

RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY-2016

1. Indian Navy invites applications in the prescribed proforma as given at Annexure from eligible Indian citizens to apply by Registered/Speed Post for the Post of **Draughtsman Grade-II (Mechanical/Construction/Electrical)(Now Senior Draughtsman)**, Pay Band-II, Rs 9300-34800 plus Grade Pay Rs 4200/- (Application in other forms of mailing will not be accepted). Selected candidates can be posted anywhere in India, in Naval units/formations in case of Administrative requirement. The distribution of vacancies is appended below:-

Post	Distribution of Vacancies*					Horizontal Reservation#
	UR	OBC	SC	ST	Total	
Draughtsman Grade-II (Mechanical) (now Senior Draughtsman)	102	40	31	19	192	03 for OH & 03 for HH
Draughtsman Grade-II (Construction) (now Senior Draughtsman)	67	36	20	10	133	02 for OH & 02 for HH
Draughtsman Grade-II (Electrical) (now Senior Draughtsman)	82	43	24	12	161	03 for OH & 02 for HH

* Subject to variation of vacancies

Suitability for PwDs (as per Ministry of Social Justice & Empowerment)-OH&HH

Abbreviations used. UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC- Other Backward Class, SDM-Senior Draughtsman, OH-Orthopedically Handicapped, HH- Hearing Handicapped

2. **Reservation.** Reservation for SC/ST/OBC/PwDs categories is available as per extant Government Orders.

3. **Qualification & Age:-**

(a) **Draughtsman Grade-II (Mechanical) {now SDM (Mechanical)}**

(i) **Essential Qualification:-**

(aa) Matriculation pass or its equivalent from recognized Institution or Board

(ab) Two years Diploma or Certificate in Draughtsmanship from an Industrial Training Institute or equivalent recognized Institution.

(ac) Three years experience from a drawing or design office in the field of Mechanical Engineering.

(ii) **Desirable Qualification**:- Certificate in Auto Computer Aided Design (Auto CAD) or equivalent from DOEACC(Department of Electronics Computer Accreditation Courses) Society or any other reputed Institute.

Note:-The qualification regarding experience is relaxable at the discretion of the competent authority for reasons to be recorded in writing in case of candidates belonging to the Scheduled Caste or Scheduled Tribes and Other Backward Classes, if at any stage of selection the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

(iii) **Age**:-Between 18 and 27 years.

(b) **Draughtsman Grade-II(Construction){now SDM(Construction)}**

(i) **Essential Qualification**:-

(aa) Matriculation pass or its equivalent from recognized Institution or Board

(ab) Two years Diploma or Certificate in Draughtsmanship from an Industrial Training Institute or equivalent recognized Institution.

(ac) Three years experience from a drawing or design office in the field of Mechanical or Naval Architecture Engineering.

(ii) **Desirable Qualification**:- Certificate in Auto Computer Aided Design (Auto CAD) or equivalent from DOEACC(Department of Electronics Computer Accreditation Courses) Society or any other reputed Institute.

Note:-The qualification regarding experience is relaxable at the discretion of the competent authority for reasons to be recorded in writing in case of candidates belonging to the Scheduled Caste or Scheduled Tribes and Other Backward Classes, if at any stage of selection the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

(iii) **Age**:-Between 18 and 27 years.

(c) **Draughtsman Grade-II(Electrical){now SDM(Electrical)}**(i) **Essential Qualification:-**

(aa) Matriculation pass or its equivalent from recognized Institution or Board

(ab) Two years Diploma or Certificate in Draughtsmanship from an Industrial Training Institute or equivalent recognized Institution.

(ac) Three years experience from a drawing or design office in the field of Electrical or Mechanical Engineering.

(ii) **Desirable Qualification:-** Certificate in Auto Computer Aided Design (Auto CAD) or equivalent from DOEACC(Department of Electronics Computer Accreditation Courses) Society or any other reputed Institute.**Note:-**The qualification regarding experience is relaxable at the discretion of the competent authority for reasons to be recorded in writing in case of candidates belonging to the Scheduled Caste or Scheduled Tribes and Other Backward Classes, if at any stage of selection the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.(iii) **Age:-**Between 18 and 27 years.4. **Relaxation and Crucial date**(a) **Age Relaxation**

Sl. No	Category	Age Relaxation permissible beyond the upper age limit [#]
(i)	SC/ST	05 Years
(ii)	OBC	03 Years
(iii)	PwDs (PH)	UR -10 Years, OBC -13(10+03) Years, SC/ST-15(10+05) Years
(iv)	Government Servant (with 03 yrs continuous service)	05 years. (for posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of post)

[#]Other relaxations as per extant Government Orders.(b) **Crucial date.** The crucial date for determining the age limit will be the closing date for receipt of Application from candidates i.e. **28 days** from the last date of publication of advertisement in Employment News. The additional period

for the submission of Application for candidates from regions mentioned at Para-6 shall not reckon to determine their age. Only Matriculation/SSC/Birth Certificate issued by concerned Education Board/Competent Authority will be considered as proof of Date of Birth.

5. **Mode of Selection.**

(a) **Scheme of Written Examination.** All eligible candidates will be assessed for suitability by a written Examination. The question papers of written test (objective type-multiple choice question) will be of matriculation level and Technical Aptitude questions will be of Diploma or Certificate in Draughtsmanship from an Industrial Training Institute level in bilingual in both English & Hindi, covering aspect as below:-

Part	Subject	Question	Maximum Marks
(i)	General Intelligence & Reasoning	20	20
(ii)	Numerical Aptitude	20	20
(iii)	Technical Aptitude	60	60

(b) **Date of Examination.** The tentative date of examination will be between **24-30 Oct 16**. Exact date, time and venue of examination will be communicated on the Admit Card. Indian Naval website www.inoiannavy.nic.in may also be referred from time to time for any further instructions.

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

6. **Last Date of Submission.** The last date of receipt of Application is **28 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 Lakshdweep will be **35 days from the last date of publication of advertisement in Employment News.**

7. **How to Apply.** The Application should be in plain paper (A4 Size) (good quality paper should be used) either neatly hand written or typed as per the prescribed format, affixed with latest passport size colour photograph duly self attested. The envelop must be clearly superscribed on the top as **APPLICATION FOR THE POST OF DRAUGHTSMAN GRADE-II (now Senior Draughtsman) (Mechanical/Construction/ Electrical) “_____”, and CATEGORY “_____”** (i.e. SC/ST/OBC/UR/PwDs) and sent by Registered/Speed Post only to The Flag Officer Commanding-in-Chief, (for Civilian Recruitment Cell), Headquarters Southern Naval Command, Kochi- 682 004 along with the following :-

- (a) Two additional Passport size photographs for Admit Card self-attested on the reverse side and full name written.
- (b) Self attested copies of 10th class mark sheet and relevant/higher educational qualifications.
- (c) Self attested copy of proof of date of birth (10th certificate or Birth Certificate)
- (d) The SC/ST candidates should also enclose latest copy of caste certificate duly self attested for claiming age/other relaxation and produce original certificate on demand.
- (e) In case of OBC, the caste certificate, inter-alia must specify that the candidate does not belong to "creamy layer" and are required to produce certificate (valid for three financial years only) claiming OBC as per format contained in GOI, DOP&T OM36036/2/2013-Estt(Res) dated 13 May 2014 and 36033/1/2013-Estt(Res.) dated 27 May 2013 on demand.
- (f) The Govt. Servants are to produce original "No Objection Certificate" from the Employer on demand.
- (g) The Persons with Disabilities, who want to avail benefit of reservation and age relaxation have to submit Disability Certificate issued by the Competent Authority in the format given in Annexure-I of GOI/DOP&T OM 36035/3/2004-Estt(Res) dated 29th Dec 2005.
- (h) A self-addressed envelope of size 23x13 cm with postage stamp of Rs.60/- affixed on it.

8. General Conditions.

- (a) Only Indian nationals can apply for the above posts.
- (b) Qualification/experience will be considered as on the date of closing of Application.
- (c) Original certificates are not to be submitted. Only self-attested copies of certificates are to be enclosed with the Applications in support of age, educational qualification, caste, experience etc.
- (d) The vacancies shown above are provisional and may vary. The vacancy may reduced/increased or even made nil without assigning any reason thereof.
- (e) Candidates are requested to check www.indiannavy.nic.in website regularly till completion of recruitment for updates/corrigendum and any further instructions.

9. **Instruction to Candidates.** Application received after due date (even due to postal delay) will be rejected summarily and no correspondence will be entertained. The following act/omissions should render a candidate/applicant disqualified or any other reason found by Competent Authority.

(a) Application not in the prescribed format or incomplete or unsigned or undated or improper filled.

(b) Furnishing of false, inaccurate or tampered or dubious information.

(c) If not super scribed with the name of the post applied for or incorrect name of post on the envelope and application.

(d) Without self addressed envelope/postage stamps/self-attested recent photographs.

(e) Application not accompanied by self attested copies of certificates/prescribed certificates in support of age, qualification, caste, experience, disability etc.

(f) More than one application submitted by the candidates for the same post.

(g) Any other deemed irregularity or reason as observed by the Board of Officers.

(h) Canvassing by applicant in any and/or bringing in any influence, political or otherwise will entail disqualification.

(j) In case the candidate found using unfair means or adopting any malpractice at any stage of selection process.

(k) If the candidate not found to possess the essential qualification.

(l) If the Application of candidate who is working in Government Establishment is not received through proper channel with NOC.

(m) Only selected candidates will be informed of their selection in due course after the selection process and no other correspondence on the subject would be entertained.

(n) Duration of the written test may be for one day. Candidates are required to make their own arrangements for lodging/boarding during the test.

8. Gender(Male/Female) :- _____
9. Nationality:
10. Marital Status: Single/Married/Divorced/Separated _____
11. Religion :
12. Educational Qualification (Matriculation onwards)(attach certificate) :

Qualification	University/Board	Year of Passing	Total Marks Secured	Percentage of Marks	Div/Class

13. Experience (attach certificate):

Organisation/ Office/ Establishment	Post held & Pay Scale	Period of Service		Total Period in years & months	Nature of Duties
		From	To		

14. Identification mark (please write in the box)

DECLARATION

(a) I hereby declare that all the statements made by me in the application are true, complete and correct to the best of my knowledge and belief. I have not suppressed any information. I understand and agree that in the event of any information being found false or incorrect or incomplete or ineligibility being detected at any point in time before or after selection, my candidature is liable to be rejected. I shall be bound by the decision of the competent authority.

(b)* I have informed my Head Office/Deptt. in writing that I am applying for this post.

*{Strike if (b) is not applicable}

Place:

Date:

(Signature of the candidate)

Encl:- 1) _____
 2) _____
 3) _____
 4) _____

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