

Candidates with 03 yrs continuous service in Central Government	This concession is subject to the conditions that the past service rendered In the department will be useful for efficient discharge of duties in the categories of posts
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Note. Age relaxation for Departmental Candidates, persons domiciled in J&K etc. will be as per extant rules issued by the Govt. of India 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. Only matriculation / SSC / Birth certificate issued by concerned Education Board / Competent Authority will be considered as proof of Date of birth.

8. **Mode of Selection**

(a) **Shortlisting of Applications.** Where the number of application received is too large (for posts with Matriculation as Educational qualification) in proportion to the vacancies and it is not convenient or possible for the department to call all the candidates for the written test, Indian Navy at their discretion may restrict the number of eligible candidates, whose applications are registered online, by shortlisting as per merit in the ratio 1:25 to the number of vacancies based on the marks obtained in the minimum requisite educational qualification for this recruitment / post i.e Matriculation or equivalent from a recognized Board. Merely fulfilling the basic selection criteria does not automatically entitle a person/applicant to be called for the written test.

Note:- No shortlisting will be carried for the post of Library & Information Assistant and Radiographer(Hospital).

(b) **Scheme of Written Examination.** All shortlisted/eligible candidates will have appear in the written examination consisting of objective type questions based on the based on Essential/Desirable qualifications, as mentioned at para 4 above and bilingual in both English & Hindi (except for General English) covering aspects as below:-

Part	Subject	Maximum Marks
(i)	General Intelligence/Awareness and Reasoning	20
(ii)	General English	20
(iii)	Numerical Aptitude	20
(iv)	Information on relevant Trade/Post	40

(c) **Syllabus for Examination**

(i) **General Intelligence/Awareness & Reasoning.** It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problems solving, analysis, judgment, decision making, visual memory, discriminating observation, relation concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include question design to test the candidate abilities to deal with abstract ideas and symbols and their relationship, and other analytical functions. The test will also include questions relating to India and its neighboring countries especially pertaining to sports, history, culture, geography, economics scene, general policy including Indian Constitution and scientific research etc. These questions will be such that they do not require special study of any discipline.

(ii) **English Language.** In addition to the testing of candidates understanding of English language, its vocabulary, grammar, sentence structure, synonymous, antonyms and its correct usage etc. His/her writing ability would also be tested.

(iii) **Numerical Aptitude.** This paper will include question on problems relating to number systems, computations of whole number, decimal and fractions and relationship between numbers, fundamental arithmetical operations, percentages, ratio and proportion, averages interests, profit and loss, discount, time and distance, ratio and time, time and work etc.

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

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

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

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

(g) **Document Verification.** All relevant documents pertaining to **registration of application**, age, education, identity, address, category, caste validity certificate etc. will be scrutinized and verified prior to provisional appointment as per extant DOP&T policy. Date and venue for document verification will be intimated to the provisionally selected candidates on their registered e-mail IDs and by post.

(h) **Scribe.** Visually Handicapped (VH) candidates with visual disabilities of more than 40 percent and cerebral palsy candidates can avail the assistance of a scribe in the written examination subject to such request of scribe being made in the application form. Further, they will be allowed **compensatory time** in the examination in accordance with extant regulations. The other facilities will also be extended, as per Dept. of Disability Affairs OM F. No. 16-110/2003-DD.III dated 26 Feb 2013.

9. **Opening and Closing date for online Application**

Online registration of applications (Opening date).	On the fourth day of publication in Employment News.
Last date of registration (Closing date)	Twenty First day from Online registration Opening date (upto 1700 hrs).

10. **Guidelines for filling Online Application**

(a) Candidates are required to apply online using the website www.hqwncrecruitment.com. Before filling online application form, applicants are advised to download online **Information Guidelines** containing detailed instructions for filling up online application form.

(b) The applicant must possess the required criteria and educational qualification as mentioned in the advertisement. Similarly, candidates who have passed from a recognized