

1

**Government of India  
Ministry of Defence**



**RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY BY TRANSFER (NOW  
ABSORPTION) AT HEADQUARTERS EASTERN NAVAL COMMAND, NAVAL  
BASE, VISAKHAPATNAM-530014  
ADVT NO GR -C/ABS/3/2018**

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

Sl.No	Name of the Post and Classification	No.of Posts (Subject to variation)	Level of Pay Matrix (as per 7 <sup>th</sup> CPC)
(a)	<b>Pharmacist</b> Group-C, Non-Gazetted, Non-Ministerial, Non-Industrial	01	Level-5, Rs 29200-92300
(b)	<b>Telephone Operator Grade-II (Now Telephone Operator)</b> Group-C, Non-Gazetted, Non-Ministerial, Non-Industrial	14	Level-3, Rs 21700-69100
(c)	<b>Fire Engine Drivers (erstwhile FED-I &amp; II)</b> Group-C, Non-Gazetted, Non-Ministerial, Non-Industrial	10	
(d)	<b>Cook</b> Group-C, Non-Ministerial, Non-Industrial	10	
(e)	<b>Boot maker/equipment Repair and Boot Maker</b> Group-C, Non-Gazetted, Non-Ministerial, Non-Industrial	14	Level-2, Rs 19900-63200
(f)	<b>Fireman (erstwhile Fireman Grade-I &amp; II)</b> Group-C, Non-Gazetted, Non-Ministerial, Non-Industrial	35	
(g)	<b>Assistant Supervisor – cum- Cashier/Clerk-cum-Cashier/Cashier</b> Group-C, Non-Industrial, Non-Ministerial	01	
(h)	<b>Tailor (Upholster)</b> Group-C, Non-Gazetted, Non-Ministerial, Industrial	02	Level-1, Rs 18000-56900
(i)	<b>Bearer/Server</b> Group-C, Non-Ministerial, Non-Industrial	14	Level-1, Rs 18000-56900
(k)	<b>Pest Control Worker(erstwhile Begary)</b> Group-C, Non-Gazetted, Non-Ministerial, Non-Industrial	15	Level-1, Rs 18000-56900

2. Selected candidates will have to serve in the units-under administrative control of Headquarters Eastern Naval Command, Visakhapatnam. 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/transfer for the above mentioned posts with Zero seniority in new units may apply for the post.** The eligibility criteria are as follows:-

(a) **Persons serving in similar, equivalent or higher grades in the lower formations of the Defence Services.**

(b) **Age: Not exceeding 56 years as on closing date of receipt of application.**

3. **Essential & Desirable Qualifications:**

SNo.	Post	Essential & Desirable Qualifications
(a)	Pharmacist	(i) Matriculation or equivalent. (ii) Registered under clause (c) of section 31 or 32 of Pharmacy Act 1948. (iii) Persons serving in similar, equivalent or higher grades in the civil post in the Defence Services and possessing the above qualifications.
(b)	Telephone Operator Grade-II (Now Telephone Operator)	(a) <b>Essential:</b> (i) Matriculation or its equivalent with English as a compulsory subject. (ii) Proficiency in handling of PBX Board. (b) <b>Desirable:</b> Fluency in Spoken English. (c) Persons holding analogous or equivalent or higher grades in the lower formations of the Defence Services and possessing the above qualifications.
(c)	Fire Engine Driver (erstwhile FED-I & II)	(A) <b>Essential:</b> (i) Must have passed Matriculation or its equivalent from a recognised board. (ii) Must have at least three years experience of driving heavy vehicles and be in possession of valid driving license. (iii) Must be physically fit and capable of performing strenuous duties and must have passed the test specified below:- (i) Height without shoes 165cms. Provided that a concession 2.5 cms height shall be allowed for the members of the Scheduled Tribes. (ii) Chest(un-expanded) : 81.5 cms (iii) Chest (on-expansion): 85 cms. (iv) Weight (minimum) : 50 Kgs (v) <b>Endurance Test :</b> (a) Carrying a man (Fireman lift of 63.5 kgs to a distance of 183 meters within 96 seconds) (b) Clearing 2.7 meters wide ditch landing on both feet (long jump). (c) Climbing 03 meters vertical rope using hands and feet. (B) <b>Desirable :-</b> (i) Should be familiar with maintenance and operation of various types of fire appliances. (ii) Experience of having worked in a regular Civil/Defence Fire Brigade as Fireman Grade-I or Senior Fireman. (iii) Should have passed the general fire fighting course of Defence Institute of Fire Research, Ministry Of Defence, New Delhi or Sub-Officers Course from National Fire Service College, Nagpur or any other similar recognized course. (C) Persons serving in similar, equivalent or higher grades in the lower formations of the Defence Services and possessing above qualifications.

SNo.	Post	Essential & Desirable Qualifications
(d)	Cook	(i) Matriculation or its equivalent from a recognized institute or board. (ii) One year experience in the trade. (iii) Persons serving in similar, equivalent or higher grades in the civil post in the Defence Services and possessing above qualifications and experience.
(e)	Boot maker/Equipment Repair and Boot Maker	(i) Matriculation or its equivalent. (ii) Certificate from a recognized industrial training institute or equivalent in the appropriate/akin field or trade. (or) Candidates should have held the rank of Seaman I or equivalent with 3 yrs regular service in the appropriate technical branch of the Army, Navy or Air Force. (iii) Persons serving in similar, equivalent or higher grades in the lower formations of the Defence Services and possessing above qualifications..
(f)	Fireman (erstwhile Fireman Gr-I & II)	(i) Must have passed Matriculation or its equivalent. (ii) Must be physically fit and capable of performing strenuous duties. This requirement shall be tested as under: (a). Height without shoes 165cms. Provided that a concession of 2.5cms in height may be allowed for members of the Scheduled Tribes. (b). Chest(un-expanded) : 81.5cms (c). Chest(on-expansion) : 85cms (d). Weight (minimum) : 50 Kgs <u>Endurance Test :</u> (aa) Carrying a man (Fireman lift of 63.5 Kgs in 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. (iii) Persons serving in similar, equivalent or higher grades in the lower formations of the Defence Services and possessing above qualifications.
(g)	Assistant Supervisor – cum- Cashier/Clerk-cum- Cashier/Cashier	(i) Matriculation or equivalent (ii) One year experience in the trade. (iii) Persons serving in similar, equivalent or higher grades in the civil post in the Defence Services and possessing above qualifications and experience.
(h)	Tailor (Upholster)	(i) Matriculation or its equivalent. (ii) 03 years experience as Tailor (Upholster) in any automobile workshop of repute. (iii) Persons serving in similar, equivalent or higher grades in the lower formations of the Defence Services
(j)	Bearer/Server	(i) Matriculation or equivalent with six months experience in the trade. (ii) Washerman/Boy with atleast six months service in the grade or persons serving in similar, equivalent or higher grades in the civil post in the Defence Services and possessing above qualifications and experience.
(k)	Pest Control Worker(Erstwhile Begary)	(i) Matriculation pass or equivalent from a recognized Board/Institution. (ii) Ability to read and speak Hindi/Regional language. (iii) Persons serving in similar, equivalent or higher grades in the lower formations of the Defence Services and possessing above qualifications and experience.

4. **Indication of Duties:**

SNo	Post	Nature of duties
(a)	Pharmacist	Storing medicine, distribution/issue medicines, maintaining records, making indent.
(d)	Telephone Operator Grade-II (Now Telephone Operator)	Operates Telephone Switch Board in industrial, commercial or public establishments to put through incoming, outgoing and inter-office calls. Watches switch boards for indication of incoming, outgoing and inter-office calls. Arranges maturity of calls by regulating answering or calling plugs in corresponding jacks. Draws out plugs when indicator shows clearance of call. Books and arranges Trunk Calls, attends to enquiries and receipts and passes messages over telephone. Records Calls on a register as necessary. May work on special services.
(c)	Fire Engine Driver (erstwhile FED-I & II)	Drives the Fire Engine to the emergency scene/locations. 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, cleans, 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 crews to participate rescue operations. Provides emergency medical services and perform other related duties as required.
(d)	Cook	Cooks soups, meats, vegetables, desserts and other food stuffs for consumption.
(e)	Boot maker/Equipment Repair and Boot Maker	Makes/repair complete foot wear, mainly of leather. Studies drawings and other specifications or takes necessary measurements to make foot wear according to requirements.
(f)	Fireman (erstwhile Fireman Gr-I & II)	A fireman is charged with duties ranging from saving lives to keeping fire fighting equipment clean. At a moment's notice, a fireman must be ready to perform job functions such as rescuing people or animals from burning or collapsed buildings, fighting fires and providing emergency medical assistance.
(g)	Assistant Supervisor – cum- Cashier/Clerk-cum- Cashier/Cashier	To assist the Canteen Manager/Canteen Supervisor in the provision of services in the departmental canteens/statutory canteens. Main tasks to assist the canteen supervisor in the preparation of food for selling coupons to the employees/workers for breakfast, and lunch. Other duties as instructed by the Canteen Manager/Supervisor in commanding, co-ordination and controlling canteen staff..
(h)	Tailor (Upholster)	Stitching, alteration, renovation and repairs of garments and other articles. Stitching, installing, repairs, alteration, renovation or replace of interior seats, seat covers and roof of Automobile Vehicles.
(j)	Bearer/Server	To serve Tea/Coffee, Tiffin, Lunch etc., to the employees/workers as per order. Washing utensils / to assist the cook in the departmental/statutory canteens and any other work assigned by the canteen supervisor/manager.
(k)	Pest Control Worker(Erstwhile Begary)	Inspect building, Offices, Hospitals and its premises for signs of pests. Remove unwanted pests viz. roaches, rats, ants, bedbugs, mosquitoes ticks and termites that infest buildings, Offices, hospitals and surrounding areas.

**5. Mode of Selection:**

(a) **Physical Fitness Test:** All eligible candidates for the posts 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 by post.

6. **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 Lakshdweep will be 52 days from the last date of publication of advertisement in Employment News.

7. **How to Apply:** The Application should be on plain paper (A4 Size) (good quality paper should be used) either neatly hand written or typed as per the prescribed format, affixed with latest passport size colour photograph duly self attested. The envelop must be clearly super scribed on the top as **APPLICATION FOR THE POST OF (NAME OF POST) BY TRANSFER (NOW ABSORPTION)** and sent by Registered/Speed Post only to **The Flag Officer Commanding-in-Chief {for SO(CRC)}, Headquarters, Eastern Naval Command, Utility Complex, 2<sup>nd</sup> Floor, Naval Base, Visakhapatnam – 530 014 (Andhra Pradesh)**

**8. General Instructions:**

- (a) The cut-off date for determining the qualifying service/experience for the post will be the closing date for the receipt of application.
- (b) 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 provisional appointment order.
- (c) 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.
- (d) canvassing in any form will be disqualification.
- (e) **Following papers/documents be sent along with the application:-**
- (i) Disciplinary/Vigilance clearance certificate.
  - (ii) Integrity certificate.
  - (iii) A statement of major/minor penalty, if any imposed on the officer during last ten years.
  - (iv) Cadre clearance certificate.
  - (v) Self attested copies of certificates/marks sheet in support of Educational/Technical/other qualifications. Original certificates or mark sheets should be produced when asked for.
  - (vi) Passport size photograph duly attested on reverse(by current Employer) should be pinned with the application.
  - (vii) A self-addressed envelope of size 23 x 13 cms with postage stamp of Rs 45 affixed on it.
  - (viii) The candidate is required to visit website [www.indiannavy.nic.in](http://www.indiannavy.nic.in) regularly for amendments/updates if any.

**APPLICATION FOR APPOINTMENT- BY TRANSFER (NOW ABSORPTION) - HQENC**

<b>APPLICATION FOR THE POST OF</b>					
1. Name and address (in Block Letters)		Paste a recent Colour Photo (Passport Size)			
2. Gender (M/F)					
3. Date of Birth (in Christian era)					
4. Aadhar Card No, if available					
5. Date of entry into service					
6. Educational Qualifications (Matriculation onwards)					
7. Whether Educational and other qualifications required for the post are satisfied (as per Advt.)					
<b>Qualifications</b>		<b>Possess Qualification(YES/NO)</b>			
<b>Essential</b>					
As per Para 3 of the Advertisement					
<b>Desirable</b>					
As per Para 3 of the Advertisement					
8. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications i.e. Physical Fitness Standards					
9. Details of Employment in Chronological order. <b>Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</b>					
<b>Office/Institution</b>	<b>Post held on regular basis</b>	<b>From</b>	<b>To</b>	<b>*Pay Band and Grade Pay/ Pay scale of the post held on regular basis</b>	<b>Nature of Duties(In detail) highlighting experience required for the post applied for</b>
<b>*Important:</b> Pay-Band and Grade pay granted under ACP/MACP are personnel to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay Scale of the post held on the regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the candidate, may be indicated as below:					
<b>Office/Institution</b>	<b>Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme</b>		<b>From</b>	<b>To</b>	
10. Nature of present Employment i.e. Ad-hoc or temporary or Quasi-Permanent or Permanent					
11. In case if the present employment is held on deputation/ Contract Basis please state					
<b>(a) The date of initial appointment</b>	<b>(b) Period of appointment on deputation/Contract</b>	<b>(c) Name of the Parent office /organisation to which the applicant belongs</b>		<b>(d) Name of the post and Pay of the post held in substantive capacity in the parent organization</b>	
11. <b>Note 1:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/department along with Cadre Clearance, Vigilance Clearance and Integrity certificate					
11. <b>Note 2:</b> Information under column 10(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organisation but still maintaining a lien in his parent cadre/organisation					

<b>12. Additional Details about Employment:</b> Please state whether working under (indicate the name of your Employer against the relevant column)		
(a) Central Government		
(b) State Government		
(c) Others (specify)		
<b>13. Please state whether you are working in the same department i.e. Indian Navy and are in the feeder grade or feeder to feeder grade</b>		
<b>14. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale</b>		
<b>15. Total emoluments as per month now drawn</b>		
<b>Basic Pay in the PB</b>	<b>Grade Pay/Level in Pay Matrix</b>	<b>Total emoluments</b>
<b>16.(a) Additional Information, if any relevant to the post you applied for in support of your suitability for the post (This among other things may provide information with regard to (i) additional academic qualification (ii) Professional training and (iii) work experience over and above prescribed in the vacancy Circular/Advertisement (Note: Enclose a separate sheet if the space is insufficient)</b>		
<b>16.(b) Achievements:</b> The candidates are requested to indicate information with regard to:		
(i) Awards/Official Appreciation		
(ii) Any innovative measures involving official recognition		
(iii) Any other information		
<b>(Note: Enclose a separate sheet if the space is insufficient)</b>		
<b>17. Whether belongs to SC/ST</b>		

1. I am a Central Government Employee working in Ministry of Defence i.e. in the Department .....

2. I have carefully gone through the vacancy circular/ advertisement and I am well aware that the information furnished in the Application/Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing my selection has been suppressed/ withheld.

(Signature of the candidate)

Address \_\_\_\_\_

Mobile No. \_\_\_\_\_

E-Mail ID. \_\_\_\_\_

Date \_\_\_\_\_

**CERTIFICATION BY THE EMPLOYER/CADRE CONTROLLING AUTHORITY**

1. The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possess educational qualifications and experience mentioned in the advertisement. If selected, he/she will be relieved immediately.

2. **Also certified that:**

(i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_

(ii) His / Her integrity is beyond doubt

(iii) No major/minor penalty has been imposed on him/her during the last ten years or a list of major/minor penalties imposed on him/her during the last ten years is enclosed (as the case may be).

Countersigned

(Employer/Cadre Controlling Authority with Seal)  
Contact No/E Mail ID \_\_\_\_\_

DAMP / 10702 / 11 / 0214 / 1819