

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:-

<u>Name of the post</u>	<u>No. of posts / category</u>	<u>Place of posting</u>	<u>Pay Scale</u>	<u>Qualification</u>	<u>Age</u>
Store Keeper, General Central Service Group 'C' Non-gazetted, Non-ministerial	02 02-UR	Mumbai	PB-1 of ₹ 5200-20200 + ₹ 2400/- (GP) (pre-revised) and Revised Pay Matrix Level 4, ₹ 25,500/-	Essential (i) Degree from a recognized university or equivalent. (ii) Three years experience in handling stores and keeping accounts in a store of a Government department or public sector undertaking.	Age 18 to 27 years (Relaxable for Govt. servants, scheduled castes, scheduled tribes and other backward class candidates as per Govt instructions issued from time to time)
Asst. Store Keeper General Central Service Group 'C' Non-Gazetted / Non-Ministerial)	02 01-UR 01-SC	Mumbai Kochi	PB-1 of ₹ 5200-20200 + ₹ 1900/- (GP) (pre-revised) and Revised Pay Matrix Level 2, ₹ 19,900/-	Essential : Matriculation or equivalent. Desirable : One year experience in handling stores in a Govt. or Public Sector Undertaking or a recognized firm.	Age 18 to 27 years. (Relaxable for Govt. servants, scheduled castes, scheduled tribes and other backward class candidates as per Govt instructions issued from time to time)
Motor Transport Driver (Ordinary Grade) General Central Service Group 'C' Non-Gazetted / Non-Ministerial	04 01-SC 01-OBC 02-UR	New Mangalore Kochi Daman	PB-1 ₹ 5200-20200 + ₹ 1900/- (GP) (pre-revised) and Revised Pay Matrix Level 2, ₹ 19,900/-	Essential: (i) 10 th 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).

Lascar I Class General Central Service Group 'C' Non- Gazetted / Non- Ministerial	01 01-UR	Kochi	PB-1 ₹ 5200- 20200 + ₹1800/- (GP) (pre- revised) and Revised Pay Matrix Level 1, ₹ 18,000/-	<u>Essential:</u> (i) Matriculation pass or its equivalent from recognized boards. (ii) Three years experience in service on Boat.	18-30 years. (Relaxable for Government Servants, Schedule Caste, Schedule Tribes and Other Backward Class candidates as per Government instructions issued from time to time.
MTS (Gestetner Operator) General Central Service Group 'C' Non- Gazetted / Non- Ministerial	01 01-UR	Daman	PB-1 ₹ 5200- 20200 + ₹1800/- (GP) (pre- revised) and Revised Pay Matrix Level 1, ₹ 18,000/-	<u>Essential:</u> (i) Matriculation or equivalent pass (ii) Two years experience as office attendant.	Age 18 to 27 years (Relaxable for Govt. servants, scheduled castes, scheduled tribes and other backward class candidates as per Govt instructions issued from time to time)
Multi Tasking Staff (Daftry) General Central Service Group 'C' Non- Gazetted / Non- Ministerial	01 01-UR	Mumbai	PB-1 ₹ 5200- 20200 + ₹1800/- (GP) (pre- revised) and Revised Pay Matrix Level 1, ₹ 18,000/-	<u>Essential:</u> (i) Matriculation or equivalent pass (ii) Two years experience as office attendant.	Age 18 to 27 years (Relaxable for Govt. servants, scheduled castes, scheduled tribes and other backward class candidates as per Govt instructions issued from time to time)
Multi Tasking Staff (Peon) General Central Service Group 'C' Non- Gazetted / Non- Ministerial	03 02-UR 01-OBC	Ratnagiri Mumbai	PB-1 ₹ 5200- 20200 + ₹1800/- (GP) (pre- revised) and Revised Pay Matrix Level 1, ₹ 18,000/-	<u>Essential:</u> (i) Matriculation or equivalent pass (ii) Two years experience as office attendant.	Age 18 to 27 years (Relaxable for Govt. servants, scheduled castes, scheduled tribes and other backward class candidates as per Govt instructions issued from time to time)

Multi Tasking Staff (MT Cleaner) General Central Service Group 'C' Non-Gazetted / Non-Ministerial	01 01-OBC	Daman	PB-1 ₹ 5200-20200 + ₹1800/- (GP) (pre-revised) and Revised Pay Matrix Level 1, ₹ 18,000/-	Essential : (i) Matriculation or equivalent pass. (ii) Two years experience In mechanical workshop.	18 to 27 years (Relaxable for Govt. servants, scheduled castes, scheduled tribes and other backward class candidates as per Govt instructions issued from time to time)
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Note : (i) 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 **within 30 days from the date of publication of this advertisement in the Employment News :**

For the posts in units at Ratnagiri & Mumbai: The Commander, Coast Guard District Headquarters No.2, Worli Sea Face P.O., Worli Colony, Mumbai – 400 030

For posts in units at New Mangalore : The Commander, Coast Guard District Headquarters No.3 (Karnataka), Panambur, Post Box No. 19, New Mangalore – 575 010.

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

For the posts at Daman : The Commanding Officer, Coast Guard Air Station, Nani Daman–396210

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.
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. Candidates must obtain 50% marks to qualify the written test in case of General / OBC and 45% for SC/ ST candidates.
 - (ii) Trade Test : Trade tests are devised to check the performance / aptitude of a candidate for the trade, for which he has applied, as applicable. The candidates who qualify the written test are to appear for the Trade Test which will only be qualifying in nature with 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 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.

Dated :

(Signature of the Controlling Officer)
Designation & Office Address

BIO-DATA

(Post applied for _____ on Direct Recruitment basis)

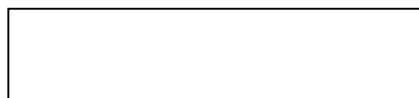
Candidates fulfilling the eligibility criteria, should send their typed application on plain paper or neatly hand written in the following format :-

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|-----|--|---|----------------------------------|
| 1. | Post applied for | : | |
| 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) _____ |

Passport size photograph should be affixed with
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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:**