



Government of India
Ministry of Defence

Recruitment of Civilian Personnel in Indian Navy-2019 at INS Shivaji, INS Valsura and INS Hamla

1. Indian Navy invites applications for the below mentioned posts classified as Group 'C', Non-Gazetted from the eligible candidates to apply in proforma appended below by Registered/Speed Post (Application in other forms of mailing will not be accepted). Selected candidates normally will have to serve in the units viz. INS Shivaji, Lonavala (Pune); INS Valsura, Jamnagar (Gujarat) and INS Hamla, Malad (Mumbai) which are under the administrative control of Western Naval Command, Mumbai. However they can be posted anywhere in India, in Naval units/formations in case of any administrative requirement.

Sl. No.	Name of post (Classification with Pay Scale as per 7th CPC-Level in the Pay Matrix)	Distribution of vacancies *					Total	Horizontal Reservation	
		UR	SC	ST	OBC	EWS		PwBDs	ESM
(a)	Safaiwala (now MTS (Ministerial)) Level 1 (Rs 18000-56900)	04	-	01	03	01	09	-	01
(b)	Pest Control Worker Level 1 (Rs 18000-56900)	02	-	-	01	-	03	-	-
(c)	Cook Level 2 (Rs 19900-63200)	-	-	-	01	-	01	-	-
(d)	Fire Engine Driver (Erstwhile FED-I & II) Level 3 (Rs 21700-69100)	01	-	-	-	-	01	-	-

* Subject to variation of vacancies.

Suitability for EWSs - Persons who are governed under DoP&T OMs 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 posts identified by Ministry of Social Justice & Empowerment, PwBDs applicant may apply for post accordingly.

Name of Post	Categories of disabled suitable for the job	Physical Requirement
Safaiwala (now MTS (Ministerial))	OL, B, LV, HH	S, ST, W, MF, PP, L, KC, BN, SE, H
Pest Control Worker	OL, HH	S, ST, W, BN, L, MF, RW, SE, C
Cook	OL, LV, HH	S, ST, W, MF, SE, RW, H, BN, L, C

Note:- Applicants, must be in possession of disability certificate issued by the Competent Authority prior to applying, in the format given in GOI/DOP&T OM 36035/1/2012- Estt.(Res) dated 29 Nov 2013.

2. Abbreviations used : UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribes, OBC-Other Backward Class, EWS- Economically Weaker Sections, ESM-Ex-Servicemen, PwBDs-Persons with Benchmark Disabilities, OL-One Leg, B - Blind, LV-Low Vision, HH-Hearing Handicapped, S-Sitting, ST-Standing, W-Walking, L-Lifting, SE-Seeing, PP-Pulling and Pushing, KC-Kneeling and Crouching, BN-Bending, MF-Manipulation by Fingers, RW-Reading and Writing, H-Hearing, C-Communication.

3. Reservation. Reservation for SC/ST/OBC/EWS/PwBDs/ESM categories is available as per extant Government Orders. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs, EWS, PwBDs & ESM candidates which will thus comprise of SC, ST, OBC, EWS, PwBDs & ESM who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for the appointment even by relaxed standards viz. age limit etc. Reservations for PwBDs& ESM fall under the category of Horizontal reservation which cuts across Vertical reservation i.e. reservation for SC/ST/OBC/EWS (in what is called inter-locking reservation). The candidates selected against the PwBDs& ESM quota have to be placed in the appropriate category of UR/SC/ST/OBC/EWS as the case may be.

4. Age & Essential/Desirable Qualifications

Sl. No	Posts (Refer Para 1)	Age	Essential/Desirable Qualifications
(a)	Safaiwala (now MTS (Ministerial))	Between 18 to 27 years	Essential: (i) Matriculation Pass or equivalent from a recognized Board/Institution.
(b)	Pest Control Worker	Between 18 and 25 Years	Essential: 1. Matriculation pass or equivalent from a recognized Board. 2. Ability to read and speak Hindi/Regional Language
(c)	Cook	Between 18 and 25 Years	Essential: 1. Matriculation or equivalent from a recognised Institute or Board. 2. One year's experience in the trade.
(d)	Fire Engine Driver (Erstwhile FED-I & II)	Between 18 and 30 Years	Essential : 1. Matriculation pass or equivalent from a recognized Board. 2. Must have at least three years experience of driving heavy vehicles and be in possession of valid driving license.

Sl. No	Posts (Refer Para 1)	Age	Essential/Desirable Qualifications
			<p>3. Must be physically fit and capable of performing strenuous duties and must have passed the test specified at Note below.</p> <p>Note : Test as to physical fitness etc. referred above shall be as under :- (i) Height without shoes – 165 cms. Provided that a concession 2.5 cms height shall be allowed for members of the Scheduled Tribes. (ii) Chest (un-expanded) – 81.5 cms. (iii) Chest (on – expansion) – 85 cms. (iv) Weight – 50 Kgs (minimum). (v) Endurance test (a) Carrying a man (Fireman lift of 63.5 Kgs to a distance of 183 metres within 96 seconds) (b) Clearing 2.7 metres wide ditch landing on both feet (long jump) (c) Climbing 3 metres vertical rope using hand and feet.</p> <p>Desirable : 1. Should be familiar with maintenance and operation of various types of fire appliances. 2. Experience of having worked on a regular civil or Defence Fire Brigade as Fireman Gde I or Senior Fireman. 3. Should have passed the general fire fighting course of Defence Institute of Fire Research, Ministry of Defence, New Delhi or the Sub-Officer's course from the National Fire Service College, Nagpur or any other similar recognized course.</p>

5. Nature of Duties in brief. Indicative duties and responsibilities of the posts mentioned above are as under :

(a) Multi Tasking Staff (Min)

- Physical maintenance of records of section.
- General cleanliness & upkeep of the Section/Unit.
- Carrying of files and other papers within the building.
- Photocopying, sending of FAX etc.
- Other non-clerical work in the Sections/Unit.
- Delivering of Dak (inside & outside the Section/Unit)
- Watch & ward duties.
- Opening and closing duties
- Cleaning of rooms including washrooms
- Dusting of furniture etc.
- Jobs related to proficiency of the post
- Any other work assigned by superior authority

(b) Pest Control Worker

- Taking anti-mosquito measures, anti-fly measures, anti rodent and anti-pest measures in accordance with instructions of higher authorities.
- Control of various pests of Public Health Importance by use of insecticide spray with different types of sprayers in use or as is periodically introduced in service from time to time.
- Regular cleaning and maintenance of all spraying equipment.
- Application and preparation of various formulations of disinfectants/insecticides under instructions and directions of supervisory staff.
- All sanitary duties deemed essential for the preservation of health of Naval personnel and their families/ Naval employees may be ordered by the supervisory staff.
- Collection of anti-malaria oil, kerosene oil and other stores from depot, its storage and day to day issue.
- Elimination of breeding places of mosquitoes and flies by source reduction and by minor engineering methods such as filling, leveling canalization, straight edging, de-weed etc.
- Carry out all duties connected with the setting up, shifting of any static /roving health exhibitions as will be required from time to time.
- Any other duty considered essential in the interest of health, sanitation to be done according to the directions of supervisors.

(c) Cook

To prepare food (tea, breakfast, lunch & dinner) as per menu in the kitchen/galley and maintain hygiene of cooking space.

(d) Fire Engine Driver

- Check the fire engine/pump/vehicles assigned to him at the commencement of duty for oil, fuel water in radiator, inflation of tyres, condition of brakes lights and indicators and takes action to rectify or make up defects or deficiencies.
- Start the engines at the commencement of the shift and subsequently when ordered to do so and ensure that the fire engines /pumps/vehicles are in good order.
- Takes over full charge of the vehicle, its fitments, accessories and articles from the outgoing person-in charge and report deficiencies if any to the shift in charge immediately.
- Maintain records of the vehicles and inventory of equipment and keep updated.

Continued

(v) Carry out normal routine daily maintenance of the vehicle entrusted to him, to ensure its cleanliness and service ability.

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

6. Age relaxation and Crucial Dates

(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, etc.
(iv)	ESM	UR -03 Years after deduction of the Military service rendered from actual age as on the closing date. Similarly for OBC-06 (03+03) Years, SC/ST-08 (03+05) Years

Note. 1. Age relaxation for Departmental Candidates, persons domiciled in J&K etc. 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 experience will be the **closing date for receipt of applications.** Only matriculation/ SSC/ Birth certificate issued by concerned Education Board/Competent Authority will be considered as proof of Date of birth.

7. Mode of Selection.

(a) **Shortlisting of Applications.** Where the number of applications received is too large (for posts with Matriculation as Educational qualification) in proportion to the vacancies and it is not convenient or possible for the department to call all the candidates for the written test, Indian Navy at their discretion may restrict the number of eligible candidates, whose applications are registered, by shortlisting as per merit in the ratio 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 the written examination consisting of objective type questions based on the Essential/Desirable qualifications, as mentioned at para 4 above and bilingual in both English & Hindi (except for General English) covering aspects as below:-

Part	Subject	Maximum Marks
(i)	General Intelligence, Reasoning & Numerical Aptitude	25
(ii)	General English	15
(iii)	General Awareness	10
(iv)	Awareness in relevant trade/field.	50

(c) Indicative Syllabus for Examination.

(i) **General Intelligence, Reasoning & Numerical Aptitude.** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problems solving, analysis, judgment, decision making, visual memory, discriminating observation, relation concepts, verbal and figure classification, arithmetical number series, nonverbal series etc. The question will be designed to test the ability of appropriate use of numbers and number sense of the applicant. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, percentage, profit & loss, Ratio and proportion, square roots, averages, interest, time & distance, time & work, height and distances, degree & radian measures, basic algebraic identities of school algebra and elementary surds, Bar diagram and pie chart & histogram.

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

(iii) **General Awareness.** The test will include questions relating to India and its neighbouring countries especially pertaining to sports, history, culture, geography, economics scene, general policy including Indian Constitution and scientific research etc. These questions will be such that they do not require special study of any discipline.

(iv) **Awareness in relevant trade/field.** The test will include questions relating to Trade/Post, as per the essential/desirable qualification specified at para 4, above.

(d) **Date of Examination.** Exact date, time and venue of written examination will be communicated on the Admit card issued to the shortlisted candidates. Indian Naval websites www.indiannavy.nic.in may also be referred from time to time for any further instructions/ amendments.

(e) **Scribe.** Visually Handicapped (VH) candidates with visual disabilities of 40% and above and cerebral palsy candidates can avail the assistance of Scribe in the Written Examination subject to such request of scribe being made while filling application. Further, they will be allowed **Compensatory time** in the examination, as applicable, in accordance with extant regulations.

(f) **Skill/ Practical Test.** Skill/Practical test may be conducted to test the proficiency/ Knowledge and suitability of the candidates for relevant trade/posts as specified in the relevant Recruitment Rules. The skill test will be of qualifying in nature. Exact date, time and venue will be communicated to the eligible candidates on registered e-mail IDs or by post.

(g) **Provisional Appointment Letter.** The appointment of Provisionally selected candidates will be strictly based on the merit position in the written examination only and qualifying in the Skill Test(if applicable); Subject to satisfaction of document verification, medical examination and other requirement as specified by the Government of India and Appointing Authority.

(h) **Document Verification.** All provisionally selected applicants will be called for Document Verification. All documents pertaining to age, education, identity, address, category, caste validity certificate etc required to produce in original at the time of Document Verification and will be scrutinized and verified prior to provisional appointment as per extant DoP&T Policy. Date and venue for

document verification will be intimated on their registered e-mail IDs and by speed post.

8. Last Date for Submission. The last date of receipt of Application is **21 days from date of publication of advertisement in Employment News** and the last date of receipt of Application from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi sub-division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep will be **28 days from the date of publication of advertisement in Employment News.**

Illustration. If the Advertisement is published in Employment News, 01 - 07 of Month ABC 2019. Then the Opening date will be on 2nd of Month-ABC 2019 and Closing date will be 22nd of Month-ABC 2019 (at 2350 hrs).

9. How to Apply. The Application should be on plain paper (A4 Size) (good quality paper should be used) either neatly hand written or typed as per the prescribed format (see below), affixed with latest passport size colour photograph duly self-attested on the front side without defacing. The envelope must be clearly superscribed on the top as **APPLICATION FOR THE POST OF“ _____”, and CATEGORY “ _____” (i.e. SC/ST/OBC/UR/PwBDs/ESM)** and sent by Registered/Speed Post only to **The Flag Officer Commanding-in-Chief, {for Staff Officer (Civilian Recruitment Cell)}, Headquarters Southern Naval Command , Kochi – 682004** along with the following :-

- The applicant must possess the required criteria and educational qualification as mentioned in the advertisement. Similarly, candidates who have passed from a recognized Board / Institution which has 'Grade Point' system need to get their grade point converted into percentage of marks by appropriate authorities before applying.
- If the candidates commit any mistake in filling the application form, it cannot be corrected by this office. This office will take no responsibility of any kind for such forms.
- The applicants must ensure that while filling their application form, they are providing their valid and active e-mail IDs and mobile number as Indian Navy may use either mode of communication for contacting them at different stages of recruitment process. This office will not be responsible for non-receipt of e-mail.
- Candidates should not submit multiple applications for the same post.
- Two additional Passport size photographs for Admit Card and Exit card self-attested on the reverse side and full name written.
- Self attested copies of certificates of relevant educational qualifications and self attested copies of higher qualification if any.
- Self attested copy of proof for date of birth (10th certificate or Birth Certificate).
- The SC/ST candidates should also enclose latest copy of caste certificate duly self attested for claiming age/other relaxation and produce original certificate on demand.
- A copy of candidate's testimonial in support of candidate's experience/proficiency in case the candidate is applying against a post requiring experience/proficiency.
- A copy of certificate duly indicating the proof of Ex-Servicemen issued by the Competent Authority with the application and produce original on demand.
- Self attested copy of certificate showing the Disability for Physically Handicapped Personnel. It may be noted that only such persons would be eligible for reservation in services/posts who suffer from not less than 40% (per cent) of relevant disability. The candidates are to enclose PwBDs certificate indicating percentage of disability issued by Competent Medical Authority.
- The benefit of reservation under EWSs can be availed upon production of an Income and Asset Certificate issued by a Competent Authority as per the format promulgated vide DoP&T OMs F No. 36039/1/2019-Estt(Res) dated 31 Jan 19 while submitting the applications.
- The Govt Servants are to enclose self attested copy of No Objection Certificate from the Employer with the application and produce original on demand.
- The format of relevant certificates is available at Naval Website www.indiannavy.nic.in at Personnel>Civilian page.**
- A self-addressed envelope of size 23x13 cm with postage stamp of Rs.45/- affixed on the cover.

10. General Instructions/Conditions

- Only Indian nationals can apply for the above post.
- 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 respect. If any false or incorrect information furnished by the applicant is detected at any stage, his / her candidature will be cancelled without prejudice to take legal action against him / her.
- The eligibility with respect to age, educational qualification, experience etc will be determined as on the crucial date (i.e. date of closing of Application).
- No relaxation in age limit will be provided unless the category is filled appropriately at the relevant column in the application form.
- Applicants are requested to check www.indiannavy.nic.in, website regularly till completion of recruitment for updates/corrigendum and any further instructions.
- The SC/ST applicants should be in possession of a latest copy of caste certificate for claiming age / other relaxation and reservation and produce original certificate on demand.
- In case of OBCs, the applicant is required to produce, on demand, a caste certificate (**valid for three financial years**), specifying that the applicant 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.
- 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. The formats of the certificates are available on www.indiannavy.nic.in.
- In case, the applicants working in Central / State Govt etc. fails to produce the NOC when demanded, his / her candidature will not be considered.
- The Persons with disabilities, who want to avail benefit of reservation and age relaxation should be in possession of disability certificate issued by the Competent Authority in the prescribed format given at enclosure of GOI/ DOP&T OM 36035/1/2012- Estt.(Res) dated 29 Nov 2013. The formats of the certificates are available on www.indiannavy.nic.in.

- (k) As per Ministry of Human Resource Development Notification No. F.6-1/ 2013-DL dated 10 Jun 2015 published in Gazette of India dated 25 Jul 2015, the qualification acquired by the individuals through open Universities/Distance Education Mode by the University established by an Act of Parliament or State Legislature, Institutions Deemed to be universities under Section 3 of University Grant Commission Act, 1956 and Institution of National Importance declared under an Act of Parliament stands automatically recognized for the purpose of employment to posts and services under Central Government provided they have been approved by the University Grant Commission Act.
- (l) 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.
- (m) Applicants will have to make their own arrangement for lodging / boarding for written test and skill test. Applicants 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.
- (n) The results of the written examination will be published in the Employment News and also uploaded in www.indiannavy.nic.in. The scores and ranking of applicants in the recruitment examination will be made public through portal in accordance with DOP&T OM dated 21 Jun 16.
- (o) Various format of Certificates recommended applicable for direct recruitment are available at Naval Website www.indiannavy.nic.in at Personnel > Civilian page.
- (p) Indian Navy has the right of cancelling the candidature of any applicant 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 applicants will be liable to be debarred from this examination as well as future examinations. A criminal proceeding may also be initiated.
- 11. Important Instructions to the candidates:-**
- (a) The 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 centres, whether in use or in switched Off mode and on person or otherwise.
- (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) More than one Application submitted by the candidates for the same post.
- (v) Using unfair means at examination centre
- (vi) Obtaining support for his/her candidature by any means
- (vii) Impersonate/ Procuring impersonation by any person
- (viii) Submitting fabricated documents or documents which have been tampered with.
- (ix) Making statements which are incorrect or false or suppressing material information.
- (x) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- (xi) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Recruitment Staff representatives.
- (xii) Taking away the Question Paper/Answer Sheet from the examination hall or passing it on to unauthorized persons during the conduct of the examination.
- (xiii) Intimidating or causing bodily harm to the staff employed for the conduct of examination.
- (xiv) To be ineligible for the examination by not fulfilling the eligibility conditions mentioned in the advertisement.
- (xv) If the application of candidate who is working in Government Establishment is not received through proper channel with self attested copy of NOC.
- (xvi) 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.
- (xvii) The candidate have to make their own arrangements for boarding and lodging etc for the Recruitment Test as per date, time and venue of examination.
- (xviii) Companion, if any, would not be allowed to the venue or in its proximity. It is therefore, advised not to bring any companion.
- (xix) Candidates should check Admit Card carefully and bring the discrepancies, if any to the notice of the Invigilator before the examination.
- (xx) The candidates are directed to undertake the recruitment test at their own risk, i.e. after verifying that they 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.
- (xxi) 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'.
- (xxii) 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.
- (xxiii) 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.
- (xxiv) Calling for completion of written examination/interview/pre-recruitment formalities does not entitle any individual for appointment for the selected 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 selected post will be final.

(xxv) Higher qualification if any, possessed by the candidate is to be disclosed. Future requests for addition of qualification, if any obtained prior to appointment will not be entertained.

12. The appointment of the selected candidates will be made by **Chief Staff Officer (Personal & Administration), Headquarters Western Naval Command, Mumbai**. The seniority list, roster points etc in respect of the selected candidates will be maintained by HQWNC.

CAUTION TO ALL CANDIDATES

13. **Beware of touts who may misguide with false promise of getting the candidate 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 strictly on merit in a transparent manner.

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

E-mail: snccrto@navy.gov.in

Phone No: 0484-2872248

Prescribed Format

APPLICATION FOR THE POST OF _____ (Name of Post)

(Indicate one post only)

1. Name of the Candidate (To be filled in Capital Letters Only)

Affix recent passport size (4.5 x 3.5 cm) photograph self attested (not older than 06 months)

2. Father's Name:

3. Date of Birth: _____

D D M M Y Y Y Y

4. Permanent Address

Line 1 _____

Line 2 _____

Line 3 _____ Pin Code _____ Telephone _____

State: _____

5. Address for correspondence

Line 1 _____

Line 2 _____

Line 3 _____ Pin Code _____ Telephone _____

State: _____

Mobile No. _____

E-mail ID _____

6. Caste/Category : (Please tick (✓))

Appropriate box (attach certificate) UR SC ST OBC EWS ESM PwBDs

7. If applied under PwDs: Category (attach certificate)

Disability (VH/HH/OH/MD)	% Disability	Scribe required (Yes/No)
_____	_____	_____

8. Nationality: _____

8. Marital Status: Single/Married/Divorced/Separated _____

10. Religion: _____

11. Educational qualification (Matriculation onwards) (attach certificate) :

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

12. Experience (attach certificate):

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

12. Identification mark (please write in the box)

DECLARATION

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

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

(c)* I have no objection to my scores and ranking in the recruitment examination in being made public through portal in accordance with DoP&T OM dated 21 Jun 16.

*{Strike if not applicable}

Place: _____ **(Signature of the candidate)**

Date: _____

Enclosures:- 1) _____ 2) _____ 3) _____

4) _____ 5) _____ 6) _____

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