

**HEADQUARTERS, COAST GUARD REGION (WEST)**  
**Worli Sea Face P.O., Worli Colony, Mumbai – 400 030**

**Filling up of civilian vacancies by Direct Recruitment in various sub offices under Indian Coast Guard Region (West), Mumbai**

1. Applications from eligible candidates are invited for the following posts to be filled on **direct recruitment basis** as indicated below:-

<b><u>Name of the post</u></b>	<b><u>No. of posts / category</u></b>	<b><u>Place of posting</u></b>	<b><u>Pay Scale</u></b>	<b><u>Qualification</u></b>	<b><u>Age limit will be reckoned as on 15 Sep 18</u></b>
<b>Store Keeper Grade II</b> General Central Service Group 'C' (Non-Gazetted / Non-Ministerial)	<b>02</b>  01-UR  01-SC	Mumbai  Kochi	PB-1 of ₹ 5200-20200 + ₹1900/- (GP) (pre-revised) and Revised <b>Level 2 Pay Matrix, ₹19,900/-</b>	<b>Essential :</b> (i) 12 <sup>th</sup> pass from recognised Board or University. (ii) One year's experience in handling stores from any recognized firm or Central or State Govt. organization or Public Sector Undertakings Note 1 : Qualification is relaxable at the discretion of the Competent Authority for reasons to be recorded in writing in the case of candidates otherwise well qualified. Note 2 : The qualifications regarding experience are relaxable at the discretion of the Competent Authority for the reasons to be recorded in writing, in the case of candidates belonging to scheduled castes or scheduled tribes, if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidate from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.	Age 18 to 25 years. (Relaxable for Govt. servants, upto 40 years in accordance with the instructions or orders issued by the Central Government). Note 1 : The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India ( and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkimk, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti district and Pangi Sub-Division of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep).

<b>Civilian Motor Transport Driver (Ordinary Grade)</b> General Central Service Group 'C' (Non-Gazetted / Non-Ministerial)	<b>04</b>		PB-1 ₹ 5200-20200 + ₹1900/- (GP) (pre-revised) and Revised <b>Level 2, Pay Matrix, ₹19,900/-</b>	<b>Essential:</b> (i) 10 <sup>th</sup> standard pass. (ii) Must possess valid driving licence for both heavy and light motor vehicles. (iii) Should have at least two years experience in driving motor vehicles. (iv) Knowledge of motor mechanism (should be able to remove minor defects in vehicles).	18-27 years (Relaxable for Govt. servants, Scheduled Caste, Scheduled Tribe and Other Backward Class candidates as per Govt. instructions issued from time to time).
	02-OBC	Kochi			
	01-UR	Daman			
	01-UR	Goa			

**Note :** No age and other relaxation will be given to SC/ST/OBC candidates for the posts earmarked for UR category.

2. The applications in the prescribed Proforma at (Annexure I) should be forwarded to the offices as under **by 15 Sep 18:**

**For posts in office at Mumbai** : The Commander, No.2 Coast Guard District (Maharashtra)  
Mumbai – 400 030

**For posts in office at Kochi** :The Commander, No.4 Coast Guard District, Kelvatthy Fort,  
Fort Kochi–682004

**For posts in office at Goa** : The Commander, No.11 Coast Guard District Headquarters (Goa)  
4<sup>th</sup> floor, MPT Old Admin Bldg., Mormugao Harbour, Goa – 403 803

**For the posts in office at Daman** :The Commanding Officer, Coast Guard Air Station, Nani  
Daman – 396 210

3. The envelope containing the application must be superscribed as 'Application for the post of \_\_\_\_\_'. Application should be submitted by Ordinary Post only. Self attested copies of educational, technical, age proof, caste certificate for OBC/SC/ST and experience certificate, if any, should be enclosed with the application. Candidates in Central Govt. service should submit NOC from their present employer alongwith applications. Crucial date for fixation of age limit will be the last date of receiving applications, viz **15 Sep 18**.

4. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for written test.

5. In case of receipt of large number of applications, screening of applications on the basis of percentage of marks obtained in the exam for essential qualification will be carried out to reduce candidates for written exam. A benchmark percentage will be fixed depending on the no. of applicants. No weightage will be given for additional / higher education (other than those prescribed in the Recruitment Rules) All candidates meeting the benchmark will be allowed to appear in the written exam. The administration reserves the right to fix a cut off / benchmark for selection. Short listed candidates only will be called for written test.

6. Candidates to bring original documents on the date of written examination. No TA will be paid for the written test. Candidates have to make their own lodging and transportation and arrangements for test. Unit will not be responsible to pay any damages in case of injury during physical test.

7. Selection Procedure: The selection of candidates will be based only on the merit in written examination. However, the skill / physical tests wherever required will be conducted, but will only be qualifying in nature with no bearing on the overall merit.

(i) Written test : Short listed candidates will undergo a written test / aptitude test on the basis of educational / technical qualifications prescribed for the post. The syllabus for written examination consists of General Knowledge, Arithmetic, General English and knowledge / experience related to the concerned post. The total marks for the written test will be 50. The qualifying marks in written exam is 50% and the candidates who qualify the written test are to be shortlisted for the trade test (where applicable). In case of SC and ST candidates, the qualifying percentage may be relaxed to 45%. No relaxation in qualifying marks is admissible to OBC candidates. The merit list is to be prepared on the basis of the marks secured in the written test only.

(ii) Trade / Skill Test : Trade/skill tests are devised to check the performance / aptitude of a candidate for the trade, for which he has applied. Separate skill tests are to be administered for each trade. The candidates who qualify the written test are to appear for trade/skill test. The trade / skill test wherever required will only be qualifying in nature and shall have no bearing on the overall merit.

8. The appointment carries with it liability to serve in any part of India. The place of initial posting is provisional and subject to change depending on availability of vacancy at the time of posting.

9. The no. of vacancies indicated in this Employment News is provisional and may increase or decrease or even become NIL, depending upon the actual needs of the Region. The Administration also reserves the right to cancel the notified vacancies, at its discretion and such decision will be final and binding on all in the event of cancellation of notified vacancies.

10. All posts are temporary but likely to be permanent under MoD with a probation period of two years. The appointee will be governed by the New Pension scheme.

11. Terms and conditions given out in this advertisement are subject to change. Hence, these may be treated as general guidelines only.

12. Applications which are not in the prescribed format, without the required certificate, duly self attested / without photographs / without signature of the candidates and those sent by courier/speed post/ registered post or received after due date will be summarily rejected.

13. The decision of the Commander, Coast Guard Region (West), Worli Sea Face P.O. Worli Colony, Mumbai – 400 030 regarding selection/rejection will be final and no correspondence will be made on rejection of the application.

(Signature of the Controlling Officer)  
Designation & Office Address

Dated :

**BIO-DATA**

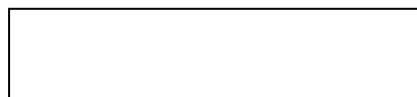
(Post applied for \_\_\_\_\_ on Direct Recruitment basis)

Candidates fulfilling the eligibility criteria, should send their typed application on plain paper or neatly hand written in the following format :-

- |     |  |                                   |   |
|-----|--|-----------------------------------|---|
| 1.  | Post applied for                         | :                                 | Passport size photograph should be affixed with . |
| 2.  | Name of the applicant (in block letters) | :                                 |   |
| 3.  | Father's Name                            | :                                 |   |
| 4.  | Date of Birth                            | :                                 |   |
| 5.  | Nationality                              | :                                 |   |
| 6.  | A visible Identification marks           | :                                 |   |
| 7.  | Whether SC/ST/OBC/General/PH:            | :                                 |   |
| 8.  | Educational Qualifications               | :                                 |   |
|     | (a) Technical                            | :                                 |   |
|     | (b) Non Technical                        | :                                 |   |
| 9.  | Experience                               | :                                 |   |
| 10. | Marital Status                           | :                                 |   |
| 11. | Address for communication with PIN code  | :                                 |   |
| 12. | Permanent address                        | :                                 |   |
| 13. | Contact No.(Mobile No.& E-mail ID)       | :                                 |   |
| 14. | Choice of Posting                        | : (i) _____ (ii) _____ (iii)_____ |   |

**DECLARATION**

I do hereby declare that the particulars furnished above by me are correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect, my candidature / appointment may be cancelled / terminated without any notice.



(left hand thumb impression)

**Signature of the applicant****Place:****Date:**

**HEADQUARTERS, COAST GUARD REGION (WEST)**

**Worli Sea Face P.O., Worli Colony**

**Mumbai – 400 030**

1. Applications are invited from the willing and eligible candidates for filling up the following posts **on deputation basis** in the sub-office under Coast Guard Region (West).

Name of the post	No. of posts / category	Place of posting	Pay Scale	Qualification
<b>Engine Driver (boat crew)</b> General Central Service Group 'C' (Non-Gazetted, Non-Ministerial)	<b>03</b>	CGDHQ-4, Kochi	PB-1 (₹ 5200-20200/- with grade pay of ₹ 2400/-)(pre-revised) and Revised Pay <b>Level 4, Pay Matrix ₹ 25,500/-</b>	<b>Essential :</b> (a) Person serving under the Central or State Govt.- (i) Holding analogous posts on regular basis <b>OR</b> (ii) Holding the posts carrying the pre-revised pay in PB-1 (₹ 5200-20200/- with grade pay of ₹1900/-) and Revised Pay in <b>Level 2, Pay Matrix, ₹19,900/-</b> with eight years regular service in the grade <b>AND</b> (b) Possessing Certificate of competency as Engine Driver from a recognized Government Institute or equivalent. (c) <b>Desirable :</b> Two years service as Sarang on a vessel of over four hundred Boat Horse Power.

2. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation / Department of the Central Government shall ordinarily not exceed three years. The appointment on deputation shall be governed by DOP&T OM No. 2/29/91- Estt. (Pay-II) dated 05 Jan 94 as amended from time to time. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.

3. The number of vacancies to be filled up is provisional only and likely to change.

4. The applications from the eligible / willing candidates may be forwarded as per the Bio – data given in Annexure–I alongwith (i) APAR dossier for the last 05 years (attested photocopies only) (ii) Vigilance / Integrity Clearance Certificate (iii) Certificate from the Cadre Controlling authority that the particulars furnished by the officers are correct and no disciplinary case is either pending or being contemplated against him / her and no major / minor penalty has been imposed on him / her during the last 10 years. (iv) No Objection of the Cadre Controlling authority to relieve the candidate in the event of selection to the **Commander, Coast Guard Region (West), Worli Sea Face P.O., Worli Colony, Mumbai – 400 030** within a period of 45 days from the date of publication of the advertisement in the Employment News. The envelope containing the application must be superscribed as “Applications for the post of \_\_\_\_\_”

5. Applications received after the last date or without the APARs as stated above or otherwise incomplete will not be entertained. The candidates who once apply for the post will not be allowed to withdraw their candidature subsequently.

(Signature of the Controlling Officer)  
Designation & Office Address

Date :

**PROFORMA**

(Post applied for \_\_\_\_\_ on deputation basis)

1.	Name & Address in Block letters					
2.	Date of Birth (in Christian era)					
3.	Date of retirement under Central / State Govt. rules					
4.	Educational qualification					
5.	Present post held & date from which held					
6.	Post for which applied					
7.	Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same.					
		<b>Qualifications / Experience required</b>			<b>Qualifications / Experience possessed by the applicant</b>	
<b>Essential</b>						
<b>Desired</b>						
8.	Please state clearly whether in the light of entries made by you above, you meet the requirement of the post					
9.	Details of Employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.					
	<b>Office/Instt/Orgn</b>	<b>Post held</b>	<b>From</b>	<b>To</b>	<b>Grade Pay &amp; Pay Band</b>	<b>Brief nature of duties</b>
10.	Nature of present employment, i.e., ad hoc or temporary or permanent					
11.	In case the present employment is held on deputation / contract basis, please state –					
	(a) The date of initial appointment					
	(b) Period of appointment on deputation / contract					
	(c) Name of the parent office / organization to which you belong					
12.	Additional details about present employment please state whether working under					
	(a) Central Government					
	(b) State Government					
	(c) Autonomous Organisations					
	(d) Government Undertakings					
	(e) Universities					

13.	Are you in Revised Scale of Pay ? If yes, give the date from which the revision took place and also indicate the pre-revised scale.	
14.	Total emoluments per month now drawn	
15.	Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient.	
16.	Whether belongs to SC/ST/OBC	
17.	Choice of posting	(i) _____, (ii) _____, (iii) _____
18.	Contact No. of the individual	
19.	Remarks	

**UNDERTAKING**

I will not withdraw my candidature in any circumstances in the case of my selection

**Dated :**

**Signature of the Applicant**

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**(To be filled by the Cadre Controlling Authority / Head of Office)**

1. Certified that the particulars given above are true and have been verified from the office records.
2. The applicant, if selected, will be relieved immediately.
3. The APAR for the last 05 years duly attested (if photo copy) of the applicant is enclosed.
4. It is certified that no vigilance case is pending or contemplated against Shri / Smt/ Kum \_\_\_\_\_ and his / her integrity is certified.
5. It is also certified that no major / minor penalty was imposed on Shri / Smt. / Kum \_\_\_\_\_ during the past 10 years.

Signature of the H.O.O. with Designation

\_\_\_\_\_

Tel \_\_\_\_\_

Office Seal \_\_\_\_\_