

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE

INDIAN NAVY

INDIAN NAVY CIVILIAN ENTRANCE TEST
INCET-01/2024
Recruitment of Naval Civilian Staff

1. Indian Navy invites applications from eligible candidates to apply ON-LINE through website www.joinindiannavy.gov.in for various Group 'B (NG)' and Group 'C' posts at various Commands (application in other forms of mailing will not be accepted). Selected candidates normally will have to serve in the Units under administrative control of respective Commands, however they can be posted anywhere in India, in Naval units / formations as per administrative requirement. Details of the posts are as follows:-

(ONLY ON-LINE APPLICATION WILL BE ACCEPTED)

General Central Service, Group 'B (NG)', Non Gazetted, Non-Ministerial
(Pay Band as per Seventh CPC, Level 6- Rs. 35400-112400)

| Name of the Post | Distribution of vacancies* (Subject to variation) | | | | | | Horizontal Reservation | |
|---------------------------------|--|----|----|-----|-----|-------|------------------------|---------|
| | UR | SC | ST | OBC | EWS | Total | ESM | PwBDs\$ |
| Chargeman (Ammunition Workshop) | 01 | -- | -- | -- | -- | 01 | -- | -- |
| Chargeman (Factory) | 05 | -- | 01 | 04 | -- | 10 | 01 (OH) | -- |
| Chargeman (Mechanic) | 10 | 02 | 02 | 02 | 02 | 18 | 01 (OH-01) | -- |
| Scientific Assistant | 02 | 01 | 01 | -- | -- | 04 | 02 (OH-01) (HH-01) | -- |

Table-A
General Central Service, Group 'C', Non Gazetted, Non-Industrial
(Pay Band as per Seventh CPC, Level 4- Rs. 25500-81100)

| Name of the Post | Distribution of vacancies* (Subject to variation) | | | | | | Horizontal Reservation | |
|----------------------------|--|----|----|-----|-----|-------|------------------------|---------|
| | UR | SC | ST | OBC | EWS | Total | ESM | PwBDs\$ |
| Draughtsman (Construction) | 01 | 01 | -- | -- | -- | 02 | -- | -- |

Table-B
FIREMAN
General Central Service, Group 'C', Non Gazetted, Non-Industrial
(Pay Band as per Seventh CPC, Level 2- Rs. 19900-63200)

| Command | Distribution of vacancies* (Subject to variation) | | | | | | Horizontal Reservation | |
|---------------------------|--|-----------|-----------|------------|-----------|------------|------------------------|-------------------------------------|
| | UR | SC | ST | OBC | EWS | Total | ESM | PwBDs\$ |
| Western Naval Command | 106 | 32 | 19 | 58 | 22 | 237 | 23 | 07 (HH-04, Others-03) |
| Eastern Naval Command | 41 | 15 | 07 | 26 | 10 | 99 | 09 | 04 (HH-02, Others-02) |
| Southern Naval Command | 25 | 09 | 04 | 16 | 06 | 60 | 06 | 02 (HH-01, Others-01) |
| Andaman & Nicobar Command | 22 | 07 | 03 | 12 | 04 | 48 | 04 | 02 (HH-01, OH-01) |
| Total | 194 | 63 | 33 | 112 | 42 | 444 | 42 | 15 (HH-08, OH-01, Others-06) |

Table-C
FIRE ENGINE DRIVER
General Central Service, Group 'C', Non Gazetted, Non-Industrial
(Pay Band as per Seventh CPC, Level 3- Rs.21700-69100)

| Command | Distribution of vacancies* (Subject to variation) | | | | | | Horizontal Reservation | |
|---------------------------|--|-----------|-----------|-----------|-----------|-----------|------------------------|-----------|
| | UR | SC | ST | OBC | EWS | Total | ESM | PwBDs\$ |
| Western Naval Command | 06 | 01 | 01 | 02 | 01 | 11 | 01 | -- |
| Eastern Naval Command | 14 | 04 | 02 | 08 | 03 | 31 | 03 | -- |
| Andaman & Nicobar Command | 08 | 02 | 01 | 04 | 01 | 16 | 01 | -- |
| Total | 28 | 07 | 04 | 14 | 05 | 58 | 05 | -- |

Table-D
TRADESMAN MATE
General Central Service, Group 'C', Non Gazetted, Industrial
(Pay Band as per Seventh CPC, Level 1- Rs. 18000-56900)

| Command | Distribution of vacancies* (Subject to variation) | | | | | | Horizontal Reservation | |
|---------------------------|--|-----------|-----------|-----------|-----------|-----------|------------------------|-----------|
| | UR | SC | ST | OBC | EWS | Total | ESM | PwBDs\$ |
| Western Naval Command | 06 | 01 | 01 | 02 | 01 | 11 | 01 | -- |
| Eastern Naval Command | 14 | 04 | 02 | 08 | 03 | 31 | 03 | -- |
| Andaman & Nicobar Command | 08 | 02 | 01 | 04 | 01 | 16 | 01 | -- |
| Total | 28 | 07 | 04 | 14 | 05 | 58 | 05 | -- |

| Command | Distribution of vacancies* (Subject to variation) | | | | | | Horizontal Reservation | |
|------------------------|--|-----------|-----------|-----------|-----------|------------|------------------------|--|
| | UR | SC | ST | OBC | EWS | Total | ESM | PwBDs\$ |
| Western Naval Command | 59 | 19 | 09 | 36 | 12 | 135 | 13 | 06 (VH-02, HH-01, OH-01, Others-02) |
| Eastern Naval Command | 10 | 04 | -- | -- | 01 | 15 | 01 | 01 (VH) |
| Southern Naval Command | 05 | 01 | 01 | 03 | 01 | 11 | 01 | 01 (OH) |
| Total | 74 | 24 | 10 | 39 | 14 | 161 | 15 | 08 (VH-03, HH-01, OH-02, Others-02) |

Table-E
PEST CONTROL WORKER
General Central Service, Group 'C', Non Gazetted, Non-Industrial
(Pay Band as per Seventh CPC, Level 1- Rs.18000-56900)

| Command | Distribution of vacancies* (Subject to variation) | | | | | | Horizontal Reservation | |
|------------------------|--|-----------|-----------|-----------|-----------|-----------|------------------------|----------------|
| | UR | SC | ST | OBC | EWS | Total | ESM | PwBDs\$ |
| Western Naval Command | 09 | -- | 02 | 05 | 01 | 17 | 01 | 01 (VH) |
| Southern Naval Command | 01 | -- | -- | -- | -- | 01 | -- | -- |
| Total | 10 | -- | 02 | 05 | 01 | 18 | 01 | 01 (VH) |

Table-F
COOK
General Central Service, Group 'C', Non Gazetted, Non-Industrial
(Pay Band as per Seventh CPC, Level 2- Rs. 19900-63200)

| Command | Distribution of vacancies* (Subject to variation) | | | | | | Horizontal Reservation | |
|------------------------|--|----|----|-----|-----|-------|------------------------|---------|
| | UR | SC | ST | OBC | EWS | Total | ESM | PwBDs\$ |
| Southern Naval Command | 05 | 03 | -- | 01 | -- | 09 | -- | 01 (VH) |

Table-G
MULTI TASKING STAFF (MINISTERIAL)
General Central Service, Group 'C', Non Gazetted, Ministerial, Non-Industrial
(Pay Band as per Seventh CPC, Level 1- Rs.18000-56900)

| Command | Distribution of vacancies* (Subject to variation) | | | | | | Horizontal Reservation | |
|------------------------|--|----|----|-----|-----|-------|------------------------|-------------------|
| | UR | SC | ST | OBC | EWS | Total | ESM | PwBDs\$ |
| Southern Naval Command | 11 | 01 | 01 | 01 | 02 | 16 | 01 | 02 (VH-01, HH-01) |

* Includes Backlog Vacancies, if any.
\$ Suitability for Persons with Benchmark Disabilities. As identified by Ministry of Social Justice & Empowerment OM dated 04 Jan 21 and dated 24 Aug 22. Candidates belonging to the following medical categories as indicated against each post may apply accordingly:-

| Name of the Post | Categories of disabled suitable for the Job | Physical Requirement |
|---------------------------------|--|--------------------------------|
| Chargeman (Ammunition Workshop) | (i) B, LV (ii) D, HH (iii) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, SD/ SI without neurological/ limb dysfunction | S, ST, W, BN, RW, SE, H, C, MF |
| Chargeman (Factory) | (iv) ASD, SLD, MI (v) MD involving (i) to (iv) above | |
| Chargeman (Mechanic) | (i) B, LV (ii) D, HH (iii) OA, OL, BL, CP, Dw, AAV, SD/ SI without neurological/ limb dysfunction (iv) ASD (M), SLD, MI (v) MD involving (i) to (iv) above | S, ST, W, MF, RW, SE, H |
| Scientific Assistant | (i) LV (ii) D, HH (iii) OA, OL, OAL, CP, LC, Dw, AAV, SD/SI without neurological/ limb dysfunction (iv) SLD, MI (v) MD involving (i) to (iv) above | S, ST, W, BN, L, MF, RW, SE, C |

| Name of the Post | Categories of disabled suitable for the Job | Physical Requirement |
|--|---|--|
| Draughtsman (Construction) | (i) D, HH (ii) OA, BA, OL, BL, Dw, AAV, SD/ SI without neurological/ limb dysfunction (iii) ASD(M), SLD, MI (iv) MD involving (ii) to (iii) above | S, ST, W, BN, L, KC, PP, MF, RW, SE, H |
| Fireman | (i) D, HH | S, ST, W, BN, L, KC, PP, MF, SE |
| Fire Engine Driver | (ii) ASD (M), SLD (iii) MD involving (i) to (ii) above | S, ST, W, BN, L, KC, PP, MF, SE |
| Tradesman Mate | (i) B, LV (ii) D, HH (iii) OA, OL, OAL, CP, LC, Dw, AAV, SD/SI without neurological/ limb dysfunction (iv) ASD (M, MoD), ID, SLD, MI (v) MD involving (i) to (iv) above | S, ST, W, BN, RW, SE, H, C |
| Pest Control Worker | (i) B, LV (ii) D, HH (iii) OA, OL, OAL, CP, LC, Dw, AAV, SD/SI without neurological/ limb dysfunction (iv) ASD (M, MoD), ID, SLD, MI (v) MD involving (i) to (iv) above | S, ST, W, BN, L, PP, MF, SE |
| Cook | (i) LV (ii) D, HH (iii) OL, BL, CP, LC, Dw, AAV, SD/ SI without neurological/ limb dysfunction (iv) ASD (M, MoD), ID, SLD, MI (v) MD involving (i) to (iv) above | ST, W, BN, L, MF, SE, C |
| Multi Tasking Staff (Ministerial) | (i) B, LV (ii) D, HH (iii) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MD, SD/ SI without neurological/ limb dysfunction (iv) ASD (M), SLD, MI (v) MD involving (i) to (iv) above | S, ST, W, BN, RW, SE, H, C |

Note:- Applicants must be in possession of disability certificate issued by the Competent Authority prior to applying Online, in the format given in GOI/DOP&T OM 36035/1/2012-Estt.(Res) dated 29 Nov 2013.

2. Abbreviations Used. Details are as follows:-

Reservation Categories. 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, OH- Locomotor Disability.

(b) **Suitable Disability Categories and Physical Requirement.** B- Blind, LV- Low Vision, D- Deaf, HH- Hard of Hearing, OA- One Arm, OL- One Leg, BA- Both Arms, BL- Both Leg, OAL- One Arm and One Leg, CP- Cerebral Palsy, LC- Leprosy Cured, Dw- Dwarfism, AAV- Acid Attack Victims, SD- Spinal Deformity and SI- Spinal Injury, ASD- Autism Spectrum Disorder (M- Mild, MoD- Moderate), ID- Intellectual Disability, SLD- Specific Learning Disability MI- Mental illness, MD- Multiple Disabilities, S- Sitting, ST- Standing, W- Walking, BN- Bending, L- Lifting, KC- Kneeling & Crouching, PP- Pulling & Pushing, MF- Manipulation by Fingers, RW- Reading & Writing, SE- Seeing, H- Hearing, C- Communication.

3. **Reservation.** Reservation for SC/ST/OBC/EWS categories is available as per extant Government Orders. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, EWS candidates which will thus comprise of SC, ST, OBC, EWS who are lower in merit than the last candidate on merit list of unreserved category but otherwise found suitable for the appointment or has availed age relaxation available for SC/ ST/ OBC category. 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 the PwBDs & ESM quota will be placed in the appropriate category of UR/ SC/ ST/ OBC/ EWS, as the case may be.

4. **Age Limit.** The details are as follows:-

| S.No. | Name of the Post | Age Limit |
|-------|-----------------------------------|------------------------|
| (a) | Chargeman (Ammunition Workshop) | Between 18-25 years |
| (b) | Chargeman (Factory) | |
| (c) | Chargeman (Mechanic) | |
| (d) | Scientific Assistant | Not exceeding 30 years |
| (e) | Draughtsman (Construction) | |
| (f) | Fireman | Between 18-25 years |
| (g) | Fire Engine Driver | Between 18-27 years |
| (h) | Tradesman Mate | Between 18-25 years |
| (i) | Pest Control Worker | |
| (k) | Cook | |
| (l) | Multi Tasking Staff (Ministerial) | |

5. **Essential Qualification.** The details are as follows :-

| S. No. | Name of the Post | Qualification |
|--------|--|---|
| (a) | Chargeman (Ammunition Workshop) | Essential. (i) Bachelor of Science degree with Physics or Chemistry or Mathematics from a recognised University or Institution. Or (ii) A Diploma in Chemical Engineering from a recognised University or Board. |
| (b) | Chargeman (Factory) | Essential. (i) Bachelor of Science degree with Physics or Chemistry or Mathematics from a recognised University or Institution. Or |

| S. No. | Name of the Post | Qualification |
|--------|-----------------------------------|--|
| | | (ii) A Diploma in Electrical/ Electronics/ Mechanical/ Computer Engineering from a recognised University or Board. |
| (c) | Chargeman (Mechanic) | Essential. (i) Diploma in Mechanical or Electrical or Electronics or Production Engineering from a recognized University or Institute; and (ii) Two years' experience in quality control or quality assurance or testing or proof in the area of design or production or maintenance of engineering equipment or system from a recognized organisation. |
| (d) | Scientific Assistant | Essential. B.Sc degree in Physics or Chemistry or Electronics or Oceanography with two years experience in the following fields:- (i) Material (metal, metal alloys, rubber) analysis and testing techniques Or (ii) Machinery noise and vibration movements; analysis and reduction techniques Or (iii) Chemical analysis of oils, lubricants, electrolyte and water, etc. Or (iv) Study and analysis of corrosion process and mitigation techniques. |
| (e) | Draughtsman (Construction) | Essential. (i) Matriculation or equivalent from a recognized Institution or Board; (ii) Two years' Certificate in Draughtsmanship from an Industrial Training Institute or equivalent recognized Institution OR three years apprenticeship under Apprenticeship Training Scheme in Draughtsmanship OR ITI certificate and two years Trade Apprentice Training with certificate of All India Trade Test conducted by National Council of Vocational Training in the trades of Shipwright/ Welder/ Platter/ Sheet Metal/ Ship Fitter. (iii) Certificate in Automated Computer Aided Design (Auto CAD) from Department of Electronics Computer Accreditation Courses (DOEACC) or equivalent. |
| (f) | Fireman | Essential. (i) 12th class pass from a recognised Board. (ii) Elementary or basic or Auxiliary Fire Fighting course from a recognised institute. Desirable. Possession of heavy motor vehicle license. Physical Standards:- The candidate shall be physically fit and capable of performing strenuous duties and must pass the test specified below:- (i) Height without shoes- 165 centimeters provided that a concession 2.5 centimeters height shall be allowed for Scheduled Tribes. (ii) Chest (normal)- 81.5 centimeters. (iii) Chest (on expansion)- 85 centimeters. (iv) Weight- 50 kilograms (minimum). (v) Eye sight- 6/6 (normal vision). Endurance Test- (i) Carrying a person (fireman lift of 63.5 kilograms to a distance of 183 meters within 96 seconds); (ii) Clearing 2.7 meters wide ditch landing on both feet (long jump); and (iii) Climbing 3 meters vertical rope using hand and feet. Disqualification. (i) Wearing glasses or squint eyes or colour blindness; (ii) Flat feet or knock-knee; (iii) Deformity of any limb or extra limb. Note:- Candidate selected for appointment to the post shall have to undergo a pre-service training of two months as prescribed by Dockyard Fire Service and pass the prescribed test. |
| (g) | Fire Engine Driver | Essential. (i) 12th class pass from a recognised Board. (ii) Must possess Heavy Motor Vehicle License from recognised authority; and Physical Standards. Must be physically fit and capable of performing strenuous duties and must have passed the test specified below:- (i) Height without shoes- 165 centimeters provided that a concession 2.5 centimeters height shall be allowed for Scheduled Tribes. (ii) Chest (normal)- 81.5 centimeters. (iii) Chest (on expansion)- 85 centimeters. (iv) Weight- 50 kilograms (minimum). (v) Eye sight -6/6 without any correction (normal vision). Endurance Test. (i) Carrying a person (fireman lift of 63.5 kilograms to a distance of 183 meters within 96 seconds); (ii) Clearing 2.7 meters wide ditch landing on both feet (long jump); and (iii) Climbing 3 meters vertical rope using hand and feet. |

| S. No. | Name of the Post | Qualification |
|--------|-----------------------------------|--|
| (h) | Tradesman Mate | (i) 10th Standard pass from a recognised Board/ Institution. (ii) Certificate from a recognised Industrial Training Institute (ITI) in the relevant trade*. * List of ITI trades eligible to apply for the post is placed at Annexure-I. |
| (j) | Pest Control Worker | (i) Matriculation or equivalent from a recognized Board. (ii) Must have knowledge of Hindi or regional language. |
| (k) | Cook | Matriculation with one year experience in the trade. |
| (l) | Multi Tasking Staff (Ministerial) | Matriculation or equivalent or Industrial Technical Institute (ITI) pass. |

6. Nature of Duties/ Job Profile. Indicative duties and responsibilities of the above mentioned posts are listed as follows:-

- (a) **Chargeman (Ammunition Workshop).** Responsible to his immediate superior for the discipline of the employees under his control and for the safe, correct, expeditious performance of all work done in his/her section/ Ammunition Workshop, responsible to exercise economy in use of manpower and material to perform work in his/her section as per approved procedures/drawing/specification etc. without interruptions by ensuring adequate supplies of stores, tools etc. responsible for issue/ receipt, repair, maintenance, Annual Inspection, Proof, Demolition etc. of stores under his control.
- (b) **Chargeman (Factory).** Responsible to his immediate superior for the discipline of the employees under his control and for the safe, correct, expeditious performance of all work done in his/ her section, responsible to exercise economy in use of manpower and material to perform work in his/her section as per approved procedures/drawing/specification etc without interruptions by ensuring adequate supplies of stores, tools etc, conversant with technical specifications, functioning, repair, maintenance routines of the articles being maintained in the Workshop.
- (c) **Chargeman (Mechanic).** Provide QA/inspection cover for various Naval Armament (NA) stores under the purview of DGNAL during their design/ production/ proof/ maintenance/ storage/ disposal at various NAI units at Depots/ Ordnance Factories/ DRDO labs/ Quasi Military Establishments. Maintain technical records of all QA/ inspection activities undertaken during production, maintenance and preparation of NA stores. Undertake tests utilizing various facilities available in-house towards QA/ inspection of NA stores. Assist in analysis and investigation of various defects observed during production maintenance, preparation and exploitation of NA stores. Ensure safe custody and serviceability of gauges and equipment used for QA/ inspection. The functional duties would involve handling of explosives and ordnance, sailing onboard Indian Navy platforms for trials & firings.
- (d) **Scientific Assistant.** Chemical analysis of the demineralized water samples from the plant, Analysis of petroleum oil and lubricants used in Machine of ships, undertake various tests like chemical reaction and analysis. To carry out chemical and physical tests of rubber item for quality check/failure analysis, carry out parametric test at modular level and functional test of PCBs using ATEs/CATEs/TEs. Testing of procured components as per specifications, calibration, upkeep and maintenance of instruments and laboratory. Maintain an analytical data bank, preparation of analytical reports, annual reports etc. and assisting Senior Scientific Assistant.
- (e) **Draughtsman (Construction).** Preparation of drawings pertaining to Ship structure/ plan/ elevation & frame sections required to be used for layout drawings using AutoCAD. Equipment and layouts of Compartments drawings. Collection of technical data pertaining to equipment selected for fitment & maintaining for record workbook. Preparation of schematics/ sketched/ flow diagrams of ships system & Fittings. To undertake all reproduction of drawings/ data sketched to be used during design.
- (f) **Fireman.** Primary duties of Fireman include saving lives and upkeep & maintenance of fire fighting equipment. At a moment's notice, a fireman must be ready to functions such as rescue people or animals from burning or collapsed buildings, fighting fires and providing emergency medical assistance.
- (g) **Fire Engine Driver.** Drives the Fire Engine to the emergency scene/ location. Manoeuvres apparatus into position, Connects Hose line and operates pump panel to supply water pressure. Determines if, additional water supply lines are needed. Obtain line from other engine/ source, calculate water use and monitor water availability. Replace nozzles and master stream tips. Performs tandem hookup procedures at hydrants. Obtain secondary water supplies, pumps foam, assists in changing air bottles, clean, fills and replace air bottles and masks. Makes routine repairs to and maintenance apparatus and emergency equipment. Drive fire truck and operates the tailor of the vehicle. Work with crew to participate rescue operations. Provides emergency medical services and perform other related duties as required.
- (h) **Tradesman Mate**
 - (i) Working in production /maintenance of Shop/Ship/Submarine.
 - (ii) General cleanliness & upkeep of the Section/Unit.
 - (iii) Carrying of files and other papers within the Office area.
 - (iv) Photocopying, sending/receiving of FAX, letters etc.
 - (v) Other non-clerical work in the Sections/Unit.
 - (vi) Assisting in routine office work like diary, dispatch etc including on computer.
 - (vii) Delivering of Dak (inside & outside the Section/Unit)
 - (viii) Watch & ward duties.
 - (ix) Opening and closing duties.
 - (x) Cleaning of building, fixture etc.
 - (xi) Dusting of furniture etc.
 - (xii) Upkeeps of parks, lawns, potted plants etc.
 - (xiii) Any other work assigned by superior authority.
- (i) **Pest Control Worker.**
 - (i) Taking anti-mosquito measure, anti-fly measures, anti-rodent and anti-pest measures in accordance with instructions of higher authorities.
 - (ii) Control of various pests of Public Health Importance by use of insecticide spray with different types of sprayers in use or as is periodically introduced in service from time to time.

- (iii) Regular cleaning and maintenance of all spraying equipment's.
 - (iv) Application and preparation of various formulation of disinfectants/ insecticides under instructions and directions of supervisory staff.
 - (v) All sanitary duties deemed essential for the preservation of health of Naval personnel and their families/ Naval employees may be ordered by the supervisory staff.
 - (vi) Collection of anti-malaria oil, kerosene oil and other stores from depot, its storage and day to day issue.
 - (vii) Elimination of breeding places of mosquitoes and flies by source reduction and by minor engineering methods such as filling, leveling canalization, straight edging, de-weed etc.
 - (viii) Carry out all duties connected with the setting up, shifting of any static/ roving health exhibitions as will be required from time to time.
 - (ix) Any other duty considered essential in the interest of health, sanitation to be done according to the directions of supervisors.
- (k) **Cook.** Cook soups, meats, vegetables, desserts and other food stuffs for consumption in various Naval establishments. Any other work assigned by the superior authority.
- (l) **Multi Tasking Staff (Ministerial).**
- (i) Physical Maintenance of records of the Section.
 - (ii) General cleanliness & upkeep of the Section/ Unit.
 - (iii) Carrying of files & other papers within the building.
 - (iv) Photocopying, sending of FAX etc.
 - (v) Other non-clerical work in the Section/ Unit.
 - (vi) Assisting in routine office work like diary, dispatch etc., including on computer.
 - (vii) Delivering of dark (outside the building).
 - (viii) Watch & Ward duties.
 - (ix) Opening & Closing of room.
 - (x) Cleaning of rooms.
 - (xi) Dusting of furniture etc.
 - (xii) Cleaning of building, fixtures etc.
 - (xiii) Work related to his ITI qualifications, if it exists.
 - (xiv) Driving of vehicles, if in possession of valid driving license.
 - (xv) Upkeep of parks, lawns, potted plants etc.
 - (xvi) Any other work assigned by the superior authority.

Note. The above list of duties are 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.**

| S. No. | Category | Age relaxation permissible beyond the upper age limit for Group 'B (NG)' Post | Age relaxation permissible beyond the upper age limit for Group 'C' Post |
|--------|---|---|---|
| (i) | SC / ST | 05 Years | 05 Years |
| (ii) | OBC | 03 Years | 03 Years |
| (iii) | PwBDs | 10 Years, OBC -13 (10+03) Years, SC/ST-15 (10+05) Years | 10 Years, OBC -13 (10+03) Years, SC/ST-15 (10+05) Years |
| (iv) | ESM | Period of Military Service plus 03 years | Period of Military Service plus 03 years |
| (v) | Meritorious Sportsperson | Up to 05 Years, SC/ST-10 Years | Up to 05 Years, SC/ST-10 Years |
| (vi) | Departmental Candidates with 03 yrs regular and continuous service in Central Government as on Closing date for receipt of online application | Up to 05 years. This concession is subject to the condition that the past service rendered in the department will be useful for efficient discharge of duties in the categories of posts. | Up to 40 years of age and SC/ST- 45 (40+05) years of age. This concession is subject to the condition that the past service rendered in the department will be useful for efficient discharge of duties in the categories of posts. |

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

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

8. **Examination Fee.** Candidates (except SC/ST/PwBDs/Ex-Servicemen and Women candidates, who are exempted from payment of fee) are required to pay a fee of Rs. 295/- (Rupees Two hundred Ninety Five only), excluding applicable taxes and charges, through online mode by using net banking or by using 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 you have made an unsuccessful online payment of fees and money has been deducted from your account, please wait for 07 working days for automatic refund of money to your account.

9. **Examination Cities.** The list of examination cities of different states will be made available in the online application form. The candidates are to select any three choices of cities from the list. The Indian Navy reserves the right to cancel/reconduct examination for a particular centre or allot/ change the city of the candidate beyond the choices indicated by the candidates for administrative or other reasons. In case of more number of candidates applying for one city, few candidates may be allotted to any other city. Request for change of examination city/centre/date/session will not be entertained under any circumstances.

10. **Application for Multiple Posts.** Candidates applying for more than one post should submit their application, complete in all respects, separately. Candidates, who intend to apply for more than one post, should be aware that centre for each examination may be different, and examination may be on the same day/ shift. If examinations are in two different shifts on the same day, it will be the candidate's responsibility to reach the allocated centre. If the examination for two posts applied by candidate is in the same shift as the centre and

shift allocation is an automated process, he/she will be able to appear in the examination of one post as per his/ her choice. Choice to appear for a particular post will be the sole responsibility/ prerogative of the candidate. Administration will have no bearing in this respect. Further, candidates applying for multiple posts will have to pay examination fee against each post separately.

11. Mode of Selection.

- (a) **Screening of Applications.** Indian Navy will not carry out detailed scrutiny of all applications received online to allow candidates to appear for computer based examination. Merely fulfilling the basic selection criteria does not automatically entitle a person/ applicant to be called for the online test.
- (b) **Scheme of Examination.** All shortlisted/ eligible candidates will have to appear in the online computer based examination consisting of multiple choice questions in both English & Hindi (except for General English) as follows:-

| Section | Subject | No. of Questions/ Maximum Marks | Duration |
|--------------|-----------------------|---------------------------------|------------|
| A | General Intelligence | 25 | 90 Minutes |
| B | General Awareness | 25 | |
| C | Quantitative Aptitude | 25 | |
| D | English Language | 25 | |
| Total | | 100 | |

- (c) **Syllabus for Examination.** The indicative syllabus for subject recruitment is as follows:-

Chargeman (Ammunition Workshop), Chargeman (Factory), Chargeman (Mechanic) and Scientific Assistant (Group 'B/ING') Posts

- (i) **General Intelligence.** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetical number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/ Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, Symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern -folding & un-folding, Figural Pattern - folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/ roll numbers, Small & Capital letters/ numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.
- (ii) **General Awareness.** Questions will be designed to test the general awareness of the environment and its application to the society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining History, Culture, Geography, Economic Scene, General Polity & Scientific Research.
- (iii) **Quantitative Aptitude.** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centers, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.
- (iv) **English Language.** Candidates' ability to understand correct English, his basic comprehension and writing ability, etc. would be tested.

Fireman and Fire Engine Driver (Group 'C' Post)

- (i) **General Intelligence.** It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/ pattern-folding & unfolding, Semantic Series, Figural Pattern - folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Other sub-topics, if any Numerical operations.
- (ii) **General Awareness.** Questions are designed to test the candidate's general awareness of the environment and its application to the society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.
- (iii) **Quantitative Aptitude.** Arithmetic, Number Systems, Computation of Whole Number, Decimal and Fractions, Relationship between numbers, Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work, Algebra: Basic algebraic identities of School Algebra and Elementary, surds (simple problems) and Graphs of Linear Equations. Geometry: Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centers, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Mensuration: Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square, Base Trigonometry: Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities etc., Statistical Charts:

Use of Tables and Graphs, Histogram, Frequency polygon, Bar-diagram, Pie-chart.

- (iv) **English Language.** Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.
- Draughtsman (Construction), Tradesman Mate, Pest Control Worker, Multi Tasking Staff (Ministerial) and Cook (Group 'C' Post)**
- (i) **General Intelligence.** It would include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.
- (ii) **General Awareness.** Questions are designed to test the general awareness of the environment and its application to the society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.
- (iii) **Quantitative Aptitude.** This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.
- (iv) **English Language.** Candidates understanding of the Basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability would be tested.
- (d) **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) Date of Birth will be considered to arrive at the merit list, the older the candidate will prevail as the higher selected candidate in merit.
- (ii) If DOB is also same then, Alphabetical order in which the first names of the candidates appear will be considered.
- (e) **Scribe.** The provisioning of facility of scribe to the candidates having difficulty in writing will be as follows:-
- (i) **PwBD (Disability 40% and above)-Blindness, Locomotor Disability (Both Arm affected- BA) Cerebral Palsy.** The facility of scribe is admissible to such PwBD candidates, if so desired by the person.
- (ii) **Other Categories of PwBD.** In case of other category of persons with benchmark disabilities, the provision of scribe/ reader/ lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution in the prescribed format as per Ministry of Social Justice & Empowerment OM 34-02/2015-DD-III dated 29 Aug 18.
- (iii) **PwD Candidates (less than 40% disability).** The facility of scribe and/ or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/ her behalf from the competent medical authority of a Government health care institution in the prescribed format as per Ministry of Social Justice & Empowerment OM 29-6/2019-DD-III dated 10 Aug 22.
- (iv) **Undertaking for use of Own Scribe.** Candidates desirous of availing facility of own scribe must carry undertaking in the prescribed format for PwBD and PwD candidates (less than 40% disability) as per Ministry of Social Justice & Empowerment OM 34-02/2015-DD-III dated 29 Aug 18 and OM 29-6/2019-DD-III dated 10 Aug 22 respectively. The facility of using own scribe will only be available if indicated by the candidate in online application form.
- (v) **Compensatory Time.** Compensatory time of 20 minutes per hour of examination will be provided to the candidates as extant guidelines who are allowed use of scribe, irrespective of the fact whether they use scribe or otherwise.
- (f) **Question Paper Challenge Mechanism.** Online window for inviting comments from the candidates regarding question paper and provisional answer key after completion of examination will be made available. Candidates are advised to visit IN website/ registration Portal time to time for update, if any.
- (g) **Normalization.** In order to take into account any variation in the difficulty levels of the question papers in case of multiple shift examinations normalization of the scores of the candidates may be carried out.
- (h) **Date of Examination.** Exact date, time and venue of online test will be communicated to the candidates on registered mobile number/e-mail ID. Websites www.joinindiannavy.gov.in and www.indiannavy.nic.in may also be referred from time-to-time for any further instructions.
- (i) **Conduct of Physical Standard and Endurance Test.** For the post of 'Fireman' and 'Fire Engine Driver' candidates will be shortlisted for Physical Standard and Endurance Test (qualifying in nature) based on the marks obtained in examination in the order of merit. Qualified candidates will be considered for further selection process.
- (k) **Provisional Appointment Letter.** The appointment of provisionally selected candidates will be strictly based on their relative merit position in online examination subject to verification of documents, Medical Examination and other requirements as specified by the Government of India and Appointing Authority.
- (l) **Document Verification.** All documents pertaining to age, education, identity, address, category, caste validity certificate, ITI certificate etc. will be scrutinized and verified as per extant DoP&T policy. Date and Venue for document verification will be intimated to the provisionally selected candidates on their registered mobile phone/e-mail IDs and by post.

12. Opening and Closing date for Online Registration Portal.

| | |
|---------------------------------------|----------------------|
| Opening of Online Registration Portal | 20 Jul 24 at 1000 hr |
| Closing of Online Registration Portal | 02 Aug 24 at 2359 hr |

13. Guidelines for filling Online Application.

- (a) Candidates are required to apply online using the website www.joinindiannavy.gov.in >> Join Navy >> Ways to join >> Civilians >> INCET-01/2024. Before filling online application form, applicants are advised to read the guidelines.
- (b) The applicant must possess the required criteria and educational qualification as mentioned in the advertisement.
- (c) Applicants are not to send copy of application form or any document to this office. However candidates are to take a printout of Application Form for his / her personal record. A print out of the **ADMIT CARD IS TO BE BROUGHT TO THE VENUE FAILING WHICH THE CANDIDATE WILL NOT BE ALLOWED TO APPEAR FOR THE EXAMINATION.**
- (d) If the candidates commit any mistake in filling the online application form, it cannot be corrected by Indian Navy. Indian Navy will take no responsibility of any kind for such forms.
- (e) The applicants must ensure that while filling their application form, they are providing their valid and active e-mail IDs and mobile number as Indian Navy may use either mode of communication for contacting them at different stages of recruitment process. **No change in the mobile number and e-mail ID will be allowed once entered.** Indian Navy will not be responsible for non-receipt of communication on registered mobile number/ e-mail IDs.
- (f) Candidates are requested to remember the password, if any, during registration as it is important for further login.
- (g) 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 depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on the website on account of internet connectivity issue or website overload.
- (h) Applicants should not submit multiple applications for same post. However, if due to any unavoidable circumstances, any applicant submits multiple applications then he / she must ensure that the application with higher registration number is complete in all respects, which will be considered.
- (i) Applicants will be required to indicate their choice of Command for posting, in order of preference. This will have no bearing on their merit. This information will be utilized by the Indian Navy to determine the place of posting/ Command, to the extent feasible in respect of qualified candidates.
- (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:-
- Passport size color photograph with light background (preferably white) without any obstacle covering/obstructing the face and eyes. The size of photograph should be between 20 Kb and 50 Kb.
 - 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 10 Kb and 20 Kb.
 - A copy of candidate's Caste/EWS Certificate, in case applying against a reserved post (50-200 KB).
 - A copy of candidate's Birth Certificate/Matriculation/SSC certificate for Date of Birth.
 - A copy of candidate's highest education qualification proof (50-200 KB).
 - A copy of certificate duly indicating the proof of Ex-Servicemen issued by the Competent Authority (50-200KB).
 - A copy of medical certificate showing disability for PwBDs (50-200 KB).
 - A copy of medical certificate for limitation to write for PwBD candidates for use of scribe, if applicable (50-200 KB).
 - A copy of undertaking from PwBD/ PwD candidates for use of own scribe, if applicable (50-200 KB).
 - A copy of undertaking from PwD candidates for use of own scribe, if applicable (50-200 KB).
 - A copy of certificate showing disability of PwD candidates having less than 40% disability for use of scribe, if applicable (50-200 KB).
 - A copy of medical certificate for limitation to write for PwD candidates having less than 40% disability, for use of scribe, if applicable (50-200 KB).
 - Any other document, as applicable.
- 14. General Instructions/Conditions.**
- (a) The applicant should ensure that he / she fulfils the eligibility and other norms mentioned in the advertisement. Particulars furnished in the application form should be correct in all respect. If any false or incorrect information furnished by the applicant is detected at any stage, his / her candidature will be cancelled without prejudice to take legal action against him / her.
- (b) The eligibility with respect to age, educational qualification, etc will be determined as on the closing date for online registration. Though essential qualification for the posts is mentioned at Para 5 above, higher qualification, if any, possessed by the candidate is also to be disclosed.
- (c) **Nationality/ Citizenship.**
- A candidate must be either:-**
 - a citizen of India, or
 - a subject of Nepal, or
 - a subject of Bhutan, or
 - a Tibetan refugee who came over to India, before the 1st January 1962, with the intention of permanently settling in India, or
 - a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.
 - Provided that a candidate belonging to categories (ab), (ac), (ad) and (ae) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.
 - A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him/ her by the Government of India.
- (d) In case, the candidates working in Central Government fails to produce the NOC

when demanded, his / her candidature will be cancelled.

- (e) No relaxation in age limit will be provided unless the category is filled appropriately at the relevant column in the online application form.
- (f) Indian Navy 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 centres. Possession of such equipment whether in use or in switch off mode, during the examination will be considered as use of unfair means. All such candidates will be liable to be debarred from this examination as well as future examinations. A criminal proceeding may also be initiated.
- (g) Candidates are also requested to check www.joinindiannavy.gov.in & www.indiannavy.nic.in websites regularly till completion of recruitment for updates / corrigendum and further instructions, if any.
- (h) The SC/ST candidates should be in possession of a latest copy of caste certificate for claiming age / other relaxation and reservation and produce original certificate on demand.
- (i) In case of OBCs, the candidate is required to produce, on demand, a valid caste certificate, specifying that the candidate does not belong to 'Creamy layer'. The certificate should be as per format contained in GOI, DOP&T OM 36036/2/2013-Estt.(Res) dated 30 May 2014 and 36033/1/2013-Estt(Res) dated 27 May 2013.
- (k) In case of EWS, the candidates are required to produce, on demand, a valid EWS certificate.
- (l) Armed Forces personnel applying for the posts should upload an undertaking as per GOI/ DOP&T OM 36034/2/91/Estt.(SCT) dated 03 Apr 1991 to avail age relaxation/reservation.
- (m) The Persons with Benchmark Disabilities (PwBDs), who want to avail benefit of reservation and age relaxation should be in possession of disability certificate issued by the Competent Authority.
- (n) 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.
- (p) Candidates will have to make their own arrangement for lodging / boarding during the test. Candidates are advised not to bring any valuable/costly items to the examination centre as safe keeping of the same cannot be assured. Indian Navy will not be responsible for any loss in this regard.
- (q) **Various format of Certificates are available at Naval Website www.joinindiannavy.gov.in & www.indiannavy.nic.in at Personnel > Civilian page.**
- 15. IMPORTANT INFORMATION.**
- (a) Candidates Reporting Late i.e after the reporting time specified on the call letter of Examination will not be permitted to take 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 **90 minutes**, candidates may be required to be at the venue earlier for completion of various formalities such as frisking, ID verification, biometrics, logging in, instructions etc.
- (b) **Photo Identity Card** In the examination hall the admit card along with original and valid photo identity such as Aadhar Card/PAN Card/ Passport/ Driving Licence/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 & 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 14(b) will not be allowed to appear for the examination.
- (c) **Production of Medical Certificate to use scribe.** It is mandatory for PwBD/ PwD (less than 40% disability) candidates having difficulty in writing, who will be applying for provisioning of scribe during online application, to carry relevant certificate issued from appropriate medical authority in original. Failing to produce the same, the candidate may not be allowed the use of scribe and any compensatory time during examination. Further, PwBD/ PwD (less than 40% disability) candidates, who wish to use their own scribe to carry and submit relevant undertaking in the prescribed format. Failing to submit the same, the candidate will not be allowed use of own scribe. Further, administration will have no bearing to provide scribe to such candidates who will be applying for use of own scribe.
- 16. CAUTION TO ALL CANDIDATES.** Candidates are advised not to fall prey to false assurance or exploitation and must not entertain or encourage unscrupulous elements in any way. It is emphasized that the CBT and the selection process will be strictly on merit in a transparent manner. Candidates are further advised to conduct themselves as a law-abiding citizen of the country and refrain from using unfair means.
- 17. IMPORTANT INSTRUCTIONS TO CANDIDATES.**
- (a) **BEFORE APPLYING, CANDIDATES ARE ADVISED TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE OF EXAMINATION VERY CAREFULLY.**
- (b) The Indian Navy will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of online examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible for the post. Supporting documents uploaded by the candidate will be verified at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Indian Navy's decision shall be final.
- (c) Candidates seeking reservation benefits available for SC/ST/OBC/EWS/

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|-----|--|
| | PwBD/ESM etc. must ensure that they are entitled to such reservation as per eligibility prescribed by Government of India and in the Notice. They should also be in possession of the certificates in the prescribed format as promulgated by Government of India, in support of their claim. |
| (d) | Candidates with medical disability of 40% and more only would be considered as Persons with Benchmark Disabilities (PwBDs) and entitled to reservation for Persons with Benchmark Disabilities. |
| (e) | Central Government Employees claiming age relaxation should produce a certificate in the prescribed format from their office at the time of document verification in respect of the length of continuous service which should not be less than three years during the period immediately preceding the closing date for receipt of application. They should remain Central Government employees till the time of appointment in the event of their selection. |
| (f) | When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form for their own records. Printout of the 'Application Form' is not required to be forwarded/submitted to the Indian Navy at any stage. |
| (g) | Only one online application for one post is allowed to be submitted by a candidate for the Examination. Therefore, the candidates are advised to exercise due diligence at the time of filling their online Application Form. In case, more than one application of a candidate are detected, the Indian Navy will consider latest application. If a candidate submits multiple applications for one post and appears in the examination (at any stage) more than once, his/ her candidature will be cancelled and he/ she will be debarred from the future examinations of the Indian Navy. |
| (h) | The candidates must write their name, date of birth, father's name and mother's name strictly as given in the matriculation certificate otherwise their candidature may be cancelled as and when it comes to the notice of the Indian Navy. |
| (j) | Applications with illegible/ blurred Photograph/ Signature will be rejected summarily. |
| (k) | Request for change/ correction in any particulars in the Application Form, once submitted, will not be entertained under any circumstances. |
| (l) | Candidates are advised to fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Indian Navy through e-mail/ SMS. |
| (m) | The candidates must carry at least one latest photo bearing identification proof such such as Aadhaar Card /PAN Card/ Passport/ Driving License/Voter's Card/ Bank Passbook with Photograph in original to the Examination Venue, failing which they will not be allowed to appear for the same. |
| (n) | Mobiles and other electronic gadgets including Bluetooth devices are banned within the premises of the Examination Centre. Possession of such items whether in use or in switch off mode, during the examination will be considered as use of unfair means. Candidature of such candidates will be cancelled. They will be liable for further action including initiation of criminal proceedings and debarment from Indian Navy's examinations, as may be decided by the Indian Navy. |
| (p) | In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate will be held responsible for the same and liable for suitable legal action under cyber/ IT act. |
| (q) | The decision of the Indian Navy in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list & final allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard. |

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

| S. No. | Type of Malpractice | Debarment period |
|--------|--|------------------|
| (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, intimidating 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 of 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 |
| (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 |

| S. No. | Type of Malpractice | Debarment period |
|--------|---|------------------|
| (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 papers or examination material, labs, etc. | 7 Years |
| (s) | Sharing examination terminal through remote desktop software/ Apps/ LAN/ VAN, etc. | 7 Years |
| (t) | Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the Examination. | 7 Years |

19. DISCLAIMER.
(a) The terms and conditions given in this advertisement are subject to change and should, therefore be treated as guidelines only.
(b) The admission to appear for online examination is purely provisional and subject to the prescribed eligibility conditions.
(c) If any candidate is issued admit card or permitted inadvertently, 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.
(d) Nuances or disturbances at Exam Centre will entail disqualification of candidature and Blacklisting of Exam Centres.
(e) Punctuality and Timely reporting at exam center of candidates is must for completion of various formalities.

RECRUITMENT IN THE INDIAN NAVY IS ABSOLUTELY FAIR.
LAST DATE/ TIME OF ONLINE APPLICATION - 02 AUG 24 TILL 2359 H
FOR ANY CLARIFICATION /ASSISTANCE, CANDIDATE MAY WRITE/ CALL TO US AT DISPLAYED AT REGISTRATION PORTAL
E-mail: }
Help Desk No. }

ANNEXURE-I

LIST OF ITI TRADES ELIGIBLE TO APPLY FOR THE POST OF 'TRADESMAN MATE'

| Ser | Trade Name |
|-----|---|
| 1. | Carpenter |
| 2. | Civil Engineering Assistant |
| 3. | Central Air Condition Plant Mechanic |
| 4. | Computer Hardware & Network Maintenance |
| 5. | Computer Operator & Programming Assistant (COPA) |
| 6. | Computer Aided Embroidery and Designing |
| 7. | Cutting & Sewing |
| 8. | Domestic Painter |
| 9. | Draftsman Civil |
| 10. | Dress Making |
| 11. | Electrician |
| 12. | Electrician Power Distribution |
| 13. | Electronics Mechanic |
| 14. | Electroplater |
| 15. | Fitter |
| 16. | Foundryman |
| 17. | Industrial Painter |
| 18. | Information & Communication Technology System Maintenance |
| 19. | Information Technology |
| 20. | Instrument Mechanic |
| 21. | Instrumental Mechanic (Chemical Plant) |
| 22. | Interior Design and Decoration |
| 23. | Lift and Escalator Mechanic |
| 24. | Leather Goods Maker |
| 25. | Machinist |
| 26. | Machinist Grinder |
| 27. | Maintenance Mechanic (Chemical Plant) |
| 28. | Marine Engine Fitter |
| 29. | Marine Fitter |
| 30. | Mason (Building Constructor) |
| 31. | Mechanic Auto Electrical and Electronics |
| 32. | Mechanic Auto body Painting |
| 33. | Mechanic Consumer Electronics Appliances |
| 34. | Mechanic Diesel |
| 35. | Mechanic Machine Tool Maintenance |
| 36. | Mechanic Motor Vehicle |
| 37. | Mechanic Mining Machinery |
| 38. | Mechanic Two and Three Wheelers |
| 39. | Mechanic Tractor |
| 40. | Mechanic Electric Vehicle |
| 41. | Metal Cutting Attendant |
| 42. | Operator Advanced Machine Tool |
| 43. | Painter (General) |
| 44. | Plumber |

Continued from page 37

| Ser | Trade Name |
|-----|---|
| 45. | Pump Operator Cum Mechanic |
| 46. | Refrigeration and Air Conditioner Technician |
| 47. | Sheet Metal Worker |
| 48. | Surveyor |
| 49. | Sewing Technology |
| 50. | Technician Mechatronics |
| 51. | Technician Power Electronic Systems |
| 52. | Technician Electronics System Design & Repair |
| 53. | Technician Medical Electronics |
| 54. | Tool & Die Maker (Dies & Moulds) |

| Ser | Trade Name |
|-----|---|
| 55. | Tool & Die Maker (Press Tools, Jigs & Fixtures) |
| 56. | Turner |
| 57. | Welder |
| 58. | Welder (Fabrication & Fitting) |
| 59. | Welder (GMAW & GTAW) |
| 60. | Welder (Pipe) |
| 61. | Welder (Structural) |
| 62. | Welder (Welding & Inspection) |
| 63. | Wireman |
| 64. | Wind Plant Technician |

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