



Government of India

Ministry of Defence

RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY-2025

RECRUITMENT OF TRADESMAN SKILLED IN INDIAN NAVY (FOR EX-NAVAL APPRENTICES ONLY)

NOTIFICATION 01/2025-TMSKL

1. Indian Navy invites applications from eligible ex-Naval Apprentices (ex-apprentices of Yard Apprentice Schools of Indian Navy) to apply online through <https://onlineregistrationportal.in> for the post of **Tradesman Skilled** classified as Group 'C', Non-Gazetted, Industrial. Selected candidates normally will be posted anywhere in India, at Naval units / formations as per administrative requirement. The vacancy details are as follows: -

General Central Service, Group 'C', Non-Gazetted, Industrial Pay Scale- Level-2 (Rs. 19900-63200) in the Pay Matrix												
Sl	Trades in Yards / Units	Trade in Apprentice Schools	SC	ST	OBC (NCL)	EWS	UR	TOTAL	PwBD	ESM	EX-Agniveer	Command/ HQ/ Unit wise vacancy details
1	Auxiliary	ICE Fitter Crane/ Crane Operator Overhead (Steel Industry)/ Mechanic Diesel/ Mechanic Motor Vehicle/ Mechanic Auto Electrical & Electronics	6	2	16	7	18	49	CAT (A) - 02	1	1	ENC-08 SNC-03 WNC-05 NDMBI-33
2	Civil Works	Mason/ Mason Building Constructor / Building Maintenance Technician	1	2	4	4	6	17	CAT (B) - 01	1	1	ENC-01 NDMBI-16
3	Electrical	Power Electrician/ Electrician/ Electroplater	19	11	43	18	81	172	CAT (B) - 03 CAT (C) - 02 CAT (D) - 02	18	18	ENC-46 SNC-09 WNC-08 NDMBI-109
4	Electronics & Gyro	Computer Fitter/ IT & ESM/ Electronics Mechanic/ I&CTSM/ COPA/Electronic Fitter/ Gyro Fitter/ Mechanic Radio Radar Aircraft/ Radar Fitter/ Radio Fitter/ Sonar Fitter/ Mechanic Industrial Electronics	6	4	8	12	20	50	CAT (A)-04 CAT (C)-01	3	3	ENC-07 NDMBI-43
5	Foundry	Pattern Maker/ Moulder/ Foundryman	1	0	1	0	7	9	-	0	0	ENC-05 NDMBI-04
6	Heat Engine	Mechanic Diesel / Mechanic Marine Diesel/ GT Fitter/ Marine Engine Fitter	15	10	27	17	52	121	CAT (A) - 02 CAT (C) - 02 CAT (D) - 01	12	12	ENC-53 SNC-02 WNC-09 NDMBI-57
7	Instrument	Instrument Mechanic/ Advance Mechanic (Instruments)/ Mechanic Mechatronics	2	0	1	0	6	9	-	0	0	ENC-04 WNC-01 NDMBI-04
8	Machine	Machinist/ Turner/ Operator Advance Machine Tool	9	6	10	5	26	56	CAT (A) - 01 CAT (C) - 01	6	6	ENC-27 SNC-01 WNC-06 NDMBI-22
9	Mechanical	Fitter/Marine Engine Fitter/ Weapon Fitter	21	10	36	17	60	144	CAT (A) - 02 CAT (B) - 02 CAT (C) - 02 CAT(D) - 02	13	13	ENC-72 SNC-01 WNC-04 NDMBI-67
10	Mechanical Systems	Pipe Fitter/ Plumber/ Boiler Maker/ Hot Insulator/ TIG & MIG Welder/ Welder (Pipe & Pressure Vessel)	9	3	23	9	35	79	CAT (B)-03 CAT (C) - 01 CAT (D)-01	7	7	ENC-46 SNC-01 NDMBI-32
11	Mechatronics	Mechanic Mechatronics/ Instrument Mechanic/ Advance Mechanic (Instruments)	3	2	4	2	12	23	-	2	2	ENC-12 NDMBI-11
12	Metal	Shipwright Steel/ Sheet Metal Worker/ Welder (Gas & Electric)/ Welder/ TIG & MIG Welder/ Welder (Pipe & Pressure Vessel) Forger and Heat Treater/ Blacksmith/ Ship Fitter/ Pipe Fitter/ Plumber/ Fitter	29	17	53	17	101	217	CAT (A) - 03 CAT (B) - 01 CAT (C) - 01 CAT(D) - 01	20	20	ENC-77 SNC-06 WNC-16 NDMBI-118
13	Millwright	Mechanic Machine Tool Maintenance/ Millwright MTM	4	2	6	3	13	28	CAT (C) - 01	3	3	ENC-02 NDMBI-26
14	Ref & AC	Mechanic Ref & AC/ Mechanic (Central AC Plant, Industrial Cooling & Package Air Conditioning)	2	1	4	1	9	17	CAT(C) - 01	0	0	ENC-06 SNC-01 WNC-02 NDMBI-08
15	Ship Building	Shipwright Wood/ Rigger/ Carpenter/ Painter(Gen)/ Painter/ Tailor (General)/ Tailor	31	16	38	22	119	226	CAT (A) - 03 CAT (C) - 03 CAT (D) - 02	21	21	ENC-61 SNC-27 WNC-38 NDMBI-100
16	Weapon Electronics	Computer Fitter/ IT & ESM/ Electronics Mechanic/ I&CTSM/ COPA/ Electronic Fitter/ Gyro Fitter/ Mechanic Radio Radar Aircraft/ Radar Fitter/ Radio Fitter/ Sonar Fitter/ Mechanic Industrial Electronics	6	5	9	4	25	49	CAT (A) - 02 CAT (C) - 01	4	4	ENC-29 SNC-01 WNC-01 NDMBI-18
		TOTAL	164	91	283	138	590	1266	54	111	111	ENC-456 SNC-52 WNC-90 NDMBI-668

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BACKLOG VACANCIES INCLUDED IN ABOVE TABLE							
SL	TRADE	SC	ST	OBC	TOTAL	PwBD	Command/HQ/Unit wise vacancy details
1	Auxiliary	3	2	15	20	CAT (A) - 02	ENC-03 WNC-03 NDMBI-14
2	Civil Works	0	2	1	3	CAT (B) - 01	ENC-01 NDMBI-02
3	Electronics & Gyro	1	0	1	2	CAT (A) - 02 CAT (C) - 01	NDMBI-02
4	Heat Engine	1	0	1	2	CAT (A)-01	ENC-02
5	Mechanical	5	2	4	11	CAT (B) - 01 CAT (D)-01	ENC-04 NDMBI-07
6	Mechanical Systems	2	0	3	5	CAT (B)-01	NDMBI-05
7	Metal	1	0	2	3	CAT (D) - 01	WNC-02 NDMBI-01
8	Weapon Electronics	0	1	2	3	CAT (A) - 01	ENC-03
	TOTAL	13	7	29	49	12	ENC-13 WNC-05 NDMBI-31

Physical requirement suitability for PwBDs - As per posts identified by Ministry of Social Justice & Empowerment notification No. 38-16-2020-DD-III dated 04 Jan 2021 amended vide notification No. 30-12/2020-DD-III dated 24 Aug 2022, the PwBD candidates belonging to following suitable categories of benchmark disability may apply for above posts accordingly: -

Suitable Categories of Benchmark Disability
CAT (A) - (B, LV), CAT (B) - (D, HH), CAT (C) - (OA, BA, OL, BL, OAL, SD/ SI without neurological/limb dysfunction CP, LC, Dw, AAV) & CAT (D) - (ASD(M, MoD), SLD, ID, MI and Multiple Disabilities)

* Persons with SD/SI with associated limb dysfunction shall be covered under the respective sub category such as OL, OA etc. as the case may be.

Functional Requirements
S, ST, W, BN, L, KC, PP, MF, SE, H, C and RW

Note:- PwBD candidates must be in possession of disability certificate issued by the Competent Authority prior to applying Online, in the prescribed format as mentioned at Rule 18(1) of Ministry of Social Justice and Empowerment Notification G.S.R 591(E) dated 15 Jun 2017. The format is also available at <https://onlineregistrationportal.in>. The format is available in the portal, under 'Important Documents'.

2. Abbreviations used. UR- Unreserved, SC- Scheduled Caste, ST- Scheduled Tribes, OBC (NCL) - Other Backward Class (Non Creamy Layer), EWS- Economically Weaker Section, PwBDs- Persons with Benchmark Disabilities, TM-SKL- Tradesman Skilled, ESM- Ex- Serviceman, CAT (A)- Blindness and Low Vision, CAT (B)- Deaf and Hard of Hearing, CAT (C)- Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy, CAT (D)- Autism, intellectual disability, specific learning disability and mental illness and multiple disabilities from amongst persons under clauses (A) to (D) including deaf- blindness B- Blind, LV- Low Vision, D- Deaf, HH- Hard of Hearing, OA- One Arm, BA- Both Arms, OL- One Leg, BL- Both Legs, OAL- One Arm and One Leg, SD- Spinal Deformity, SI- Spinal Injury, CP- Cerebral Palsy, LC- Leprosy Cured, Dw- Dwarfism, AAV-Acid Attack Victims, ASD(M, MoD)- Autism Spectrum Disorder (M-Mild, MoD-Moderate), ID- Intellectual Disability, SLD-Specific Learning Disability, MI-Mental Illness, S- Sitting, ST- Standing, W- Walking, BN- Bending, L- Lifting, KC- Kneeling & Crouching, PP- Pulling & Pushing, MF- Manipulation with Fingers, SE- Seeing, H- Hearing, C- Communication, RW- Reading and Writing, ENC- Eastern Naval Command, SNC- Southern Naval Command, WNC- Western Naval Command, NDMBIwcd- Naval Dockyard, Mumbai

3. Reservation. Reservation for SC/ST/OBC(NCL)/EWS categories are available as per extant Government Orders. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs, EWS candidates which will thus comprise of SC, ST, OBC (NCL), EWS who are either lower in merit than the last candidate on merit list of UR category or SC/ST/OBC (NCL) candidates who have availed age relaxation for respective category irrespective of their position in merit list. Similarly, reserved vacancies for PwBDs, ESM & Ex-Agniveers will be filled up from amongst such eligible candidates from respective **category who are lower in merit than the last candidate on merit list of respective category** but otherwise found suitable for the appointment even by relaxed standard. Reservations for PwBDs, ESM & Ex-Agniveers fall under the category of horizontal reservation which cuts across vertical reservation i.e. reservation for SC/ST/OBC(NCL)/EWS (What is called inter-locking reservation). The candidates selected against the PwBDs, ESM & Ex-Agniveers quota will be placed in the appropriate category of UR/SC/ST/OBC(NCL)/EWS as the case may be.

4. Essential Qualification.

(a)	Matriculation or equivalent from a recognised Institute or Board with knowledge of English.
(b)	Should have completed Apprenticeship Training in the trade, OR Mechanic or equivalent with two years regular service in the appropriate Technical Branch of the Army, Navy and Air Force.

Note: Qualifications are relaxable at the discretion of the Appointing Authority in the case of candidates otherwise well qualified.

5. Method of Recruitment. By selection of ex-Naval apprentices (ex-apprentices of Yard Apprentice Schools of Indian Navy) and having age criteria as mentioned under the heading 'Age Limit' and 'Age Relaxation as on the Crucial Date'. The candidate should be in possession of Apprenticeship Certificate of respective trade issued by either National Council of Vocational Training or a Naval Yard Apprentice School depicting marks.

6. Nature of Duties/Job Profile in Brief. The Tradesman Skilled as per his/ her trade is required to undertake repairs of equipment/ structures and refit of ships and submarines and shall work both onboard ships/ submarines and at the shop floor. The trade wise nature of duties/job profile is elaborated below: -

- (a) **Auxiliary.** Drive commercial vehicles, tractors, lister, platform trucks, fork lifts and mobile cranes. Also responsible for working on a mobile crane and equipment including lifting, lowering and slewing and traversing.
- (b) **Civil Works.** Maintenance of buildings, roads, gardens, fountains, jetties, docks and wharves in the Yard. Also to undertake collection and disposal of dry/ wet garbage and debris and maintenance of sewage system of the Yard.
- (c) **Electrical.** Rewinding of all electrical rotary machineries including generators, converters, motors, armatures, transformers etc. Also responsible for repairs in shop floor and in-situ of stators, rotors, armatures, dynamos, igniters, tacho generators DC motors etc. Also required to undertake electroplating activities viz. Hard chrome, nickel, copper, tin, zinc and lead plating. Commissioning and capacity test of different types of low power batteries, loading/unloading of main propulsion batteries of submarines.
- (d) **Electronics & Gyro.** Undertake repairs of PCB integrated circuits, modules and whole assemblies, control and stabilisation systems of navigations systems, weapons and their associated systems and coding. Repairs, maintenance, installation and trials of gyro, ring laser gyros, Fibre optic gyros and magnetic compass onboard ships and submarines. Repair, calibration and refitting of various instruments, actuators, relays, switches, timer circuits, sensors, PCBs etc. and armament alignment, installation, setting to work and trials of control system of weapon equipment onboard ships and submarines. Also responsible for installation and commissioning of new generation navigation and weapon equipment onboard ships and submarines.
- (e) **Foundry.** Construct and work on various types of cores, patterns, moulds and fettling operations. Work on wood working machinery and in foundry. Also work on casting operations and rectify defects arising on casts. Work on various furnaces and able to rectify defects occurring during cupola operations.
- (f) **Heat Engine.** Repair/ overhaul, installation, setting to work and trials of main diesel engines, gas turbines, reduction gears, diesel alternators and gas turbine generators onboard ships and submarines including lowering, foundation preparation, mounts grouping and alignment. Fitment of all auxiliary machinery, fittings and associated systems related to diesel engines and gas turbines onboard ships. Also undertake capital repairs and routines of various types of diesel engines, gas turbines, diesel alternators, gas turbine generators and reduction gears fitted onboard ships and submarines.
- (e) **Instrument.** Work on control systems of power and electrical systems onboard ships and submarines. Responsible for switchboard control systems, signal conditioning, data acquisition and conversions and measurement of power.
- (f) **Machine.** Work on Lathe, Milling, Grinding, Drilling, Boring, Shaping and all general workshop machines. Usage of special machine tools related to the trade such as automatic lathe, multi-spindle lathe, crank turning lathe etc. Usage of advanced machines such as 3 axis, 5 axis CNC machines, reclamation of worn out components of machinery by metal deposition and other methods, heat treatment of steels, manufacture of special tools, jigs and fixtures and Die making materials and metrology related works.
- (g) **Mechanical.** Repair/ overhaul, installation and trials of main propulsion machinery, auxiliary machinery, governors, deck machinery, flight deck machinery, light gun mountings, launchers, torpedo tubes and mine laying equipment of ships and submarines etc. Also work on alignment of all types of machinery, underwater valves and fittings, chemical cleaning of machinery parts, reclaiming of worn out machinery parts and extraction and fitting of equipment onboard ships and submarines. Installation of new gun mountings and launchers onboard ships and submarines.
- (h) **Mechanical Systems.** Manufacture of pipes and associated fittings of various shapes and sizes using different materials and their fitment onboard ships and submarines, chemical cleaning of pipes, annealing, hardening and burning of pipes, hot and cold bending of pipes, gauging and templating of pipes, manufacture and fabrication of various joints and fittings used for completing pipe systems, repair of valves of various sizes and shapes and of various materials, survey, fabrication, testing and inspection of various systems onboard. Removal and refitting of boilers, super heaters and economisers and associated fittings onboard ships. Undertaking of boiler expansion arrangements, refractory brickwork, welding of boiler pressure parts, bending and setting of tubes as per templates, fabrication and working with jigs and fixtures, hot insulation used for boilers fittings and equipment and maintenance of registers and records. Lagging/ relagging of main and auxiliary equipment and all systems onboard ships and submarines.

- (j) **Mechatronics.** Repair/ overhaul, installation and setting to work and trials of hydraulic, pneumatic and electronic control systems relating to steam propulsion plants, boiler combustion control system, diesel main engines, diesel alternators, gas turbines, gas turbine generators, steering and stabiliser systems, winch control systems, lub oil and fuel tank level control systems etc. Repair and refit control equipment used in hydraulic, pneumatic and electronic control systems. Repair, calibration and refitting of various instruments, actuators, relays, switches, timer circuits, sensors, PCBs etc.
- (k) **Metal.** Welding, brazing, soldering, metallizing onboard ships and submarines. Undertake different types of welding like MIG, TIG, metal arc, submerged arc, ultrasonic etc. onboard vessels, welding of joints and rectify defects in welding. Undertake cutting of plates, sheets and other ferrous and non-ferrous metals onboard ships and in the shop floor utilising oxy-acetylene, LPG, plasma and ultra-high pressure water cutting by the use of automatic and semi-automatic procedures and non-destructive testing of weld joints by the use of various methods. Also undertake Plate preparation, priming and marking, riveting work, development of shell plates having curvature in one or two directions, cold and hot bending of steel plates and sections, lifting/handling of a prefabricated panel hull survey, testing of compartments and tanks for water and air tightness, Air pressure test and Citadel trials etc. All types of sheet metal processes undertaken in the Yard, development of shell plates having curvature in one or two directions, cold and hot bending of steel plates and sections, joining of sheet metals riveting, spot welding, soldering, etc., various types of paneling required to be fabricated and fitted onboard ships and submarines, paneling in cold room/cool room and inside GT intakes. Undertake repair, overhaul and maintenance of ships and submarine services relating to Freshwater, sanitary, pump, flooding and draining arrangements and other fitted systems. Also to repair rod gearing and various types of valves used in systems and service various doors, hatches, scuttles, manholes, ventilation flaps and other associated arrangements. Undertake repairs of various appliances like gantry, davits, derricks etc. used in ships and submarines, aircraft lifts, telescopic and rolling shutters and dome operating mechanisms and their associated systems. Survey and repairs of anchor and chain cable, load testing of chain cables, heat treatment of various fittings and accessories associated with anchor and anchor chain cables, examination & test of wrought iron chain cable and forged steel chain cable.
- (l) **Millwright.** Lathe, milling, boring, drilling and grinding operations and maintenance. Repair and overhaul of machines, installation and erection of foundation of machines.
- (m) **Refrigeration & Air Conditioning.** Overhaul and repairs of different types of air conditioning and refrigeration plants. Undertake pressure test, vacuum test, charging and trial of plants. Testing, maintenance and servicing of Ref & AC Plants excluding electrical side. Calibration and testing of all instrumentation and cut outs/ alarms used on the Plants. Undertake chemical cleaning of coils, condenser shells, ATUs etc. in shop floor. Overhaul sealed unit compressor and domestic refrigeration and A/C machines.
- (n) **Ship Building.** Operation of caissons, dock gates etc., laying wooden docks, deck planking, repair and erection of keel blocks, cradles, shoring, cribbing and other structures used for supporting ships in dry docks, lamination and bending of wood for fabrication of large sections, manufacture of catamarans, rafts, floats, pontoons, masts, spares, ladders etc. and work on wood working machines and portable tools. Also repair hull of all types of GRP boats, collar plates, and associated fittings and carry out leak checks. Work with rigging material whilst docking/undocking of vessels, berthing and warping of ships. Application of underwater anti corrosive paints, anti-fouling paints, boot topping and all types of primers and various types of paints and colour schemes onboard ships and submarines. Servicing and routines on the fabric portion of all lifesaving equipment. Execution of detailed test procedure on completion of every repair and servicing job of life saving equipment and packing of all type of life rafts as per SOLAS regulations.
- (p) **Weapon Electronics.** Repair, maintenance, installation and setting to work and trials of all radar systems, transmitters, antennas, displays, communication systems, sonars, logs, echo sounders, underwater telephones and other systems including their PCBs, modules etc. fitted onboard ships and submarines. Also responsible for repairs and overhaul of all underwater systems, associated hull-outfits, winches, towed arrays.

Note. The duties indicated here are only illustrative and not exhaustive. User Department of Indian Navy may add in the list, duties ordinarily performed by personnel of this level.

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

- (a) Relaxable for Government servants upto forty years in accordance with instructions or orders issued by Central Government from time to time and further relaxable for five years, as in the case of Scheduled Castes and Scheduled Tribes.
- (b) Relaxable to apprentices to the extent of the period for which the apprentice had undergone training.

8. Age Relaxation and Crucial Date.

(a) **Age Relaxation.**

S. No.	Category	Age Relaxation permissible beyond the upper age limit
(i)	SC/ST*	05 Years*
(ii)	OBC*	03 Years*
(iii)	PwBDs	UR -10 Years, OBC* - 13 (10+03) Years*, SC/ST*-15 (10+05) Years*.
(iv)	ESM	Period of Military Service plus 03 Years.

(v)	Disabled Defence services personnel.	03 Years (08 years for SC/ST)*
(vi)	Ex-Agniveers	05 Years for first batch of Agnipath scheme & 03 Years for the other batches
(vi)	Departmental Candidates with three years continuous service in Central Govt.	Upto 40 years of age (45 years for SC/ST)*
(vii)	Widows, divorced women & women judicially separated from their husbands and who are not re-married	Upto 35 years of age (upto 40 years for SC/ST)*
(viii)	Meritorious Sportspersons as per OM dated 12-11-87	Upto 30 years of age (upto 35 years for SC/ST)*

*Age relaxation for SC, ST & OBC(NCL) categories is applicable only for the posts wherein vacancies are reserved for respective categories (refer vacancy table at para 1 above). Age relaxation for all other eligible categories will be as per extant rules issued by the Govt. of India from time-to-time.

- (b) **Crucial Date.** The crucial date for determining the age limit and eligibility criteria will be the **closing date for receipt of online applications**. Date of Birth mentioned in Class X certificate issued by concerned Education Board will be considered as proof of date of birth. In cases where date of birth is not mentioned in Class X certificate, the birth certificate issued by Competent Authority will be considered as proof of date of birth.

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

- (a) **Screening of Applications.** Indian Navy will not carry out detailed scrutiny of applications received online to allow candidates to appear for the examination. Detailed scrutiny of documents will be carried out at a subsequent stage.
- (b) **Shortlisting of Applications.** All eligible ex-Naval apprentices will normally be allowed to appear for selection purpose. Merely fulfilling the basic selection criteria does not automatically entitle a candidate to be called for the written examination. If the number of applications received are too large in proportion to the vacancies, the Appointing Authority reserves the right to shortlist the applications, as deemed appropriate, and only the shortlisted candidates will then be called for the written test.
- (c) **Scheme of Written Examination.** All eligible candidates will have to appear for the written examination consisting of objective type questions based on the essential qualification as mentioned under the heading 'Essential Qualification' & 'Method of Recruitment'. The test would be bilingual (English & Hindi) only except for General English. The mode of test will be intimated in the instructions to be forwarded along with E-admit card (E-admit card is required to be downloaded from <https://onlineregistrationportal.in>). The single test paper shall be covering aspects as below: -

Part	Subject	Maximum Marks	Duration of Examination
(i)	General Intelligence and Reasoning	30	02 hrs
(ii)	General Awareness	20	
(iii)	Quantitative Aptitude	30	
(iv)	English Language	20	
	Total	100	

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

- (i) **General Intelligence and Reasoning.** This section would include questions of both verbal and non-verbal type. It would include questions on analogies, similarities and differences, space visualization, problems solving, analysis, judgment, decision making, visual memory, discriminating observation, relation concepts, figure classification, arithmetical number series, non-verbal series etc. The section will also include questions designed to test candidate's ability to deal with the abstract ideas, symbols and their relationship, arithmetical computation and other analytical functions.
- (ii) **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 matter of everyday observation and experience in their scientific aspects as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity including Indian Constitution, Scientific Research etc. These questions will be such that they do not require special study of any discipline.
- (iii) **Quantitative Aptitude.** This section would include questions on problems relating to number system, computation of whole numbers, decimals, fractions and relationships between numbers, fundamental arithmetical operations, percentages, Ratio and proportions, averages, interest, profit & loss, discount, use of tables and graphs, mensuration, time & distance, ratio & time, time & work etc.
- (iv) **English Language.** This section will include questions on spot the error, fill in the blanks, 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. Candidates will also be tested

in their understanding of their basic of English language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc.

- (e) **Resolution of Ties.** In case, marks obtained by two or more candidates in the selection exam are same, as per extant rules the following procedure will be implemented for drawing up the order of merit: -
- (i) Marks in written examination to be considered as first step/criteria to draw a merit list.
- (ii) If marks in the written exam are same, the Date of Birth is to be considered to arrive at the merit list, the older candidate will prevail as the higher selected candidate in merit.
- (iii) If Date of birth is also same, alphabetical order in which the first name of the candidate appear to be considered.
- (f) **Date of Examination.** Exact date, time and venue of written examination will be communicated to the shortlisted candidates on registered e-mail IDs. Through link <https://onlineregistrationportal.in> which takes to the recruitment portal may be referred from time to time for any further instructions/amendments/updates. It is intimated that the written examination would be conducted in **Mumbai** only. Indian Navy however reserves the right to conduct the written examination at various centres in Mumbai or any other location or at multiple locations in India.
- (g) **Scribe.** The provision of facility of scribe to the candidates having difficulty in writing will be as follows: -
 - (i) **PwBD candidates with disability of 40% and above.** In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected - BA) and cerebral palsy, the facility of scribe shall be given, if so desired by the candidates. In case of other category of persons with benchmark disabilities, the provision of scribe 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 as per **Appendix I** of Ministry of Social Justice & Empowerment OM 34- 02/2015-DD-III dated 29 Aug 2018. In case the candidate is allowed to bring his/ her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The person with benchmark disabilities opting for own scribe should submit details of the own scribe as per proforma at **Appendix II** of Ministry of Social Justice & Empowerment OM 34- 02/2015-DD-III dated 29 Aug 2018.
 - (ii) **PwD candidates with disability less than 40%.** 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 as per proforma at **Appendix I** of Ministry of Social Justice and Empowerment, OM F. No. 29-6/2019-DD-III dated 10 Aug 2022. In case the candidate is allowed to bring his/ her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The person opting for own scribe should submit details of the own scribe as per proforma at **Appendix II** of Ministry of Social Justice and Empowerment, OM F. No. 29-6/2019-DD-III dated 10 Aug 2022.
- (h) **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 through link/ recruitment portal time to time for update, if any.
- (h) **Pre-appointment Formalities.** All provisionally selected candidates will be called for pre-appointment formalities which shall include verification of their documents. All documents pertaining to age, education, identity, address, caste, creamy layer certificate, apprenticeship certificate, medical certificate etc. are required to be produced in original at the time of pre-appointment formalities and will be scrutinised and verified prior to issuance of provisional appointments as per extant DoP&T policy. Date and venue for the pre-appointment formalities will be intimated to provisionally selected candidates by post/ email/ or through <https://onlineregistrationportal.in>. Reporting of any change in address/email id during the intervening period is the candidate's responsibility.
- (j) **Provisional Offer of Appointment.** The offer of appointment will be issued to provisionally selected candidates, which will be strictly based on their relative merit position in written examination only, subject to satisfactory completion of Documents Verification, Medical Examination and other pre-appointment requirements as specified by the Government of India and Appointing Authority.

10. Opening and Closing date for Online Application.

Online registration of applications (Opening date)	From the fifth day of publication of Notification in the Employment News.
Last date of registration (Closing date)	On 21st day from Opening date of registration (upto 2330 hrs).

Illustration. If the Advertisement is published in Employment News, 01 - 07 of **Month-ABC** 2025, the opening date will be on 5th of **Month-ABC** 2025 and closing date will be 25th of **Month-ABC** 2025 (at 2330 hrs).

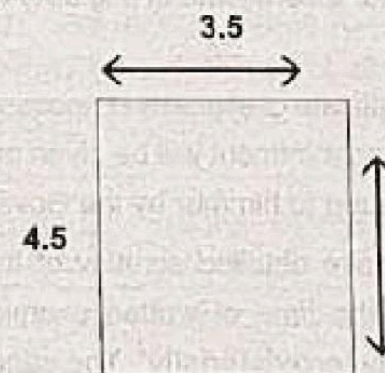
11. Guidelines for filling Online Application.

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

- (a) Candidates are required to apply online through <https://onlineregistrationportal.in>. Before filling online application form, candidates are advised to download online information guidelines containing instructions for filling up and submitting Online Application Form.
- (b) The candidate must possess the required criteria and educational qualification as mentioned in the advertisement. Similarly, candidates who have passed from

a recognised Board / Institution which has 'Grade Point' system need to get their grade point converted into percentage of marks by appropriate authorities before applying. Alternatively, a conversion chart between the grade points and percentage marks is to be obtained from the respective Board. If not, the lowest percentage of the point will be considered as the percentage for shortlisting etc.

- (c) Candidates need not send a copy of application form or any document anywhere after online application is submitted. However, candidates are to take a printout of Application Form for his / her personal record. The E-admit card is required to be downloaded from <https://onlineregistrationportal.in>
- (d) Indian Navy will not be responsible for mistakes of any kind in the application filled online by the candidate.
- (e) The candidates must ensure that while filling their application form, they are providing their valid and active e-mail ID and mobile number as Indian Navy may use either mode of communication for contacting them at different stages of recruitment process. **No change in the e-mail ID and mobile number will be allowed once entered.** Indian Navy will not be responsible for non-receipt of communication on registered mobile number/ email IDs.
- (f) Candidates are requested to remember the password set by them during registration. Further login into the portal is possible only with the set password.
- (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 submission of online applications.
- (h) The candidates must write their Name and Date of Birth, 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) Candidates should not submit multiple applications. However, **if due to any unavoidable circumstances, any candidate submits multiple applications, he/ she must then ensure that the application with higher application number is complete in all respects, which shall be the only one to be considered.** The application with lower application number shall not be considered under any circumstances.
- (k) Candidates 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, to the extent feasible in respect of qualified candidates. Indian Navy however reserves the right to post any selected candidates in any Command and at any location based on service requirements and available vacancies.
- (l) Candidates are advised to keep scanned copy (JPEG/JPG/PDF as applicable) of the following documents ready before proceeding to fill up the online application: -
 - (i) Passport size colour photograph with plain white background without any obstacle covering/obstructing the face and eyes. **The photograph being uploaded should not be more than three months old and should have full face coverage.** The size of photograph in jpeg/jpg should be between 50-100 Kb and the photograph should be without cap/ goggles and both ears to be visible. Size of the photo should be as follows: -



- (ii) Candidate's signature should be on a plain white paper with black ink. The signature should not be digitised. It should be scanned copy of your own signature on paper with pen. The size of signature document in jpeg/jpg format should be between 50 to 100 Kb.
- (iii) A copy of candidate's Birth Certificate/Matriculation certificate for Date of Birth (not exceeding 400 Kb).
- (iv) A copy of the candidate's Aadhaar as proof of identity in pdf format (not exceeding 400 Kb).
- (v) A copy of candidate's Matriculation certificate in pdf format (not exceeding 400 Kb).
- (vi) A copy of candidate's Apprenticeship Certificate issued by either National Council of Vocational Training or any Naval Apprentice School depicting marks in pdf format (not exceeding 400 Kb).
- (vii) A copy of candidate's Caste/ EWS Certificate, in case applying against a reserved post in pdf format (not exceeding 400 Kb).
- (viii) A copy of certificate showing disability for PwBDs, if applicable in pdf format (not exceeding 400 Kb).
- (ix) A copy of certificate duly indicating the proof of Ex-Servicemen issued by the Competent Authority in pdf format (not exceeding 400 Kb).
- (x) A copy of certificate duly indicating the proof of Ex-Agniveer issued by the Competent Authority in pdf format (not exceeding 400 Kb).
- (xi) For Central Government Civilian employees, a copy of service certificate duly indicating the length of continuous service from their department/ office (not exceeding 400 Kb).

12. Guidelines for reporting at Examination Centre.

- (a) The reporting time and instructions mentioned on the admit card are to be strictly followed and adhered to. Candidates reporting late at the examination centre after

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the reporting time specified on the admit card will not be permitted for the examination.

- (b) It is mandatory for every candidate to carry the admit card, along with original photo id (Passport/ Aadhaar/ Driving license/ Govt. issued ID), failing which the candidate will not be allowed to appear for the examination and will be considered as invalid. Further, if the identity of a candidate is in doubt, the candidate may not be allowed to appear for the examination.
- (c) It is mandatory for PwBD candidates having medical categories other than blindness, locomotor disability (both arms affected-BA) and cerebral palsy and PwD candidates having less than 40% disability with difficulty in writing who will be applying for use of scribe during online application, to carry relevant medical 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.
- (d) It is also mandatory for PwBD candidates and PwD candidates having less than 40% disability with difficulty in writing, who will be applying for use of scribe during online application and wish to use own scribe, to carry and submit relevant undertaking in the prescribed format. Failing to submit the same, the candidate will not be allowed the 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.
- (e) The name appearing on the admit card will be exactly as per that mentioned in the candidate's matriculation certificate except in certain circumstances where the candidate has changed his/ her name and published it in the official gazette. In all such circumstances, the candidates are to submit a copy of the official gazette to the invigilator for verification in order to appear for the examination.
- 13. Important General Instructions/ Conditions to the candidates.**
- (a) As per standard rule for recruitment to posts under Govt. of India,
- (i) a candidate must be either
- (aa) a citizen of India, or
- (ab) a subject of Nepal, or,
- (ac) a subject of Bhutan, or
- (ad) a Tibetan refugee who came over to India, before the 1st January 1962, with the intention of permanently settling in India, or
- (ae) 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.
- (ii) 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.
- (iii) 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.
- (b) The Indian Navy will not undertake detailed scrutiny of the applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only '**provisionally**'. The candidates are advised to go through the requirements of educational qualifications, experience, age, etc., and satisfy themselves that they are eligible for the post. All supporting documents necessary to prove essential qualifications are required to be submitted at the time of filling online application. The same shall be verified at the time of documents verification/ pre-appointment formalities and thereafter Indian Navy reserves the right to issue provisional Offer of Appointment only after vetting, scrutiny or / and completion of verification of all supporting documents with relevant authorities. If any claim made in the application is not found substantiated at any stage, the candidature will be cancelled and the Indian Navy's decision shall be final.
- (c) The candidate 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 respects. If any false or incorrect information furnished by the candidate is detected at any stage, his / her candidature will be cancelled without prejudice to take legal action against him / her.
- (d) The eligibility with respect to age, essential qualification acquired for the post etc. will be determined **as on the crucial date** (i.e. closing date for online registration).
- (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) Candidates are requested to check <https://onlineregistrationportal.in> regularly till completion of recruitment for updates/ corrigendum and any further instructions.
- (g) 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.
- (h) 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 Gol DoP&T OM

36033/1/2013-Estt(Res) dated 27 May 2013 and 36038/2/2013-Estt.(Res) dated 30 May 2014. In case date of issuance of OBC(NCL) certificate is not as per format mentioned above and is not within the validity period, the candidate will be treated as General candidate.

- (j) The Central Government Civilian Employees claiming age relaxation should produce a certificate in the prescribed format from their Department/Office in respect of the length of continuous service which should be for not less than three years as on the crucial date. They should remain Central Government Civilian Employees till the time of appointment in the event of their selection and must submit 'No Objection Certificate' as and when required.
- (k) The Persons with Benchmark Disabilities, who want to avail the benefit of reservation and age relaxation should be in possession of disability certificate issued by the Competent Authority with 40% or above percentage of disability, in the prescribed format as mentioned at Rule 18(1) of Ministry of Social Justice and Empowerment Notification G.S.R 591(E) dated 15 Jun 2017.
- (l) The EWS candidates, who want to avail the benefit of reservation under EWS category, should submit a valid 'Income & Asset Certificate' issued by the Competent Authority as per annexure given at enclosure of Gol DoP&T OM 36039/1/2019-Estt.(Res) dated 31 Jan 2019.
- (m) The vacancies shown above are provisional and may vary i.e. the vacancies may be reduced/ increased or even made nil without assigning any reason thereof. The recruitment process can be cancelled/ postponed/ suspended/ terminated without any notice/ assigning any reasons, at any stage. The Indian Navy reserves to cancel the recruitment process in the event of new recruitment rules being promulgated for the posts advertised.
- (n) Armed Forces personnel applying for the posts should upload /submit an undertaking as per Gol DoP&T OM 36034/2/91/Estt.(SCT) dated 03 Apr 1991 to avail age relaxation/ reservation. The ESM, who has already secured employment under Central Govt. /State Govt. in Group 'C', will be permitted the benefit of age relaxation as prescribed for ESM for securing another employment in higher grade. However, such candidate will **not be eligible for reservation**.
- (p) The examination for all trades will be on one day in one shift only. Accordingly, the candidates can apply for only one trade. Candidature will be cancelled in the event of the candidate applying for a trade that is not relevant from his/her Apprenticeship trade as given in the vacancy table at para 1 above.
- (q) The results of the Written Examination will be published online through link <https://onlineregistrationportal.in> and in Employment News. The scores and ranking of candidates in the recruitment examination will be made public through portal in accordance with DoP&T OMs F. No. 39020/1/2016-Estt(B) dated 21 Jun 16, 28 Jul 16 and 21 Dec 2020. The option of opting out the personal information has to be exercised by candidate at the time of filling up the online application.
- (r) All Office Memorandums mentioned in the advertisement and various format of certificates applicable for the direct recruitment are also available at <https://onlineregistrationportal.in>. The relevant documents are available in the link, under 'Reference Documents'.
- (s) 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 conducted by the Indian Navy.
- (t) The candidate is required to make his/ her own arrangements for lodging/ boarding during the test. Candidates are advised not to bring any valuable/ costly items to the recruitment test as safe keeping of the same cannot be assured. Indian Navy will not be responsible for any loss in this regard.
- (u) The decision of the Competent Authority in all matters relating to eligibility, acceptance or rejection of the candidature, penalty for false information, mode of selection, conduct of examination(s), selection and allotment of posts to selected candidates, will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
- (v) Calling for written examination/ pre-appointment formalities does not entitle any candidate for appointment for the selected post. Candidature may be cancelled for the said post, if at any stage, it is found that the candidate does not fulfill the eligibility criteria for the advertised post. The decision of the Competent Authority regarding issuance of provisional offer of appointment to the candidate for the selected post will be final.
- (w) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Mumbai and Courts/ Tribunals/ Forums (Jurisdiction Courts) in Mumbai only shall have sole and exclusive jurisdiction to try any cause/ disputes.
- 14. Action against Candidates Found Guilty of Misconduct.**
- (a) Without prejudice to criminal action/ debarment from examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found having indulged in any of the following and they will be