



**HEADQUARTERS, ANDAMAN AND NICOBAR COMMAND  
RECRUITMENT OF TRADESMAN MATE**



**ONLY ONLINE APPLICATION WILL BE ACCEPTED**

**WRITTEN EXAMS FOR TRADESMAN MATE WILL BE HELD IN PORT BLAIR**

**NO INTERVIEW WILL BE HELD FOR RECRUITMENT**

1. Indian Navy invites online applications from the eligible candidates through website <https://karmic.andaman.gov.in/HQANC> for the post of 'Tradesman Mate' (TMM) classified as Group "C" Non-Gazetted, 'Industrial' at various units of Headquarters Andaman and Nicobar Command (application in other forms of mailing will not be accepted). Selected candidates normally will have to serve in the units under administrative control of Andaman and Nicobar Command, in Naval Units/ formations as per administrative requirement. Other forms can be downloaded from [www.andaman.gov.in](http://www.andaman.gov.in), [www.ncs.gov.in](http://www.ncs.gov.in) and [www.indiannavy.nic.in](http://www.indiannavy.nic.in). Details of the posts are as follows: -

|   |  |  |  |  |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>TRADESMAN MATE</b>   |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>General Central Service, Group 'C', Non-Gazetted, Industrial</b> |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>(Pay Band as per Seventh CPC, Level 1 – ₹.18000-56900)</b>       |  |  |  |  |  |  |  |  |  |  |  |  |

| Ser          | Trade/ Post                               | Category wise breakdown of vacancies* |     |    |    |     | Total      | Horizontal Reservation |           |           |           |                     |
|--------------|---|---------------------------------------|-----|----|----|-----|------------|------------------------|-----------|-----------|-----------|---------------------|
|              |   | UR                                    | OBC | SC | ST | EWS |            | Ex-S/M                 | PwBD      |           |           |                     |
|              |   |                                       |     |    |    |     |            |                        | (a)<br>VH | (b)<br>HH | (c)<br>OH | (d) & (e)<br>Others |
| (a)          | Tradesman Mate                            | 139                                   | 91  | 50 | 25 | 33  | 338        | 33                     | 3         | 4         | 4         | 3                   |
| (b)          | Tradesman Mate<br>(for NAD,<br>Dollygunj) | 12                                    | 6   | 3  | 1  | 2   | 24         | 2                      | -         | 1         | -         | -                   |
| <b>Total</b> |   |                                       |     |    |    |     | <b>362</b> |                        |           |           |           |                     |

\*Subject to change

\*\***Backlog Vacancies.** Nil

**Note.** 52 in number ITI trades are eligible to apply for the above mentioned post. The list of eligible trades is mentioned at para 19 below.

• **Suitability for EWSs.** Persons who are governed under DoP&T OM F. No. 36039/1/2019-Estt (Res) dated 19 Jan 19 and 31 Jan 19 are identified as EWSs for the benefit of reservation.

• **Suitability for PwBDs.** As per para 9 of notification No. 38-16/2020-DD-III dated 04 Jan 21 issued by the Ministry of Social Justice & Empowerment. Details of functional requirement, suitable category of bench mark disability and brief job description are placed at serial 831 of Annexure 'B' to the aforesaid notification.

• **Suitable Categories of Benchmark Disability.** (a) VH (LV), (b) HH (D,

HH), (c) OH (OA, BA, OL, BL, OAL, Dw, AAV) & '(d) & (e)' Others [SLD, MI and MD involving aforesaid (a) to (c)]

• **Functional Requirement.** S, ST, W, BN, SE, C

#i The distribution of vacancies in different categories may change during the recruitment process as the same is subject to variation (increase/ decrease) in the overall number of vacancies.

#ii Applicants, must be in possession of disability certificate issued by the Competent Authority prior to applying Online, in the format given in Annexure-I of GoI/ DoP&T OMs 36035/1/2012-Estt. (Res) dated 29 Nov 13 and 36035/2/2017 – Estt.(Res) dated 15 Jan 2018.

**ABBREVIATIONS USED:** -

• **UR**-Unreserved, **SC**-Scheduled Caste, **ST**-Scheduled Tribes, **OBC**- Other Backward Class, **Ex-S/M**- Ex-Serviceman, **EWS** - Economically Weaker Section, **PwBD**- Person with Benchmark Disabilities.

• **Functional Requirement Abbreviations Used:** **S**-Sitting, **ST**-Standing, **W**-Walking, **BN**-Bending, **SE**-Seeing, **C**-Communication.

• **Category Abbreviations Used:** (a) **VH** = Visually Handicapped, (b) **HH** = Hearing Handicapped, (c) **OH** = Orthopedically Handicapped, (d) **Others** – Autism, Mental illness and (e) Multiple Disabilities (other than VH, HH and OH), **LV**-Low Vision, **D**-Deaf, **HH**- Hard of Hearing, **OA**-One Arm, **OL**-One Leg, **BA**-Both Arms, **BL**-Both Leg, **OAL**-One Arm and One Leg, **Dw**-Dwarfism, **AAV**-Acid Attack Victims, **SLD**-Specific Learning Disability, **MI**- Mental Illness, **MD**-Multiple Disabilities.

2. **RESERVATION.** Reservation for SC/ST/OBC/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, EWS who are lower in merit than the last candidate on merit list of unreserved category but otherwise found suitable for the appointment or has availed age relaxation available for SC/ST/OBC category. Reservations for PwBD, ESM fall under the category of Horizontal reservation which cuts across vertical reservation i.e. reservation for SC/ST/OBC/EWS (what is called interlocking reservation). The candidates selected against the PwBD & ESM quota have to be placed in the appropriate category of UR / SC / ST / OBC / EWS, as the case may be.

3. **AGE.** Between 18 to 25 years as on crucial date. Age relaxations and crucial date mentioned at para 6 below.

4. **ESSENTIAL QUALIFICATIONS.** 10<sup>th</sup> standard pass from a recognized Board/ Institutions and Certificate from a recognized Industrial Training Institute in the relevant trade.

5. **NATURE OF DUTIES/ JOB PROFILE.** Indicative duties related to post is as follows:-

- Working in production / maintenance of shop/ ship/ submarine.
- General cleanliness & upkeep of the Section/ Unit.
- Carrying of files and other papers within the office area.
- Photocopying, sending/ receiving of Fax, Letters etc.

- (e) Other non-clerical work in the sections/ Unit.
- (f) Assisting in routine office work like diary, dispatch etc. including on computer.
- (g) Delivering of DAK (Inside & Outside the Section/ Unit)
- (h) Watch & Ward duties.
- (j) Opening and closing duties.
- (k) Cleaning of building, fixture etc.
- (l) Dusting of furniture etc.
- (m) Upkeeps of Parks, lawns, potted plants etc.
- (n) Assisting Tradesman Skilled and other senior Industrial Technical supervisory staff in defect identification and rectification on board warships, Yard's shop floor and establishment.
- (p) Any other work assigned by superior authority.

**Note.** The above list of duties is only illustrative and not exhaustive Section/ Department of the Indian Navy may add in the list, duties ordinarily performed by personnel at this level.

## 6. **AGE RELAXATION AND CRUCIAL DATES.**

### (a) **Age Relaxation.**

| <b>Ser</b> | <b>Category</b>     | <b>Age Relaxation permissible beyond the upper age limit</b>  |
|------------|---------------------|---|
| (i)        | SC/ST               | 05 Years.   |
| (ii)       | OBC                 | 03 Years.   |
| (iii)      | PwBD                | <b>UR-10 years, OBC-13(10+3) years, SC/ST-15(10+05) years</b>   |
| (iv)       | Ex-serviceman       | Period of Military Service plus 03 years.   |
| (v)        | Government Servants | Relaxable up to 40 years in accordance with instructions or orders issued by Central Government from time to time in this regard and further relaxable for 05 years, as in the case of Scheduled Castes and Scheduled Tribes. UR- up to <b>40</b> years and SC/ST – <b>45 (40+05)</b> . |

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

(b) **\*Crucial Date for determining the Age.** The crucial date for determining the age limit will be the **closing date** for receipt of online Applications. Only matriculation / SSC / Birth Certificate issued by the concerned Education Board / Competent Authority will be considered as proof of Date of Birth.

## 7. **MODE OF SELECTION.**

(a) **Screening of Applications.** Where the number of online applications received are too large (for posts with Matriculation as Educational qualification) in proportion to the vacancies and it is not convenient Administratively for the Department to call all the candidates for the written test, Indian Navy at its discretion, may restrict the number of eligible candidates, whose applications are registered, by short listing as per merit up to the ratio of **1:25** to the number of vacancies based on the marks obtained in the minimum requisite educational qualification for this recruitment/ post i.e. **Matriculation** or equivalent from a recognized Board. **Merely fulfilling the basic selection criteria does not automatically entitle a person/**

applicant to be called for the written test.

(b) **Scheme of Written Examination.** All Shortlisted/ eligible candidates will have to appear in written examination consisting of objective type questions based on the Essential qualifications, as mentioned at para 4 above. The duration of the examination will be **02** (two) hours. The question paper will be bilingual in both English & Hindi (except for General English) covering aspects as below: -

| Part         | Subject                                  | Maximum Marks |
|--------------|--|---------------|
| (i)          | General Intelligence and Reasoning       | 25            |
| (ii)         | General English & Comprehension          | 25            |
| (iii)        | Numerical Aptitude/ Quantitative Ability | 25            |
| (iv)         | General Awareness                        | 25            |
| <b>Total</b> |  | <b>100</b>    |

(c) **Resolution of Tie.** In case one or more than one candidate secures equal aggregate marks, tie will be resolved by applying following methods, one after another, till the tie is resolved: -

- (i) Date of Birth is to be considered to arrive at the merit list, the older the candidate will prevail as the higher selected candidate in merit.
- (ii) If DOB is also same then, Alphabetical order in which the first names of the candidates appear.

(d) **Syllabus for Examination.**

(i) **General Intelligence and Reasoning.** It would include questions related to Mathematical operations, Series, Odd One Out, Logical Venn Diagrams, Analogy, Word Based Problems, Problems Solving, Drawing Inference, Coding-Decoding, Non-Verbal Reasoning etc.

(ii) **General English & Comprehension.** In addition to the testing of candidates understanding of English language, this test will also assess vocabulary, grammar, sentence structure, synonymous, antonyms, Comprehension and its correct usage etc.

(iii) **Numerical Aptitudes / Quantitative Ability.** This test will include question on problems relating to number systems, Time & Work, Mensuration, Ratio and Proportion, Average, Profit and Loss, Discount, Percentage, Time and Distance, Simple and Compound Interest, Statistical Chart, Trigonometry, Geometry etc.

(iv) **General Awareness.** The test will include questions relating to India and its neighboring countries especially pertaining to sports, history, culture, Geography, Physics, Chemistry, Computer Science, Environmental Science, Economics, Current Events, General policy including Indian Constitution and Scientific Research etc. These questions will be such that they do not require special study of any discipline.

(e) **Date of Examination.** Exact date, time and venue of examination will be communicated to the candidates on registered mobile number/ email ID. Admit Cards can also be downloaded from the website <https://karmic.andaman.gov.in/HQANC>.

The website may also be referred from time to time for any further instructions/ amendments.

(f) **Provisional Appointment Letter.** The appointment of provisionally selected candidates will be strictly based on the merit position in the written examination subject to satisfactory verification of documents, Medical Examination and other requirements as specified by the Govt. of India and Appointing Authority.

(g) **Document Verification.** All documents pertaining of age, education, identity, address, category, caste validity certificate 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 mobile phone/ e-mail IDs and by post.

8. **EXAMINATION CENTRE.** The written exam for Tradesman Mate will be conducted in **Port Blair**. No other center will be allotted to any candidates. Request for change of examination center/ date/ session will not be entertained under any circumstances. Exact venue for the conduct of written exam will be intimated in the Admit Card.

9. **OPENING AND CLOSING DATE/ TIME FOR ONLINE REGISTRATION PORTAL**

|                                       |                                |
|---------------------------------------|--------------------------------|
| Opening of online Registration Portal | <b>26 Aug 2023 at 1000 hrs</b> |
| Closing of Online Registration Portal | <b>25 Sep 2023 at 1700 hrs</b> |

10. **PLACE OF POSTING/ DUTY STATION.** The selected candidates would be required to serve in various unit/ sub-units/ departments under the jurisdiction of the Headquarters, Andaman & Nicobar Command. Since all the units are locally controlled by the Headquarters, Andaman & Nicobar Command, posting at stations other than Port Blair or units under HQANC, however, will be only as per administrative requirement.

11. **GUIDELINES FOR FILLING ONLINE APPLICATION.**

(a) Candidates are required to apply online using the website <https://karmic.andaman.gov.in/HQANC> >> **Apply Online** >> **Recruitment for the post of Tradesman Mate, Headquarters, Andaman and Nicobar Command.** Before filling online application form, applicants are advised to read and download online information guidelines containing instructions for filling up Online Application Form.

(b) The applicant must possess the required criteria and educational qualification as mentioned in the recruitment advertisement.

(c) Applicants are not to send copy of application form or any document to this office. However, candidates are to take a printout of Application form for his / her personal record. A print out of the **ADMIT CARD IS TO BE BROUGHT TO THE WRITTEN EXAMINATION VENUE, BY ALL SHORTLISTED CANDIDATES, FAILING WHICH THE CANDIDATE WILL NOT BE ALLOWED TO APPEAR FOR THE EXAMINATION.**

(d) If a candidate commits any mistake in filling the online application form or uploading of requisite documents, it cannot be corrected by HQANC/ Indian Navy. HQANC/ Indian Navy will not be responsible for mistake of any kind in the application process by the candidate.

- (e) The applicants must ensure that while filling their Application Form, they are providing their valid and active e-mail IDs and mobile number as HQANC/ Indian Navy may use either mode of communication for contacting them at different stages of recruitment process. **No change in the mobile number and email ID will be allowed once entered.** HQANC/ Indian Navy will not be responsible for non-receipt of communication on registered mobile number/ e-mail IDs.
- (f) Candidates are strongly advised in their own interest to apply online well before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability/ failure to log on the website on account of internet connectivity issue or website overload.
- (g) Applicants should not submit multiple applications for same post. However, if due to any unavoidable circumstances, any applicant submits multiple applications then he / she must ensure that the application with higher registration number is complete in all respects, which will be considered.
- (h) All fields marked with (\*) are mandatory fields.
- (j) This Online application has 5 different sections as mentioned below: -
- (i) Personal Details (Basic and demographic details of Candidate).
- (ii) Upload Section for Photo, Signature and Left Thumb Impression: Format: **JPEG** only (File Size for Photo: 20-50 kb, File Size for Signature and Thumb Impression: 10-20 kb)
- (iii) Education Qualification and other Details (Educational and Technical qualifications, Age Relaxation, In Govt. Service etc.)
- (iv) Document Upload: Matriculation Mark Sheet and ITI Pass Certificate should be in jpeg format only with file size ranging from 50KB to 200KB.
- (v) Final Submission (Warning: After submission, the application cannot be modified later)
- (k) Once the Personal Details (Step 1) part is filled, the system will provide an Application Number. **The same is to be noted for future correspondences** and authentication with the portal. An email with Application Number will also be sent to candidates by system.
- (l) The candidates can submit online application in one go **(or)** Submit application partially and resume later with Application Number and Date of Birth of candidates. However, such partial applications are to be completed before closing of online application.
- (m) Applications submitted using **Final Submission only will be considered** as complete application.
- (n) All other partially completed applications will be rejected by the system.

(p) The candidates may print or download Digital application generated after successful submission of complete application (Step 5). The same should be retained by candidates for future verification and correspondences with the Recruiting organization.

(q) Candidates are advised to keep scanned copy (only in JPEG format) of the following documents ready before proceeding to fill up the online application: -

(i) Recent Passport size color photograph (not older than 06 months) with light background (preferably white) without any obstacle covering/ obstructing the face and eyes.

(ii) Candidate's signature should be on a plain white paper with black ink. The signature should not be digitalized. It should be scanned copy of your own signature on paper with pen.

(iii) Candidate's Left-hand Thumb impression should be on a plain white paper with Blue/ Black ink. The thumb impression should not be digitized. It should be scanned copy of your own thumb impression taken on blank white paper.

(iv) A copy of candidate's Matriculation Mark Sheet and ITI Pass Certificate.

(v) Although, candidates are not asked to upload following documents, they are mandatory and would be required during document verification of provisionally selected candidates, non-availability of the same would cancel candidature of a candidate: -

(aa) A copy of candidate's Birth Certificate/ Matriculation/ SSC certificate for Date of Birth.

(ab) A copy of candidate's Caste/ EWS Certificate, in case applying against a reserved post.

(ac) A copy of certificate/ service book, duly indicating the proof of Ex-Servicemen issued by the Competent Authority.

(ad) A copy of certificate showing disability for PwBDs and eligibility for scribe, if applicable.

## 12. **GENERAL INSTRUCTIONS.**

(a) All Indian Nationals and subjects of Nepal and Bhutan, confirming to guidelines promulgated vide GoI/ DoP&AR OM No.150140/3(s)/76-Ests (B) dated 01 Mar 1977, can apply for the advertised post.

(b) Qualifications will be considered as on the date of closing of application.

(c) The applicant should ensure that he/ she fulfils the eligibility and other norms mentioned in the advertisement. Particulars furnished in the Application Form should be correct in all respects. If any false or incorrect information furnished by the applicant

is detected at any stage, his/ her candidature will be cancelled without prejudice to taking legal action against him/ her.

(d) The eligibility with respect to age, educational qualification, etc. will be determined as on the closing date for online registration. Though essential qualification for the post is matriculation and ITI, higher qualification, if any, possessed by the candidate is also to be disclosed.

(e) In case, the candidates working in Central Government fails to produce the NOC when demanded, his/ her candidature will be cancelled.

(f) No relaxation in age limit will be provided unless the category is filled appropriately at the relevant column in the online application form.

(g) HQANC/ 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 centers. 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 examination. A criminal proceeding may also be initiated.

(h) Candidates are also requested to check website [www.andaman.gov.in](http://www.andaman.gov.in) regularly till completion of recruitment for updates/ corrigendum and any further instructions.

(j) The SC/ST/EWS candidates should be in possession of a latest copy of caste certificate for claiming age/ other relaxation/ reservation and produce original certificate on demand.

(k) In case of OBCs, the candidate is required to produce, on demand, a valid caste certificate, specifying that the candidate does not belong to 'Creamy layer'. The certificate should be as per format contained in GOI, DOP&T OM 36036/2/2013-Estt. (Res) dated 30 May 2014 and 36033/1/2013-Estt (Res) dated 27 May 2013.

(l) Armed Forces personnel applying for the posts should upload an undertaking as per GOI/DOP&T OM 36034/2/91/Estt. (SCT) dated 03 Apr 1991 to avail age relaxation/ reservation.

(m) The persons with Benchmark Disabilities (PwBDs), who want to avail benefit of reservation and age relaxation should be in possession of disability certificate issued by the Competent Authority with 40% or above percentage of disability.

(n) The vacancies shown above are provisional and may vary. The vacancies may be reduced/ increased or even made nil without assigning any reason thereof. The recruitment process can be cancelled/ postponed/ suspended/ terminated without any notice/ assigning any reasons, at any stage.

(p) Candidates will have to make their own arrangement for lodging/ boarding while at Port Blair for the written test. Candidates are advised not to bring any valuable/ costly items to the examination center as safe keeping of the same cannot be assured. HQANC/ Indian Navy will not be responsible for any loss in this regard.



- (q) Various format of certificates for direct recruitment of Naval Civilians are available at Website [www.andaman.gov.in](http://www.andaman.gov.in).
- (r) Ex-Serviceman candidates are to produce certificate/ service book in support of their claim and meet existing Govt. orders on qualifying as Ex-Serviceman. No age relaxation is admissible to sons/ daughters of Ex-Serviceman.
- (s) In case of an Ex-Serviceman who has once joined in a Govt. job on the civil side after availing the benefits given to him as an Ex-Serviceman for his re-employment, his Ex-serviceman status for the purpose of re-employment in Government ceases.
- (t) The candidate selected on appointment will be governed by the provisions of the New Pension Scheme as introduced by the Govt. of India w.e.f. 01 Jan 2004.
- (u) In case, the applicants working in central/ state government etc. fails to produce the NOC when demanded, his/ her candidature will not be considered.
- (v) As per Ministry of Human Resource Development Notification No. F.6-1/2013-DL dated 27 Aug 2018 published in Gazette of India dated 01 Sep 2018, all the degrees awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government, provided they have been approved by the University Grants Commission and wherever necessary by All India Council for Technical Education for the programme for which it is the regulatory authority.
- (w) In accordance with the directions issued by DoP&T OM No. 39020/1/2016-Estt. (B) dated 21 Jun 16, the candidates will have the option to opt out of the disclosure scheme. The option of opting out will have to be made at the time of filing up of application form. Accordingly, the scores and rankings in respect of only those candidates who have opted for disclosing the details or else have inadvertently not exercised their option will be made available on the website <https://karmic.andaman.gov.in/HQANC>.

13. **Guidelines for Persons with Benchmark Disabilities using a Scribe.** The candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the examination, subject to limits as in (c) and (d) below. In all such cases where a scribe is used, the following rules will apply: -

- (a) The provision of scribe will be available only on production of a certificate at the time of examination to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his/ her behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care institution.
- (b) The candidate will have to arrange his/her own scribe at his/her own cost.
- (c) The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process,

candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the application form. Any subsequent request will not be favorably entertained.

(d) A person acting as a scribe for one candidate cannot be a scribe for another candidate.

(e) Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for scribe as per Ministry of Social Justice & Empowerment OM No.34-02/2015-DD.III dated 29 Aug 2018 amended vide F.No. 34-02/2015-DD-III(pt) dated 08 Feb 2019. Further, in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination and final result.

(f) A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe, irrespective of the fact whether they use a scribe or otherwise.

14. **IMPORTANT INSTRUCTIONS TO THE CANDIDATES:** -

(a) Your candidature to the recruitment test is provisional subject to being found eligible in all respects.

(b) 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: -

(i) In possession of Mobile Phones & accessories and other electronic gadgets within the premises of the Examination Centers, whether in use or in switched off mode.

(ii) Candidates are advised not to bring any valuable/costly items to the recruitment test as safe keeping of the same cannot be assured. The concerned Authority (Navy) will not be responsible for any loss in this regard.

(iii) Involved in malpractices.

(iv) Using unfair means at examination Centre.

(v) Obtaining support for his/her candidature by any means.

(vi) Impersonate/ procuring impersonation by any person.

(vii) Submitting fabricated documents or documents which have been tempered with.

(viii) Making statements which are incorrect or false or suppressing material information.

- (ix) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- (x) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Recruitment Staff representatives.
- (xi) Taking away the Question Paper/ Answer sheet from the examination hall or passing it on to unauthorized persons during the conduct of the examination.
- (xii) Intimidating or causing bodily harm to the staff employed for the conduct of examination.
- (xiii) To be ineligible for the examination by not fulfilling the eligibility conditions mentioned in the advertisement.
- (xiv) Candidature can also be cancelled at any stage of the recruitment for any other ground which the Competent Authority considers to be sufficient cause for cancellation of candidature.
- (c) Companion, if any, would not be allowed to the venue or in its proximity. It is therefore, advised not to bring any companion.
- (d) Candidates should check Admit card carefully and bring the discrepancies, if any to the notice of the Invigilator before the examination.
- (e) You are directed to undertake the recruitment test at your own risk, i.e. after verifying that you fulfill the qualifications in the advertisement and admission to the test is purely provisional. In this regard a Declaration form is to be signed by the individual before appearing for the examination.
- (f) The candidate must note that the verification of eligible condition, i.e. age, educational qualification, etc. with reference to original documents for only those candidates who qualify in the recruitment test will be carried out by the Competent Authority. Unless the candidature is formally confirmed by the Competent Authority, it continues to be 'Provisional'.
- (g) 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.
- (h) If a candidate fails to attend on the date and time indicated for examination of the advertised post, his/her candidature will be treated as cancelled.
- (j) Calling for written examination/ pre-recruitment formalities does not entitle any individual for appointment to the advertised post. Candidature of any individual may be cancelled for the said post, if at any stage, it is found that the individual does not fulfill the eligibility criteria for the advertised post. The decision of the Competent Authority regarding issuing of appointment order to the individual for the said post will be final.

- (k) Furnishing of false, inaccurate or tampered or dubious information.
- (l) Any other deemed irregularity or reason as observed by the Board of Officers.
- (m) Canvassing on application form in any form and/or bringing in any influence, political or otherwise will entail disqualification.
- (n) If underage or overage on closing date of receipt of application.
- (p) If the candidate not found to possess the essential qualification.
- (q) 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.
- (r) Un-employed SC/ST Candidates are entitled for bunk class/ 2<sup>nd</sup> class rail/ bus fare by shortest route for onward and return journey as per Govt. rules and the same will be reimbursed on submission of original tickets, boarding pass along with un-employment certificate (issued by Gazetted Officer) and Bank details. Bunk class/ 2<sup>nd</sup> class rail/ bus fares are entitled for both onward and return journey.

15. **Important Information**

- (a) **Candidates Reporting Late.** Candidates reporting late, after the reporting time specified on the Admit Card/ call letter of Examination, will not be permitted to appear in the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 hrs covering 100 Objective Questions, candidates will be required to be present at the venue earlier for completion of various formalities such as registration verification and collection of various requisite documents, impart of instructions etc. which will take more than normal time following COVID-19 precautions.
- (b) **Photo Identity Card.** In the examination hall the admit card along with original and valid photo identity such as Aadhar card with a photograph /PAN Card/ Passport/ Driving License/Voter's Card/ Bank Passbook with Photograph should be produced to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

**Note 1:** Ration card and Learners Driving License will not be considered as valid Identity proof.

**Note 2:** Candidates must note that the name as appearing on the admit card (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination.

**Note 3:** A candidate not carrying a valid and original photo identity document as per Para 15 (b) will not be allowed to appear for the examination.

16. **Action Against Candidates Found Guilty of Misconduct.** If candidates found to indulge at any stage in any of the malpractices listed below during the conduct of examination, their candidature for their examination will be cancelled and they will be debarred from the examination of the Indian Navy for the period mentioned below: -

| <u>Ser</u> | <u>Type of Malpractice</u>   | <u>Debarment period</u> |
|------------|--|-------------------------|
| (a)        | Taking away any Examination related material such as Rough Sheets, Indian Navy's coy of Attendance Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination                                       | 2 Years                 |
| (b)        | Misbehaving, intimidation or threatening in any manner with the examination functionaries i.e. Supervisor, Invigilator, Security Guard or Indian Navy's representatives etc.   | 3 Years                 |
| (c)        | Obstruct the conduct of examination/ instigate other candidates not to take the examination  | 3 Years                 |
| (d)        | Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.  | 3 Years                 |
| (e)        | Obtaining support/ influence for his/ her candidature by any Irregular or improper means in connection with his/ her candidature.  | 3 Years                 |
| (f)        | Possession of Mobile Phone in 'switched on' or 'switched off' mode   | 3 Years                 |
| (g)        | Appearing in the same examination more than once in contravention on the rules.  | 3 Years                 |
| (h)        | A candidate who is also working on examination related matters in the same examination   | 3 Years                 |
| (j)        | Damaging examination related infrastructure/ equipment   | 5 Years                 |
| (k)        | Appearing in the Exam with forged Admit Card, identity proof etc.  | 5 Years                 |
| (l)        | Possession of fire arms/ weapons during the examination  | 5 Years                 |
| (m)        | Assault, use of force, causing bodily harm in any manner to the examination functionaries i.e. Supervisor, Invigilator, Security Guard or Indian Navy's representatives etc. threatening/ intimidating examination functionaries with weapons/ fire arms | 7 Years                 |
| (n)        | Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.  | 7 Years                 |
| (p)        | Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.  | 7 Years                 |
| (q)        | Impersonate/ Procuring impersonation by any person   | 7 Years                 |
| (r)        | Taking snapshots, making videos of question paper or examination materials, labs etc.  | 7 Years                 |

17. **DISCLAIMER.**

(a) The terms and conditions given in the advertisement are subject to change in accordance with Government Orders issued from time to time and should, therefore be treated as guidelines only.

(b) The admission to appear for written examination is purely provisional and subject to the prescribed eligibility conditions.

(c) If any candidate is issued Admit card or permitted inadvertently, his/ her candidature will be cancelled at any time as and when such a case is detected and no further correspondence in this regard will be entertained.

(d) Nuisance or disturbances at Exam Center will entail disqualification of candidate.

(e) Responsibility regarding punctuality and timely reporting of candidates at examination centers for scrutiny/ security clearance procedures lies with the candidates only. Candidates reporting late at examination centers will not be allowed to appear for examination under any circumstances.

(f) Though arrangement will be made to maintain Social Distancing, candidates are advised to follow COVID-19 guidelines strictly, even while travelling to appear for the examination. In case any candidate develops any symptoms similar to that of COVID-19 they should refrain from attending the examination and follow the isolation as per MHA guidelines on COVID-19.

18. **CAUTION TO ALL CANDIDATES.** **Beware of touts who may misguide with false promise of getting you selected for the job on illegal consideration. Selection is based purely on merit.** Candidates are advised not to fall prey to false assurance or exploitation and must not entertain or encourage unscrupulous elements in any way. It is emphasized that the written test and the selection process will be on merit only in a transparent manner.

19. **List of ITI Trades Eligible to apply for the Post.** The list of ITI Trades eligible to apply for the post are tabulated below: -

| Ser | Trade Name  | Duration      |
|-----|---|---------------|
| (a) | Carpenter   | 2 Sem/ 1 Year |
| (b) | Computer Hardware & Network Maintenance                 | 2 Sem/ 1 Year |
| (c) | Computer Operator & Programming Assistant (VI)          | 2 Sem/ 1 Year |
| (d) | Computer Operator & Programming Assistant               | 2 Sem/ 1 Year |
| (e) | Electrician   | 4 Sem/ 2 Year |
| (f) | Electrician (DST)                                       | 2 Year        |
| (g) | Electrician Power Distribution                          | 2 Year        |
| (h) | Electronics Mechanics                                   | 4 Sem/ 2 Year |
| (j) | Electroplater   | 4 Sem/ 2 Year |
| (k) | Fitter  | 4 Sem/ 2 Year |
| (l) | Fitter (DST)  | 2 Year        |
| (m) | Foundryman  | 2 Sem/ 1 Year |
| (n) | Industrial Painter                                      | 2 Sem/ 1 Year |
| (p) | Information Communication Technology System Maintenance | 4 Sem/ 2 Year |
| (q) | Information Technology                                  | 4 Sem/ 2 Year |
| (r) | Instrument Mechanic                                     | 4 Sem/ 2 Year |
| (s) | Machinist   | 4 Sem/ 2 Year |
| (t) | Machinist (Grinder)                                     | 4 Sem/ 2 Year |
| (u) | Mechanic Maintenance (Chemical Plant)                   | 4 Sem/ 2 Year |

| <b>Ser</b> | <b>Trade Name</b>                                      | <b>Duration</b> |
|------------|--|-----------------|
| (v)        | Marine Engine Fitter                                   | 4 Sem/ 2 Year   |
| (w)        | Marine Fitter  | 4 Sem/ 2 Year   |
| (x)        | Mech. Repair & Maintenance of Heavy Vehicle            | 2 Sem/ 1 Year   |
| (y)        | Mechanic (Refrigeration and Air-conditioning)          | 2 Sem/ 1 Year   |
| (z)        | Mechanic Auto Electrical and Electronics               | 4 Sem/ 2 Year   |
| (aa)       | Mechanic Computer Hardware                             | 2 Sem/ 1 Year   |
| (bb)       | Mechanic Consumer Electronics                          | 4 Sem/ 2 Year   |
| (cc)       | Mechanic cum operator Electronics Communication System | 4 Sem/ 2 Year   |
| (dd)       | Mechanic Diesel  | 4 Sem/ 2 Year   |
| (ee)       | Mechanic Industrial Electronics                        | 2 Sem/ 1 Year   |
| (ff)       | Mechanic Machine Tool Maintenance                      | 4 Sem/ 2 Year   |
| (gg)       | Mechanic Mechatronics                                  | 4 Sem/ 2 Year   |
| (hh)       | Mechanic Radio & T. V                                  | 4 Sem/ 2 Year   |
| (jj)       | Metal Cutting Attendant (VI)                           | 4 Sem/ 2 Year   |
| (kk)       | Operator Advanced Machine Tools                        | 4 Sem/ 2 Year   |
| (ll)       | Painter General  | 4 Sem/ 2 Year   |
| (mm)       | Plumber  | 2 Sem/ 1 Year   |
| (nn)       | Pump Operator-Cum-Mechanic                             | 2 Sem/ 1 Year   |
| (pp)       | Sheet Metal Worker                                     | 2 Sem/ 1 Year   |
| (qq)       | Sheet Metal Worker (DA)                                | 2 Sem/ 1 Year   |
| (rr)       | Technician Power Electronics System                    | 4 Sem/ 2 Year   |
| (ss)       | Tool & Die Maker (Dies & Moulds)                       | 4 Sem/ 2 Year   |
| (tt)       | Tool & Die Maker (Press Tools, Jigs & Fixtures)        | 4 Sem/ 2 Year   |
| (uu)       | Welder   | 2 Sem/ 1 Year   |
| (vv)       | Welder (DA)  | 2 Sem/ 1 Year   |
| (ww)       | Welder (Fabrication & Fitting)                         | 2 Sem/ 1 Year   |
| (xx)       | Welder (GMAW & GTAW)                                   | 2 Sem/ 1 Year   |
| (yy)       | Welder (Pipe)  | 2 Sem/ 1 Year   |
| (zz)       | Welder (Structural)                                    | 2 Sem/ 1 Year   |
| (aaa)      | Welder (Welding & Inspection)                          | 2 Sem/ 1 Year   |
| (bbb)      | Wireman  | 4 Sem/ 2 Year   |
| (ccc)      | Tailor (General)                                       | 2 Sem/ 1 Year   |
| (ddd)      | Civil Engineer Assistant                               | 4 Sem/ 2 Year   |

**RECRUITMENT IN THE INDIAN NAVY IS ABSOLUTELY FAIR**

**LAST DATE/ TIME FOR SUBMISSION OF ONLINE APPLICATION – 25 SEP 23 TILL 1700 Hrs**

**FOR ANY CLARIFICATION/ ASSISTANCE, CANDIDATE MAY WRITE EMAIL TO US AT**

**e-mail: [crc-hqanc@navy.gov.in](mailto:crc-hqanc@navy.gov.in)**