EWS	UR	TOTAL	Horizontal Reservation		Categories of disabled suitable for jobs with functional requirement	
								PwBDs	ESM		
(a)	**Staff Nurse (Erstwhile Nurse/Civilian Sister)** Classified as Group 'B' (NG) (Non- Ministerial) Pay Matrix- Level 7 (Rs. 44900-1,42,400)	--	--	--	01	02	03	--	--	OL, B, ST, W, MF, RW, SE, H, C	HQWNC-02 HQGNA-01
(b)	**Library & Information Assistant** Classified as Group 'B' (NG) (Non Industrial) Pay Matrix- Level-6 (Rs. 35400- 112400)	--	--	01	01	04	06	01 (HH)	--	OA,OL, OAL, B, LV, HH, S, ST, W, BN, L, MF, SE, RW, C	HQWNC-03 HQENC-02 HQSNC- 01
(c)	**Civilian Motor Driver (Ordinary Grade)** Classified as Group 'C' (NG) (Non-Industrial) Pay Matrix Level- 2 (Rs. 19900- 63200)	06	03	10	04	17	40	--	04	Not identified suitable for PwBDs	HQWNC-40

Suitability for EWSs: Persons who are governed under DoP&T OMs F.No 36039/1/2019-Estt(Res) dated 19 Jan 19 and 31 Jan 19 are identified as EWSs for the benefit of reservation.

Suitability for PwBDs: As identified by Ministry of Social Justice & Empowerment. PwBDs candidates may apply for the post accordingly.

Post	Identified for	Functional Requirement
Staff nurse (Erstwhile Nurse/Civilian Sister)	OL	S, ST, W, MF, RW, SE, H, C
Library and Information Assistant	OA, OL, OAL, B, LV, HH	S, ST, W, BN, L, MF, SE, RW, C
Civilian Motor Driver (Ordinary Grade)	not identified suitable for PwBDs	------

2. Abbreviations used. UR- Unreserved, **SC**- Scheduled Caste, **ST**- Scheduled Tribe, **OBC**- Other Backward Class, **EWS**- Economically Weaker Section, **ESM**- Ex-Serviceman, **PwBD**- Person with Benchmark Disability, **VH**- Visually Impaired, **HH**- Hearing Impaired, **MTS**- Multi Tasking Staff, **OL**- One Leg, **B**- Blind, **LV**- Low Vision, **OA**- One Arm, **OAL**- One Arm & One Leg, **S**- Sitting, **ST**- Standing, **W**- Walking, **BN**- Bending, **PP**- Pulling & Pushing, **L**- Lifting, **KC**- Kneeling & Crouching, **H**- Hearing, **MF**- Manipulation by Fingers, **RW**- Reading & Writing, **SE**- Seeing and **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 unreserved category candidate** but otherwise found suitable for the appointment even by relaxed standards viz. age limit, etc. i.e. reservation of SC, ST, OBC, EWS (in what is called inter-locking reservation). The candidates selected against the ESM quota have to be placed in the appropriate category of UR/SC/ST/OBC/EWS, as the case may be. EWS are not covered under the scheme of reservation for SCs, STs and OBCs shall get 10% reservation as per DoP&T orders/guidelines indicated in the OM No. 36039/1/2019-Estt (Res) dated 31 Jan 2019.

4. Age & Essential/Desirable Qualifications

Sr. No.	Name of the Post	Age	Educational & Other Qualification
(a)	Staff Nurse (Erstwhile Nurse/Civilian Sister)	Between 18-45 Years	(a) Matriculation or equivalent (b) Certificate of training in an approved Hospital as a Nurse (c) Registered as a fully trained nurse in the Medical and Surgical Nursing and Midwifery. **Desirable-** Knowledge of Hindi or local language.
(b)	Library & Information Assistant	Not exceeding 30 Years	**Essential-** (i) Bachelor's Degree in Library Science or Library and Information Science from a recognised University or Institute; (ii) Two years' professional experience in a Library under the Central or State Government or Autonomous or Statutory Organization or Public Sector Undertaking or University or Recognised Research or Educational Institution. **Desirable-** Diploma in Computer Application from recognized University or Institute.
(c)	Civilian Motor Driver (Ordinary Grade)	Between 18-25 Years	**Essential-** (i) Matriculation from recognized Board/Institution and knowledge of first line maintenance. (ii) Must possess a driving license for Heavy Motor Vehicles (HMVs) & Motor Cycles. (iii) One year practical experience in Heavy Motor Vehicles (HMVs) driving.

5. Job Description.

(i) Staff Nurse (Erstwhile Nurse/Civilian Sister):-

(a) As a first aider and responsible person in the absence of Doctor. Proper Maintenance of the case till the case has been shown to Doctor.
(b) Recording of pulse, temperature, blood pressure and certain other vital signs before showing to Doctor.
(c) Attending the detained bed cases. Maintaining intake and output chart of the bed cases.
(d) Sponge bath to the cases of Hyperpyrexia.
(e) Maintenance of the Central Dressing Room.
(f) Maintenance of the Minor Operation Theater.
(g) Management of Post-Operative Cases.
(h) Pre-operative preparation and management of Major and Minor preparation and supervision on surgical gauze preparation before sending to auto cleaning.
(j) Maintenance of the Electro medical equipments.
(k) Ambulation of the serious cases to the nearest civil hospital.
(l) Manning the various First-aid posts during the time of busy working hours.
(m) Medical Assistant during daily sick report.

(ii) Library & Information Assistant

(a) Cataloguing, Custody, safe keeping and accounting of library resources.
(b) Classification of books.
(c) Issue/Return of books/periodicals.
(d) Providing information and consultancy to users.
(e) Maintenance of records of library resources.
(f) Circulation of periodicals/Journals.
(g) Indexing of articles for easy retrieval.
(h) Up to date and scientific storage/display of books for ensuring ease in locating them.
(j) Entering updating and maintaining Library data base on computers.
(k) Provide Technical Services.
(l) Procurement of books, periodicals (printed and electronics)
(m) Maintaining and operating reprographic facilities.
(n) Maintaining digital content and library networks.
(p) Implement provisions of Copy Right Act.

(iii) Civilian Motor Driver (Ordinary Grade)

(a) Driving of Heavy/Light Motor Vehicles.
(b) Replacement of fuel oil and water.
(c) Cleanness of Vehicles.
(d) Inspection for defects and deficiencies.
(e) Lubrication and minor adjustment.
(f) Reporting defects beyond his capacity to repair.
(g) Drivers are to check their vehicles, examined and clean in all respect before proceeding on duty.

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

6. Age relaxation and Crucial Dates

(a) Age relaxation

Sl. No.	Category	Age Relaxation permissible beyond the upper age limit
(i)	SC/ST	05 Years
(ii)	OBC	03 Years
(iii)	ESM (Group 'C' only)	Period of Military Service plus 03 years.
(iv)	Departmental Candidates with 03 yrs continuous service in Central Government as on closing date for receipt of application.	**(a) For Group 'B'**:- UR-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). Similarly for OBC-08 (05+03) and SC/ST-10 (05+05) Years. **(b) For Group 'C'** :- UR- 40 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). Similarly for OBC-43 (40+03), SC/ST-45 (40+05) Years.
(v)	PwBD	UR-10 Years, OBC- 13(10+03) Years, SC/ST- 15 (10+05) Years.

Note. Age relaxation for Departmental Candidates, persons domiciled in J&K etc. will be as per extant rules issued by the Govt. of India time to time.

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(b) Crucial date. The crucial date for determining the age limit will be the closing date for receipt of offline application. Only Matriculation/SSC/Birth Certificate issued by concerned Education Board/Competent Authority will be considered as proof of Date of Birth.

7. Mode of Selection

(a) Shortlisting of Applications. Where the number of applications received is too large (for posts with requisite minimum qualification as per SRO) in proportion to the vacancies and it is not convenient or possible for the department to call all the candidates for the written test, Indian Navy at their discretion may restrict the number of eligible candidates whose applications are registered by shortlisting as per merit in the ratio 1:25 to the number of vacancies based on the marks obtained in the minimum requisite educational qualification specified at para 4 of this recruitment/post. Merely fulfilling the basic selection criteria does not automatically entitle a person/applicant to be called for the written test.

(b) Scheme of Written Examination. All short listed eligible candidates will have to appear in the written examination consisting of objective type questions based on the essential/desirable qualification as mentioned at para 4 above and bilingual in both English and Hindi (except for General English) covering subjects as below:-

Part	Subject	Maximum Marks
(i)	General English	15
(ii)	Numerical Ability/ Logical Reasoning	15
(iii)	General Awareness	20
(iv)	Awareness in relevant Trade/Field	50

(c) Driving Test. Candidates applying for Civilian Motor Driver (Ordinary Grade) to attend a driving test which will be qualifying in nature. Exact date, time and venue will be communicated to the eligible candidates by post.

(d) Indicative Syllabus for Examination

(i) General Intelligence/ Awareness and Reasoning. It would include questions of both verbal and non- verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem 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 designed to test the candidate ability to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, history, culture, geography, economics, general policy including Indian constitution and scientific research etc. These questions will be such that they do not require special study of any discipline.

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

(iii) Numerical Aptitude. This paper will include questions on problems relating to number systems, computations of whole number, decimal and fractions and relationship between numbers, fundamental arithmetical operations, percentages, ratio and proportion, average, interest, profit and loss, discount, time and distance, rate and time, time and work etc.

(iv) Knowledge of the Trade. The test will include questions relating to trade/posts as per the essential/desirable qualification required and job description specified at para 4 & 5 above.

Note. The question paper will be provided bilingually in English and Hindi languages only.

(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. Exact date, time and venue of written examination will be communicated on the Admit Card issued to the shortlisted candidates by Registered/Speed Post.

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

(h) Document Verification. All provisionally selected applicants will be called for Document Verification. All documents pertaining to age, education, identity, address, category, caste validity, experience certificate etc., are required to be produced in original at the time of Document Verification and 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 by post/ Indian Naval website www.indiannavy.nic.in at (Personnel>Civilian)/mobile phone/ email.

8. Opening and Closing date for offline Application

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, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi sub division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep will be **28 days** from the date of publication of advertisement in Employment News.

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 duly self-attested on the front side without defacing. The envelope must clearly superscribed on the top as **APPLICATION FOR THE POST OF STAFF NURSE/LIBRARY & INFORMATION ASSISTANT/CIVILIAN MOTOR DRIVER (ORDINARY GRADE) and CATEGORY (i.e. UR/SC/ST/OBC/EWS/ESM) whichever is applicable and sent by (Registered/Speed post only)** to The Flag Officer Commanding-in-Chief (for CCPO), Headquarters, Western Naval Command, Ballard Estate, Near Tiger Gate, Mumbai-400 001 along with the following:-

(a) Two additional Passport size photographs in Blue Background without any spectacle covering/obstructing the face and eyes (should be stapled in application form) and self- attested on the reverse side of the photograph. The photograph should match with the photograph pasted in the application form.
(b) Self-attested copies of certificates of relevant educational qualifications and self-attested copies of higher qualification, if any.
(c) Self-attested copy of proof of date of birth (10th certificate or Birth Certificate). Only Matriculation/SSC/Birth Certificate issued by the concerned Education Board/Competent Authority will be considered as proof of Date of Birth.
(d) The OBC/SC/ST candidates also enclose latest copy of Caste Certificate duly self-attested for claiming age/other relaxation and produce original Certificate on demand.
(e) A copy of candidate's testimonial in support of candidate's experience/ proficiency, in case the candidate is applying against a post requiring experience/ proficiency.
(f) A copy of certificate duly indicating the proof of Ex-Serviceman issued by the Competent Authority with application and produce original on demand.
(g) The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate by a Competent Authority as per the format promulgated vide DoP&T OM F.No. 36039/2019-Estt (Res) dated 31 Jan 2019 while submitting the applications.
(h) The Government Servants are to enclose self-attested copy of No Objection Certificate from the Employer with the application and produce original on demand.
(j) The format of relevant certificates is available at naval website **www.indiannavy.nic.in** at (Personnel>Civilian).
(k) A self-addressed envelope of size 23x13 cm with postage stamp of Rs. 45/- affixed on it.
(m) All Armed Forces personnel applying for the post should forward undertaking as per DoP&T OM 36034/2/91-Estt (SCT) dated 03 Apr 1991 to avail age relaxation.

10. Important Instruction to the Candidates:-

(a) Before applying, candidates are advised to go through the instructions given in notification very carefully.
(b) The Indian Navy will not undertake detailed scrutiny of the applications for the eligibility and other aspect 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 qualification, age, etc. and satisfy themselves that they are eligible for the post. Supporting documents enclosed by candidate will be verified at the time of Document Verification. When scrutiny of application is undertaken, if any claim made in this application is not found substantiated at any stage, the candidature will be cancelled and the decision of Indian Navy will be final.
(c) Candidates seeking reservation benefits available for OBC/SC/ST/EWS/ESM must ensure that they are entitled to such reservation as per eligibility prescribed by Government of India and in the Notification. They should also be in possession of certificates in the prescribed format by the Government of India, in support of their claim. The formats of various certificates are also available in the Indian Navy website **www.indiannavy.nic.in**.
(d) Central Government Civilian 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 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 employees till the time of appointment in the event of their selection.
(e) Only one application form for a post is allowed to be submitted by a candidate. Therefore, the candidates are advised to exercise due diligence at the time of filling their applications forms. If candidate submits multiple applications and appears in 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.
(f) 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 be cancelled as and when it comes into the notice of the Indian Navy.
(g) Application with illegible/blurred photograph/signature will be rejected summarily.
(h) The candidates must carry at least one latest photo bearing identification proof such as Aadhar Card with a photograph/Pan Card/Passport/Driving License/ Voters ID Card/ Bank Pass Book with Photograph in original to the Examination venue, failing which they will not be allowed to appear for the same.
(j) Mobiles and other electrical gadgets including Bluetooth devices are banned within the premises of the Examination Centers. Possession of such equipment 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 Competent Authority.
(k) In case of fake/fabricated application or documents which have tampered with by misusing any dignitary's name/photo, such candidate will be fully responsible for the same and liable for suitable legal action.
(l) Candidates should check their Admit Card carefully and bring discrepancies, if any, to the notice of the invigilator before the Examination. No correspondence will be entertained post examination in this regard.
(m) 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.
(n) Candidates are advised not to bring any valuable/costly items including mobile phones to the examination as safe keeping of the same cannot be assured. The Indian Navy will not be responsible for any loss in this regard.
(p) Calling for completion of written examination/pre-recruitment formalities does not entitle any individual 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 fulfill the eligibility criteria for the advertised post. The decision of the competent authority regarding issue of appointment order to the individual for the selected post will be final.
(q) 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.

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