



**Government of India
Ministry of Defence
Recruitment of Civilian Personnel in Indian Navy - 2017
Recruitment by Absorption
Headquarters Western Naval Command, Mumbai**

1. Indian Navy invites applications for the following Group 'C' posts, from persons working in similar, equivalent or higher grades in the lower formations of the Defence Services in the prescribed proforma as given at Annexure. Eligible Defence Employees to apply by Registered/Speed Post (Application in other forms of mailing will not be accepted). The details of post are as follows:-

S. No.	Post	No. of Posts (subject to variation)	Level of Pay Matrix (7th CPC) & Classification
(a)	Staff Nurse	01	Level 7 of Pay Matrix (Rs. 44900-142400) Gp 'B' Non-Industrial
(b)	Telephone Operator	16	Level 3 of Pay Matrix (Rs. 21700-69100) Gp 'C' Non-Industrial
(c)	Swimming Instructor	01	Level 4 of Pay Matrix (Rs. 25500-81100) Gp 'C' Non-Industrial
(d)	Fire Engine Driver (Erstwhile FED Gd. I & II)	03	Level 3 of Pay Matrix (Rs. 21700-69100) Gp 'C' Non-Industrial
(e)	Fireman (erstwhile Fireman Gd.I&II)	26	Level 2 of Pay Matrix (Rs. 19900-63200) Gp 'C' Non-Industrial
(f)	Cook	14	Level 2 of Pay Matrix (Rs. 19900-63200) Gp 'C' Non-Industrial
(g)	MTS Ministerial (Erstwhile Safaiwala)	66	Level 1 of Pay Matrix (Rs. 18000-56900) Gp 'C' Non-Industrial
(h)	MTS Ministerial (Erstwhile Peon)	38	Level 1 of Pay Matrix (Rs. 18000-56900) Gp 'C' Ministerial
(j)	MTS Ministerial (Erstwhile Chowkidar)	11	Level 1 of Pay Matrix (Rs. 18000-56900) Gp 'C' Non-Industrial
(k)	Tyreman	02	Level 1 of Pay Matrix (Rs. 18000-56900) Gp 'C' Non-Industrial
(l)	Pest Control Worker (Erstwhile Begary)	08	Level 1 of Pay Matrix (Rs. 18000-56900) Gp 'C' Non-Industrial

2. Selected candidates 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 in case of any Administrative requirement. The employees who wish to seek absorption for the above mentioned posts with zero seniority in new units may apply for the post. The eligibility criteria are as follows:-
(a) AGE LIMIT:- Not exceeding 55 years as on closing date of receipt of application for all posts.

(b) ESSENTIAL & DESIRABLE QUALIFICATION

S. No.	Post	Essential	Desirable
(a)	Staff Nurse/Civilian Sister	1. Matriculation or Equivalent. 2. Certificate of training in an approved Hospital as a Nurse. 3. Registered as a fully trained Nurse in the Medical and Surgical Nursing and Midwifery.	Knowledge of Hindi or local language
(b)	Telephone Operator	1. Matriculation or its equivalent with English as a compulsory subject. 2. Proficiency in handling of PBX Board. 3. Person holding analogous or equivalent or higher grades in the lower formations of the Defence Services.	Fluency in spoken English
(c)	Swimming Instructor	1. Matriculation or Equivalent from a recognized Institution or Board. 2. Diploma in Coaching in Swimming Discipline from Sports Authority of India or National Institute for Sports or Recognized University.	Nil
(d)	Fire Engine Driver (erstwhile FED Gd.I & II)	1. Matriculation pass or equivalent from a recognized Board. 2. Must have at least three years' experience of driving Heavy Vehicles and 3. be in possession of valid driving license. 4. Must be physically fit and capable of performing strenuous duties and must have passed the test as specified below:- Standards for Physical fitness:- (i) Height without shoes 165 cms provided that a concession of 2.5 cms height shall be allowed for members of the Scheduled Tribes (ii) Chest (Un-expanded)- 81.5 Cms (iii) Chest (On expansion)- 85 Cms (iv) Weight - 50 Kgs (minimum) Endurance Test- (aa) Carrying a man (Fireman lift of 63.5 Kgs to a distance of 183 meters within 96 seconds)	1. Should be familiar with maintenance and operation of various types of fire appliances. 2. Experience of having worked on a regular civil or Defence Fire Brigade as Fireman Grade-1 or Senior Fireman. 3. Should have passed the general firefighting course of Defence

S. No.	Post	Essential	Desirable
		(ab) Clearing 2.7 meters wide ditch landing on both feet (long jump). (ac) Climbing 03 meters vertical rope using hand and feet.	Institute of Fire Research, Ministry of Defence, New Delhi or Sub-Officers course from the National Fire Service College, Nagpur or any other similar recognized course.
(e)	Fireman (erstwhile Fireman Gd. I&II)	1. Matriculation. 2. Must be physically fit and capable of performing strenuous duties and must have passed the test specified as under :- Standards for Physical fitness:- (i) Height without shoes 165 cms provided that a concession of 2.5 cms height shall be allowed for members of the ST. (ii) Chest (Un-expanded)- 81.5 Cms (iii) Chest (On expansion)- 85 Cms (iv) Weight - 50 Kgs (minimum) Endurance Test:- (aa) Carrying a man (Fireman lift of 63.5 Kgs to a distance of 183 meters within 96 seconds) (ab) Clearing 2.7 meters wide ditch landing on both feet (long jump). (ac) Climbing 03 meters vertical rope using hand and feet.	
(f)	Cook	1. Persons serving in similar, equivalent or higher grades in the civil posts in the Defence Services. 2. Matriculation with one year experience in the trade.	
(g)	MTS Ministerial (Erstwhile Safaiwala)	Matriculation pass or equivalent from a recognized Board.	
(h)	MTS Ministerial (Erstwhile Peon)	Matriculation pass or equivalent from a recognized Board.	
(j)	MTS Ministerial (Erstwhile Chowkidar)	Matriculation pass or equivalent from a recognized Board.	
(k)	Tyreman	Matriculation or equivalent from recognized Board/Institution. Two years' experience in the trade.	
(l)	Pest Control Worker	1. Matriculation or equivalent from recognized Board/ Institution. 2. Ability to read & speak Hindi/Regional language.	

3. Mode of Selection

(a) **Physical Fitness Test.** All eligible candidates for the post of Fire Engine Driver and Fireman will have to undergo physical fitness test as per standards specified. Exact date, time and venue will be communicated to the eligible applicants by mail/post.
(b) **Provisional Appointment Letter.** The appointment of provisionally selected candidates will be strictly based on the merit position based on performance/assessment, subject to satisfaction of Document Verification, Medical Examination and other requirement as specified by the Government of India and Appointing Authority.
(c) **Document Verification.** All relevant documents pertaining to age, education, identity, address, category, caste, Service 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.
4. **Last Date of Submission.** The last date of receipt of application through proper channel i.e through Head of Office/Establishment is **45 days from last date of publication of advertisement in Employment News** and the last date of receipt of Application from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi sub-division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep will be **52 days from the last date of publication of advertisement in Employment News.**

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self attested. The envelop must be clearly superscribed on the top as **APPLICATION FOR THE POST OF <NAME OF POST> BY ABSORPTION** and sent by Registered/Speed Post only to following address:-

**The Flag Officer Commanding-in-Chief,
(for CCPD)
Headquarters Western Naval Command,
Ballad Pier, Near Tiger Gate,
Naval Dockyard, Mumbai - 400001.**

6. General Instructions

- The cut-off date for determining the qualifying service/experience for the post will be the closing date for the receipt of application.
- Any candidate once selected shall not be allowed to withdraw or refuse to join and it shall be the responsibility of the sponsoring authority to release the selected officers within one month of issue of appointment order.
- Indian Navy reserves the right to shortlist the applications, if necessary. Mere submission of the application does not guarantee for being shortlisted/selected for the post applied for. No correspondence will be entertained on this matter.
- Following papers/documents be sent with alongwith Application (Bio-data):-
(i) Attested copies of the CR Dossiers for last three years (attested on each page) by an officer not below the rank of Under Secretary or equivalent.
(ii) Vigilance Clearance Certificate
(iii) Integrity Certificate
(iv) A statement of major/minor penalty, if any imposed on the officer during last ten years.
(v) Cadre Clearance Certificate.
(vi) Self Attested Copies of certificates/mark sheet in support of educational/technical/Other qualification. Original certificates/marks sheets should be produced when asked for.
(vii) A passport size photograph duly attested on reverse (by current employer) should be pinned with the application.
- Canvassing in any form will be a disqualification.
- The candidate is requested to visit website www.indiannavy.nic.in regularly for amendment/update, if any.

APPLICATION FORMAT