



# Ministry of Defence

## Recruitment of Civilian Personnel in Indian Navy - ABS/01/2022

### Recruitment by Transfer (Now Absorption)

#### Headquarters, Western Naval Command, Mumbai

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 and possessing qualification specified at Para 2 in the prescribed proforma as given at Annexure. **Eligible Defence Employees to apply as per instructions mentioned at Para 4 and 5 below.** The details of posts are as follows:-

Sl. No.	Post	No. of Posts (subject to variation)	Level of Pay Matrix (7th CPC) & Classification	Place of Posting
(a)	Pharmacist	01	Level-5 Pay Matrix (Rs. 29200-92300) Group 'C' Non-Gazetted, Non-Ministerial, Non-Industrial	Mumbai
(b)	Fireman (Eerstwhile Fireman Grade I & II)	120	Level-2 of Pay Matrix (Rs. 19900-63200) Group 'C' Non-Gazetted, Non-Ministerial, Non-Industrial	Mumbai/ Goa/ Karwar/ Lonavala
(c)	Peet Control Worker (Eerstwhile Begary)	06	Level-1 of Pay Matrix (Rs. 18000-56900) Group 'C' Non-Gazetted, Non-Ministerial, Non-Industrial	Mumbai/ Goa/ Lonavala

2. Selected candidates will have to serve in the units under administrative control of Headquarters Western Naval Command, Mumbai. However, they can be posted anywhere in India, in Naval units/formations in case of any Administrative requirement. The employees who wish to seek absorption for the above mentioned posts with zero seniority in new units may apply for the post. The eligibility criteria are as follows:-

(a) **AGE LIMIT** :- Not exceeding 56 years as on closing date of receipt of application for all posts.

#### b) ESSENTIAL QUALIFICATION

Sl. No.	Post	Essential
(I)	Pharmacist	(a) Matriculation or equivalent from recognized Board/Institution. (b) Registered under clause (c) of section 31 or section 32 of the Pharmacy Act 1948.
(II)	Fireman (Eerstwhile Fireman Gr-II & Gr-I)	(a) Matriculation or equivalent from recognized Board/Institution. (b) Must be physically fit and capable of performing strenuous duties and must have passed the test specified as under:- <b>Standards for Physical fitness:-</b> (I) Height without shoes 165 cms provided that a concession of 2.5 cms height shall be allowed for members of the ST. (II) Chest (Un-expanded) - 81.5 Cms (III) Chest (On expansion) - 85 Cms (IV) Weight - 50 Kgs (minimum) <b>Endurance Test:-</b> (aa) Carrying a man (Fireman lift of 63.5 Kgs to a distance of 183 meters within 96 seconds) (ab) Clearing 2.7 meters wide ditch landing on both feet (long jump) (ac) Climbing 03 meters vertical rope using hand and feet.
(III)	Peet Control Worker (Eerstwhile Begary)	(a) Matriculation or equivalent from recognized Board/Institution. (b) Ability to read & speak Hindi/Regional language.

#### 3. Mode of Selection

(a) **Physical Fitness Test.** All eligible candidates for the post of Fireman will have to undergo physical fitness test as per standards specified. Exact date, time and venue will be communicated to the eligible applicants by mail/post.

(b) **Provisional Appointment Letter.** The appointment of provisionally selected candidates will be strictly based on the merit position based on performance/assessment, subject to satisfaction of Document Verification, Medical Examination and other requirement as specified by the Government of India and Appointing Authority.

(c) **Document Verification.** All relevant documents pertaining to age, education, identity, address, category, caste, service etc. will be scrutinized and verified prior to provisional appointment as per extant DOP&T policy. Date and venue for document verification will be intimated to the provisionally selected candidates on their registered e-mail IDs/by post.

4. **Last Date of Submission.** The last date of receipt of application through proper channel i.e. through Head of Office/Establishment is **60 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 Pangl sub-division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshadweep will be **67 days from the last date of publication of advertisement in Employment News.**

5. **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 <NAME OF POST> BY TRANSFER (NOW ABSORPTION)** to following address. Those who are applying for more than one post should send separate applications in separate cover, otherwise such applications will be rejected.

The Flag Officer Commanding-in-Chief,  
(for SOCP)  
Headquarters Western Naval Command  
Ballad Pier, Near Tiger Gate  
Mumbai - 400 001

#### 6. 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 candidates within one month of issue of appointment order.

(c) Indian Navy reserves the right to shortlist the applications, if necessitated. 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) **Following papers/documents be sent along with Application (Bio-data):-**

(i) Attested copies of the CR Dossiers for last three years (attested on each page) by an officer not below the rank of Under Secretary or equivalent.

(ii) Vigilance Clearance Certificate.

(iii) Integrity Certificate.

(iv) A statement of major/minor penalty, if any imposed on the officer during last ten years.

(v) Cadre Clearance Certificate.

(vi) Self Attested Copies of certificates/marks sheet in support of educational/technical/other qualification. Original certificates/marks sheet should be produced when asked for.

(vii) A passport size photograph duly attested on reverse (by current employer) should be pinned with the application.

(e) Canvassing in any form will be a disqualification.

(f) The candidate is requested to visit website [www.indiannavy.nic.in](http://www.indiannavy.nic.in) at Personnel > Civilian Page regularly for amendment/update, if any.

For any clarification /Assistance candidate may contact on phone number 022-22751335.

#### APPLICATION FORMAT

#### APPLICATION FOR THE POST OF < NAME OF POST > BY TRANSFER (NOW ABSORPTION)

1. Name and Address (in Block letters) :		Paste a recent Colour Photo (passport size)			
2. Date of Birth (in Christian era) :					
3. Aadhar Card No.					
4. Date of entry into service					
5. Educational Qualifications (Matriculation onwards)		Qualifications/Experience required as mentioned in the advertisement/vacancy circular as per post applicable (Refer Para 2 (b))			
6. Whether Educational and other qualifications required for the post are satisfied. (as per Advt.)					
Qualifications/Experience required as mentioned in the advertisement/vacancy circular as per post applicable (Refer Para 2 (b))		Qualifications/Experience possessed by the Candidate			
7. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications including Physical Fitness Standards wherever applicable.		Yes/No			
8. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

\* **Important:** Pay Band & Grade Pay granted under ACP/MACP are personal to the candidate and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay Scale of the post held on 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:

Office/Institution	Pay, Pay Band and Grade Pay drawn under ACP/MACP Scheme	From	To
9. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
10. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation

**Note-1:** In case of candidate already on deputation, the applications of such candidate should be forwarded by the parent Cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.

**Note-2:** 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/organization but still maintaining a lien in his parent cadre/organisation.

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<b>11. 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)		
12. 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.		
13. 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.		
14. Total emoluments per month now drawn		
Basic Pay in the Pay Matrix Level	Pay Level in Pay Matrix	Total Emoluments
15. 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 qualifications (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)		
16. Achievements: The candidates are to indicate information with regard to: i) Awards/Official Appreciation; ii) Any innovative measure involving official recognition; iii) Any other information. (Note: Enclose a separate sheet, if the space is insufficient)		
17. Whether belongs to SC/ST		
18. Preferred place of posting in the order of preference		1. .... 2. .... 3. .... 4. ....

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 on my selection has been suppressed/withheld.

Date : .....

(Signature of the Candidate)

Address : .....

Mobile No. ....

E-Mail ID: .....

**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 possesses educational qualifications and experience mentioned in the advt. If selected, he/she will be relieved immediately.

**2. Also certified that:**

- There is no vigilance or disciplinary case pending/contemplated against Shri/ Smt. ....
- His/Her integrity is beyond doubt.
- His/Her CR Dossier in original is enclosed/photocopies of the ACRs for the last 3 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

Countersigned

(Employer/Cadre Controlling Authority with Seal)

Contact No. : .....

E-Mail ID : .....

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