

Continued from page 24

Skilled). This tab is linked with recruitment portal. The single test paper shall be covering aspects as below: -

Part	Subject	Maximum Marks
(i)	General Intelligence and Reasoning	10
(ii)	Numerical Aptitude	10
(iii)	General English	10
(iv)	General Awareness	20
(v)	Syllabus as per training imparted at Apprentice School/ as per NCVT in relevant Trade	50

(d) Indicative Syllabus for the Examination.

(i) General Intelligence and Reasoning. This section would include questions of both verbal and non-verbal type. It would 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 section will also include questions designed to test candidate's ability to deal with the abstract ideas, symbols and their relationship, arithmetical computation and other analytical functions.

(ii) Numerical Aptitude. This section would include questions on problems relating to number system, computation of whole numbers, decimals, fractions and relationships between numbers, fundamental arithmetical operations, percentage, Ratio and proportions, averages, interest, profit & loss, discount, time & distance, ratio & time, time & work etc.

(iii) General English. In addition to the testing of candidates understanding of English language, this section would include questions relating to its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc.

(iv) General Awareness. This section would 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.

(v) Syllabus of the training at Naval Apprentice School in relevant Trade. This section would include trade related questions as per Apprentice School/ NCVT syllabus.

(e) Resolution of Ties. In case, marks obtained by two or more ex-Naval apprentices in the selection exam are same, as per extant rules the following procedure will be implemented:-

(a) Marks in written examination to be conducted as first step/criteria to draw a list.
(b) Date of birth is to be considered next to arrive at the merit list, the older candidate will prevail as the higher selected candidates in merit.

(c) If Date of births are also same, alphabetical order in which the first names of the candidates appear.

(f) Date of Examination. Exact date, time and venue of written examination will be communicated to the shortlisted candidates on registered e-mail IDs. Website www.joinindiannavy.gov.in > Join Navy > Ways to Join > Civilian > Tradesman Skilled which takes to the recruitment portal may be referred from time to time for any further instructions. It is intimated that the written examination would be conducted in Mumbai only.

(g) Scribe (if applicable). Visually Handicapped (VH) candidates with visual disabilities of 40% and above and Cerebral Palsy candidates can avail the assistance of scribe in the written examination if such requirement is sought while filling online application. Further, they will be allowed **compensatory time** in the examination, as applicable in accordance with extant guidelines for conducting written examination for Persons with Benchmark Disabilities, promulgated by Ministry of Social Justice & Empowerment, Department of Disability Affairs OM F. No. 16-110/2003-DD.III dated 26 Feb 13.

(h) Offer of Appointment. The offer of appointment will be issued to provisionally selected candidates, which will be strictly based on their relative merit position in written examination only, subject to satisfaction of Document Verification, Medical Examination and other pre-requisite requirements as specified by the Government of India and Appointing Authority.

(j) Document Verification. All provisionally selected candidates will be called for Document Verification. All documents pertaining to age, education, identity, address, category, caste validity certificate, Apprentice school certificate etc. are required to be produced in original at the time of Document Verification. Date and venue for document verification will be intimated to provisionally selected candidates by post/ email/ Indian Naval website www.joinindiannavy.gov.in > Join Navy > Ways to Join > Civilian > Tradesman Skilled. This tab is linked with recruitment portal. **As per extant rules, the offer of appointment will be issued only after verification of the documents by the concerned authorities.**

10. Opening and Closing date for Online Application.

Online registration of applications (Opening date)	From the third day of publication of Notification in the Employment News.
Last date of registration (Closing date)	On 28th day from Opening date of registration (upto 2330 hrs).

Illustration. If the Advertisement is published in Employment News, 01 - 07 of Month-ABC 2022, the opening date will be on 3rd of Month-ABC 2022 and closing date will be 30th of Month-ABC 2022 (at 2330 hrs).

11. Guidelines for filling Online Application.

BEFORE APPLYING, CANDIDATES ARE ADVISED TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTIFICATION VERY CAREFULLY.

(a) Candidates are required to apply online using the website www.joinindiannavy.gov.in > Join Navy > Ways to Join > Civilian > Tradesman Skilled. Before filling online application form, candidates are advised to download online information guidelines containing instructions for filling up and submitting Online Application Form.

(b) The candidate must possess the required criteria and educational qualification as mentioned in the advertisement. Similarly, candidates who have passed from a recognized Board / Institution which has 'Grade Point' system need to get their grade point converted into percentage of marks by appropriate authorities before applying. Alternatively, a conversion chart between the grade points and percentage marks is to be obtained from the respective Board.

(c) Candidates need not send a copy of application form or any document anywhere after online application is submitted. However, candidates are to take a printout of Application Form for his / her personal record. The E-admit card is required to be downloaded from www.joinindiannavy.gov.in > Join Navy > Ways to Join > Civilian > Tradesman Skilled.

(d) Indian Navy will not be responsible for mistakes of any kind in the application filled online by the candidate.

(e) The candidates must ensure that while filling their application form, they are providing their valid and active e-mail ID 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 and mobile number will be allowed once entered.** Indian Navy will not be responsible for non-receipt of communication on registered mobile number/ email IDs.

(f) Candidates are requested to remember the password set by them during registration. Further login into the portal is possible only with the set password.

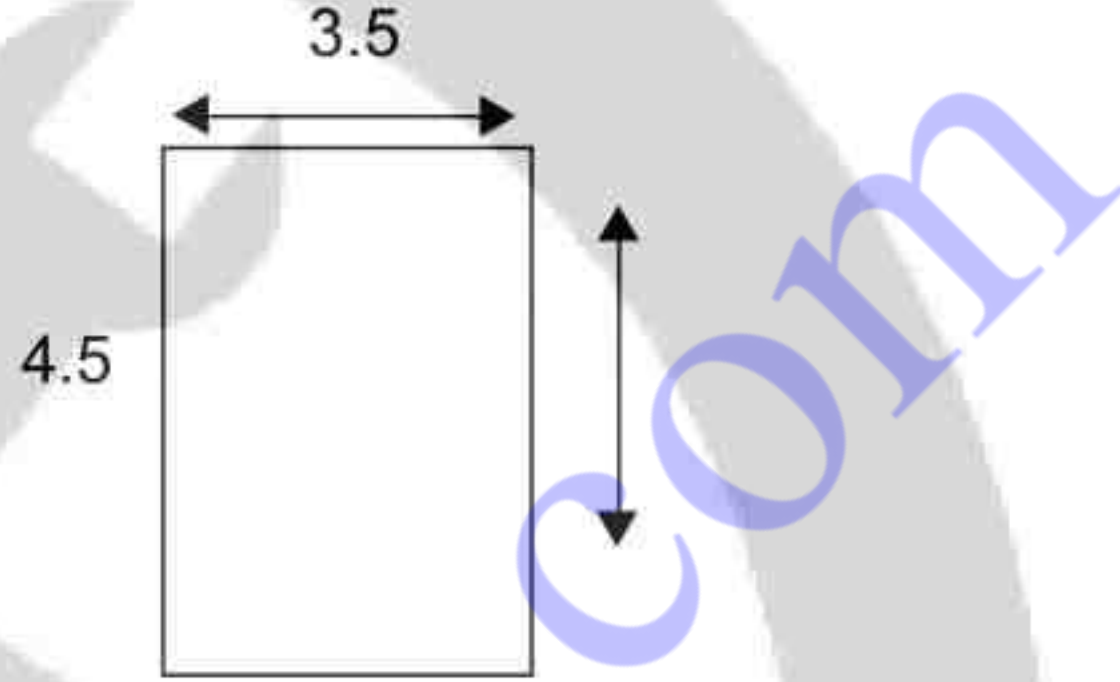
(g) Candidates are strongly advised in their own interest to apply online well before the closing date and not to wait till the last date for submission of online applications.

(h) Candidates should not submit multiple applications. However, if due to any unavoidable circumstances, any candidate submits multiple applications, he/ she must then ensure that the application with higher registration number is complete in all respects, which will be the only one to 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. Indian Navy however reserves the right to post any selected candidates in any Command and at any location based on service requirements and available vacancies.

(k) Candidates are advised to keep scanned copy (JPEG/JPG/PDF as applicable) of the following documents ready before proceeding to fill up the online application: -

(i) Passport size colour photograph with plain white background without any obstacle covering/obstructing the face and eyes. **The photograph being uploaded should not be more than three months old and should have about 80% face coverage.** The size of photograph should be between 50-100 Kb. Size of the photo should be as follows: -



(ii) Candidate's signature should be on a plain white paper with black ink. The signature should not be digitised. It should be scanned copy of your own signature on paper with pen. The size of signature document should be between 50 to 100Kb.

(iii) A copy of candidate's Birth Certificate/Matriculation certificate for Date of Birth (not exceeding 400 Kb).

(iv) A copy of candidate's educational qualifications including Matriculation certificate and Apprenticeship Certificate issued by either National Council of Vocational Training or any Naval Apprentice School depicting marks (not exceeding 400 Kb).

(v) A copy of candidate's Caste/ EWS Certificate, in case applying against a reserved post (not exceeding 400 Kb).

(vi) A copy of certificate showing disability for PwBDs and eligibility for scribe, if applicable (not exceeding 400 Kb).

(vii) A copy of certificate duly indicating the proof of Ex-Servicemen issued by the Competent Authority (not exceeding 400 Kb).

(viii) Any other document, as applicable (not exceeding 400 Kb).

12. Guidelines for reporting at Examination Centre.

(a) The reporting time and instructions mentioned on the admit card are to be strictly followed and adhered to. Candidates reporting late at the examination centre after the reporting time specified on the admit card will not be permitted for the examination.

(b) It is mandatory for every candidate to carry the **admit card, along with copies of requisite certificates/ testimonials in support of age, educational qualification, NCVT/ Apprentice School certificate duly self-attested and original photo id (passport/ Aadhaar/ Driving license/ Govt. issued ID), failing which the candidate will not be allowed to appear for the examination and will be considered as invalid.** Further, if the identity of a candidate is in doubt, the candidate may not be allowed to appear for the examination.

(c) The name appearing on the admit card will be exactly as per that mentioned in the candidate's matriculation certificate except in certain circumstances where the candidate has changed his/ her name and published it in the official gazette or the name has been changed after marriage. In all such circumstances, the candidates are to submit a copy of the official gazette or marriage registration certificate to the invigilator for verification in order to appear for the examination.

13. General Instructions/ Conditions.

(a) Only Indian nationals can apply for the above post.

(b) The candidate 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 respects. If any false or incorrect information furnished by the candidate is detected at any stage, his / her candidature will be cancelled without prejudice to take legal action against him / her.

(c) The eligibility with respect to age, educational qualification, experience etc., will be determined **as on the crucial date** (i.e. closing date for online registration).

(d) No relaxation in age limit will be provided unless the category is filled appropriately at the relevant column in the online application form.

(e) Candidates are requested to check www.joinindiannavy.gov.in > Join Navy > Ways to Join > Civilian > Tradesman Skilled website (Tradesman Skilled tab is linked to the external recruitment portal) regularly till completion of recruitment for updates / corrigendum and any further instructions.

(f) 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.

(g) 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 Gol DOP&T OM 36033/1/2013-Estt(Res) dated 27 May 2013 and 336036/2/2013-