



**NAVAL SHIP REPAIR YARD, PORT BLAIR
RECRUITMENT OF TRADESMAN (SKILLED)**



ONLY OFFLINE APPLICATION WILL BE ACCEPTED.

**WRITTEN EXAMS FOR TRADESMAN (SKILLED) WILL BE HELD IN PORT BLAIR AND
VISAKHAPATNAM**

EX-NAVAL DOCKYARD APPRENTICES ARE ONLY ELIGIBLE TO APPLY FOR THE POSTS

NO APPRENTICES FROM OPEN MARKET ARE ELIGIBLE TO APPLY

NO INTERVIEW WILL BE HELD FOR RECRUITMENT

1. Indian Navy, Naval Ship Repair Yard, Port Blair invites applications from the eligible ex-Naval Dockyard Apprentices (ex-Apprentices of Dockyard Apprentice Schools of Indian Navy) for the recruitment of Tradesman (Skilled) (Group "C" Non-Gazetted, Industrial) posts. Selected candidates normally will have to serve in the units under Andaman and Nicobar Command, however they can be posted anywhere in India, in Naval Units/ formation as per Administrative requirement. Application form is enclosed. Other forms can be downloaded from www.and.nic.in and www.ncs.gov.in. Details of the posts are as follows: -

Ser	Feeder Trade	Name Of the Trade/ Post	Category wise breakdown of vacancies					Total	Horizontal Reservation				
			UR	OBC	SC	ST	EWS		Ex-S/M	PwBD			
Tradesman (Skilled)							302	(a) VH		(b) HH	(c) OH	d&e	
								30	3	3	3	3	
			(*includes backlog vacancies)										
Designated Trades													
(a)	Machinist	Machinist	7	5*	2	1	1	16					
(b)	Plumber (ITI)/ Pipe Fitter	Pipe Fitter	5	2	1	-	-	08					
(c)	Painter (General)	Painter	4	2*	1	-	-	07					
(d)	Tailor (General)	Tailor	5	1	-	-	-	06					
(e)	Welder (Gas & Electric)	Welder	8	6*	3	1	2	20					
(f)	Mechanic MTM	Millwright	5	1	1	-	-	07					
(g)	Welder (Gas & Electric)	Ship Fitter	3	-	-	-	-	03					
(h)	Sheet metal Worker	Sheet metal	1	-	-	-	-	01					
Non-Designated Trades													
(j)		Computer Fitter	4	1	-	-	-	05					
(k)	Electronics Mechanic	Electronic Fitter	6	4*	1	-	1	12					
(l)		Radar Fitter	5	3*	1	-	-	09					
(m)		Radio Fitter	4	2*	1	-	-	07					

Ser	Feeder Trade	Name Of the Trade/ Post	Category wise breakdown of vacancies					Total	Horizontal Reservation				
			UR	OBC	SC	ST	EWS		Ex-S/M	PwBD			
	Tradesman (Skilled)							302		(a) VH	(b) HH	(c) OH	d&e
			(*includes backlog vacancies)						30	3	3	3	3
(n)	Electronics Mechanic	Machinery Control Fitter	4	3*	1	-	-	08					
(p)		Gyro Fitter	5	1	1	-	-	07					
(q)	Electrician	Electrical Fitter	13	7	4	3*	2	29					
(r)	Instrument Mechanic	Instrument Fitter	5	2	1	-	-	08					
(s)	Fitter	Engine Fitter	13	8	5*	3*	3	32					
(t)		Weapon Fitter	4	1	-	-	-	05					
(u)		ICE Fitter	7	5*	2	2*	1	17					
(v)	Mechanic (Diesel)	MT Fitter	4	5*	2*	-	1	12					
(w)		ICE Fitter Crane	8	3	1	-	1	13					
(x)	Ref & AC Mech	Ref & AC Fitter	7	2	1	-	1	11					
(y)	Sheet Metal Worker	Plater	10	4	2	1	1	18					
(z)	Carpenter	Lagger	4	3*	1	-	-	08					
(aa)		Rigger	5	3*	2*	-	1	11					
(ab)		Shipwright	7	3	1	2*	1	14					
(ac)	Mason (Building Constructor)	Civil Work	5	1	1	-	-	07					
(ad)	Electronics Mechanic	Sonar Fitter	1	-	-	-	-	01					

2. As identified by Government of India, Ministry of Social Justice & Empowerment, the following posts are suitable in general for PwBDs (Person with Benchmark Disabilities): -

Ser	Name of Posts	Functional Requirements	Suitable Categories of Benchmark Disabilities
(a)	Machinist	S, ST, BN, L, MF, SE	(i) D, HH (ii) LC, AAV (iii) MD involving (i) and (ii) above
(b)	Pipe Fitter	S, ST, W, L, KC, PP, MF, SE, C	(i) D, HH (ii) AAV (iii) MD involving (i) and (ii) above
(c)	Painter	S, ST, W, BN, PP, KC, SE	(i) D, HH (ii) AAV (iii) MD involving (i) and (ii) above
(d)	Tailor	S, ST, W, MF, SE	(i) D, HH (ii) OL, AAV (iii) MD involving (i) and (ii) above
(e)	Welder	S, ST, W, BN, MF, SE	(i) D, HH (ii) AAV

<u>Ser</u>	<u>Name of Posts</u>	<u>Functional Requirements</u>	<u>Suitable Categories of Benchmark Disabilities</u>
(f)	Ship Fitter	S, ST, W, BN, MF, RW, SE, H, C	D, HH
(g)	Sheet Metal	S, ST, BN, L, PP, MF, SE	(i) D, HH (ii) Dw, AAV (iii) MD involving (i) and (ii) above
(h)	Computer Fitter	S, ST, W, BN, MF, RW, SE	(i) D, HH (ii) OL, LC, Dw and AAV (iii) MD involving (i) and (ii) above
(j)	Gyro Fitter	S, ST, W, BN, PP, MF, RW, SE.	(i) D, HH (ii) Dw, AAV (iii) MD involving (i) and (ii) above
(k)	Engine Fitter	S, ST, W, BN, L, KC, PP, MF, SE	(i) D, HH (ii) AAV (iii) MD involving (i) and (ii) above
(l)	Weapon Fitter	S, ST, W, BN, L, KC, MF, RW, SE, C	(i) D, HH (ii) AAV (iii) MD involving (i) and (ii) above
(m)	ICE Fitter	S, ST, W, BN, L, KC, PP, MF, SE	(i) D, HH (ii) AAV (iii) MD involving (i) and (ii) above
(n)	MT Fitter	BLA, BN, SE, S, MF, W	(i) LV (ii) D, HH (iii) Dw, AAV (iv) MD involving (i) to (iii) above
(p)	Plater	S, ST, L, MF, SE	(i) D, HH (ii) LC, Dw, AAV (iii) MD involving (i) and (ii) above
(q)	Lagger	S, ST, W, BN, MF, RW, SE, KC, L	D, HH
(r)	Rigger	S, ST, BN, L, MF, SE	(i) D, HH (ii) Dw, AAV (iii) MD involving (i) and (ii) above
(s)	Shipwright	S, BN, SE, RW, C, MF, ST, W, KC, L	D, HH
(t)	Sonar Fitter	S, ST, W, BN, KC, RW, L, MF, RW, SE,	(i) D, HH (ii) Dw, AAV, (iii) MD involving (i) and (ii) mentioned above

ABBREVIATIONS USED: -

- **UR**-Unreserved, **SC**-Scheduled Caste, **ST**-Scheduled Tribes, **OBC**- Other Backward Class, **Ex-S/M**- Ex-Serviceman, **EWS** - Economically Weaker Section, **PwBD**- Person with Benchmark Disabilities.

- **Person with Benchmark Disabilities (PwBD):** **D**-Deaf, **HH**-Hard of Hearing, **OL**-One Leg, **LC**-Leprosy Cured, **Dw**-Dwarfism, **AAV**-Acid Attack Victim, **LV**-Low Vision, **MD**-Multiple Disabilities.

- **Functional Requirement:** **S**-Sitting, **ST**-Standing, **W**-Walking, **BN**-Bending **L**-Lifting, **KC**-Kneeling & Crouching, **PP**-Pulling & Pushing, **MF**-Manipulation with Fingers, **RW**-Reading & Writing, **SE**-Seeing, **H**-Hearing, **C**-Communication

#i The distribution of vacancies in different categories may change during the recruitment process as the same is subject to variation (increase/ decrease) in the overall number of vacancies. Reservations for SC, ST, OBC and EWS includes backlog vacancies.

#ii Applicants, must be in possession of disability certificate issued by the Competent Authority prior to applying in accordance with DoP&T OM 36035/3/2004-Estt.(Res) dated 29 Nov 13.

#iii As the "Rights of Person with Benchmark Disabilities Act, 2016" has come into force with effect from 19 Apr 17 and new categories of disabilities such as autism, dwarfism, acid attack victims, muscular dystrophy, Intellectual Disability, Specific learning Disability, Mental Illness and Multiple Disabilities, etc. have been included, therefore, the candidates with such disabilities may also apply giving details of their disabilities in the Application Form. However, their selection will be subject to identification of posts suitable for these categories as well as reporting of vacancies by the Indenting Departments. Candidates suffering from various disabilities as identified vide DOP&T OM 3605/02/2017- Estt(ES) dated 15 Jan 18 (para -2.2) may select following PwBD categories in the Application Form.

3. **RESERVATION.** Reservation for SC/ST/OBC/EWS/PwBD/Ex-SM categories is available as per extant Government Orders. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs, EWS, PwBD & Ex-SM candidates which will thus comprise of SC, ST, OBC, EWS, PwBD & Ex-SM 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 PwBD, ESM fall under the category of Horizontal reservation which cuts across vertical reservation i.e. reservation for SC/ST/OBC/EWS (in what is called interlocking reservation). The candidates selected against the PwBD & ESM quota have to be placed in the appropriate category of UR / SC / ST / OBC/ EWS, as the case may be.

4. **AGE.** Between 18 to 25 years as on crucial date. Age relaxations and crucial date mentioned at para 7 below.

5. **ESSENTIAL QUALIFICATIONS: -**

Ser.	Name of the Post	Essential Qualifications
	Tradesman (Skilled)	
(a)	Computer Fitter	(a) Matriculation or equivalent from a recognized institute or Board with knowledge of English. (b) Should have completed Apprenticeship Training in the trade. OR Mechanic or Equivalent with two years' regular service in the appropriate Technical Branch of the Army, Navy and Air Force. Note: Relaxation in Qualifications is at the discretion of Appointing Authority in the case of candidates otherwise well qualified.
(b)	Electronic Fitter	
(c)	Radar Fitter	
(d)	Radio Fitter	
(e)	Machinery Control Fitter	
(f)	Weapon Fitter	
(g)	Gyro Fitter	
(h)	Electrical Fitter	
(j)	Instrument Fitter	
(k)	Engine Fitter	
(l)	ICE Fitter	
(m)	MT Fitter	
(n)	ICE Fitter Crane	
(p)	Machinist	
(q)	Pipe Fitter	
(r)	Ref & AC Fitter	
(s)	Painter	
(t)	Plater	

Ser.	Name of the Post	Essential Qualifications
(u)	Lagger	(a) Matriculation or equivalent from a recognized institute or Board with knowledge of English.
(v)	Rigger	
(w)	Shipwright	(b) Should have completed Apprenticeship Training in the trade.
(x)	Tailor	
(y)	Welder	OR Mechanic or Equivalent with two years' regular service in the appropriate Technical Branch of the Army, Navy and Air Force.
(z)	Millwright	
(aa)	Civil Work	Note: Relaxation in Qualifications is at the discretion of Appointing Authority in the case of candidates otherwise well qualified.

6. **JOB DESCRIPTION IN BRIEF: -**

Ser	Name of the Post	Job Description
	Tradesman (Skilled)	
(a)	Computer Fitter	Repair and maintenance of Computer
(b)	Electronic Fitter	Repair and maintenance routines of refit ships. DI/DR of instrumentation of operational ships and Electronic parts.
(c)	Radar Fitter	Repairs and maintenance of Radars.
(d)	Radio Fitter	Repair and maintenance of Radio Equipment.
(e)	Machinery Control Fitter	Repairs and maintenance routines of refit ships. DI/DR of Machinery Control Department of operational ships.
(f)	Weapon Fitter	Repair and maintenance of all mechanical parts of Gun Mountings System.
(g)	Gyro Fitter	Repair and maintenance of Gyro, Log and Echo sounder equipment.
(h)	Electrical Fitter	Repairs on motors, converters, starting panels, alternator, transformers and rectifiers on board ships.
(j)	Instrument Fitter	Repair and maintenance routines of refit ships. DI/DR of instrumentation of operational ships.
(k)	Engine Fitter	Overhauling and repairs of valves, pumps, Compressors Gear Box and Shafting and deck machinery of IN Ships. Shop Floor and On Board Ship repair works.
(l)	ICE Fitter	Dismantling, defect rectification, cleaning, Repairs, Assembling, Testing and Tuning of ICE Engines. Shop Floor and On Board Ship repair works.
(m)	MT Fitter	MT Vehicle repair and maintenance
(n)	ICE Fitter Crane	To operate cranes/ similar machinery
(p)	Machinist	Lathe, Shaping Machine, CNC machine Operator. Manufacturing of adapters, nut bolts, lapping of valve seats etc. Machining assistance to other centers of the Yard and IN ships Shop Floor and On Board Ship repair works.
(q)	Pipe Fitter	Inspection and survey of pipes, ferrous pipes, non-ferrous pipes, pipe marking and aligning, pipe bending, pipe jiggling, manufacture of flanges, pressure testing etc.
(r)	Ref & AC Fitter	Overhauling A/C Compressors, Valves and Chemical cleaning of ATUs and Condensers. Shop Floor and On Board Ship repair works.
(s)	Painter	Artist Painting works, lifebuoys, state boards, NBCD boards etc. Painting of Ships/FDN-1/FDN-2 structure using Spray painting machines/Brush /Roller. Maintenance and repairs of painting machines.
(t)	Plater	Hull Inspection and survey-include visual survey , hammer test, USG survey, E&R, locating and marking of defects, plate development,

Ser	Name of the Post	Job Description
		plate erection, quantification of steel works, air pressure test, hose test etc.
(u)	Lagger	Undertake cold, hot & MFMB lagging of pipes and bulkheads onboard ships.
(v)	Rigger	Rigging of Plumb lines/bobs, Manning of blocks/jigger tackles for alignment of ships, Handling of wire ropes, Repair and maintenance of wire ropes and manning onboard during docking
(w)	Shipwright	Marking of the wood block, wood work on ships, manufacturing of wood blocks as per drawing, lifebuoy stands, drain plugs, gangways, rubbing strakes etc.
(x)	Tailor	Undertake stitching, fawning & canvas covers, ship aprons and fixing of eyelets on various ship awnings & aprons.
(y)	Welder	Electrical arc welding and cutting, Dissolved- Acetylene gas welding and cutting, Argon Arc aluminum welding. Special welding process of cast iron and non-ferrous welding of metals.
(z)	Millwright	Lathe machine maintenance
(aa)	Civil Work	Cement/ Concrete related works done by mason in Building maintenance and repair
(ab)	Ship Fitter	Repairing of defective parts onboard ships and boats
(ac)	Sheet metal	Undertake structural assembling, altering and repairing of prefabricated sheet metal sections according to specifications by various mechanical processes such as drilling, riveting, trimming, soldering etc. to form body structures of motor vehicles, ships, water tanks etc. Studying drawings and other specifications. Undertake selecting of prefabricated metal sheet of required size, shape, form and thickness, measuring them and marking outline and positions to indicate joints, bends etc.
(ad)	Sonar Fitter	Operation and maintenance of all Sonar equipment

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.

7. AGE RELAXATION AND CRUCIAL DATES.

(a) Age Relaxation.

Ser	Category	Age Relaxation permissible beyond the upper age limit
(i)	SC/ST	05 Years.
(ii)	OBC	03 Years.
(iii)	PwBD	UR-10 years, OBC-13(10+3) years, SC/ST-15(10+05) years
(iv)	Ex-serviceman	UR- 03 years after deduction of Military Service rendered from actual age on closing date. Similarly for OBC- 06 (03+03) years and SC/ST- 08 (03+05) years.
(v)	Government Servants	Relaxable upto 40 years in accordance with instructions or orders issued by Central Government from time to time in this regard and further relax able for 05 years, as in the case of Scheduled Castes and Scheduled Tribes. UR- upto 40 years and SC/ST - 45 (35+05).
(vi)	Apprentices	Relaxable to apprentices to the extent of the period for which the apprentice had undergone training.

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 Date for determining the Age.** The crucial date for determining the age limit will be the **closing date** for receipt of Applications from candidates in India i.e. **50 days** from the date of publication of advertisement in Employment News (and not the closing date prescribed for those 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, Lakshadweep). The additional period for submission of Application for candidates from regions mentioned as above shall not reckon to determine their age. Only Matriculation/SSC/Birth Certificate issued by concerned Education Board/Competent Authority will be considered as proof of Date of Birth.

Note:- In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange are asked to submit the names.

8. **MODE OF SELECTION.**

(a) **Shortlisting of Applications.** Where the number of application received is too large (for posts with Matriculation as Educational qualification) in proportion to the vacancies and it is not convenient Administratively for the Department to call all the candidates for the written test, Indian Navy at its discretion, may restrict the number of eligible candidates, whose applications are registered, by short listing as per merit up to the ratio of 1:25 to the number of vacancies based on the marks obtained in the minimum requisite educational qualification for this recruitment/post 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 to appear in written examination consisting of objective type questions based on the Essential qualifications, as mentioned at para 5 above. The question paper will be bilingual in both English & Hindi (except for General English) covering aspects as below:

Part	Subject	Maximum Marks
(i)	General Intelligence/Awareness and Reasoning	30
(ii)	General English	10
(iii)	Numerical Aptitude	20
(iv)	Awareness in relevant trade/field	40
Total		100

(c) **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 the subject "Awareness in relevant trade/ field", will decide 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) Marks obtained in Matriculation or equivalent examination, the higher marks will prevail as the higher selected candidate in merit.
- (iv) Alphabetical order in which the first names of the candidates appear.

(d) **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, 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. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, history, culture, geography, and economics seen, general policy including Indian constitution and scientific research etc. These questions will be such that they do not required special study of any discipline.

(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) **Awareness in relevant trade/ field.** The test will include questions relating to trade/posts as per the essential/desirable qualification specified at para 5 above.

(e) **Date of Examination.** Exact date, time and venue of examination will be communicated on the Admit card issued to the shortlisted candidates by Registered Speed Post. Admit Cards can also be downloaded from the website www.ncs.gov.in and www.and.nic.in. The website may also be referred from time to time for any further instructions/amendments.

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

(g) **Document Verification.** All documents pertaining of age, education, identity, address, category, caste validity certificate etc. will be scrutinizes 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 through letter which will be sent to the respective address of the candidates by post or through Registered e-mail IDs.

9. **EXAMINATION CENTRE.** The exam for Tradesman (Skilled) will be conducted in **Port Blair and Visakhapatnam**. No other centre will be allotted to any candidates. Request for change of examination centre/date/session will not be entertained under any circumstances. Exact venue for the conduct of written exam will be intimated in the Admit Card. Candidates to choose either one Examination Centre in the prescribed form i.e. **Port Blair or Visakhapatnam**.

10. **OPENING AND CLOSING DATE/TIME FOR APPLICATION**

Opening date	From the date of Notification published in Employment News and Employment Exchange.
Closing date/ time*	50 days from the date of publication of advertisement in Employment News and the last day upto which the Employment Exchange has asked to submit the list of eligible candidates. Cutoff Time – 1700 hrs.
Last date of application filling(closing date) for 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, Lakshadweep **	60 days from the date of publication in Employment News. Cut off time – 1700 hrs.

Illustration. If the advertisement is published in Employment News on **01 Aug 21**, then the opening date will be on **01 Aug 2021** and the closing date/time will be on **19 Sep 2021 /1700 hrs (*)** and **29 Sep 2021 /1700 hrs (**)**.

11. **PLACE OF POSTING / DUTY STATION**.: The selected candidates would be required to serve in various unit/ sub-units/ departments under the jurisdiction of the Headquarters, Andaman & Nicobar Command. Since all the units are locally controlled by the Headquarters, Andaman & Nicobar Command, posting at stations other than Port Blair or units under HQANC, however, will be only as per administrative requirement.

12. **PAY SCALE**: -

Ser	Name of the Post	Pay Scale
	Tradesman(Skilled)	
(a)	Computer Fitter	
(b)	Electronic Fitter	
(c)	Radar Fitter	
(d)	Radio Fitter	
(e)	Machinery Control Fitter	
(f)	Weapon Fitter	
(g)	Gyro Fitter	
(h)	Electrical Fitter	
(j)	Instrument Fitter	
(k)	Engine Fitter	
(l)	ICE Fitter	
(m)	MT Fitter	
(n)	ICE Fitter Crane	
(p)	Machinist	
(q)	Pipe Fitter	
(r)	Ref & AC Fitter	
(s)	Painter	
(t)	Plater	
(u)	Lagger	
(v)	Rigger	

Pay Scale – Level 2 of
VII CPC
Pay Matrix – Rs. 19900/- - 63200/-

(w)	Shipwright	Pay Scale – Level 2 of VII CPC Pay Matrix – Rs. 19900/- - 63200/-
(x)	Tailor	
(y)	Welder	
(z)	Millwright	
(aa)	Civil Work	
(ab)	Ship Fitter	
(ac)	Sheet Metal	
(ad)	Sonar Fitter	

13. **HOW TO APPLY AND WHOM TO ADDRESS.** 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, affixed with latest passport size colour photograph duly attested by self. The envelop must be super-scribed on the top as "**APPLICATION FOR THE POST OF" Tradesman (Skilled)**" for _____ (Name of the Trade in which applying), and **CATEGORY** " _____ " (i.e. SC/ ST/ OBC/ UR/ Ex-SERVICEMAN / PwBD / EWS) and sent by Registered Post/ Registered Speed Post) to "**THE COMMODORE SUPERINTENDENT (FOR Oi/C RECRUITMENT CELL), NAVAL SHIP REPAIR YARD (PBR), POST BOX NO. 705, HADDO, PORT BLAIR-744102", SOUTH ANDAMAN.**

14. The application should include 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). The photograph should match with the photograph pasted in the application form.
- (b) Self-attested copy of all the certificates (10th class mark sheet, Birth Certificate, Apprenticeship Training Certificate, OBC/SC/ST /EWS Certificate) issued by competent authority.
- (c) Self-attested certificates of Ex-servicemen duly indicating the proof of Ex-servicemen issued by competent authority.
- (d) Service Certificate issued by Employer for Govt. Servants duly indicating the number of years of service and disciplinary vigilance clearance. The Govt. Servants are to produce **No Objection Certificate** from the Employer at the time of Document Verification.
- (e) Recruitment Authority is not responsible for any Postal delay in receipt of Application/ loss.
- (f) The application form should be filled by the candidate in their own handwriting in Capital Letters only.
- (g) **Candidates applying for more than one post should submit separate application for each post.**
- (h) Candidates are advised to retain a Xerox copy of duly filled Application form till completion of recruitment process.
- (j) Self-attested copy of certificate showing the Disability for Physically Handicapped Personnel. It may be noted that only such persons would be eligible for reservation in services/posts who suffer from **not less than 40%(percent)** of relevant disability. The candidates are to enclose PwBD certificate indicating percentage of disability issued by Competent Medical Authority.

(k) Candidates are advised to fill their correct and active e-mail addresses and mobile number in the application as correspondence may be made by the Indian Navy through e-mail/ SMS.

15. **GENERAL INSTRUCTIONS.**

- (a) Only Indian Nationals can apply for the above posts.
- (b) Qualifications will be considered as on the date of closing of application.
- (c) Applicants are also requested to check www.and.nic.in and www.ncs.gov.in websites regularly till completion of recruitment for updates/ corrigendum and any further instructions.
- (d) Ex-Serviceman candidates are to produce certificate in support of their claim and meet existing Govt. orders on qualifying as Ex- Serviceman. No age relaxation is admissible to sons/daughters of Ex- Serviceman.
- (e) In case of an Ex-Serviceman who has once joined in a Govt. job on the civil side after availing the benefits given to him as an Ex-Serviceman for his re-employment, his Ex-serviceman status for the purpose of re-employment in Government ceases.
- (f) In case of OBCs, the applicant is required to produce, on demand, a caste certificate (valid for three financial years), specifying that the applicant doesn't belong to "Creamy layer". The certificate should be as per format contained in Gol.DoP&T OM 36036/2/2013-Estt. (Res) dated 30 May 2014 and 36033/1/2013-Estt (Res) dated 27 May 2013.
- (g) Original certificates are not to be sent. Only attested copies of certificates are to be enclosed with the applications. The Original certificates are to be produced by the candidates at the time of Document Verification. MHRD Notification dated 27 Aug 18 published in Gazette of India dated 01 Sep 2018 is relevant.
- (h) Competent Authority reserves the right to select the criteria for short listing of candidates for written examination and any other related test for the above post. Competent Authority also reserves the right to cancel part of whole of any recruitment process at any stage for any of the categories in this employment notification without assigning any reason thereof.
- (j) The candidate selected on appointment will be governed by the provisions of the New Pension Scheme as introduced the Govt. of India w.e.f. 01 Jan 2004.
- (k) The eligibility with respect to age, educational qualification etc will be determined as on the crucial date (i.e. closing date).
- (l) No relaxation in age limit will be provided unless the category is filled appropriately at the relevant column in the online application form.
- (m) The SC/ST applicants should be in possession of a latest copy of caste certificate for claiming age/ other relaxation and reservation and produce original certificate on demand.
- (n) Armed Forces personnel applying for the posts should fill an undertaking as per Gol/ DoP&T OM 36034/2/91/Estt (SCT) dated 03 Apr 1991 to avail age relaxation/ reservation. The formats of the certificates are available on www.ncs.gov.in and www.and.nic.in.
- (p) In case, the applicants working in central/ state government etc. fails to produce the NOC when demanded, his/ her candidature will not be considered.

(q) As per Ministry of Human Resource Development Notification No. F.6-1/2013-DL dated 27 Aug 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 the regulatory authority.

(r) 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.

(s) 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.

(t) In accordance with the directions issued by DoP&T OM No. 39020/1/2016-Estt. (B) dated 21 Jun 16, the candidates will have the option to opt out of the disclosure scheme. The option of opting out will have to be made at the time of filing up of application form. Accordingly, the scores and rankings in respect of only those candidates who have opted for disclosing the details or else have inadvertently not exercised their option will be made available on the website www.ncs.gov.in and www.and.nic.in.

(u) Various format of Certificate recommended applicable for direct recruitment are available at website www.ncs.gov.in and www.and.nic.in

(v) Indian Navy has 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 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. All such applicants will be liable to be debarred from this examination as well as future examination. A criminal proceeding also be initiated.

(w) The definitions of categories of the persons with disabilities (PwBD) for the purpose of reservation in the employment as per GOI DoP&T OM No. 36035/3/2004-Estt(Res) dt 29-12-2005 further modified vide DoP&T OM No. 36012/24/2009-Estt (Res) dated 03 Dec 2013. It may be noted that only such persons would be eligible for reservation in services/posts who suffer from not less than 40% (per cent) of relevant disability. The candidates are to enclosed PWD certificate indicating percentage of disability issued by Competent Medical Authority.

16. **GUIDELINES FOR PERSONS WITH BENCHMARK DISABILITIES USING A SCRIBE.**

The candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the examination, subject to limits as in (c) and (d) below. In all such cases where a scribe is used, the following rules will apply: -

(a) The provision of scribe will be available only on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write, and

scribe is essential to write examination on his/ her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care institution.

(b) The candidate will have to arrange his/her own scribe at his/her own cost.

(c) The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the application form. Any subsequent request will not be favorably entertained.

(d) A person acting as a scribe for one candidate cannot be a scribe for another candidate.

(e) Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for scribe as mentioned above. Further, in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination and final result.

(f) Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.

(g) A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe.

(h) The candidates who are allowed use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.

17. **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.

(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 tempered 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 Question Paper/ Answer sheet 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.
- (c) You have to make your own arrangements for boarding and lodging etc for the Recruitment Test as per date, time and venue of examination.
- (d) Companion, if any, would not be allowed to the venue or in its proximity. It is therefore, advised not to bring any companion.
- (e) Candidates should check Admit card carefully and bring the discrepancies, if any to the notice of the Invigilator before the examination.
- (f) You are directed to undertake the recruitment test at your own risk, i.e. after verifying that you fulfill then 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.
- (g) 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'.
- (h) 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.
- (j) 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.

- (k) 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 issuing of appointment order to the individual for the selected post will be final.
- (l) Application received after the due date (even due to postal delay) will be rejected summarily and no correspondence will be entertained.
- (m) Application not in the prescribed format or incomplete or unsigned or undated or improper filled.
- (n) Application not indicating choice of centre for written exam.
- (p) Furnishing of false, inaccurate or tampered or dubious information.
- (q) If not prescribed with the name of the post applied for or incorrect name of post or the envelope and application.
- (r) Application not accompanied by self-attested copies of certificate/prescribed certificates in support of age, qualification, caste disability etc.
- (s) More than one application submitted by the applicant for the same post.
- (t) Any other deemed irregularity or reason as observed by the Board of Officers.
- (u) Canvassing on application form in any and/or bringing in any influence, political or otherwise will entail disqualification.
- (v) If underage or overage on closing date of receipt of application.
- (w) If the candidate not found to possess the essential qualification.
- (x) If the application of candidate who is working in Government Establishment is not received through proper channel with NOC.
- (y) Only selected candidates will be informed of their selection in due course after the selection process and no other correspondence on the subject would be entertained.
- (z) Un-employed SC/ST Candidates are entitled for bunk class/ 2nd class rail/ bus fare by shortest route for onward and return journey as per Govt. rules and the same will be reimbursed on submission of original tickets, boarding pass along with un-employment certificate (issued by Gazetted Officer) and Bank details. Bunk class/ 2nd class rail/ bus fares are entitled for both onward and return journey.

18. IMPORTANT INFORMATION

- (a) **Candidates Reporting Late.** Candidates reporting late, after the reporting time specified on the call letter of Examination, will not be permitted to appear in the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 1 hr 40 minutes covering 100 Objective Questions, candidates will be required to be present at the venue earlier for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

(b) **Photo Identity Card.** In the examination hall the admit card along with original and valid photo identity such as Aadhar card with a photograph /PAN Card/ Passport/ Driving License/Voter's Card/ Bank Passbook with Photograph should be produced to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Note 1: Ration card and Learners Driving License will not be considered as valid Identity proof.

Note 2: Candidates must note that the name as appearing on the admit card (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination.

Note 3: A candidate not carrying a valid and original photo identity document as per Para 16 (b) will not be allowed to appear for the examination.

19. **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT.** If candidates found to indulge at any stage in any of the malpractices listed below during the conduct of examination, their candidature for their examination will be cancelled and they will be debarred from the examination of the Indian Navy for the period mentioned below: -

<u>Ser</u>	<u>Type of Malpractice</u>	<u>Debarment period</u>
(a)	Taking away any Examination related material such as 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
(b)	Misbehaving, intimidation or threatening in any manner with the examination functionaries i.e. Supervisor, Invigilator, Security Guard or Indian Navy's representatives etc.	3 Years
(c)	Obstruct the conduct of examination/ instigate other candidates not to take the examination	3 Years
(d)	Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.	3 Years
(e)	Obtaining support/ influence for his/ her candidature by any Irregular or improper means in connection with his/ her candidature.	3 Years
(f)	Possession of Mobile Phone in 'switched on' or 'switched off' mode	3 Years
(g)	Appearing in the same examination more than once in contravention on the rules.	3 Years
(h)	A candidate who is also working on examination related matters in the same examination	3 Years
(j)	Damaging examination related infrastructure/ equipment	5 Years
(k)	Appearing in the Exam with forged Admit Card, identity proof etc.	5 Years
(l)	Possession of fire arms/ weapons during the examination	5 Years

<u>Ser</u>	<u>Type of Malpractice</u>	<u>Debarment period</u>
(m)	Assault, use of force, causing bodily harm in any manner to the examination functionaries i.e. Supervisor, Invigilator, Security Guard or Indian Navy's representatives etc. threatening/ intimidating examination functionaries with weapons/ fire arms	7 Years
(n)	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
(p)	Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.	7 Years
(q)	Impersonate/ Procuring impersonation by any person	7 Years
(r)	Taking snapshots, making videos of question paper or examination materials, labs etc.	7 Years

20. **DISCLAIMER.**

(a) The terms and conditions given in the advertisement are guidelines only and orders issued by the Government as amended from time-to-time will apply for the candidates.

(b) Appearing for examination is purely provisional and subject to the prescribed eligibility conditions.

(c) Though arrangement will be made to maintain Social Distancing, candidates are advised to follow COVID-19 guidelines strictly, even while travelling to appear for the examination. In case any candidate develops any symptoms similar to that of COVID-19 they should refrain from attending the examination and follow the isolation as per MHA guidelines on COVID-19.

21. **CAUTION TO ALL CANDIDATES.** **Beware of touts who may misguide with false promise of getting you selected for the job on illegal consideration. Selection is based purely on merit.** 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 on merit only in a transparent manner.

RECRUITMENT IN THE INDIAN NAVY IS ABSOLUTELY FAIR

e-mail: nsrypb-navy@nic.in

Contact No.: 03192-248511

Check List for enclosures: For Office use only (Certificates duly attested)

1	SSC/Matric/Date of Birth Certificate	
2	NOC Certificate	
3	SC/ST/OBC/ EWS Certificate	
4	PwBD Certificate	
5	Two latest passport size photographs in Blue Background	

APPLICATION FORM – RECRUITMENT OF TRADESMAN (SKILLED)
NAVAL SHIP REPAIR YARD – PORT BLAIR

(TO BE FILLED BY CANDIDATES IN CAPITAL LETTERS ONLY)

Affix latest Self-attested passport size colour photograph with Blue Background

1. Name of the Candidates : _____
2. Name of the post applied for : _____
3. Name of the Trade applied for : _____
4. Preference Centre (Please tick the appropriate box) :

Date	Month	Year
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Father's name : _____
6. Date of Birth :

Days	Month	Year
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Age as on the closing date of application : _____
8. Nationality : _____
9. Gender (Please tick the appropriate box) :

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>
Transgender	<input type="checkbox"/>
10. Are you an Ex-Serviceman :

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
11. Are you a Person with Benchmark Disability (PwBD) :

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
12. Type of Disability : _____
13. Disability Certificate No. : _____

14. Are you a Government Employee :

Yes	
No	

15. Whether Ex-Serviceman (ESM) :

Yes	
No	

16. Length of Service in the Armed Forces (in years): _____

17. Have you already joined a civil post by availing benefit of reservation for Ex-Serviceman, If yes, provide details thereof _____

18. Category :

UR	OBC	SC	ST	EWS

19. Whether seeking Age Relaxation :

Yes	
No	

20. Do you want to make your personal information available for accessing job opportunities in terms of DoP&Ts OM No.39020/1/2016-Estt.(P) dated 21 Jun 2016.

Yes	
No	

21. Religion : _____

22. Permanent Address : _____

23. Address of Correspondence : _____

24. Email Id. : _____

25. Contact Tel No. / Mobile No. : _____

26. Aadhar Card No. :

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27. (a) Education Qualification :

Qualification	University/Board	Year of Passing	Total Marks secured	Percentage of Marks
10 th Class/ equivalent				

(b) Technical Qualification :

Qualification	Trade in Apprenticeship	Year of Passing	Total Marks Secured	Percentage of Marks	Div/Class
Ex-Naval Apprenticeship School of Indian Navy					

(c) Whether holding National Apprenticeship Certificate issued by National Council of Vocational Training:

Yes	
No	

(if yes give details),

Serial number of Certificate : _____

Date of issue of Certificate : _____

DECLARATION

I hereby declare that:

(a) The information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage my candidature/appointment shall be liable for cancellation/termination, without notice or any compensation in lieu thereof.

(b) I have ensured that, I fulfill eligibility criteria for the post applied for.

Date: _____ (Left hand Thumb impression) (Signature of the Candidate)

Place: _____

davp 10702/11/0017/2122