

**GOVERNMENT OF INDIA****MINISTRY OF DEFENCE****RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY-2023****RECRUITMENT OF TRADESMAN SKILLED IN INDIAN NAVY****NOTIFICATION 01/2023/NAD**

1. Indian Navy invites on-line applications from eligible candidates through IN website [www.joinindiannavy.gov.in](http://www.joinindiannavy.gov.in) for the following posts of Tradesman Skilled. Selected candidates normally will have to serve in NADs under administrative control of (a) Headquarters, Western Naval Command, Mumbai, (b) Headquarters, Eastern Naval Command, Visakhapatnam. They can however be posted anywhere in India at Naval units / formations as per administrative requirement.

**General Central Service, Group 'C', Non-Gazetted, Industrial  
Pay Scale- Level-2 (Rs. 19900-63200) in the Pay Matrix**

General Central Service, Group 'C', Non-Gazetted, Industrial Pay Scale- Level-2 (Rs. 19900-63200) in the Pay Matrix													
SI No	Comman d	Depot		Post	Trade	Distribution of vacancies (Subject to variation)							
						UR	SC	ST	OBC	EWS	TOTAL	Horizontal Reservatio n	
												ESM	Pw BDs
(1)	HQWNC	NAD, Mumbai	<u>Designated Trades</u>										
			(a)	Machinist	Machinist / Turner	05	01	-	02	-	08	-	01
			(b)	Driver Crane Mobile	Crane Operator with heavy duty vehicle license	02	01	-	01	-	04	-	-
			(c)	Shipwright (Joiner)	Shipwright Wood/ Carpenter	02	-	-	-	-	02	-	-
			(d)	Painter	Painter (General)	02	-	-	-	-	02	-	-
			<u>Optional Trades</u>										
			(a)	Fitter Armament	Fitter	17	06	02	10	03	38	04	01
			(b)	Fitter General Mechanic (GW)	Fitter	16	05	03	09	03	36	04	01

			(c)	Fitter Electronic (GW)	Electronics (Mechanic), Mechanic (Radio & TV)	05	01	-	05	01	12	02	01
			(d)	Fitter Electrical (GW)	Electrician, Instrument Mechanic	05	01	-	05	01	12	02	01
			(e)	Electric Fitter	Electrician	01	01	-	01	-	03	-	-
			<b>Total vacancies</b>								<b>117</b>	<b>12</b>	<b>05</b>
(2)	HQWNC	NAD, Karwar	<b>Optional Trades</b>										
			(a)	Electrical Fitter	Electrician	06	01	-	02	-	09	01	-
			(b)	Electronic Fitter	Electronics (Mechanic), Mechanic (Radio & TV)	10	02	01	05	01	19	02	02
			(c)	General Mechanic Fitter	Fitter	10	02	01	04	01	18	01	01
			(d)	Skilled (Ammunition Mechanic)	(i) Electrician or (ii) Electronic Mechanic or (iii) Electroplater or (iv) Fitter or (v) Instrument Mechanic; or (vi) Machinist or (vii) Mechanic, Communication Equipment Maintenance.	06	01	-	02	-	09	01	-
			<b>Total vacancies</b>								<b>55</b>	<b>05</b>	<b>03</b>
(3)	HQWNC	NAD, Goa	<b>Optional Trades</b>										
			(a)	Electronic Fitter	Electronics (Mechanic), Mechanic (Radio & TV)	-	-	-	01	-	01	-	-
			(b)	Electric Fitter	Electrician	01	-	-	-	-	01	-	-
			<b>Total vacancies</b>								<b>02</b>	-	-

(4)	HQENC	NAD, Visakha patnam	<b>Designated Trade</b>										
			(a)	Driver Crane	Crane Operator with heavy duty vehicle license	01	-	-	-	-	01	-	01
			<b>Optional Trades</b>										
			(a)	Fitter Armament	Fitter	07	02	01	03	01	14	01	-
			(b)	Torpedo Fitter	Electronic Mechanic, Radio Mechanic, Electrician, Instrument Mechanic or equivalent	15	08	04	05	03	35	03	-
			(c)	Skilled (Ammunition Mechanic)	(i) Electrician or (ii) Electronic Mechanic or (ii) Electroplater or (iv) Fitter or (v) Instrument Mechanic or (vi) Machinist or (vii) Mechanic, Communication Equipment Maintenance	5	-	-	1	1	07	-	-
			<b>Total vacancies</b>								<b>57</b>	<b>04</b>	<b>01</b>
(5)	HQENC	NAD, Rambili	<b>Optional Trades</b>										
			(a)	Fitter Armament	Fitter	03	-	-	-	-	03	-	-
			(b)	Torpedo Fitter	Electronic Mechanic, Radio Mechanic, Electrician, Instrument Mechanic or equivalent	06	01	-	02	-	09	-	-
			(c)	Skilled (Ammunition Mechanic)	(i) Electrician or (ii) Electronic Mechanic or (ii) Electroplater or (iv) Fitter or (v) Instrument Mechanic or (vi) Machinist or (vii) Mechanic, Communication Equipment Maintenance	03	-	-	-	-	03	-	-
			<b>Total vacancies</b>								<b>15</b>	-	-

(6)	HQENC	NAD, Sunabeda	<b><u>Designated Trade</u></b>										
			(a)	Driver Crane	Crane Operator with heavy duty vehicle license	-	01	-	-	-	01	-	-
			<b><u>Optional Trade</u></b>										
			(a)	Skilled (Ammunition Mechanic)	(i) Electrician or (ii) Electronic Mechanic or (ii) Electroplater or (iv) Fitter or (v) Instrument Mechanic or (vi) Machinist or (vii) Mechanic, Communication Equipment Maintenance	01	-	-	-	-	01	-	-
			<b>Total vacancies</b>								<b>02</b>	-	-

2. The functional requirements and categories of benchmark disabilities suitable for the above posts are tabulated below :

<b><u>Post</u></b>	<b><u>Functional Requirements</u></b>	<b><u>Suitable Categories of benchmark disabilities</u></b>
Machinist	S,ST,BN,L,MF,SE	(a) B,LV (b) D, HH (c) OL, CP, LC, Dw, AAV (d) ASD(M), SLD, MI (e) MD involving (a) to (d)
Driver Crane Mobile	S, ST, BN, L, KC, SE	a) LV b) D, HH c) OL, Dw, AAV d) ASD (M), SLD, MI e) MD involving (a) to (d) above
Fitter Armament	ST, BN, L, MF	(a) B,LV (b) D, HH (c) OL, BL, LC, Dw, AAV (d) ASD (M), SLD, MI or MD involving B, LV, D, HH, OL, BL, LC, Dw, AAV, ASD (M), SLD, MI
Fitter General Mechanic (GW)	ST, BN, L, MF	(a) B,LV (b) D, HH (c) OL, BL, LC, Dw, AAV (d) ASD (M), SLD, MI or MD involving B, LV, D, HH, OL, BL, LC, Dw, AAV, ASD (M), SLD, MI
Fitter Electronic (GW)	S, ST, W, BN, L, KC, PP, MF, RW, SE, H	(a) D, HH (b) OL, LC, Dw, AAV (c) ASD (M), SLD, MI (d) MD involving (a) to (c) above.

Fitter Electrical (GW)	S, ST, W, BN, L, KC, PP, MF, RW, SE, H	(a) D, HH (b) OL, LC, Dw, AAV (c) ASD (M), SLD, MI (d) MD involving (a) to (c) above.
Electronic Fitter	S, ST, W, BN, L, KC, PP, MF, RW, SE, H	(a) D, HH (b) OL, LC, Dw, AAV (c) ASD (M), SLD, MI (d) MD involving (a) to (c) above.
General Mechanic Fitter	ST, BN, L, MF	(a) B, LV (b) D, HH (c) OL, BL, LC, Dw, AAV (d) ASD (M), SLD, MI or MD involving B, LV, D, HH, OL, BL, LC, Dw, AAV, ASD (M), SLD, MI

3. **Abbreviations used.** UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribes, OBC-Other Backward Class, EWS – Economically Weaker Section, ESM - Ex-Servicemen, PwBDs-Persons with Benchmark Disabilities, VH-Visually Impaired, HH-Hearing Impaired. PP - Works performed by pulling and pushing, MF- Manipulation by Fingers, L - Work performed by lifting, KC - Work performed by kneeling and crouching, B - Work performed by bending, S - Work performed by sitting (on bench or chair), ST - Work performed by standing, W - Work performed by walking, SE - Work performed by seeing, H - Work performed by hearing /speaking, BN – Bending, C- Communication, RW-Reading & Writing, BL - Both legs affected but not arms, BA - Both Arms affected (a) Impaired (b) Weakness of grip, BLA - Both Legs And Both Arms Affected, OL - One leg affected (R and/or L), OA- One Arm Affected (R or L)- (a) Impaired reach (b) Weakness of grip, (c) Ataxia, BH - Stiff back and hips (cannot sit or stoop), FT - Limited exercise to tolerance-early fatigue, MW - Muscular weakness and limited physical endurance, IC - General in coordination of movement, B - Blind, PR - Partially blind, D - Deaf, PD - Partially deaf, LV-Low Vision, AAV-Acid Attack Victims, Dw-Dwarfism, LC – Leprosy Cured, ASD(M) - Autism Spectrum Disorder (Mild) , SLD - Specific Learning Disability, MI - Mental Illness, MD - Multiple Disabilities

4. **Reservation :-** Reservation for SC/ST/OBC/EWS/ PwBDs /ESM categories are available as per extant Government orders. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs, EWS candidates who are either lower in merit than the last general candidate on merit list of UR category or candidates who have availed age relaxation for respective category irrespective of their position in merit list. Similarly, reserved vacancies for PwBDs & ESM will be filled up from amongst such eligible candidates from respective category 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 standard viz. age limit etc. Reservations for PwBDs & ESM fall under the category of horizontal reservation which cuts across vertical reservation i.e. reservation for SC/ST/OBC/EWS (What is called inter-locking reservation). The candidates selected against PwBDs & ESM quota will be placed in the appropriate category of UR/SC/ST/OBC/EWS, as the case may be.

5. **Age :** Between 18 and 25 years as on crucial date with relaxation as under: -

(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	Period of Military Service + 03 Years.
(iv)	PwBDs	UR -10 Years, OBC -13 (10+03) Years, SC/ST-15 (10+05) Years, etc.
(v)	Departmental Candidates with three years continuous service in Central Government.	Up to 40 years of age (45 years for SC / ST)

**Note.** Age relaxation for eligible categories will be as per extant rules issued by the Govt. of India from time-to-time.

(b) **Crucial Date.** The Crucial date for determining the age limit will be the **closing date for receipt of online applications**. Only matriculation or equivalent/ Birth certificate issued by concerned Education Board / Competent Authority will be considered as proof of date of birth.

6. **Examination Fee :** Candidates (except SC/ST/Ex-Servicemen and women candidates who are exempted from payment of fee) are required to pay a fee of **Rs. 205/- (Rupees Two hundred and five only)** through online mode by net banking or Visa / Master/ RuPay Credit / Debit Card/ UPI. **Admit card will be issued for the examination only to those candidates who have successfully paid the examination fee or who are entitled to waiver of examination fee.**

**Note :** (a) Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

(b) In case of unsuccessful payment, if amount has been deducted from your account, please wait for 7 working days for automatic refund of money to your account.

7. **Essential Qualification:**

**(A) For Skilled (Ammunition Mechanic)**

- (a) Matriculation or equivalent from a recognized Board.
- (b) Two years' Certificate Course from a recognized Industrial Training Institute under the Craftmanship Training Scheme in any of the following trades :-
  - (i) Electrician or
  - (ii) Electronic Mechanic or
  - (ii) Electroplater or
  - (iv) Fitter or
  - (v) Instrument Mechanic or
  - (vi) Machinist or
  - (vii) Mechanic, Communication Equipment Maintenance.

**(B) For remaining posts**

- (a) Matriculation or equivalent from a recognised Institute or Board with knowledge of English.
- (b) Should have completed Apprenticeship training in the relevant **trade** for the post.

**OR**

Mechanic or equivalent with two years regular service in the appropriate Technical Branch of the Army, Navy and Air Force.

8. **Nature of Duties / Job Profile.** Indicative duties related to the posts are as follows :-

<b><u>Sr. No.</u></b>	<b><u>Post</u></b>	<b><u>Duties</u></b>
(a)	Fitter Armament	Repair, maintenance and defect rectification of Small Arms and Armaments in workshop and on board, replacement of defective parts with spares etc.
(b)	Fitter General Mechanic (GW)	Repair and maintenance of guided weapons and associated sub-assemblies, test equipment. Defect rectification of weapons, preparation of weapons, testing of high pressure lines, calibration of test equipments, testing of control devices sub-assemblies etc.
(c)	Fitter Electronic (GW)	
(d)	Fitter Electrical (GW)	
(e)	Torpedo Fitter	
(f)	Machinist	Preparation of Jobs on Lathe, Milling, Boring, Drilling, Power Hacksaw machines etc.
(g)	Driver Crane Mobile	Operation of tractors and mobile cranes.
(h)	Shipwright (Joiner)	Carpentry work, Box repair, Furniture repair work etc.
(j)	Painter	General painting work, patching work on weapons, sign board painting, stencilling work etc.
(k)	Electric Fitter	Electrical work in the workshop, repair of break down machines and on-board electrical work.
(l)	Ammunition Mechanic	Repair and maintenance of ammunition / explosives.

**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.

9. **Mode of Selection.** The selection of candidates will be carried out as per extant guidelines promulgated by Competent Authority. The provisions are as follows:

(a) **Screening of Applications.** Indian Navy will not carry out detailed scrutiny of applications received online to allow candidates to appear for the examination. Detailed scrutiny of documents will be carried out at a subsequent stage.

(b) **Shortlisting of Applications.** All eligible candidates will normally be allowed to appear for selection purpose. Merely fulfilling the basic eligibility criteria does not automatically entitle a person/applicant to be called for the written examination. If the number of applications received is too large in proportion to the vacancies, the Appointing Authority reserves the right to shortlist the applications, as deemed appropriate, and only the shortlisted candidates will then be called for the written test.

(c) **Scheme of Written Examination.** All eligible candidates will have to appear for the written examination consisting of objective type questions. The test would be in bilingual (English and Hindi) (except for General English). The mode of test will be intimated in the instructions to be forwarded along with e-admit card. The single test paper shall be covering aspects as below: -

Part	Subject	Maximum Marks
(i)	General Intelligence and Reasoning	10
(ii)	Numerical Aptitude	10
(iii)	General English	10
(iv)	General Awareness	20
(v)	Awareness in relevant trade/field	50

(d) **Indicative Syllabus for Examination :**

(i) **General Intelligence and Reasoning.** This section would include questions of both verbal and non-verbal type. It would 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 section will also include questions designed to test candidate's ability to deal with the abstract ideas, symbols and their relationship, arithmetical computation and other analytical functions.

(ii) **Numerical Aptitude.** This section would include questions on problems relating to number system, computation of whole numbers, decimals, fractions and relationships between numbers, fundamental arithmetical operations, percentage, Ratio and proportions, averages, interest, profit & loss, discount, time & distance, ratio & time, time & work etc.

(iii) **General English.** In addition to the testing of candidates understanding of English language, this section would include questions relating to its vocabulary, grammar, sentence structure, synonymous, antonyms and its correct usage etc.

(iv) **General Awareness.** This section would 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

(iv) **Awareness in relevant trade/field.** The test will include questions relating to trade/post, as per the essential qualification specified.



(e) **Resolution of Ties.** In case, marks obtained by two or more candidates in the selection exam are same, as per extant rules the following procedure will prevail:-

(i) Date of birth is to be considered to arrive at the merit list, the older candidate will prevail as the higher selected candidate in merit.

(ii) Alphabetical order in which the first names of the candidates appear if date of birth is same.

(f) **Date of Examination.** Date, time and venue of written examination will be communicated to the shortlisted candidates on registered E-mail IDs. Website [www.indiannavy.nic.in](http://www.indiannavy.nic.in) may be referred from time to time for any further instructions.

(g) **Scribe (if applicable).** 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 if such requirement is sought while filling online application. Further, they will be allowed **compensatory time** in the examination, as applicable, in accordance with extant guidelines for conducting written examination for Persons with Benchmark Disabilities, promulgated by Ministry of Social Justice & Empowerment, Department of Disability Affairs.

(h) **Offer of Appointment.** The offer of appointment will be issued to provisionally selected candidates, which will be strictly based on their relative merit position in written examination only, subject to satisfaction of Document Verification, Medical Examination and other pre-requisite requirements as specified by the Government of India and Appointing Authority.

(j) **Document Verification.** All provisionally selected candidates will be called for Document Verification. All documents pertaining to age, education, identity, address, category, caste validity certificate, Apprentice school certificate etc. are required to be produced in original at the time of Document Verification. Date and venue for document verification will be intimated to provisionally selected candidates by post/ email/ Indian Naval website [www.indiannavy.nic.in](http://www.indiannavy.nic.in). As per extant rules, the offer of appointment will be issued only after verification of the documents by the concerned authorities.

#### 10. **Opening and Closing date for online Registration Portal**

Opening of Online Registration Portal	Third day of publication of notification in the Employment News.
Closing of Online Registration Portal	28 <sup>th</sup> day from Opening date of registration (upto 2330 hrs).

**Illustration.** If the Advertisement is published in Employment News, 01 - 07 of Month-ABC 2023, the opening date will be 3<sup>rd</sup> of Month-ABC 2023 and closing date will be 30<sup>th</sup> of Month-ABC 2023 (at 2330 hrs).

#### 11. **Guidelines for filling Online Application**

BEFORE APPLYING, CANDIDATES ARE ADVISED TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTIFICATION VERY CAREFULLY.

(a) Candidates are required to apply online using the website [www.joinindiannavy.gov.in](http://www.joinindiannavy.gov.in) >> Join Navy >> Ways to join >> Civilian >> Tradesman Skilled / NAD. Before filling online application form, candidates are advised to download online information guidelines containing instructions for filling up and submitting Online Application Form.

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



(c) The candidate 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. Alternatively, a conversion chart between the grade points and percentage marks is to be obtained from the respective Board.

(d) Candidates need not send a copy of application form or any document anywhere after online application is submitted. However, candidates are to take a printout of Application Form for their personal record. The E-admit card is required to be downloaded from [www.joinindiannavy.gov.in](http://www.joinindiannavy.gov.in). A print out of the **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, NCVT/ APPRENTICE SCHOOL CERTIFICATE DULY SELF ATTESTED, FAILING WHICH THE CANDIDATE WILL NOT BE ALLOWED TO APPEAR FOR THE EXAMINATION AND WILL BE CONSIDERED AS INVALID.**

(e) Indian Navy will not be responsible for mistakes of any kind in the application filled online by the candidate.

(f) The candidates must ensure that while filling the application form, they provide valid and active e-mail ID 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 and mobile number will be allowed once entered.** Indian Navy will not be responsible for non-receipt of communication on registered mobile number/ email IDs.

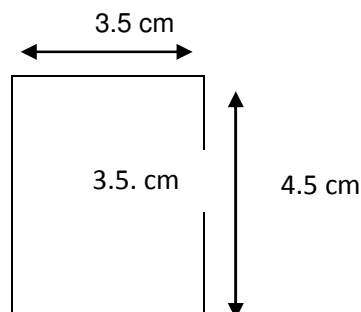
(g) Candidates are requested to remember the password set by them during registration. Further login into the portal is possible only with the set password.

(h) Candidates are strongly advised in their own interest to apply online well before the closing date and not to wait till the last date for submission of online applications.

(j) Candidates will be required to indicate their choice of posting, in order of preference. This information will be utilized by the Indian Navy to determine the place of posting, to the extent feasible in respect of qualified candidates. Indian Navy however reserves the right to post any selected candidate in any Command and at any location based on service requirements and available vacancies.

(k) Candidates are advised to keep scanned copy (JPEG/JPG/PNG/PDF as applicable) of the following documents ready before proceeding to fill up the online application :-

(i) Passport size colour photograph with plain white background without any obstacle covering/obstructing the face and eyes. **The photograph being uploaded should not be more than three months old and should have about 80% face coverage.** The size of photograph should be between 100 Kb-200 Kb. Size of the photo should be as follows:



- (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 between 20 Kb to 50 Kb.
- (iii) Birth Certificate/Matriculation certificate for Date of Birth (50-200 Kb).
- (iv) Educational qualifications including Matriculation certificate and Apprenticeship Certificate issued by either National Council of Vocational Training or any other establishment depicting Practical and Trade Theory marks (50-200 Kb).
- (v) Caste/ EWS Certificate, in case applying against a reserved post (50-200 Kb).
- (vi) Certificate showing eligibility for scribe, if applicable (50-200 Kb).
- (vii) Certificate duly indicating proof of Ex-Serviceman issued by the Competent Authority (50-200 Kb).
- (viii) Any other document, as applicable (50-200 Kb).

12. **Guidelines for reporting at Examination Centre.**

- (a) The reporting time and instructions mentioned on the admit card are to be strictly followed and adhered to. Candidates reporting late at the examination centre after the reporting time specified on the admit card will not be permitted for the examination.
- (b) It is mandatory for every candidate to carry the admit card, Aadhar Card with photograph/ Passport and matriculation certificate to the examination centre. These documents should be produced to the invigilator for verification. A candidate not carrying a valid and original photo identity document as mentioned above will not be allowed to appear for the examination. Further, if the identity of a candidate is in doubt, the candidate may not be allowed to appear for the examination.
- (c) The name appearing on the admit card will be exactly as per that mentioned in the candidate's matriculation certificate except in certain circumstances where the candidate has changed his/ her name and published it in the official gazette or the name has been changed after marriage. In all such circumstances, the candidates are to submit a copy of the official gazette or marriage registration certificate to the invigilator for verification in order to appear for the examination.

13. **General Instructions/ Conditions.**

- (a) Only Indian nationals can apply for the above post.
- (b) The candidate should ensure that he / she fulfills the eligibility and other norms mentioned in the advertisement. Particulars furnished in the application form should be correct in all respects. If any false or incorrect information furnished by the candidate 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 crucial date** (i.e. closing date for online registration).
- (d) No relaxation in age limit will be provided unless the category is filled appropriately at the relevant column in the online application form.
- (e) Candidates are requested to check [www.indiannavy.nic.in](http://www.indiannavy.nic.in) website regularly till completion of recruitment for updates / corrigendum and any further instructions.
- (f) SC/ST/EWS candidates should be in possession of a latest copy of caste certificate for claiming age / other relaxations and reservation and produce original certificate on demand.

(g) 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 36033/1/2013-Estt(Res) dated 27 May 2013 and 336036/2/2013-Estt.(Res) dated 30 May 2014. In case date of issuance of OBC certificate is not as per format mentioned above and is not within the validity period, the candidate will be treated as Unreserved/ General candidate.

(h) In case, the candidate working in Central / State Govt etc. fails to produce the No Objection Certificate when demanded, his / her candidature will not be considered.

(j) The Persons with Benchmark Disabilities, who want to avail the benefit of reservation and age relaxation should be in possession of disability certificate issued by the Competent Authority with 40% or above percentage of disability, in the prescribed format given at enclosure of GoI DOP&T OM 36035/1/2012-Estt.(Res) dated 29 Nov 2013 and 36035/02/2017-Estt(Res) dated 15 Jan 2018.

(k) EWS candidates, who want to avail the benefit of reservation under EWS category, should submit 'Income & Asset Certificate' issued by the Competent Authority as per Annexure-I of GoI DOP&T OM 36039/1/2019-Estt.(Res) dated 31 Jan 2019.

(l) Vacancies shown above are provisional and may vary i.e. 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.

(m) Armed Forces personnel applying for the posts should upload /submit an undertaking as per GoI DOP&T OM 36034/2/91/Estt.(SCT) dated 03 Apr 1991 to avail age relaxation / reservation. The ESM, who has already secured employment under Central Govt. /State Govt. in Group 'C', will be permitted the benefit of age relaxation as prescribed for ESM for securing another employment in higher grade. However, such candidate will **not be eligible for reservation**.

(n) The examination for all trades will be on one day in one shift only. Accordingly, the candidates can apply for only the post/ trade in which the candidate had undergone apprenticeship and obtained NCVT/ Apprentice School certification. Candidature will be cancelled in the event of the candidate applying for a post that is different from his/ her trade.

(p) The scores and ranking of candidates in the recruitment examination will be made public through portal in accordance with DOP&T OM F. No. 39020/1/2016-Estt(B) dated 21 Jun 16, 28 Jul 16 and 21 Dec 2020.

(q) Indian Navy reserves the right to cancel 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 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 candidates will be liable to be debarred from this examination as well as future examinations.

(r) The candidate is required to make his/ her own arrangements 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.

**14. Important / General Instructions to the Candidates at the Examination Centre.**

(a) 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 and they will be debarred from the examinations of the Indian Navy for the period mentioned below:-

Sl. No	Type of Malpractice	Debarment Period
(i)	Taking away any examination related material such as Question paper, answer sheet, 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.	03 Years
(ii)	Making statements which are incorrect or false, suppressing material information, submitting fabricated, forged or tampered documents	03 Years
(iii)	Obtaining support/ influence for his/her candidature by any irregular or improper means in connection with his/her candidature.	03 Years
(iv)	Possession of mobile phone in 'switched on' or 'switched off mode	03 Years
(v)	Misbehaving, intimidating or threatening to the examination functionaries i.e. Supervisor, Invigilator, Security Guard or Indian Navy's representatives etc.	05 Years
(vi)	Creating nuisance or disturbance at exam centre and obstructing the conduct of examination/ instigating other candidates not to take the examination.	05 Years
(vii)	A candidate who is also working on examination related matters in the same examination.	05 Years
(viii)	Damaging examination related infrastructure/ equipment	05 Years
(ix)	Appearing in the Exam with forged Admit Card, identity proof, etc.	05 Years
(x)	Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.	05 Years
(xi)	Impersonation by or on behalf of the candidate	07 Years
(xii)	Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.	07 Years
(xiii)	Taking snapshots, making videos of question papers or examination material, labs etc.	07 Years
(xiv)	Sharing examination terminal through remote desktop software/ Apps/ LAN etc	07 Years
(xv)	Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination	07 Years
(xvi)	Possession of fire arms/ weapons during the examination.	07 Years
(xvii)	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.	07 years

(b) 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 or if the candidate resorts to any other irregular or improper means in connection with his/ her candidature for the examination.

(c) Companion, if any, would not be allowed to the venue or in its proximity. It is therefore, advised not to bring any companion.

(d) Candidates should check Admit card carefully and bring discrepancies, if any, to the notice of the Invigilator before the examination.

(e) Candidates are directed to undertake the recruitment test at their 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 candidate before appearing for the examination.

(f) The candidate must note that the verification of eligible condition, i.e. age, educational qualification, etc. with reference to original documents will be carried out by the Competent Authority for only those candidates who qualify in the written examination. Candidature is purely 'Provisional' and subject to meeting all the prescribed eligibility conditions.

(g) 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.

(h) Calling for written examination/ pre-recruitment formalities does not entitle any candidate for appointment for the selected post. Candidature 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 issuance of appointment order to the individual for the selected post will be final.

(j) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Mumbai and Courts/ Tribunals/ Forums (Jurisdiction Courts) in Mumbai only shall have sole and exclusive jurisdiction to try any cause/ disputes.

15. **Disclaimer.**

(a) The terms and conditions given in this advertisement are subject to change and should, therefore, be treated as guidelines only.

(b) If any candidate is inadvertently issued admit card or permitted in the exam centre, his/ her candidature will be cancelled at any time as and when such a case is detected and no further correspondence in this regard will be entertained.

(c) Though arrangements 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 symptom similar to that of COVID-19, they should refrain from attending the examination and follow the isolation procedure as per MHA guidelines on COVID-19.