



THE INDIAN NAVY

INDIAN NAVY CIVILIAN ENTRANCE TEST

INCET-CM (MECH) & CM (AMMN & EXPL)-03/2019



INVITES ONLINE APPLICATIONS FOR THE POST OF CHARGEMAN (MECHANIC) AND CHARGEMAN (AMMUNITION & EXPLOSIVE)

1. Indian Navy invites applications from eligible candidates to apply ON-LINE through website www.joinindiannavy.gov.in for the post of **Chargeman (Mechanic) and Chargeman (Ammunition & Explosive)** classified as Group 'B', 'Non-Industrial', Non-Gazetted in Pay Level - 6 at various Commands (application in other forms of mailing will not be accepted). Selected candidates would be posted to various Naval Armament Inspectorate (NAI) units at Depots/ Ordnance Factories/ DRDO labs/Quasi Military Establishments to undertake inspection/QA activities. The functional duties would involve sailing on-board Indian Navy platforms and handling of Explosives and Ordnance.

(ONLY ON-LINE APPLICATION WILL BE ACCEPTED)

Chargeman (Mechanic) and Chargeman (Ammunition & Explosive)
General Central Service, Group 'B', Non-Industrial, Non-Gazetted
(Pay Band as per Seventh CPC, Level 6- Rs.35400-112400)

Ser. No.	Post	Distribution of vacancies (Subject to variation)						*Person with Benchmark Disabilities (PwBD)			
		UR	SC	ST	OBC	EWS	Total	a	b	c	d & e
(a)	Chargeman (Mechanic)	41	18	06	28	10	103	-	-	#09	-
(b)	Chargeman (Ammunition & Explosive)	25	13	07	18	06	69	-	-	#05	-

#Includes Backlog vacancies in the Group of B (NG) post of NAI Cadre.

* **Suitability for Persons with Benchmark Disabilities:-** Only category (c) as suitable for post of Chargeman (Mech) and Chargeman (Ammunition & Explosives) view safety reasons.

Ser. No.	Post	PwBD Sub-category and Remarks	Physical Requirement
(a)	Chargeman (Mechanic)	Category 'C' - Locomoter Disability (excluding cerebral palsy), Dwarfism, Acid Attack Victims and Leprosy cured. Percentage Disability not to exceed 60%.	S, ST, W, BN, KC, MF, SE, RW, H, C
(b)	Chargeman (Ammunition & Expl)	Category 'C' - Locomoter Disability (excluding cerebral palsy), Dwarfism, Acid Attack Victims and Leprosy cured. Percentage Disability not to exceed 60%.	S, ST, W, BN, KC, MF, SE, RW, 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 Annexure I of GOI/DOP&T OM 36035/3/2004-Estt. (Res) dated 29 Dec 2005.

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, S-Sitting, ST- Standing, W-Walking, BN- Bending, L- Lifting, KC- Kneeling & Crouching, H- Hearing, MF- Manipulation by Fingers, RW- Reading & Writing, SE- Seeing, and C- Communication.

3. Reservation. Reservation for SC/ST/OBC/EWS/PwBDs 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 candidates which will thus comprise of SC, ST, OBC, EWS & PwBDs 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 fall under the category of Horizontal reservation which cuts across vertical reservation i.e. reservation for SC/ST/OBC/EWS (in what is called interlocking reservation). The candidates selected against the PwBDs quota have to be placed in the appropriate category of UR / SC / ST / OBC/ EWS, as the case may be.

4. Age : Not exceeding 30 years.

5. Educational Qualifications. (as per existing SRO 106/2017).

(a) **Chargeman (Mechanic):** Possessing following educational qualification and experience:-

- Diploma in Mechanical or Electrical or Electronics or Production Engineering from a recognised University or Institute and;
- Two years working 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 recognised organisation.

(b) **Chargeman (Ammunition & Expl):** Diploma in chemical engineering from a recognised university or institution with two years experience in quality control or quality assurance or testing or proof in the area of chemical engineering or processing from recognised organisation.

6. Nature of Duties/Job Profile:

(a) **Chargeman (Mechanic):** Following are the generic duties and responsibilities for this post:-

- Provide QA/inspection cover for various Naval Armament (NA) stores under the purview of DGNAI during their design/ production/ maintenance/ storage/

disposal at various NAI units at Depots/ Ordnance Factories/ DRDO Labs/ Quasi Military Establishments.

(ii) Maintain technical records of all QA/ inspection activities undertaken during production, maintenance and preparation of NA stores.

(iii) Undertake tests utilising various facilities available in-house towards QA/ inspection of NA stores.

(iv) Assist in analysis and investigation of various defects observed during production, maintenance, preparation and exploitation of NA stores.

(v) Ensure safe custody and serviceability of gauges and equipment used for QA/ inspection.

(vi) The functional duties would involve sailing onboard Indian Navy platforms for trials & firings and handling of explosives and ordnance.

(b) **Chargeman (Ammunition & Expl):** Following are the generic duties and responsibilities for this post:-

(i) Provide QA/inspection for Ammunition and Explosives under the purview of DGNAI during their design/production/ maintenance/ storage/ disposal at various NAI units at Depots/Ordnance Factories/DRDO Labs/Quasi Military Establishments.

(ii) Undertake visual inspection, assessment of life, re-filling, re-assembly, gauging, testing, proof firing and radiography of Ammunition and Explosive stores.

(iii) Ensure correct and strict implementation of laid down procedures as per the reference documents.

(iv) Maintain technical records of all QA/inspection activities undertaken during production, maintenance and preparation of NA stores.

(v) Undertake tests utilising various facilities available in-house towards QA/ inspection of NA stores.

(vi) Assist in analysis and investigation of various defects/failures observed during production, maintenance, preparation and exploitation of NA stores.

(vii) Ensure safe custody and serviceability of gauges and equipment used for QA/ inspection.

(viii) The functional duties would involve sailing onboard Indian Navy platforms for trials & firings and handling of explosives and ordnance.

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

7. 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
(v)	Departmental Candidates with 03 years continuous service in Central Government	UR- 05 Years (for posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for efficient discharge of the duties of the post). Similarly for OBC - 08 (03+05) Years, SC/ST - 10 (05+05) Years.
(vi)	Defence disabled personnel	UR - 03 years (08 years for SC/ST) subject to the condition that they would not be allowed to avail of a larger number of chances in respect of recruitment to a service, or group of services, than the maximum number of chances permissible to any general candidate under the age limit.
(vii)	Persons who had ordinarily been domiciled in the state of Jammu and Kashmir during the period 01.01.1980 to 31.12.1989	Upper age-limit relaxable by five years subject to maximum number of chances permissible under the relevant rules.

Note: Age relaxation for 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 and experience will be the closing date for receipt of online applications i.e. **26 May 19**. 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. 205/- (Rupees Two hundred and five only)** excluding applicable taxes and charges through online mode by using net banking or by using Visa/ Master/Credit/ Debit Card. **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 fees has been deducted from your account without Application form being generated please wait for seven to ten working days for automatic refund of money to your account.

9. **Examination City.** The list of examination cities for different states have been indicated in the filling instructions and options for choice is made available in the application form. The candidates are to choose any three choice 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, a 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 screen all applications registered online, as per eligibility criteria and terms and conditions specified by Government of India from time to time. 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 (Discipline wise) consisting of 100 objective type questions based on syllabus as appended below:-

(c) **Syllabus for Chargeman (Mechanic):** Indicative syllabus is as follows:-

(i) Section I - General Knowledge/ Awareness		
Sr. No.	Topic Name	Sub-Topic Name
(aa)	Economics	Basic definition of economics
		Current Economic Scenario
(ab)	Geography	Basic Indian Geography
(ac)	Political Science	Basics of Indian Constitution
(ad)	Current Affairs	Sports & Entertainment
		Defence Updates
		Eminent Personalities (Indian)
		Capitals/Currencies
		Indian Politics
		Important International/ National Facts

Indicative Reference/Source

- Daily Newspaper
- General Knowledge books by various authors/publications

(ii) Section II-Quantitative Aptitude /Logical Reasoning		
Sr. No.	Topic Name	Sub-Topic Name
(aa)	Basic Mathematics	Quadratic Equations
		Logarithm & Mathematical Table
		Basic concept of vectors and its numerical
(ab)	Time & Work	Basic Question-Pipes, Cisterns
(ac)	Time & Distance	Average Speed & Relative Speed
		Trains & Platforms
(ad)	Elementary Statistics & Probability	Calculation of Mean, Mode & Median
		Numerical on Probability
		Data Analysis
(ae)	Trigonometry	Trigonometric Ratios
		Complementary Angles
(af)	Matrix Algebra	Calculation of inverse and Eigen values
(ag)	Area and Volume	Calculation for pyramid, cone, sphere, cylinder etc., with problems
(ah)	Problem Solving	Blood relations
		Directions
		Arrangements
(aj)	Non verbal reasoning	Embedded figure
		Matrix
		Trends
(ak)	Coding/Decoding	Number based coding

Indicative Reference/Source

- NCERT Mathematics Books

(iii) Section III-General English		
Sr. No.	Topic Name	Sub-Topic Name
(aa)	Basic Grammar	Sentence Completion
		Active voice/Passive voice
		Sentence Correction
		Articles
		Fill in the blanks with suitable adjectives/verbs/ pronouns/prepositions
(ab)	Vocabulary	One word substitution
		Spelling correction
		Synonyms and Antonyms
(ac)	Passage	Close test
		Sentence Re-arrangement.

Indicative Reference/Source

- NCERT English Text books till Class Xth

(iv) Section IV -Applied Science & Specialisation

Sr. No.	Topic Name	Sub-Topic Name
(aa)	Physics	Newton's laws of motion
		Archimedes Principle
		Numerical on Work, Power, Friction and Force
		Laws of Electricity & Magnetism
		Numerical on current, voltage, resistance
		Elasticity, Surface tension, Viscosity
		Projectile motion concept and numericals
(ab)	Applied Science/ Specialisation	Laws of thermodynamics and Carnot cycle
		Concepts of Engg Drawing- First angle, Third angle and isometric projection
		Concepts of limits, fits and tolerances
		Basics of Workshop technology - Lathe machining, Drilling, grinding, shaping, plotting, etc.
		Concepts of Heat Treatment, corrosion treatment and case hardening
		Corrosion and its preventive measures
		Properties of ferrous and nonferrous materials
		Working principles of semiconductors, diode, electric motors and transformers
		Basic principle of Arc welding and gas welding
		Concepts of Ph Value, Calorific value, Flash point and Fire Point and their measurement techniques
		Classification and application of turbines, boilers and compressors
		Classification, purpose and principles of heat treatment
		(ac)
Types of fire extinguishers and their end use		
Working knowledge on computers		
Concepts- Quality Control, Quality Assurance and Total Quality Management		
Working knowledge on precision measuring instruments		
Quality Standards(ISO), Sampling Plans		
Units, Least count of measurement-Numericals		

Indicative Reference/Source

- NCERT Books on Physics and Chemistry till Xth Class
- Open source literature

(d) **Syllabus for Chargeman (Ammunition and Explosive).** Indicative syllabus is as follows:-

(i) Section I - General Knowledge/ Awareness		
Sr. No.	Topic Name	Sub-Topic Name
(aa)	Economics	Basic definition of economics
		Current Economic Scenario
(ab)	Geography	Basic Indian Geography
(ac)	Political Science	Basics of Indian Constitution
(ad)	Current Affairs	Sports & Entertainment
		Defence Updates
		Eminent Personalities (Indian)
		Capitals/Currencies
		Indian Politics
		Important International/ National Facts

Indicative Reference/Source

- Daily Newspaper
- General Knowledge books by various authors/publications

(ii) Section II-Quantitative Aptitude /Logical Reasoning		
Sr. No.	Topic Name	Sub-Topic Name
(aa)	Basic Mathematics	Quadratic Equations
		Logarithm & Mathematical Table
		Basic concept of vectors and its numerical
(ab)	Time & Work	Basic Question-Pipes, Cisterns
(ac)	Time & Distance	Average Speed & Relative Speed
		Trains & Platforms
(ad)	Elementary Statistics & Probability	Calculation of Mean, Mode & Median
		Numerical on Probability
		Data Analysis
(ae)	Trigonometry	Trigonometric Ratios
		Complementary Angles
(af)	Matrix Algebra	Calculation of inverse and Eigen values
(ag)	Area and Volume	Calculation for pyramid, cone, sphere, cylinder etc, with problems

Sr. No.	Topic Name	Sub-Topic Name
(ah)	Problem Solving	Blood relations
		Directions
		Arrangements
(aj)	Non verbal reasoning	Embedded figure
		Matrix
		Trends
(ak)	Coding/Decoding	Number based coding
Indicative Reference/Source		
● NCERT Mathematics Books		

(iii) Section III-General English		
Sr. No.	Topic Name	Sub-Topic Name
(aa)	Basic Grammar	Sentence Completion
		Active voice/Passive voice
		Sentence Correction
		Articles
		Fill in the blanks with suitable adjectives/verbs/pronouns/prepositions
(ab)	Vocabulary	One word substitution
		Spelling correction
		Synonyms and Antonyms
(ac)	Passage	Close test
		Sentence Re-arrangement.
Indicate Reference/Source		
● NCERT English Text books till Class Xth		

(iv) Section IV -Applied Science & Specialisation				
Sr. No.	Topic Name	Sub-Topic Name		
(aa)	Physics	Newton's laws of motion		
		Archimedes Principle		
		Numerical on Work, Power, Friction and Force		
		Laws of Electricity & Magnetism		
		Numerical on current, voltage, resistance		
		Elasticity, Surface tension, Viscosity		
		Projectile motion concept and numericals		
		Laws of thermodynamics and Carnot cycle		
		Basics of inorganic chemistry		
		Kinetic Theory of gases, Charles law, Boyle's law'		
(ab)	Applied Science/ Specialisation	Thermal Conductivity, Fourier's law of heat conduction		
		Conduction, Convection, Radiation concepts		
		Corrosion and its preventive measures		
		Partial pressure and Vapour pressure		
		Organic Chemistry-types of polymers with examples		
		Chemical Equation Balancing		
		Concepts of Ph Value, Calorific value, Flash point and Fire Point and their measurement techniques		
		Methods of measuring of Calorific value, Ph Value & Flash point		
		Classification, purpose and principles of heat treatment		
		(ac)	Miscellaneous	Fire safety and precautions
				Types of fire extinguishers and their end use
				Working knowledge on computers
				Concepts- Quality Control, Quality Assurance and Total Quality Management
				Working knowledge on precision measuring instruments
				Quality Standards (ISO), Sampling Plans
Units, Least count of measurement-Numericals				
Indicative Reference/Source				
● NCERT Books on Physics and Chemistry till Xth Class				
● Open source literature				

- (d) **Date of Examination:** Exact date, time and venue of online test will be communicated to the shortlisted candidates on registered mobile phone 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.
- (e) **Provisional Appointment Letter.** The appointment of provisionally selected candidates will be strictly based on their relative merit position in examination subject to verification of documents, Medical Examination and other requirements as specified by the Government of India and Appointing Authority.
- (f) **Document Verification.** All documents pertaining to age, education, identity, address, category, caste validity certificate and work experience certificate, disability 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 Application:

Online registration of applications (Opening date)	At 1000 h on 13 May 19
Last date of registration (Closing date)	At 2300 h on 26 May 19

12. Guidelines for filling Online Application:

- (a) Candidates are required to apply online on the website www.joinindiannavy.gov.in >> Join Navy >> Ways to join >> Civilians >> Chargeman (Mech) & Chargeman (Ammn & Explosive). Before filling online application form, applicants are advised to read and download "How to Apply" guidelines containing instructions for filling up Online Application Form.
- (b) The applicant must possess the required criteria 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 application 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 e-mail ID will be allowed once entered.** Indian Navy will not be responsible for non receipt of email or loss of their e-mail ID password.
- (f) Candidates are requested to remember the password given by them 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) Candidates 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, to the extent feasible in respect of qualified candidates.
- (k) Please keep scanned copy (preferably JPEG/PDF format) of the following documents ready before proceeding to fill up the online application:-
 (i) Passport size colour photograph with light background (preferably white) without any obstacle covering/obstructing the face and eyes. The size of photograph should be between 20 Kb 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 10 Kb and 20 Kb.
 (iii) A copy of candidate's Caste/EWS Certificate, in case applying against a reserved post.
 (iv) A copy of candidate's Birth Certificate/Matriculation/SSC certificate for Date of Birth.
 (v) A copy of candidate's relevant education qualification proof.
 (vi) A copy of certificate duly indicating the proof of work experience in relevant field as brought out in Para 5 above.
 (vii) A copy of certificate showing disability for PwBDs and eligibility for scribe, if applicable.

13. 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 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 by Government of India, in support their claim. The formats of various certificates are also available in the 'Documents Format'.
- (d) Candidates with 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 Civilian 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 be for not less than three years during the period immediately preceding the closing date for receipt of application. They should remain Central Government civilian 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 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 Forms. In case, more than one applications of a candidate are detected, the Indian Navy will consider latest application. If a candidate submits multiple applications 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 into 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 Aadhar card with a photograph /PAN Card/ Passport/ Driving Licence/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 Centres. Possession of such equipment 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 & force allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.

14. General instructions/Conditions.

- (a) A candidate must be either:
- A citizen of India or
 - A subject of Nepal, or
 - A subject of Bhutan, or
 - A Tibetan refugee who came over to India, before the 1st January 1962 with the intension of permanently settling in India, or
 - 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 intension of permanently settling in India.
- (b) Provided that a candidate belonging to categories (ii), (iii), (iv) and (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.
- (c) A candidate in whose case a certificate of eligibility is necessary may be admitted to Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him by the Government of India.
- (d) 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.
- (e) The eligibility with respect to age, educational qualification etc will be determined as on the closing date for online registration.
- (f) In case, the candidates working in Central Government fails to produce the NOC when demanded, his / her candidature will be cancelled.
- (g) No relaxation in age limit will be provided unless the category is filled appropriately at the relevant column in the online application form.
- (h) 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.
- (j) Candidates are also requested to check www.joinindiannavy.gov.in & www.indiannavy.nic.in websites regularly till completion of recruitment for updates/ corrigendum and any further instructions.
- (k) 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.
- (l) In case of OBCs, the candidate is required to produce, on demand, a caste certificate (valid for three financial years), 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 13 May 2014 and 36033/1/2013-Estt.(Res) dated 27 May 2013.
- (m) 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.

- (n) The Persons with Benchmark Disabilities, who want to avail benefit of reservation and age relaxation should be in possession of disability certificate issued by the Competent Authority.
- (p) 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.
- (q) 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.
- (r) Various format of Certificates recommended for direct recruitment of Naval Civilians are available at Naval Website www.joinindiannavy.gov.in & www.indiannavy.nic.in at Personnel > Civilian page.
- (s) Marks will be normalised in case of multiple batches of online examination.

15. Important Information.

- (a) **Candidates Reporting Late** i.e. after the reporting time specified on the Admit Card of Examination will not be permitted to take the examination. The reporting time mentioned on the Admit Card is prior to the Start time of the test. Though the duration of the examination is one hour, candidates may be required to be at the venue earlier for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.
- (b) **Photo Identity Card** In the examination hall the admit card along with original and valid photo identity such as Aadhar card with a photograph /PAN Card/ Passport/ Driving 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 Admit Card and Photo Identity Proof the candidate will not be allowed to appear for the examination.
- Note 3:** A candidate not carrying a valid and original photo identity document as per Para 15(b) will not be allowed to appear for the examination.

16. Action against candidates found guilty of misconduct

If candidates 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:

S. No.	Type of Malpractice	Debarment period
(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 contra-vention of the rules.	3 Years
(h)	A candidate who is also working on examination related matters in the same examination.	3 Years
(j)	Damaging examination related infrastructure/equipments.	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