



GOVERNMENT OF INDIA
MINISTRY OF DEFENCE



INDIAN NAVY

INDIAN NAVY CIVILIAN ENTRANCE TEST
INCET-01/2023

**RECRUITMENT FOR THE POST OF CHARGEMAN (AMMUNITION WORKSHOP),
CHARGEMAN (FACTORY), SENIOR DRAUGHTSMAN (ELECTRICAL/ MECHANICAL/
CONSTRUCTION/ CARTOGRAPHIC/ ARMAMENT) (ERSTWHILE DRAUGHTSMAN GRADE II)
AND TRADESMAN MATE**

1. Indian Navy invites applications from eligible candidates to apply ON-LINE through website www.joinindiannavy.gov.in for the post of 'Chargeman (Ammunition Workshop)', 'Chargeman (Factory)', 'Senior Draughtsman (Electrical/ Mechanical/ Construction/ Cartographic/ Armament)' (erstwhile Draughtsman Grade II) and 'Tradesman Mate' 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.

(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)						
	UR	SC	ST	OBC	EWS	Total	Horizontal Reservation
							PwBDs ⁵
Chargeman (Ammunition Workshop)	12	03	02	04	01	22	01 (Others)
Chargeman (Factory)	09	03	01	05	02	20	01 (OH)
Senior Draughtsman (Electrical)	58	21	11	38	14	142	02 (VH-01) (OH-01)
Senior Draughtsman (Mechanical)	13	04	01	06	02	26	01 (OH)
Senior Draughtsman (Construction)	14	04	02	07	02	29	01 (OH)
Senior Draughtsman (Cartographic)	07	01	--	02	01	11	--
Senior Draughtsman (Armament)	18	08	04	13	07	50	02 (OH)

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 ^{\$}	
Eastern Naval Command	05	--	03	--	01	09	--	01 (Others)	
Western Naval Command	235	96	60	117	57	565	56	30 (VH-05, HH-08, OH-06, Others-11)	
Southern Naval Command	14	05	03	10	04	36	03	01 (OH)	
Total	254	101	66	127	62	610	59	32 (VH-05, HH-08, OH-07, Others-12)	

Note:- Total Vacancies also include Backlog.

^{\$} 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	S, ST, W, BN, RW, SE, H, C, MF
Chargeman (Factory)	(ii) D, HH	
	(iii) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, SD/ SI without neurological/ limb dysfunction	
	(iv) ASD, SLD, MI	
	(v) MD involving (i) to (iv) above	
Senior Draughtsman (Electrical)	(i) D, HH	S, ST, W, BN, L, KC, MF, RW, SE
Senior Draughtsman (Mechanical)	(ii) OA, OL, BL, OAL, CP, LC, Dw, AAV, SD/ SI without neurological/ limb dysfunction	
Senior Draughtsman (Construction)	(iii) ASD (M), SLD, MI	
Senior Draughtsman (Cartographic)	(iv) MD involving (i) to (iii) above	
Senior Draughtsman (Armament)		
Tradesman Mate	(i) B, LV	S, ST, W, BN, RW, SE, H, C
	(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	

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.** **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, **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, **ASD**-Autism Spectrum Disorder (**M**-Mild, **MoD**-Moderate), **ID**-Intellectual Disability, **MI**-Mental Illness, **MD**-Multiple Disabilities (including Deaf Blindness), **S**-Sitting, **ST**-Standing, **W**-Walking, **BN**-Bending, **L**-Lifting, **KC**-Kneeling & Crouching, **JU**-Jumping, **CRL**-Crawling, **CL**-Climbing, **PP**-Pulling & Pushing, **MF**-Manipulation by Fingers, **RW**-Reading & Writing, **SE**-Seeing, **H**-Hearing, **C**-Communication, **SD**-Spinal Deformity and **SI**-Spinal Injury.

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:-

<u>S.No</u>	<u>Name of the Post</u>	<u>Age Limit</u>
(a)	Chargeman (Ammunition Workshop)	Between 18-25 years
(b)	Chargeman (Factory)	
(c)	Senior Draughtsman (Electrical)	Between 18-27 years
(d)	Senior Draughtsman (Mechanical)	
(e)	Senior Draughtsman (Construction)	
(f)	Senior Draughtsman (Cartographic)	
(g)	Senior Draughtsman (Armament)	
(h)	Tradesman Mate	Between 18-25 years

5. **Essential Qualification.** The details are as follows

<u>S.No</u>	<u>Name of the Post</u>	<u>Qualification</u>
(a)	Chargeman (Ammunition Workshop)	<u>Essential.</u> (i) Bachelor of Science degree with Physics or Chemistry or Mathematics from a recognised University or Institution. <u>Or</u> (ii) A Diploma in Chemical Engineering from a recognised University or Board.
(b)	Chargeman (Factory)	<u>Essential.</u> (i) Bachelor of Science degree with Physics or Chemistry or Mathematics from a recognised University or Institution. <u>Or</u> (ii) A Diploma in Electrical/ Electronics/ Mechanical/ Computer Engineering from a recognised University or Board.
(c)	Senior Draughtsman (Electrical)	<u>Essential.</u> (i) Matriculation Pass or its equivalent from a recognised Institution or Board. (ii) Two years Diploma or Certificate in Draughtsmanship from an Industrial Training Institute or equivalent recognised Institution. (iii) Three years experience from a drawing or design office in the field of Electrical or Mechanical Engineering <u>Desirable.</u> Certificate in Auto Computer Aided Design (auto CAD) or equivalent from DOEACC (Department of Electronics Computer Accreditation Courses) society or any other reputed Institute.

(d) Senior Draughtsman (Mechanical)	<u>Essential.</u> (i) Matriculation Pass or its equivalent from a recognised Institution or Board. (ii) Two years Diploma or Certificate in Draughtsmanship from an Industrial Training Institute or equivalent recognised Institution. (iii) Three years experience from a drawing or design office in the field of Mechanical Engineering. <u>Desirable.</u> Certificate in Auto Computer Aided Design (auto CAD) or equivalent from DOEACC (Department of Electronics Computer Accreditation Courses) society or any other reputed Institute.
(e) Senior Draughtsman (Construction)	<u>Essential.</u> (i) Matriculation Pass or its equivalent from a recognised Institution or Board. (ii) Two years Diploma or Certificate in Draughtsmanship from an Industrial Training Institute or equivalent recognised Institution. (iii) Three years experience from a drawing or design office in the field of Mechanical or Naval Architecture Engineering. <u>Desirable</u> Certificate in Auto Computer Aided Design (auto CAD) or equivalent from DOEACC (Department of Electronics Computer Accreditation Courses) society or any other reputed Institute.
(f) Senior Draughtsman (Armament)	<u>Essential.</u> (i) Matriculation Pass or its equivalent from a recognised Institution or Board. (ii) Two years Diploma or Certificate in Draughtsmanship from an Industrial Training Institute or equivalent recognised Institution. (iii) Three years experience from a drawing or design office in the field of Mechanical Engineering. <u>Desirable.</u> Certificate in Auto Computer Aided Design (Auto CAD) or equivalent from DOEACC (Department of Electronics Computer Accreditation Courses) Society or any other reputed Institute.

(g) Senior Draughtsman (Cartographic)	<u>Essential.</u> (i) Matriculation Pass or its equivalent from a recognised Institution or Board. (ii) Two years Diploma or Certificate in Draughtsmanship from an Industrial Training Institute or equivalent recognised Institution. (iii) Three years experience from a drawing or design office in the field of Cartography. <u>Desirable</u> Certificate in Auto Computer Aided Design (auto CAD) or equivalent from DOEACC (Department of Electronics Computer Accreditation Courses) Society or any other reputed Institute.
(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**.

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) **Senior Draughtsman (Electrical).** 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 & maintenance for record workbook, preparation of schematic/ sketch/ flow diagram of ships systems & fittings. To undertake reproduction of drawings/ data sketches to be used during design.

(d) **Senior Draughtsman (Mechanical)**. Preparation of drawings pertaining to Ship structure, plan, elevation & frame sections required to be used for layout drawings using AutoCAD, equipment and system layouts in Machinery Compartments collection of technical data pertaining to equipment selected for fitment & maintenance of record workbook. Preparation of schematic/ sketch/ flow diagram of ships systems & fittings. To undertake reproduction of drawing/ data sketches to be used during design.

(e) **Senior 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 & maintenance of record workbook. Preparation of schematic/ sketch/ flow diagram of ships systems & fittings. To undertake reproduction of drawings, data sketches to be used during design.

(f) **Senior Draughtsman (Cartographic)**. Maintenance of files & records, features of charts by proper documentation of the mapping process. Maintenance of charts as per folios keeping a separate record of superseded charts. To download satellite images and register the images. To authenticate the coastline from satellite image in comparison with GPS data. Work on AUTO/ CAD and its features. Working knowledge on GIS software module like ARC GIS/CARIS etc., decipher a map/chart its symbols. To differentiate between a raster and vector chart, capable of working on plotter and printer for setting up and taking paper plots. Able to prepare charts both manual and digital format. To extract features of a map for various formats of charts/maps. To change linear scale & map scales and calculate the distance between features. Geographical co-ordinates method, latitude, longitude and Cartesian coordinates conversion. To Map projection and its types and ability to convert from one projection to other. Capable of applying tidal graphs to the depths. Mixing of two or more colours for depiction on charts. To create 3D maps using 2D data.

(g) **Senior Draughtsman (Armament)**. Collect necessary technical data required to prepare provisional drawings, record day to day progress made in work and bring to the notice of Officer-in-Charge of issues, if any, ensure maintenance of proper record of drawings/ specifications technical data compiled, documents etc., insert dimensional details on the sketches/ drawings, prepare working drawings in SI system incorporating necessary technical particulars, ensure that record of all drawings specifications/ documents, technical data compiled by them is maintained properly, assist Oi/C in carrying out various technical tasks as on required basis, timely updation of technical drawings as per approval of competent authority, any other duty allocated by Oi/C.

(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

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	UR -10 Years, OBC -13 (10+03) Years, SC/ ST-15 (10+05) Years	UR -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. **Mode of Selection.**

(a) **Screening of Applications.** Indian Navy will not carry out detailed scrutiny of all applications received online to allow candidates to appear for computer based examination. Merely fulfilling the basic selection criteria does not automatically entitle a person/ applicant to be called for the online test.

(b) **Scheme of Examination.** All shortlisted/ eligible candidates will have to appear in the online computer based examination consisting of multiple choice questions in both English & Hindi (except for General English) as follows:-

<u>Section</u>	<u>Subject</u>	<u>No. of Questions/ Maximum Marks</u>	<u>Duration</u>
A	General Intelligence	25	90 Minutes
B	General Awareness	25	
C	Quantitative Aptitude	25	
D	English Language	25	
	Total	100	

(c) **Syllabus for Examination.** The indicative syllabus for subject recruitment is as follows:-

Group 'B (NG)' Posts

- (i) **General Intelligence.** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/ Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern –folding & un-folding, Figural Pattern – folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/ roll numbers, Small & Capital letters/ numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence, Other sub-topics, if any.
- (ii) **General Awareness.** Questions will be designed to test the general awareness of the environment and its application to the society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and its neighboring countries especially pertaining History, Culture, Geography, Economic Scene, General Polity& Scientific Research.
- (iii) **Quantitative Aptitude.** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centers, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.

(iv) **English Language.** Candidates' ability to understand correct English, his basic comprehension and writing ability, etc. would be tested.

Group 'C' Post

(i) **General Intelligence.** It would include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

(ii) **General Awareness.** Questions are designed to test the general awareness of the environment and its application to the society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

(iii) **Quantitative Aptitude.** This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

(iv) **English Language.** Candidates understanding of the Basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/ her writing ability would be tested.

(d) **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 will 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 will be considered.

(e) **Scribe**. The provisioning of facility of scribe to the candidates having difficulty in writing will be as follows:-

(i) **PwBD (Disability 40% and above) – Blindness, Locomotor Disability (Both Arm affected- BA) Cerebral Palsy**. The facility of scribe is admissible to such PwBD candidates, if so desired by the person.

(ii) **Other Categories of PwBD**. In case of other category of persons with benchmark disabilities, the provision of scribe/ reader/ lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write and scribe is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per Ministry of Social Justice & Empowerment OM 34-02/2015-DD-III dated 29 Aug 18.

(iii) **PwD Candidates (less than 40% disability)**. The facility of scribe and/ or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/ her behalf from the competent medical authority of a Government health care institution as per Ministry of Social Justice & Empowerment OM 29-6/2019-DD-III dated 10 Aug 22.

(iv) **Undertaking for use of Own Scribe**. Candidates desirous of availing facility of own scribe must carry undertaking in the prescribed format for PwBD and PwD candidates (less than 40% disability) as per Ministry of Social Justice & Empowerment OM 34-02/2015-DD-III dated 29 Aug 18 and OM 29-6/2019-DD-III dated 10 Aug 22 respectively. The facility of using own scribe will only be available if indicated by the candidate in online application form.

(f) **Normalization**. In order to take into account any variation in the difficulty levels of the question papers in case of multiple shift examinations normalization of the scores of the candidates will be carried out.

(g) **Question Paper Challenge Mechanism**. Online window for inviting comments from the candidates regarding question paper and provisional answer key after completion of examination will be made available. Candidates are advised to visit /N website/ registration Portal time to time for update, if any.

(h) **Date of Examination**. Exact date, time and venue of online test will be communicated to the candidates on registered mobile number/e-mail ID. Websites www.joinindiannavy.gov.in and www.indiannavy.nic.in may also be referred from time-to-time for any further instructions.

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

(k) **Document Verification.** All documents pertaining to age, education, identity, address, category, caste validity certificate, ITI certificate etc. will be scrutinized and verified 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.

11. **Opening and Closing date for Online Registration Portal.**

Opening of Online Registration Portal	18 Dec 23 at 1000hr
Closing of Online Registration Portal	31 Dec 23 at 2359hr

12. **Guidelines for filling Online Application.**

(a) Candidates are required to apply online using the website **www.joinindiannavy.gov.in** >> **Join Navy** >> **Ways to join** >> **Civilians** >> **INCET-01/2023**. Before filling online application form, applicants are advised to read the guidelines.

(b) The applicant must possess the required criteria and educational qualification as mentioned in the 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 VENUE FAILING WHICH THE CANDIDATE WILL NOT BE ALLOWED TO APPEAR FOR THE EXAMINATION.**

(d) If the candidates commit any mistake in filling the online application form, it cannot be corrected by Indian Navy. Indian Navy will take no responsibility of any kind for such forms.

(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 Indian Navy may use either mode of communication for contacting them at different stages of recruitment process. **No change in the mobile number and e-mail ID will be allowed once entered.** Indian Navy will not be responsible for non-receipt of communication on registered mobile number/ e-mail IDs.

(f) Candidates are requested to remember the password, if any, during registration as it is important for further login.

- (g) Candidates are strongly advised in their own interest to apply online well before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on the website on account of internet connectivity issue or website overload.
- (h) 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.
- (j) Applicants will be required to indicate their choice of Command for posting, in order of preference. This will have no bearing on their merit. This information will be utilized by the Indian Navy to determine the place of posting/ Command, to the extent feasible in respect of qualified candidates.
- (k) Candidates are advised to keep scanned copy (JPEG/JPG/PNG/PDF as applicable) of the following documents ready before proceeding to fill up the online application:-
- (i) Passport size color photograph with light background (preferably white) without any obstacle covering/obstructing the face and eyes. The size of photograph should be between 20Kb and 50 Kb.
 - (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. The size of signature document should be between 10Kb and 20 Kb.
 - (iii) A copy of candidate's Caste/EWS Certificate, in case applying against a reserved post (50-200 KB).
 - (iv) A copy of candidate's Birth Certificate/Matriculation/SSC certificate for Date of Birth.
 - (v) A copy of candidate's highest education qualification proof (50-200KB).
 - (vi) A copy of certificate duly indicating the proof of Ex-Servicemen issued by the Competent Authority (50-200KB).
 - (vii) A copy of medical certificate showing disability for PwBDs (50-200KB).
 - (viii) A copy of medical certificate for limitation to write for PwBD candidates for use of scribe, if applicable (50-200KB).
 - (ix) A copy of undertaking from PwBD/ PwD candidates for use of own scribe, if applicable (50-200KB).
 - (x) A copy of certificate showing disability of PwD candidates having less than 40% disability for use of scribe, if applicable (50-200KB).

(xi) A copy of medical certificate for limitation to write for PwD candidates having less than 40% disability, for use of scribe, if applicable (50-200KB).

(xii) Any other document, as applicable.

13. **General Instructions/Conditions.**

(a) 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.

(b) 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 posts is mentioned at Para 5 above, higher qualification, if any, possessed by the candidate is also to be disclosed.

(c) **Nationality/ Citizenship.**

(i) A candidate must be either:-

(aa) a citizen of India, or

(ab) a subject of Nepal, or

(ac) a subject of Bhutan, or

(ad) a Tibetan refugee who came over to India, before the 1st January 1962, with the intention of permanently settling in India, or

(ae) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

(ii) Provided that a candidate belonging to categories (ab), (ac), (ad) and (ae) above shall be a person in whose favour a **certificate of eligibility** has been issued by the Government of India.

(iii) A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him/ her by the Government of India.

- (d) In case, the candidates working in Central Government fails to produce the NOC when demanded, his / her candidature will be cancelled.
- (e) No relaxation in age limit will be provided unless the category is filled appropriately at the relevant column in the online application form.
- (f) 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 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 candidates will be liable to be debarred from this examination as well as future examinations. A criminal proceeding may also be initiated.
- (g) Candidates are also requested to check www.joinindiannavy.gov.in & www.indiannavy.nic.in websites regularly till completion of recruitment for updates / corrigendum and further instructions, if any.
- (h) The SC/ST/EWS candidates should be in possession of a latest copy of caste certificate for claiming age / other relaxation and reservation and produce original certificate on demand.
- (j) 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.
- (k) 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.
- (l) 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.
- (m) 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.
- (n) Candidates will have to make their own arrangement for lodging / boarding during the test. Candidates are advised not to bring any valuable/costly items to the examination centre as safe keeping of the same cannot be assured. Indian Navy will not be responsible for any loss in this regard.
- (p) Various format of Certificates for are available at Naval Website www.joinindiannavy.gov.in & www.indiannavy.nic.in at Personnel > Civilian page.

14. **IMPORTANT INFORMATION.**

(a) Candidates Reporting Late i.e after the reporting time specified on the call letter of Examination will not be permitted to take 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 **90 minutes**, candidates may be required to be at the venue earlier for completion of various formalities such as frisking, ID verification, biometrics, logging in, instructions etc.

(b) **Photo Identity Card** In the examination hall the admit card along with original and valid photo identity such as Aadhar card/ PAN Card/ Passport/ Driving Licence/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 & 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 14(b) will not be allowed to appear for the examination.

(c) **Production of Medical Certificate to use scribe.** It is mandatory for PwBD/ PwD candidates having difficulty in writing, who will be applying for provisioning of scribe during online application, to carry relevant certificate issued from appropriate medical authority in original. Failing to produce the same, the candidate may not be allowed the use of scribe and any compensatory time during examination. Further, PwBD/ PwD candidates, who wish to use their own scribe to carry and submit relevant undertaking in the prescribed format. Failing to submit the same, the candidate will not be allowed use of own scribe. Further, administration will have no bearing to provide scribe to such candidates who will be applying for use of own scribe.

15. **CAUTION TO ALL CANDIDATES.** 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 CBT and the selection process will be strictly on merit in a transparent manner. Candidates are further advised to conduct themselves as a law-abiding citizen of the country and refrain from using unfair means.

16. **IMPORTANT INSTRUCTIONS TO CANDIDATES.**

(a)	BEFORE APPLYING, CANDIDATES ARE ADVISED TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE OF EXAMINATION VERY CAREFULLY.
(b)	The Indian Navy will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of online examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible for the post. Supporting documents uploaded by the candidate will be verified at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Indian Navy's decision shall be final.
(c)	Candidates seeking reservation benefits available for SC/ST/OBC/EWS/PwBD/ESM etc. must ensure that they are entitled to such reservation as per eligibility prescribed by Government of India and in the Notice. They should also be in possession of the certificates in the prescribed format as promulgated by Government of India, in support of their claim.
(d)	Candidates with medical disability of 40% and more only would be considered as Persons with Benchmark Disabilities (PwBDs) and entitled to reservation for Persons with Benchmark Disabilities.
(e)	Central Government Employees claiming age relaxation should produce a certificate in the prescribed format from their office at the time of document verification in respect of the length of continuous service which should not be less than three years during the period immediately preceding the closing date for receipt of application. They should remain Central Government employees till the time of appointment in the event of their selection.
(f)	When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form for their own records. Printout of the 'Application Form' is not required to be forwarded/submitted to the Indian Navy at any stage.
(g)	Only one online application <i>iro</i> one post is allowed to be submitted by a candidate for the Examination. Therefore, the candidates are advised to exercise due diligence at the time of filling their online Application Form. In case, more than one application of a candidate are detected, the Indian Navy will consider latest application. If a candidate submits multiple applications <i>iro</i> one post and appears in the examination (at any stage) more than once, his/ her candidature will be cancelled and he/ she will be debarred from the future examinations of the Indian Navy.
(h)	The candidates must write their name, date of birth, father's name and mother's name strictly as given in the matriculation certificate otherwise their candidature may be cancelled as and when it comes to the notice of the Indian Navy.
(j)	Applications with illegible/ blurred Photograph/ Signature will be rejected summarily.
(k)	Request for change/ correction in any particulars in the Application Form, once submitted, will not be entertained under any circumstances.
(l)	Candidates are advised to fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Indian Navy through e-mail/ SMS.

(m)	The candidates must carry at least one latest photo bearing identification proof such as Aadhaar card /PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with Photograph in original to the Examination Venue, failing which they will not be allowed to appear for the same.
(n)	Mobiles and other electronic gadgets including Bluetooth devices are banned within the premises of the Examination Centre. Possession of such items whether in use or in switch off mode, during the examination will be considered as use of unfair means. Candidature of such candidates will be cancelled. They will be liable for further action including initiation of criminal proceedings and debarment from Indian Navy's examinations, as may be decided by the Indian Navy.
(p)	In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate will be held responsible for the same and liable for suitable legal action under cyber/ IT act.
(q)	The decision of the Indian Navy in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list & final allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

17. **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT.**

If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of examination, their candidature for this examination will be cancelled and they will be debarred from the examinations of the Indian Navy for the period mentioned below:

<u>S No</u>	<u>Type of Malpractice</u>	<u>Debarment period</u>
(a)	Taking away any Examination related material such as Rough Sheets, Indian Navy's Copy of Attendance Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.	2 Years
(b)	Misbehaving, intimidating 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 of the rules.	3 Years
(h)	A candidate who is also working on examination related matters in the same examination.	3 Years
(i)	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 papers or examination material, labs, etc.	7 Years
(s)	Sharing examination terminal through remote desktop software/ Apps/ LAN/ VAN, etc.	7 Years
(t)	Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.	7 Years

18. **DISCLAIMER.**

- (a) The terms and conditions given in this advertisement are subject to change and should, therefore be treated as guidelines only.
- (b) The admission to appear for online 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) Nuances or disturbances at Exam Centre will entail disqualification of Candidature and Blacklisting of Exam Centres.
- (e) Punctuality and Timely reporting at exam center of candidates is must for completion of various formalities.

RECRUITMENT IN THE INDIAN NAVY IS ABSOLUTELY FAIR

LAST DATE/ TIME OF ONLINE APPLICATION – 31 DEC 23 TILL 2359 H

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

E-mail:

Help Desk No.



DISPLAYED AT REGISTRATION PORTAL

ANNEXURE-I**LIST OF ITI TRADES ELIGIBLE TO APPLY FOR THE POST OF 'TRADESMAN MATE'**

<u>Ser</u>	<u>Trade Name</u>
1.	Carpenter
2.	Civil Engineering Assistant
3.	Central Air Condition Plant Mechanic
4.	Computer Hardware & Network Maintenance
5.	Computer Operator & Programming Assistant (COPA)
6.	Computer Aided Embroidery and Designing
7.	Cutting & Sewing
8.	Domestic Painter
9.	Draughtsman Civil
10.	Dress Making
11.	Electrician
12.	Electrician Power Distribution
13.	Electronics Mechanic
14.	Electroplater
15.	Fitter
16.	Foundryman
17.	Industrial Painter
18.	Information & Communication Technology System Maintenance
19.	Information Technology
20.	Instrument Mechanic
21.	Instrumental Mechanic (Chemical Plant)
22.	Interior Design and Decoration
23.	Lift and Escalator Mechanic
24.	Leather goods Maker
25.	Machinist
26.	Machinist Grinder
27.	Maintenance Mechanic (Chemical Plant)
28.	Marine Engine Fitter
29.	Marine Fitter
30.	Mason (Building Constructor)
31.	Mechanic Auto Electrical and Electronics
32.	Mechanic Auto body Painting

33.	Mechanic Consumer Electronics Appliances
34.	Mechanic Diesel
35.	Mechanic Machine Tool Maintenance
36.	Mechanic Motor Vehicle
37.	Mechanic Mining Machinery
38.	Mechanic Two and Three Wheelers
39.	Mechanic Tractor
40.	Mechanic Electric Vehicle
41.	Metal Cutting Attendant
42.	Operator Advanced Machine Tool
43.	Painter (General)
44.	Plumber
45.	Pump Operator Cum Mechanic
46.	Refrigeration and Air Conditioner Technician
47.	Sheet Metal Worker
48.	Surveyor
49.	Sewing Technology
50.	Technician Mechatronics
51.	Technician Power Electronic Systems
52.	Technician Electronics System Design & Repair
53.	Technician Medical Electronics
54.	Tool & Die Maker (Dies & Moulds)
55.	Tool & Die Maker (Press Tools, Jigs & Fixtures)
56.	Turner
57.	Welder
58.	Welder (Fabrication & Fitting)
59.	Welder (GMAW & GTAW)
60.	Welder (Pipe)
61.	Welder (Structural)
62.	Welder (Welding & Inspection)
63.	Wireman
64.	Wind Plant Technician

CBC-10702/11/0093/2324