



Government of India

# 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 (Erstwhile 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)     | Pest Control Worker (Erstwhile 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

| S. No. | Post                                     | Essential  |
|--------|--|--|
| (i)    | Pharmacist                               | (a) Matriculation or equivalent from recognized Board/Institution.<br>(b) Registered under clause (c) of section 31 or section 32 of the Pharmacy Act 1948.  |
| (ii)   | Fireman (Erstwhile Fireman Gr-II & Gr-I) | (a) Matriculation or equivalent from recognised Board/Institution.<br>(b)<br><b>Standards for Physical fitness:-</b><br>(i) Height without shoes 165 cms provided that a concession of 2.5 cms height shall be allowed for members of the ST.<br>(ii) Chest (Un-expanded) - 81.5 Cms<br>(iii) Chest (On expansion) - 85 Cms<br>(iv) Weight - 50 Kgs (minimum)<br><b>Endurance Test:-</b><br>(aa) Carrying a man (Fireman lift of 63.5 Kgs to a distance of 183 meters within 96 seconds)<br>(ab) Clearing 2.7 meters wide ditch landing on both feet (long jump)<br>(ac) Climbing 03 meters vertical rope using hand and feet. |
| (iii)  | Pest Control Worker (Erstwhile Begary)   | (a) Matriculation or equivalent from recognized Board/Institution.<br>(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 Pangi sub-division of Chamba District of Himachal Pradesh, Andaman & Nicobar Island and Lakshdweep 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 SO'CP')  
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) :   |                            | <b>Paste a recent Colour Photo (passport size)</b>          |    |   |  |
| 2. Date of Birth (in Christian era) :  |                            |   |    |   |  |
| 3. Aadhar Card No.   |                            |   |    |   |  |
| 4. Date of entry into service  |                            |   |    |   |  |
| 5. Educational Qualifications (Matriculation onwards)  |                            |   |    |   |  |
| 6. Whether Educational and other qualifications required for the post  |                            |   |    |   |  |
| tioned in the advertisement/vacancy circular as per post applicable (Refer Para 2 (b))   |                            | <b>Qualifications/Experience possessed by the Candidate</b> |    |   |  |
| 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. <b>Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</b>                           |                            |   |    |   |  |
| 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.