

Government of India
Ministry of Defence



RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY-2017

AT NAVAL DOCKYARD, MUMBAI

1. Indian Navy invites applications from eligible candidates to apply ON-LINE through website www.bhartiseva.com for the post of **Tradesman Mate {erstwhile MTS (Industrial)/USL} classified as Group 'C', Industrial** at Naval Dockyard, Mumbai (application in other forms of mailing will not be accepted). Selected candidates normally will have to serve in the Units under administrative control of Headquarters, Western Naval Command, Mumbai, however they can be posted anywhere in India, in Naval units / formations as per administrative requirement.

(ONLY ON-LINE APPLICATION WILL BE ACCEPTED)

TRADESMAN MATE (ERSTWHILE MTS INDUSTRIAL/USL)
General Central Service, Group 'C', Non Gazetted, Industrial
(Pay as per Seventh CPC, Pay Matrix - Level 1- Rs.18000-56900)

Name of Post	Distribution of vacancies*						Horizontal Reservation	
	(* Subject to variation)						ESM	PwDs [§]
	UR	SC	ST	OBC	Total			
Tradesman Mate (TMM)	194	57	29	104	384	68 (incl 30 backlog vacancies)	04-LV,04-HH & 04-OL	

[§] Suitability for PwDs – As per posts identified by Ministry of Social Justice & Empowerment. PwD candidates may apply post accordingly.

Categories of disabled suitable for the Job	Physical Requirement
OL,HH,LV	S,ST,W,BN,PP,L,KC,H,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 GOI/DOP&T OM 36035/1/2012-Estt.(Res) dated 29 Nov 2013.

2. **Abbreviations used.** 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, OL-One Leg, LV-Low Vision, 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/PwDs/ESM categories is available as per extant Government Orders. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs, PwDs & ESM candidates which will thus comprise of SC, ST, OBC, PwDs & ESM who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for the appointment even by relaxed standards viz. age limit etc. Reservations for PwDs & ESM fall under the category of Horizontal reservation which cuts across Vertical reservation i.e. reservation for SC/ST/OBC (in what is called inter-locking reservation). The candidates selected against the PwDs & ESM quota have to be placed in the appropriate category of UR / SC / ST / OBC, as the case may be.

4. **Age & Essential Qualifications**

10th Standard pass from a recognized Board / Institution.

5. **Nature of Duties in Brief.**

- (a) Working in production /maintenance shop/Ship/Submarine.
- (b) General cleanliness & upkeep of the Section/Unit.
- (c) Carrying of files and other papers within the Office area.
- (d) Photocopying, sending/receiving of FAX, letters 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.
- (i) Opening and closing duties
- (j) Cleaning of building, fixture etc.
- (k) Dusting of furniture etc.,
- (l) Upkeeps of parks, lawns, potted plants etc.
- (m) Any other work assigned by superior authority

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 personnel at this level.

6. **Age Relaxation and Crucial Dates.**

(a) **Age Relaxation.**

S. No.	Category	Age relaxation permissible beyond the upper age limit
(i)	SC / ST	05 Years
(ii)	OBC	03 Years
(iii)	PwDs	UR -10 Years, OBC -13 (10+03) Years, SC/ST-15 (10+05) Years, etc.
(iv)	ESM	UR -03 Years after deduction of the military service rendered from actual age as on the closing date. Similarly for OBC - 03 (03+03) Years, SC/ST-08 (03+05) Years
(v)	Departmental Candidates with 03 yrs continuous service in Central Government	UR- upto 40 years and SC/ST – 45(40+05) . This concession is subject to the conditions 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 and experience 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.

7. **Mode of Selection**

(a) **Shortlisting of Applications**. Where the number of application received is too large 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 online, by short listing as per merit in the ratio 1:50 to the number of vacancies in each category based on the marks obtained in the minimum requisite educational qualification for this recruitment i.e Matriculation or equivalent from a recognized Board. 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 shortlisted/eligible candidates will have appear in the written examination consisting of objective type questions based on the based on Essential qualifications, as mentioned at para 4, above i.e. Matriculation and bilingual in both English & Hindi (except for General English) covering aspects as below:-

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

(c) **Syllabus for Examination**.

(i) **General Intelligence 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, 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) **Numerical Aptitude**. 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.

(iii) **General English**. In addition to the testing of candidates understanding of English language, its vocabulary, grammar, sentence structure, synonymous, antonyms and its correct usage 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 to the shortlisted candidates on registered e-mail IDs. Websites www.bhartiseva.com and www.indiannavy.nic.in may also be referred from time to time for any further instructions.

(e) **Scribe.** Visually handicapped (VH) candidates with visual disabilities of 40% and above and cerebral palsy candidates can avail the assistance of Scribe in the written examination subject to such request of scribe being made while filling online Application. Further, they will be allowed **compensatory time** in the examination, as applicable, 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.

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

(g) **Document Verification.** All documents pertaining to 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.

8. **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 2350 hrs).

Illustration:- If the Advertisement is published in Employment News , 01 - 07 of Month-ABC 2017. Then the Opening date will be on 3rd of Month-ABC 2017 and Closing date will be 22nd of Month-ABC 2017(at 2350 hrs).

9. **Guidelines for filling Online Application**

(a) Candidates are required to apply online using the website www.bhartiseva.com. Before filling online application form, applicants are advised to download online information guidelines containing 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 applications, 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 below 150 Kb and size of documents should be below 500 KB.

(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 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 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 is the only one to be considered.

(j) Please keep scanned copy (preferably JPEG/PDF format) 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 below 150 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 below 150 Kb.

(iii) A copy of candidate's Caste Certificate, in case applying against a reserved post.

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

- (v) A copy of candidate's highest education qualification proof.
- (vi) A copy of certificate duly indicating the proof of Ex-Servicemen issued by the Competent Authority.
- (vii) A copy of certificate showing disability for PwDs, if applicable.

10. General Instructions/Conditions

- (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, experience etc will be determined as on the closing date for online registration. Though essential qualification for the post is matriculation, higher qualification, if any, possessed by the candidate is to be disclosed.
- (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 online application form.
- (f) Indian Navy has the right of cancelling 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.bhartiseva.com & www.indiannavy.nic.in websites regularly till completion of recruitment for updates / corrigendum and any further instructions.
- (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.
- (i) 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.

- (j) 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.
- (k) The Persons with disabilities, who want to avail benefit of reservation and age relaxation should be in possession of disability certificate issued by the Competent Authority in the format given at enclosure of GOI/ DOP&T OM 36035/1/2012-Estt.(Res) dated 29 Nov 2013.
- (l) As per Ministry of Human Resource Development Notification No. F.6-1/ 2013-DL dated 10 Jun 2015 published in Gazette of India dated 25 Jul 2005, the qualification acquired by the individuals through open Universities/Distance Education Mode by the University established by an Act of Parliament or State Legislature. Institutions Deemed to be universities under Section 3 of University Grant Commission Act,1956 and Institution of National Importance declared under an Act of Parliament stands automatically recognized for the purpose of employment to posts and services under Central Government provided they have been approved by the University Grant Commission Act.
- (m) 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
- (n) Duration of the Written test may be of one day. 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 recruitment test as safe keeping of the same cannot be assured. Indian Navy will not be responsible for any loss in this regard.
- (o) The scores and ranking of candidates in the recruitment examination will be made public through portal in accordance with DOP&T OM dated 21 Jun 16. The options of opting out have to be exercised by candidate at the time of filling up online application.
- (p) Various format of Certificates recommended applicable for direct recruitment are available at Naval Website www.indiannavy.nic.in at Personnel > Civilian page.

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

- (a) Your candidature to the recruitment test is provisional subject to being found eligible in all respects.
- (b) Without prejudice to criminal action/debarment from examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found having indulged in any of the following:-
- (i) In possession of Mobile Phones & accessories and other electronic gadgets within the premises of the examination centres, whether in use or in switched Off mode and on person or otherwise.
 - (ii) Candidates are advised not to bring any valuable/costly items to the recruitment test as safe keeping of the same cannot be assured. The

concerned Authority(Navy) will not be responsible for any loss in this regard.

- (iii) Involved in malpractices
- (iv) Using unfair means at examination centre
- (v) Obtaining support for his/her candidature by any means
- (vi) Impersonate/Procuring impersonation by any person
- (vii) Submitting fabricated documents or documents which have been tampered with
- (viii) Making statements which are incorrect or false or suppressing material information
- (ix) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- (x) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Recruitment Staff representatives
- (xi) Taking away the Answer Sheet with him/her from the examination hall or passing it on to unauthorized persons during the conduct of the examination.
- (xii) Intimidating or causing bodily harm to the staff employed for the conduct of examination
- (xiii) To be ineligible for the examination by not fulfilling the eligibility conditions mentioned in the advertisement.
- (xiv) Candidature can also be cancelled at any stage of the recruitment for any other ground which the Competent Authority considers to be sufficient cause for cancellation of candidature
- (xv) You have to make your own arrangements for boarding and lodging etc for the Recruitment Test as per date, time and venue of examination.
- (xvi) Companion, if any, would not be allowed to the venue or in its proximity. It is therefore, advised not to bring any companion.
- (xvii) Candidates should check Admit card carefully and bring the discrepancies, if any to the notice of the Invigilator before the examination.
- (xviii) You are directed to undertake the recruitment test at your own risk, i.e. after verifying that you fulfill the qualifications in the advertisement and admission to the test is purely provisional. In this regard a Declaration form is to be signed by the individual before appearing for the examination,

- (xix) The candidate must note that the verification of eligible condition, i.e. age, educational qualification, etc with reference to original documents for only those candidates who qualify in the recruitment test will be carried out by the Competent Authority. Unless the candidature is formally confirmed by the Competent Authority, it continues to be 'Provisional'.
- (xx) The decision of the Competent Authority in all matters relating to eligibility, acceptance or rejection of the candidature, penalty for false information, mode of selection, conduct of examination(s), selection and allotment of posts to selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
- (xxi) 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.
- (xxii) Calling for completion of written examination/interview/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 issuing of appointment order to the individual for the selected post will be final.

10. **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 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: admin@bhartiseva.com
