Government of India

Ministry of Defence

RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY-2021

AT SOUTHERN NAVAL COMMAND, KOCHI AND ANDAMAN & NICOBAR COMMAND, PORT BLAIR

1. Indian Navy invites applications for the post of **Civilian Motor Driver (OG)** and **Pest Control Worker** classified as **Group 'C', Non-Gazetted** from the eligible candidates to apply in proforma appended below by **Registered/Speed Post** (Application in other forms of mailing will not be accepted). Selected candidates normally will have to serve in the units under administrative control of Southern/ Andaman & Nicobar Command including Lakshadweep Islands, however they can be posted anywhere in India, in the Naval units/ formations in case of any administrative requirement.

Sl. No.	Name of post (Classification with pay scale as per 7th CPC)		Commands	Distribution of vacancies *					Total	Horizontal Reservation
	Name of Post	Level in the Pay Matrix		UR	SC	ST	OBC	EWS		ESM
(i)	Civilian Motor Driver (OG)	Level 2 (Rs.19900-63200)	Southern Naval Command, Kochi	04	02	01	01	01	10	01
(ii)	Pest Control Worker	Level 1 (Rs.18000-56900)	Southern Naval Command, Kochi	02	01	01	01	01	06	-
(iii)			Andaman & Nicobar Command	02	-	01	03	-	06	-

* Subject to variation of vacancies.

Note:- Includes Backlog vacancies.

Suitability for EWSs : Persons who are governed under DoP&T OMs F. No. 36039/ 1/2019- Estt (Res) dated 19 Jan 19 and 31 Jan 19 are identified as EWSs for the benefit of reservation.

Suitability for PwBDs : As per posts identified by Ministry of Social Justice & Empowerment, PwBDs applicant may apply for post accordingly.

Name of Post	Categories of disabled suitable for the job	Physical Requirement
Pest Control Worker	HH	S, ST, W, BN, PP, MF, SE, L

Note:- Applicants must be in possession of disability certificate issued by the Competent Authority prior to applying as per the format given in GoI/DOP&T OM 36035/1/2012-Estt. (Res) dated 29 Nov 13.

2. **Abbreviations used:** **UR**-Unreserved, **SC**-Scheduled Caste, **ST**-Scheduled Tribes, **OBC**-Other Backward Class, **EWS**-Economically Weaker Sections, **ESM**-Ex-Servicemen, **PwBDs**-Persons with Benchmark Disabilities, **HH**-Hearing Handicapped, **S**-Sitting, **ST**-Standing, **W**-Walking, **BN**-Bending, **PP**-Pulling & Pushing, **MF**-Manipulation by Fingers, **SE**-Seeing, **L**-Lifting.

3. **Reservation.** Reservation for SC/ST/OBC/EWS/ESM categories is available as per extant Government Orders. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs, EWS & ESM candidates which will thus comprise of SC, ST, OBC, EWS & ESM 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. Reservation for ESM fall under the category of Horizontal reservation which cuts across Vertical reservation i.e. reservation for SC/ST/OBC/EWS (in what is called inter-locking reservation). The candidate selected against the ESM quota have to be placed in the appropriate category of UR/SC/ST/OBC/EWS as the case may be.

4. **Age & Essential Qualification.**

Sl No.	Post	Age	Educational Qualifications
(i)	Civilian Motor Driver (OG)	Between 18 and 25 Years	**Essential** 1. Matriculation from a recognized Board or Institution and knowledge of first line maintenance. 2. Must possess a driving license for Heavy Vehicles and Motor Cycles. 3. One year practical experience in Heavy Motor Vehicles (HMVs) driving.
(ii)	Pest Control Worker	Between 18 and 25 Years	**Essential** 1. Matriculation pass or equivalent from a recognized Board. 2. Ability to read and speak Hindi/Regional Language.

Note: The qualification(s) regarding experience is/are relaxable at the discretion of Competent authority in the case of candidates belonging to the Scheduled Caste/Scheduled Tribes, if at any stage of selection the Competent Authority is of the opinion that sufficient numbers of candidates from these communities possessing the requisite experience are not likely to be available, to fill up the vacancies reserved for them.

5. **Job Profile.** Indicative duties and responsibilities of CMD(OG) and Pest Control Worker are listed as follows:

Civilian Motor Driver(OG):

(a) Carry out driving duties as per Office requirement.

(b) Be thoroughly aware about rules of the road, highway codes, road signs and other aspect of road safety and maintenance.

Pest Control Worker:

(a) Taking anti-mosquito measures, anti-fly measures, anti-rodent and anti-pest measures in accordance with instructions of higher authorities.

(b) Control of various pests of Public Health Importance by use of Insecticide spray with different types of sprayers in use or as is periodically introduced in service from time to time.

(c) Regular cleaning and maintenance of all spraying equipment.

(d) Application and preparation of various formulations of disinfectants/insecticides under instructions and directions of supervisory staff.

(e) All sanitary duties deemed essential for the preservation of health of Naval personnel and their families/ Naval employees may be ordered by the supervisory staff.

(f) Collection of anti malarial oil, kerosene oil and other stores from depot, its storage and day to day issue.

(g) Elimination of breeding places of mosquitoes and flies by source reduction and by minor engineering methods such as filling, leveling canalization, straight edging, de-weed etc.

(h) Carry out all duties connected with the setting up, shifting of any static/moving health exhibitions as will be required from time to time.

(i) Any other duty considered essential in the interest of health, sanitation to be done according to the directions of supervisors.

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

6. **Age relaxation and Crucial Dates.**

(a) **Age relaxation**

Sl 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	Period of Military Service plus 03 years

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 Date.** The crucial date for determining the age limit and experience will be the **closing date for receipt of applications.**

7. **Mode of Selection.**

(a) **Shortlisting of Applications.** Where the number of applications 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, 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.

(b) **Scheme of Written Examination.** All shortlisted eligible candidates will have to appear in the written examination consisting of objective type questions based on the Essential 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, Reasoning & Numerical Aptitude	20
(ii)	General English	20
(iii)	General Awareness	10
(iv)	Awareness in relevant field	50
	TOTAL	100

(c) **Indicative Syllabus for Examination.**

(i) **General Intelligence, Reasoning & Numerical Aptitude.** 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 question will be designed to test the ability of appropriate use of numbers and number sense of the applicant. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, percentage, profit & loss, ratio and proportion, square roots, averages, interest, time & distance, time & work, height and distances, degree & radian measures, basic algebraic identities of school algebra and elementary surds, bar diagram and pie chart & histogram.

(ii) **General English.** In addition to the testing of candidates understanding of English language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc.

(iii) **General Awareness.** The test will include questions relating to India and its neighbouring 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.

(iv) **Awareness in relevant field.** The test will include questions relating to post, as per the essential 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.

Continued

(e) **Scribe/Reader.** PwBD candidates can avail the assistance of Scribe/Reader in the written examination. The candidate have the discretion to opt for his own Scribe/Reader or can make a request for the same while filling application. Further, they will be allowed compensatory time in the examination as applicable in accordance with Ministry of Social Justice & Empowerment, Department of Disability Affairs letter No. F No. 16-110/2003-DD.III dated 26 Feb 13.

(f) **Provisional Appointment Letter.** The appointment of Provisionally selected candidates will be strictly based on the merit position in the written examination only 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 provisionally selected applicants are required to come for document verification. All documents pertaining to age, education, identity, address, category, caste validity, experience certificate acquired post essential qualification etc are required to be produced in original at the time of Document Verification and will be scrutinised and verified prior to provisional appointments as per extant DoP&T Policy. Date and venue for document verification will be intimated on their registered e-mail IDs/ by Speed post.

8. **Last Date for Submission.** The last date of receipt of Application is **21 days from date of publication of advertisement in Employment News** and the last date of receipt of Application from the candidates 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, Andaman & Nicobar Islands and Lakshadweep will be **28 days from the date of publication of advertisement in Employment News.**

Illustration. If the Advertisement is published in Employment News, 01 - 07 of Month ABC 2021. Then the Opening date will be on 2nd of Month ABC 2021 and Closing date will be 22nd of Month-ABC 2021 (at 1700 hrs).

9. **How to Apply.** The application should be on plain paper (A4 Size) (good quality paper should be used) either neatly hand written or typed as per the prescribed format (see below), affixed with latest passport size colour photograph duly self-attested on the front side without defacing. The envelope must be clearly superscribed on the top as **APPLICATION FOR THE POST OF "__________" (name of post) (one post only) and CATEGORY "______" (i.e. UR/OBC/SC/ST/ EWS/ESM/PwBDs)** and sent by Registered/Speed Post only to **The Flag Officer Commanding-in-Chief, {for Staff Officer (Civilian Recruitment Cell)}, Headquarters Southern Naval Command, Kochi - 682004** along with the following :-

(a) Two additional Passport size photographs for Admit Card and Exit card self-attested on the reverse side and full name written.

(b) Self attested copies of certificates of relevant educational qualifications and self-attested copies of higher qualification if any.

(c) Self attested copy of proof for date of birth (10th certificate or Birth Certificate). Only matriculation / SSC / Birth certificate issued by concerned Education Board/ Competent Authority will be considered as proof of Date of birth.

(d) The OBC/SC/ST candidates should also enclose latest copy of caste certificate duly self-attested for claiming age/other relaxation and produce original certificate on demand.

(e) A copy of candidate's testimonial in support of candidate's experience/proficiency in case the candidate is applying against a post requiring experience/proficiency.

(f) A copy of certificate duly indicating the proof of Ex-Servicemen issued by the Competent Authority with the application and produce original on demand.

(g) Self attested copy of certificate showing the Disability for Physically Handicapped Personnel. It may be noted that only such persons would be eligible for age relaxation in services/posts who suffer from not less than 40% (per cent) of relevant disability. The candidates are to enclose PwBDs certificate indicating percentage of disability issued by Competent Medical Authority, if applicable.

(h) The benefit of reservation under EWSs can be availed upon production of an Income and Asset Certificate issued by a Competent Authority as per the format promulgated vide DoP&T OMs F. No. 36039/1/2019-Estt (Res) dated 31 Jan 19 while submitting the applications.

(i) The Government Servants are to enclose self-attested copy of No Objection Certificate from the employer with the application and produce original on demand.

(j) **The format of relevant certificates is available at Naval Website www.indian navy.nic.in at Personnel>Civilian page.**

(k) A self-addressed envelope of size 25x10 cm with postage stamp of Rs.45/- affixed on it.

(l) All Armed Forces personnel applying for the post should forward undertaking as per DOP&T OM 36034/2/1/Estt.(SCT) dated 08 Apr 1991 to avail age relaxation.

(m) The person with disability who want to avail benefit of age relaxation have to submit disability certificate issued by the Competent Authority in the format given in Annexure I of GoI DOP&T OM 36035/1/2012-Estt.(Res) dated 29 Nov 2013.

10. **General Instructions/Conditions.**

(a) The applicant 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.

(b) If the candidates commit any mistake in filling the application form, no change will be allowed.

(c) 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. Indian Navy will not be responsible for non-receipt of e-mail/SMS. No change in mobile number and e-mail Ids will be entertained after submission of application form.

(d) Candidates should not submit multiple applications for the same post.

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

(f) 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.

(g) The eligibility with respect to age, educational qualification, experience acquired post essential qualification etc will be determined as on the crucial date (i.e. date of closing of Application).

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

(i) Applicants are requested to check **www.indiannavy.nic.in**, website regularly till completion of recruitment for updates/corrigendum and any further instructions.

(j) The SC/ST applicants should be in possession of a latest copy of caste certificate for claiming age / other relaxation and reservation and produce original certificate on demand.

(k) In case of OBCs, the applicant is required to produce, on demand, a caste certificate **(valid for three financial years)**, specifying that the applicant 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.

(l) Armed Forces personnel applying for the posts should enclose an undertaking as per GOI / DOP&T OM 36034/2/1/Estt. (SCT) dated 08 Apr 1991 to avail age relaxation/reservation. The formats of the certificates are available on **www.indiannavy.nic.in.**

(m) In case, the applicants working in Central / State Govt etc. fails to produce the NOC when demanded, his/her candidature will not be considered.

(n) The Persons with Benchmark disabilities, who want to avail benefit of age relaxation should be in possession of disability certificate issued by the Competent Authority in the prescribed format given at enclosure of GOI DOP&T OM 36035/1/2012- Estt.(Res) dated 29 Nov 2013. The formats of the certificates are available on **www.indiannavy.nic.in.**

(o) As per Ministry of Human Resource Development Notification No. F.8-1/ 2016-DL dated 27 Aug 2016 published in Gazette of India dated 01 Sep 2016, all the degrees awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government, provided they have been approved by the University Grants Commission and wherever necessary by All India Council for Technical Education for the programmes for which it is regulatory 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) Applicants will have to make their own arrangement for lodging / boarding for written test. Applicants are advised not to bring any valuable/costly items to the recruitment test as safe keeping of the same cannot be assured. Indian Navy will not be responsible for any loss in this regard.

(r) The results of the written examination will be published in the Employment News and also uploaded in **www.indiannavy.nic.in.** The scores and ranking of applicants in the recruitment examination will be made public through portal in accordance with DOP&T OM dated 21 Jun 18. The options of opting out have to be exercised by the candidate at the time of filling up of the application form.

(s) Indian Navy has the right of cancelling the candidature of any applicant 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 applicants will be liable to be debarred from this examination as well as future examinations. A criminal proceeding may also be initiated.

11. **Important Instructions to the candidates:-**

(a) Before applying, candidates are advised to go through the instructions given in the notification very carefully.

(b) The Indian Navy will not undertake detailed scrutiny of the applications for the eligibility and other aspects at the time of written examination and, therefore, candidature will be accepted only **'provisionally'**. The candidates are advised to go through the requirements of educational qualifications, age, etc. and satisfy themselves that they are eligible for the post. Supporting documents enclosed by the candidate will be verified at the time of Document Verification. When scrutiny of application is undertaken, if any claim made in the application is not found substantiated at any stage, the candidature will be cancelled and the Indian Navy's decision shall be final.

(c) Candidates seeking reservation benefits available for OBC/SC/ST/EWS/ESM must ensure that they are entitled to such reservation as per eligibility prescribed by Government of India and in the Notification. They should also be in possession of the certificates in the prescribed format by Government of India, in support of their claim. The formats of various certificates are also available in the Indian Navy website. **www.indiannavy.nic.in.**

(d) Candidates with physical disability of 40% and more only would be considered as Persons with Benchmark Disabilities (PwBDs).

(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 employee till the time of appointment in the event of their selection.

(f) Only one application form for a post is allowed to be submitted by a candidate. Therefore, the candidates are advised to exercise due diligence at the time of filling their application forms. 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.

(g) 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.

(h) Applications with illegible/blurred photograph/signature will be rejected summarily.

(i) Request for change/correction in any particulars in the Application form, once submitted, will not be entertained under any circumstances.

(j) Candidates are advised to fill their correct and active e-mail address and mobile number in the application form as correspondence may be made by the Indian Navy through e-mail/SMS.

(k) The candidates must carry at least one latest photo bearing identification proof such as Aadhaar Card with a photograph/PAN Card/Passport/Driving Licence/ Voter's ID Card/Bank Passbook with Photograph in original to the Examination venue, failing which they will not be allowed to appear for the same.

(l) 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 Competent Authority.

(m) In case of fake/fabricated application or documents which have been tampered with by misusing any dignitary's name/photo, such candidate will be held responsible for the same and liable for suitable legal action.

(n) Candidates should check their Admit Card carefully and bring the discrepancies, if any, to the notice of the Invigilator before the examination. No correspondence will be entertained post examination in this regard.

(o) If a candidate fails to attend on the date and time indicated for examination of the advertised post, his/her candidature will be treated as cancelled.

(p) Candidates are advised not to bring any valuable/costly items including Mobile phones to the examination as safe keeping of the same cannot be assured. The Indian Navy will not be responsible for any loss in this regard.

(q) Candidature can be cancelled at any stage of the recruitment on any other ground which the Indian Navy considers to be sufficient cause for cancellation of candidature.

(r) Calling for completion of written examination/pre-recruitment formalities does not entitle any individual for appointment for the selected post. Candidature of any individual may be cancelled for the said post, if at any stage, it is found that the individual does not fulfil the eligibility criteria for the advertised post. The decision of the competent authority regarding issue of appointment order to the individual for the selected post will be final.

(s) Higher qualification if any, possessed by the candidate is to be disclosed in the application form. Future requests for addition of higher qualification, if any, obtained prior to appointment will not be entertained.

(t) 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.

12. **Action against candidate 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.

Sl No.	Type of Malpractice	Debarment Period
1	Taking away any Examination related material such as Question Paper, 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
2	Misbehaving, intimidating or threatening in any manner with the examination functionaries/ i.e. Supervisor, Invigilator, Security Guard or any of Indian Navy's representatives etc.	3 Years
3	Obstruct the conduct of examination/instigate other candidates not to take examination.	3 Years
4	Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.	3 Years
5	Obtaining support/influence for his/her candidature by any irregular or improper means in connection with his/her candidature.	3 Years
6	Possession of Mobile phone in 'Switched on' or 'Switched off' mode	3 Years
7	Appearing in the same examination more than once in contravention of the rules	3 Years
8	A candidate who is also working on examination related matters in the same examination	3 Years
9	Damaging examination related infrastructure/equipments.	5 Years
10	Appearing in the Exam with forged Admit Card, Identity Proof	5 Years
11	Possession of fire arms/weapons during the examination	5 Years
12	Assault, use of force, causing bodily harm in any manner to the examination functionaries/ i.e. Supervisor, Invigilator, Security Guard or any of Indian Navy's representatives etc. Threatening/ intimidating examination functionaries with weapons/ fire arms	7 Years
13	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
14	Possession of Bluetooth Devices, Spy cameras, and any other electronic gadgets in the examination hall	7 Years
15	Impersonation/Procuring impersonation by any person.	7 Years
16	Taking snapshots, making videos of question papers, or examination material, labs etc.	7 Years

CAUTION TO ALL CANDIDATES:-

13. **Beware of touts who may misguide with false promise of getting the candidate selected for the job on illegal consideration. Selection is based purely on merit.** Candidates are advised not to fall prey to false assurance of exploitation and must not entertain or encourage unscrupulous elements in any way. It is emphasized that the written test and the selection process will be strictly on merit in a transparent manner.

FOR ANY CLARIFICATION/ASSISTANCE, CANDIDATE MAY WRITE TO US AT E-mail: sncrtc@navy.gov.in Phone No: 0484-2872248

Prescribed Format

APPLICATION FOR THE POST OF __________ (Name of Post)

(Indicate one post only)

1. Name of the Candidate (To be filled in Capital Letters Only)

Affix recent passport size (4.5 x 3.5 cm) photograph self attested (not older than 06 months)

2. Father's Name:

3. Date of Birth: D D / M M / Y Y Y Y

4. Permanent Address:

Line 1

Line 2 Pin Code

Line 3 Telephone

State: __________

5. Address for correspondence

Line 1

Line 2 Pin Code

Line 3 Telephone

State:

Mobile No. __________

E-mail ID:

6. Caste/Category : (Please tick (✓) Appropriate box) (attach certificate)

UR ☐ SC ☐ ST ☐ OBC ☐ PwBDs ☐ DDP category ☐ J&K Domicile ☐ NSP ☐ EWS ☐ ESM ☐ Dept. candidate ☐

7. Aadhaar Details

8. If applied under PwBDs Category (attach certificate)

Disability (VH/HH/OH/MD)	% Disability	Scribe required (Yes/No)

9. Gender (Please tick (✓) Appropriate box) :

Male ☐ Female ☐ Transgender ☐

10. Nationality:

11. Marital Status: Single/Married/Divorced/Separated __________

12. Religion:

13. Educational qualification (Matriculation onwards)(attach certificates) .

Qualification	University/ Board	Year of Passing	Total Marks Secured	Percentage of Marks	Div/ Class

14. Experience (attach certificates)

Post held & Pay Scale	Office/ Institute	Period of Service From	To	Total Period in years & months	Nature of Duties

15. Identification mark (please write in the box)

DECLARATION

(a) I hereby declare that all the statements made by me in the application are true, complete and correct to the best of my knowledge and belief. I have not suppressed any information. I understand and agree that in the event of any information being found false or incorrect or incomplete or ineligibility being detected at any point in time before or after selection, my candidature is liable to be rejected. I shall be bound by the decision of the competent authority.

(b)* I have informed my Head of the Office/Deptt. in writing that I am applying for this post.

(c)* I have no objection to my scores, ranking etc. in the recruitment examination in being made public through portal in accordance with DoP&T OM F.No. 39020/1/2016-Estt (B) dated 21 Jun 18.

*(Strike if not applicable)

Place:

Date:

(Signature of the candidate)

(Thumb Impression)

Enclosures :-

1) __________

2) __________

3) __________

4) __________

5) __________

6) __________

davp 10702/11/0012/2122 EN 19/54