



INDIAN NAVY

INDIAN NAVY CIVILIAN ENTRANCE TEST

INCET-01/2024

Recruitment of Naval Civilian Staff

1. Indian Navy invites applications from eligible candidates to apply ON-LINE through website www.joinindiannavy.gov.in for various Group 'B' (NG) and Group 'C' posts at various Commands (application in other forms of mailing will not be accepted). Selected candidates normally will have to serve in the Units under administrative control of respective Commands, however they can be posted anywhere in India, in Naval units / formations as per administrative requirement. Details of the posts are as follows:-

(ONLY ON-LINE APPLICATION WILL BE ACCEPTED)

| General Central Service, Group 'B' (NG), Non Gazetted, Non-Ministerial (Pay Band as per Seventh CPC, Level 6- Rs. 35400-112400) | | | | | | | | |
|--|--|----|----|-----|-----|-------|---------------------------|---------|
| Name of the Post | Distribution of vacancies* (Subject to variation) | | | | | | Horizontal Reservation | |
| | UR | SC | ST | OBC | EWS | Total | ESM | PwBDs\$ |
| Chargeman (Ammunition Workshop) | 01 | -- | -- | -- | -- | 01 | -- | -- |
| Chargeman (Factory) | 05 | -- | 01 | 04 | -- | 10 | 01 (OH) | -- |
| Chargeman (Mechanic) | 10 | 02 | 02 | 02 | 02 | 18 | 01 (OH-01) | -- |
| Scientific Assistant | 02 | 01 | 01 | -- | -- | 04 | 02 (OH-01) (HH-01) | -- |

| Table-A General Central Service, Group 'C', Non Gazetted, Non-Industrial (Pay Band as per Seventh CPC, Level 4- Rs. 25500-81100) | | | | | | | | |
|--|--|----|----|-----|-----|-------|---------------------------|---------|
| Name of the Post | Distribution of vacancies* (Subject to variation) | | | | | | Horizontal Reservation | |
| | UR | SC | ST | OBC | EWS | Total | ESM | PwBDs\$ |
| Draughtsman (Construction) | 01 | 01 | -- | -- | -- | 02 | -- | -- |

| Table-B FIREMAN General Central Service, Group 'C', Non Gazetted, Non-Industrial (Pay Band as per Seventh CPC, Level 2- Rs. 19900-63200) | | | | | | | | |
|---|--|----|----|-----|-----|-------|---------------------------|------------------------------------|
| Command | Distribution of vacancies* (Subject to variation) | | | | | | Horizontal Reservation | |
| | UR | SC | ST | OBC | EWS | Total | ESM | PwBDs\$ |
| Western Naval Command | 106 | 32 | 19 | 58 | 22 | 237 | 23 | 07 (HH-04, Others-03) |
| Eastern Naval Command | 41 | 15 | 07 | 26 | 10 | 99 | 09 | 04 (HH-02, Others-02) |
| Southern Naval Command | 25 | 09 | 04 | 16 | 06 | 60 | 06 | 02 (HH-01, Others-01) |
| Andaman & Nicobar Command | 22 | 07 | 03 | 12 | 04 | 48 | 04 | 02 (HH-01, OH-01) |
| Total | 194 | 63 | 33 | 112 | 42 | 444 | 42 | 15 (HH-08, OH-01, Others-06) |

| Table-C FIRE ENGINE DRIVER General Central Service, Group 'C', Non Gazetted, Non-Industrial (Pay Band as per Seventh CPC, Level 3- Rs.21700-69100) | | | | | | | | |
|---|--|----|----|-----|-----|-------|---------------------------|---------|
| Command | Distribution of vacancies* (Subject to variation) | | | | | | Horizontal Reservation | |
| | UR | SC | ST | OBC | EWS | Total | ESM | PwBDs\$ |
| Western Naval Command | 06 | 01 | 01 | 02 | 01 | 11 | 01 | -- |
| Eastern Naval Command | 14 | 04 | 02 | 08 | 03 | 31 | 03 | -- |
| Andaman & Nicobar Command | 08 | 02 | 01 | 04 | 01 | 16 | 01 | -- |
| Total | 28 | 07 | 04 | 14 | 05 | 58 | 05 | -- |

| Table-D TRADESMAN MATE General Central Service, Group 'C', Non Gazetted, Industrial (Pay Band as per Seventh CPC, Level 1- Rs. 18000-56900) | | | | | | | | |
|--|--|----|----|-----|-----|-------|---------------------------|---------|
| Command | Distribution of vacancies* (Subject to variation) | | | | | | Horizontal Reservation | |
| | UR | SC | ST | OBC | EWS | Total | ESM | PwBDs\$ |
| Western Naval Command | 06 | 01 | 01 | 02 | 01 | 11 | 01 | -- |
| Eastern Naval Command | 14 | 04 | 02 | 08 | 03 | 31 | 03 | -- |
| Andaman & Nicobar Command | 08 | 02 | 01 | 04 | 01 | 16 | 01 | -- |
| Total | 28 | 07 | 04 | 14 | 05 | 58 | 05 | -- |

| Command | Distribution of vacancies* (Subject to variation) | | | | | | | Horizontal Reservation | |
|---------------------------|--|----|----|-----|-----|-------|-----|--|--|
| | UR | SC | ST | OBC | EWS | Total | ESM | PwBDs\$ | |
| Western Naval Command | 59 | 19 | 09 | 36 | 12 | 135 | 13 | 06 (VH-02, HH-01, OH-01, Others-02) | |
| Eastern Naval Command | 10 | 04 | -- | -- | 01 | 15 | 01 | 01 (VH) | |
| Southern Naval Command | 05 | 01 | 01 | 03 | 01 | 11 | 01 | 01 (OH) | |
| Total | 74 | 24 | 10 | 39 | 14 | 161 | 15 | 08 (VH-03, HH-01, OH-02, Others-02) | |

| Table-E PEST CONTROL WORKER General Central Service, Group 'C', Non Gazetted, Non-Industrial (Pay Band as per Seventh CPC, Level 1- Rs.18000-56900) | | | | | | | | |
|--|--|----|----|-----|-----|-------|---------------------------|---------|
| Command | Distribution of vacancies* (Subject to variation) | | | | | | Horizontal Reservation | |
| | UR | SC | ST | OBC | EWS | Total | ESM | PwBDs\$ |
| Western Naval Command | 09 | -- | 02 | 05 | 01 | 17 | 01 | 01 (VH) |
| Southern Naval Command | 01 | -- | -- | -- | -- | 01 | -- | -- |
| Total | 10 | -- | 02 | 05 | 01 | 18 | 01 | 01 (VH) |

| Table-F COOK General Central Service, Group 'C', Non Gazetted, Non-Industrial (Pay Band as per Seventh CPC, Level 2- Rs. 19900-63200) | | | | | | | | |
|--|--|----|----|-----|-----|-------|---------------------------|---------|
| Command | Distribution of vacancies* (Subject to variation) | | | | | | Horizontal Reservation | |
| | UR | SC | ST | OBC | EWS | Total | ESM | PwBDs\$ |
| Southern Naval Command | 05 | 03 | -- | 01 | -- | 09 | -- | 01 (VH) |

| Table-G MULTI TASKING STAFF (MINISTERIAL) General Central Service, Group 'C', Non Gazetted, Ministerial, Non-Industrial (Pay Band as per Seventh CPC, Level 1- Rs.18000-56900) | | | | | | | | |
|---|--|----|----|-----|-----|-------|---------------------------|----------------------|
| Command | Distribution of vacancies* (Subject to variation) | | | | | | Horizontal Reservation | |
| | UR | SC | ST | OBC | EWS | Total | ESM | PwBDs\$ |
| Southern Naval Command | 11 | 01 | 01 | 01 | 02 | 16 | 01 | 02 (VH-01, HH-01) |

| Table-H | | | | | | | | | |
|---------------------------------------|---|----|----|-----|-----|-------|---------------------------|--------------------------------------|--|
| Name of the Post | Distribution of vacancies* (Subject to variation) | | | | | | Horizontal Reservation | | |
| | UR | SC | ST | OBC | EWS | Total | ESM | PwBDs\$ | |
| Chargeman (Ammunition Workshop) | (i) B, LV (ii) D, HH (iii) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, SD/ SI without neurological/ limb dysfunction | | | | | | | S, ST, W, BN, RW, SE, H, C, MF | |
| Chargeman (Factory) | (iv) ASD, SLD, MI (v) MD involving (i) to (iv) above | | | | | | | | |
| Chargeman (Mechanic) | (i) B, LV (ii) D, HH (iii) OA, OL, BL, CP, Dw, AAV, SD/ SI without neurological/ limb dysfunction (iv) ASD (M), SLD, MI (v) MD involving (i) to (iv) above | | | | | | | S, ST, W, MF, RW, SE, H | |
| Scientific Assistant | (i) LV (ii) D, HH (iii) OA, OL, OAL, CP, LC, Dw, AAV, SD/SI without neurological/ limb dysfunction (iv) SLD, MI (v) MD involving (i) to (iv) above | | | | | | | S, ST, W, BN, L, MF, RW, SE, C | |

* Includes Backlog Vacancies, if any.

\$ Suitability for Persons with Benchmark Disabilities. As identified by Ministry of Social Justice & Empowerment OM dated 04 Jan 21 and dated 24 Aug 22. Candidates belonging to the following medical categories as indicated against each post may apply accordingly:-

| Name of the Post | Categories of disabled suitable for the Job | Physical Requirement |
|---------------------------------------|---|--------------------------------------|
| Chargeman (Ammunition Workshop) | (i) B, LV (ii) D, HH (iii) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, SD/ SI without neurological/ limb dysfunction | S, ST, W, BN, RW, SE, H, C, MF |
| Chargeman (Factory) | (iv) ASD, SLD, MI (v) MD involving (i) to (iv) above | |
| Chargeman (Mechanic) | (i) B, LV (ii) D, HH (iii) OA, OL, BL, CP, Dw, AAV, SD/ SI without neurological/ limb dysfunction (iv) ASD (M), SLD, MI (v) MD involving (i) to (iv) above | S, ST, W, MF, RW, SE, H |
| Scientific Assistant | (i) LV (ii) D, HH (iii) OA, OL, OAL, CP, LC, Dw, AAV, SD/SI without neurological/ limb dysfunction (iv) SLD, MI (v) MD involving (i) to (iv) above | S, ST, W, BN, L, MF, RW, SE, C |

| Name of the Post | Categories of disabled suitable for the Job | Physical Requirement |
|-----------------------------------|---|--|
| Draughtsman (Construction) | (i) D, HH (ii) OA, BA, OL, BL, Dw, AAV, SD/ SI without neurological/ limb dysfunction (iii) ASD(M), SLD, MI (iv) MD involving (ii) to (iii) above | S, ST, W, BN, L, KC, PP, MF, RW, SE, H |
| Fireman | (i) D, HH | S, ST, W, BN, L, KC, PP, MF, SE |
| Fire Engine Driver | (ii) ASD (M), SLD (iii) MD involving (i) to (ii) above | S, ST, W, BN, L, KC, PP, MF, SE |
| Tradesman Mate | (i) B, LV (ii) D, HH (iii) OA, OL, OAL, CP, LC, Dw, AAV, SD/SI without neurological/ limb dysfunction (iv) ASD (M, MoD), ID, SLD, MI (v) MD involving (i) to (iv) above | S, ST, W, BN, RW, SE, H, C |
| Pest Control Worker | (i) B, LV (ii) D, HH (iii) OA, OL, OAL, CP, LC, Dw, AAV, SD/SI without neurological/ limb dysfunction (iv) ASD (M, MoD), ID, SLD, MI (v) MD involving (i) to (iv) above | S, ST, W, BN, L, PP, MF, SE |
| Cook | (i) LV (ii) D, HH (iii) OL, BL, CP, LC, Dw, AAV, SD/ SI without neurological/ limb dysfunction (iv) ASD (M, MoD), ID, SLD, MI (v) MD involving (i) to (iv) above | ST, W, BN, L, MF, SE, C |
| Multi Tasking Staff (Ministerial) | (i) B, LV (ii) D, HH (iii) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy, SD/ SI without neurological/limb dysfunction (iv) ASD (M), SLD, MI (v) MD involving (i) to (iv) above | S, ST, W, BN, RW, SE, H, C |

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

2. Abbreviations Used. Details are as follows:-

Reservation Categories. UR- Unreserved, SC- Scheduled Caste, ST- Scheduled Tribes, OBC- Other Backward Class, EWS- Economically Weaker Section, ESM- Ex-Servicemen, PwBDs- Persons with Benchmark Disabilities, VH- Visually Impaired, HH- Hearing Impaired, OH- Locomotor Disability.

(b) Suitable Disability Categories and Physical Requirement. B- Blind, 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, CP- Cerebral Palsy, LC- Leprosy Cured, Dw- Dwarfism, AAV- Acid Attack Victims, SD- Spinal Deformity and SI- Spinal Injury, ASD- Autism Spectrum Disorder (M- Mild, MoD- Moderate), ID- Intellectual Disability, SLD- Specific Learning Disability MI- Mental Illness, MD- Multiple Disabilities, S- Sitting, ST- Standing, W- Walking, BN- Bending, L- Lifting, KC- Kneeling & Crouching, PP- Pulling & Pushing, MF- Manipulation by Fingers, RW- Reading & Writing, SE- Seeing, H- Hearing, C- Communication.

3. Reservation. Reservation for SC/ST/OBC/EWS categories is available as per extant Government Orders. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, 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 PwBDs & ESM fall under the category of horizontal reservation which cuts across vertical reservation i.e. reservation for SC/ST/OBC/ EWS (what is called inter-locking reservation). The candidates selected against the PwBDs & ESM quota will be placed in the appropriate category of UR / SC / ST / OBC/ EWS, as the case may be.

4. Age Limit. The details are as follows:-

| S.No. | Name of the Post | Age Limit |
|-------|-----------------------------------|------------------------|
| (a) | Chargeman (Ammunition Workshop) | Between 18-25 years |
| (b) | Chargeman (Factory) | |
| (c) | Chargeman (Mechanic) | Not exceeding 30 years |
| (d) | Scientific Assistant | |
| (e) | Draughtsman (Construction) | Between 18-25 years |
| (f) | Fireman | Between 18-27 years |
| (g) | Fire Engine Driver | |
| (h) | Tradesman Mate | Between 18-25 years |
| (i) | Pest Control Worker | |
| (k) | Cook | |
| (l) | Multi Tasking Staff (Ministerial) | |

5. Essential Qualification. The details are as follows :-

| S. No. | Name of the Post | Qualification |
|--------|---------------------------------|---|
| (a) | Chargeman (Ammunition Workshop) | Essential. (i) Bachelor of Science degree with Physics or Chemistry or Mathematics from a recognised University or Institution. Or (ii) A Diploma In Chemical Engineering from a recognised University or Board. |
| (b) | Chargeman (Factory) | Essential. (i) Bachelor of Science degree with Physics or Chemistry or Mathematics from a recognised University or Institution. Or |

| S. No. | Name of the Post | Qualification |
|--------|----------------------------|--|
| | | (ii) A Diploma in Electrical/ Electronics/ Mechanical/ Computer Engineering from a recognised University or Board. |
| (c) | Chargeman (Mechanic) | Essential. (i) Diploma in Mechanical or Electrical or Electronics or Production Engineering from a recognized University or Institute; and (ii) Two years' experience in quality control or quality assurance or testing or proof in the area of design or production or maintenance of engineering equipment or system from a recognized organisation. |
| (d) | Scientific Assistant | Essential. B.Sc degree in Physics or Chemistry or Electronics or Oceanography with two years experience in the following fields:- (i) Material (metal, metal alloys, rubber) analysis and testing techniques Or (ii) Machinery noise and vibration movements; analysis and reduction techniques Or (iii) Chemical analysis of oils, lubricants, electrolyte and water, etc. Or (iv) Study and analysis of corrosion process and mitigation techniques. |
| (e) | Draughtsman (Construction) | Essential. (i) Matriculation or equivalent from a recognized Institution or Board; (ii) Two years' Certificate in Draughtsmanship from an Industrial Training Institute or equivalent recognized Institution OR three years apprenticeship under Apprenticeship Training Scheme in Draughtsmanship OR ITI certificate and two years Trade Apprentice Training with certificate of All India Trade Test conducted by National Council of Vocational Training in the trades of Shipwright/ Welder/ Platter/ Sheet Metal/ Ship Fitter. (iii) Certificate in Automated Computer Aided Design (Auto CAD) from Department of Electronics Computer Accreditation Courses (DOEACC) or equivalent. |
| (f) | Fireman | Essential. (i) 12th class pass from a recognised Board. (ii) Elementary or basic or Auxiliary Fire Fighting course from a recognised institute. Desirable. Possession of heavy motor vehicle license. Physical Standards:- The candidate shall be physically fit and capable of performing strenuous duties and must pass the test specified below:- (i) Height without shoes- 165 centimeters provided that a concession 2.5 centimeters height shall be allowed for Scheduled Tribes. (ii) Chest (normal)- 81.5 centimeters. (iii) Chest (on expansion)- 85 centimeters. (iv) Weight- 50 kilograms (minimum). (v) Eye sight- 6/6 (normal vision). Endurance Test- (i) Carrying a person (fireman lift of 63.5 kilograms to a distance of 183 meters within 96 seconds); (ii) Clearing 2.7 meters wide ditch landing on both feet (long jump); and (iii) Climbing 3 meters vertical rope using hand and feet. Disqualification. (i) Wearing glasses or squint eyes or colour blindness; (ii) Flat feet or knock-knee; (iii) Deformity of any limb or extra limb. Note:- Candidate selected for appointment to the post shall have to undergo a pre-service training of two months as prescribed by Dockyard Fire Service and pass the prescribed test. |
| (g) | Fire Engine Driver | Essential. (i) 12th class pass from a recognised Board. (ii) Must possess Heavy Motor Vehicle License from recognised authority; and Physical Standards. Must be physically fit and capable of performing strenuous duties and must have passed the test specified below:- (i) Height without shoes- 165 centimeters provided that a concession 2.5 centimeters height shall be allowed for Scheduled Tribes. (ii) Chest (normal)- 81.5 centimeters. (iii) Chest (on expansion)- 85 centimeters. (iv) Weight- 50 kilograms (minimum). (v) Eye sight -6/6 without any correction (normal vision). Endurance Test. (i) Carrying a person (fireman lift of 63.5 kilograms to a distance of 183 meters within 96 seconds); (ii) Clearing 2.7 meters wide ditch landing on both feet (long jump); and (iii) Climbing 3 meters vertical rope using hand and feet. |

| S. No. | Name of the Post | Qualification |
|--------|-----------------------------------|--|
| (h) | Tradesman Mate | (i) 10th Standard pass from a recognised Board/ Institution. (ii) Certificate from a recognised Industrial Training Institute (ITI) in the relevant trade*. * List of ITI trades eligible to apply for the post is placed at Annexure-I. |
| (j) | Pest Control Worker | (i) Matriculation or equivalent from a recognized Board. (ii) Must have knowledge of Hindi or regional language. |
| (k) | Cook | Matriculation with one year experience in the trade. |
| (l) | Multi Tasking Staff (Ministerial) | Matriculation or equivalent or Industrial Technical Institute (ITI) pass. |

6. **Nature of Duties/ Job Profile.** Indicative duties and responsibilities of the above mentioned posts are listed as follows:-

(a) **Chargeman (Ammunition Workshop).** Responsible to his immediate superior for the discipline of the employees under his control and for the safe, correct, expeditious performance of all work done in his/her section/ Ammunition Workshop, responsible to exercise economy in use of manpower and material to perform work in his/her section as per approved procedures/drawing/ specification etc. without interruptions by ensuring adequate supplies of stores, tools etc. responsible for issue/ receipt, repair, maintenance, Annual Inspection, Proof, Demolition etc. of stores under his control.

(b) **Chargeman (Factory).** Responsible to his immediate superior for the discipline of the employees under his control and for the safe, correct, expeditious performance of all work done in his/ her section, responsible to exercise economy in use of manpower and material to perform work in his/her section as per approved procedures/drawing/specification etc without interruptions by ensuring adequate supplies of stores, tools etc, conversant with technical specifications, functioning, repair, maintenance routines of the articles being maintained in the Workshop.

(c) **Chargeman (Mechanic).** Provide QA/inspection cover for various Naval Armament (NA) stores under the purview of DGNAI during their design/ production/ proof/ maintenance/ storage/ disposal at various NAI units at Depots/ Ordnance Factories/ DRDO labs/ Quasi Military Establishments. Maintain technical records of all QA/ inspection activities undertaken during production, maintenance and preparation of NA stores. Undertake tests utilizing various facilities available in-house towards QA/ inspection of NA stores. Assist in analysis and investigation of various defects observed during production maintenance, preparation and exploitation of NA stores. Ensure safe custody and serviceability of gauges and equipment used for QA/ inspection. The functional duties would involve handling of explosives and ordnance, sailing onboard Indian Navy platforms for trials & firings.

(d) **Scientific Assistant.** Chemical analysis of the demineralized water samples from the plant, Analysis of petroleum oil and lubricants used in Machine of ships, undertake various tests like chemical reaction and analysis. To carry out chemical and physical tests of rubber item for quality check/failure analysis, carry out parametric test at modular level and functional test of PCBs using ATEs/CATEs/TEs. Testing of procured components as per specifications, calibration, upkeep and maintenance of instruments and laboratory. Maintain an analytical data bank, preparation of analytical reports, annual reports etc. and assisting Senior Scientific Assistant.

(e) **Draughtsman (Construction).** Preparation of drawings pertaining to Ship structure/ plan/ elevation & frame sections required to be used for layout drawings using AutoCAD. Equipment and layouts of Compartments drawings. Collection of technical data pertaining to equipment selected for fitment & maintaining for record workbook. Preparation of schematics/ sketched/ flow diagrams of ships system & Fittings. To undertake all reproduction of drawings/ data sketched to be used during design.

(f) **Fireman.** Primary duties of Fireman include saving lives and upkeep & maintenance of fire fighting equipment. At a moment's notice, a fireman must be ready to functions such as rescue people or animals from burning or collapsed buildings, fighting fires and providing emergency medical assistance.

(g) **Fire Engine Driver.** Drives the Fire Engine to the emergency scene/ location. Manoeuvres apparatus into position, Connects Hose line and operates pump panel to supply water pressure. Determines if, additional water supply lines are needed. Obtain line from other engine/ source, calculate water use and monitor water availability. Replace nozzles and master stream tips. Performs tandem hookup procedures at hydrants. Obtain secondary water supplies, pumps foam, assists in changing air bottles, clean, fills and replace air bottles and masks. Makes routine repairs to and maintenance apparatus and emergency equipment. Drive fire truck and operates the tail of the vehicle. Work with crew to participate rescue operations. Provides emergency medical services and perform other related duties as required.

(h) **Tradesman Mate**

- (i) Working in production /maintenance of Shop/Ship/Submarine.
- (ii) General cleanliness & upkeep of the Section/Unit.
- (iii) Carrying of files and other papers within the Office area.
- (iv) Photocopying, sending/receiving of FAX, letters etc.
- (v) Other non-clerical work in the Sections/Unit.
- (vi) Assisting in routine office work like diary, dispatch etc including on computer.
- (vii) Delivering of Dak (inside & outside the Section/Unit)
- (viii) Watch & ward duties.
- (ix) Opening and closing duties.
- (x) Cleaning of building, fixture etc.
- (xi) Dusting of furniture etc.
- (xii) Upkeeps of parks, lawns, potted plants etc.
- (xiii) Any other work assigned by superior authority.

(i) **Pest Control Worker.**

- (i) Taking anti-mosquito measure, anti-fly measures, anti-rodent and anti-pest measures in accordance with instructions of higher authorities.
- (ii) 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.

(iii) Regular cleaning and maintenance of all spraying equipment's.
(iv) Application and preparation of various formulation of disinfectants/ insecticides under instructions and directions of supervisory staff.

(v) 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.

(vi) Collection of anti-malaria oil, kerosene oil and other stores from depot, its storage and day to day issue.

(vii) Elimination of breeding places of mosquitoes and flies by source reduction and by minor engineering methods such as filing, leveling canalization, straight edging, de-weed etc.

(viii) Carry out all duties connected with the setting up, shifting of any static/ roving health exhibitions as will be required from time to time.

(ix) Any other duty considered essential in the interest of health, sanitation to be done according to the directions of supervisors.

(k) **Cook.** Cook soups, meats, vegetables, desserts and other food stuffs for consumption in various Naval establishments. Any other work assigned by the superior authority.

(l) **Multi Tasking Staff (Ministerial).**

(i) Physical Maintenance of records of the Section.

(ii) General cleanliness & upkeep of the Section/ Unit.

(iii) Carrying of files & other papers within the building.

(iv) Photocopying, sending of FAX etc.

(v) Other non-clerical work in the Section/ Unit.

(vi) Assisting in routine office work like diary, dispatch etc., including on computer.

(vii) Delivering of dark (outside the building).

(viii) Watch & Ward duties.

(ix) Opening & Closing of room.

(x) Cleaning of rooms.

(xi) Dusting of furniture etc.

(xii) Cleaning of building, fixtures etc.

(xiii) Work related to his ITI qualifications, if it exists.

(xiv) Driving of vehicles, if in possession of valid driving license.

(xv) Upkeep of parks, lawns, potted plants etc.

(xvi) Any other work assigned by the superior authority.

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

7. **Age Relaxation and Crucial Dates.**

(a) **Age Relaxation.**

| S. No. | Category | Age relaxation permissible beyond the upper age limit for Group 'B (NG)' Post | Age relaxation permissible beyond the upper age limit for Group 'C' Post |
|--------|---|--|--|
| (i) | SC / ST | 05 Years | 05 Years |
| (ii) | OBC | 03 Years | 03 Years |
| (iii) | PwBDs | 10 Years, OBC -13 (10+03) Years, SC/ST-15 (10+05) Years | 10 Years, OBC -13 (10+03) Years, SC/ST-15 (10+05) Years |
| (iv) | ESM | Period of Military Service plus 03 years | Period of Military Service plus 03 years |
| (v) | Meritorious Sportsperson | Up to 05 Years, SC/ST-10 Years | Up to 05 Years, SC/ST-10 Years |
| (vi) | Departmental Candidates with 03 yrs regular and continuous service in Central Government as on Closing date for receipt of online application | Up to 05 years. This concession is subject to the condition that the past service rendered in the department will be useful for efficient discharge of duties in the categories of posts. | Up to 40 years of age and SC/ST- 45 (40+05) years of age. This concession is subject to the condition that the past service rendered in the department will be useful for efficient discharge of duties in the categories of posts. |

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 Dates.** 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 concerned Education Board / Competent Authority will be considered as proof of Date of birth.

8. **Examination Fee.** Candidates (except SC/ST/PwBDs/Ex-Servicemen and Women candidates, who are exempted from payment of fee) are required to pay a fee of Rs. 295/- (Rupees Two hundred Ninety Five only), excluding applicable taxes and charges, through online mode by using net banking or by using Visa/ Master/ RuPay Credit/ Debit Card/ UPI. **Admit card will be issued for the examination only to those candidates who have successfully paid the examination fee or who are entitled to waiver of examination fee.**

Note: (a) Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

(b) In case you have made an unsuccessful online payment of fees and money has been deducted from your account, please wait for 07 working days for automatic refund of money to your account.

9. **Examination Cities.** The list of examination cities of different states will be made available in the online application form. The candidates are to select any three choices of cities from the list. The Indian Navy reserves the right to cancel/re-conduct examination for a particular centre or allot/ change the city of the candidate beyond the choices indicated by the candidates for administrative or other reasons. In case of more number of candidates applying for one city, few candidates may be allotted to any other city. Request for change of examination city/centre/date/session will not be entertained under any circumstances.

10. **Application for Multiple Posts.** Candidates applying for more than one post should submit their application, complete in all respects, separately. Candidates, who intend to apply for more than one post, should be aware that centre for each examination may be different, and examination may be on the same day/ shift. If examinations are in two different shifts on the same day, it will be the candidate's responsibility to reach the allocated centre. If the examination for two posts applied by candidate is in the same shift as the centre and