

**RECRUITMENT NOTICE**

**HEADQUARTERS SOUTHERN NAVAL COMMAND, KOCHI**

Applications are invited from candidate who fulfill the prescribed criteria for the undermentioned posts/vacancies available in various units located in islands of Lakshadweep under Southern Naval Command, Kochi.

Sl No.	Post/Pay Scale	Age, Educational Qualification, Desirable Qualification, Experience	No. of Vacancies (Likely to change)				
1	2	3	4				
1	Stenographer Gde-II (Rs. 5200-20200 with GP 2400/- [PB-1])	<p><b>Age:</b> Between 18 to 27 years #</p> <p><b>Essential:</b> (1) 12<sup>th</sup> class pass or equivalent from a recognized Board or University. (2) <b>Skill Test Norms</b>     <u>Dictation:</u> 10 minutes @ 80 words per minute.     <u>Transcription:</u> 50 minutes (English) and 65 minutes (Hindi) on computers</p>	Total No. of Vacancy	UR	Reservation		
			1	-	OBC	SC	ST
					-	-	1
2	MT Fitter (SK) (Rs. 5200-20200 GP 1900/- [PB-1])	<p><b>Age:</b> Between 18 to 32 years #</p> <p><b>Essentials:</b> 1. Matriculation or equivalent from a recognised Board or Institution. 2. Three years experience as a Motor Transport Fitter in a service Garage.</p>	Total No. of Vacancy	UR	Reservation		
			4	4	OBC	SC	ST
					-	-	-
3	Civilian Motor Driver (OG) (Rs. 5200-20200 GP 1900/- [PB-1])	<p><b>Age:</b> Between 18 to 25 years #</p> <p><b>Essential:</b> 1. Matriculation or equivalent from a recognised Board or Institution. 2. Must possess a Driving Licence for Heavy Vehicle and Motor Cycles. 3. Two years Practical experience in Heavy Motor vehicle (HMV) Driving <b>Desirable:</b> 1. Knowledge of 1st line maintenance.</p>	Total No. of Vacancy	UR	Reservation		
			6	3	OBC	SC	ST
					-	-	3
4	Barber {now Multi Tasking Staff (Non-Industrial)} (Rs. 5200-20200 with GP 1800/- [PB-1])	<p><b>Age:</b> Between 18 to 27 years #</p> <p><b>Essential:</b> 1. Matriculation or equivalent from a recognised Board or Institution 2. Proficiency in the Barber's profession/job.</p>	Total No. of Vacancy	UR	Reservation		
			1	-	OBC	SC	ST
					-	-	1

# - Age limit prescribed is as on the last date for receipt of application.

Applications in A4 size paper typed in English/Hindi in the prescribed format given below together with copies of certificates **duly attested by a Gazetted Officer** in support of Age, Educational Qualifications, Experience, Caste (wherever applicable), Discharge Certificate/NOC (for Ex-serviceman), 02 additional photographs (name of candidate should be written on the back of photos) should reach "**The Flag Officer Commanding-in-Chief {for SO(CRC)}, Headquarters, Southern Naval Command, Kochi -682 004, Kerala**" within **21 days** from the first date of publication of advertisement and **28 days** in respect of applicants residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub division of Chamba District of Himachal Pradesh and Andaman & Nicobar Islands, Lakshadweep & Kavaratti Islands. The envelope containing the application should be clearly superscribed in capital letters with the name of the post applied for, category viz., SC/ST/OBC/UR/EXS as applicable as follows:-

**"APPLICATION FOR THE POST OF \_\_\_\_\_ (LAKSHADWEEP) & CATEGORY" \_\_\_\_\_**

Note:-

(1) Age Relaxation: (admissible for following categories):

- |       |  |   |                                      |
|-------|--|---|--------------------------------------|
| (i)   | For SC / ST  | : | Relaxation up to 05 (Five) years.    |
| (ii)  | For OBC  | : | Relaxation up to 03 (Three) years.   |
| (iii) | For PH (UR Category)   | : | Relaxation up to 10 (Ten) years      |
| (iv)  | For PH (SC/ST Category)  | : | Relaxation up to 15 (Fifteen) years  |
| (v)   | For PH (OBC Category)  | : | Relaxation up to 13 (Thirteen) years |
| (vi)  | Age relaxation admissible to widows and women separated from their husbands but not remarried, for appointment in Group 'C' posts is as under: - |   |                                      |

**UR – 35 Yrs, OBC-38 Yrs, SC/ST – 40 Yrs**

- (2) Applicants who are working in Central Govt./State Govt. / PSUs/ Autonomous Body should apply through proper channel along with **No Objection Certificate (NOC)** from his/her present employer.
- (3) Applications unsigned or incomplete in any respect or not accompanied by any of the above documents will be rejected summarily.
- (4) Application should be dispatched through Govt. Postal service only. Candidates are advised **Not to Send** applications through private courier services. The Department shall not be responsible for late / non receipt of application, call letters for examination / interview etc. and application received after due date will not be considered.
- (5) Number of vacancies are subject to change at the discretion of Competent Authority without intimation and without assigning any reasons thereof, at any time during the course of recruitment.
- (6) In case the applications received are in large number, the competent authority does reserve the right to select the criteria for short listing the candidates to be called for written test/interview/any other test as relevant.
- (7) Canvassing in any form and / or bringing in any influence (political or otherwise) will render rejection of applications without notice. No routine queries / correspondence regarding any individual applications will be entertained.

- (8) Persons claiming age relaxation should submit attested copies of appropriate certificates alongwith the application.
- (9) Only selected candidates will be intimated of their selection.
- (10) Selected candidates are liable to serve anywhere in India.
- (11) The candidates applying for the vacancies should ensure that they fulfill all the eligibility conditions for the post. Their admission at all stages of the selection will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination and interview, it is found that they do not fulfill any of the eligibility conditions, their candidature for the selection will be cancelled forthwith.
- (12) Separate application is to be sent for each post.
- (13) Decision of Appointing Authority is final on any matter pertaining to this recruitment.
- (14) In case of OBC, the caste certificate, inter alia must specify that the candidate does not belong to 'Creamy Layer'.
- (15) Selection procedure: -
  - (a) By Written Test,
  - (b) Practical, Physical tests etc wherever applicable.
  - (c) Interview.
- (16) Consequent on implementation of VI<sup>th</sup> CPC recommendations erstwhile Group 'D' posts of Head Mali, Mali, Women Searcher, Barber, Dresser (OG), Dresser, Medical Attendant, Ward Sahaika, Dhobi, Ward Boy, Masalchi, Laboratory Attendant, Laboratory Bearer were upgraded to Group 'C' and re-designated as Multi Tasking Staff (Non-Industrial). Hence, the candidate selected against Sl.No. 04 are liable to perform other duties of those posts re-designated as MTS.
- (17) Abbreviations used:- (SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Class, UR-Unreserved).

Application Format

Application for the post of \_\_\_\_\_ (Lakshadweep)

Photo  
Attested  
by a  
Gazetted  
Officer is to  
be pasted

1. Name in full (in block letters) :
2. Father's Name :
3. Date of Birth :
4. Sex :
5. Nationality :
6. Religion :
7. Category (UR/SC/ST/OBC)  
(Attach caste certificate in case of reserved Category)
8. Sub Category i.e. PH/EXS :  
(a) Specify Disability, if PH (OH/VH/HH)  
(b) Percentage of Disability :  
(Attach attested copy of relevant certificate)
9. Complete Address for communication with  
Pin Code :
10. Permanent Address in full with PIN Code :
11. Educational/Technical Qualification :  
(Attach attested copies of relevant certificates)

---

Examination Passed	Year	% of marks	Subjects	Board/ University
--------------------	------	------------	----------	-------------------

---

12. Experience

---

Organisation/ Establishment Served	Post Held	Period		Description of work
		From	To	

---

13. Email ID for correspondence :

**DECLARATION**

I do hereby declare that the information given in this application is true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility detected before or after test, my candidature will stand forfeited.

Place:

Signature of Candidate

Date:

damp 10701/11/0053/1213