



Government of India

# Ministry of Defence

THE INDIAN NAVY

INVITES APPLICATION FOR THE POST OF 'TRADESMAN MATE'

RECRUITMENT BY ABSORPTION HEADQUARTERS, WESTERN NAVAL COMMAND, MUMBAI

ADVT NO. ABS-/2024

1. Applications are invited through proper channel for the post of 'Tradesman Mate' classified as General Central Service Group 'C', Non Gazetted, Industrial to be filled up by Absorption from Tradesman Mate or Multi Tasking (Non- Industrial) or Multi Tasking Staff (Ministerial) of the Navy or persons serving in analogous, equivalent or higher grades in lower formations of the Defence Services in the prescribed proforma as given at Annexure-I. Eligible candidates are to apply through proper channel (application in other forms of mailing will not be accepted). The details are as follows -

Name of post	No. of vacancies (subject to variation)	Level of Pay Matrix (7th CPC) & Classification	Place of posting
Tradesman Mate	38*	General Central Service, Group 'C' Non -Gazetted, Industrial "Level 1 (Rs 18000-56900) in the Pay Matrix"	Mumbai/Goa/Karwar

\* Subject to increase/decrease

2. Selected candidates normally will have to serve in the Units under administrative control of Headquarters Western Naval Command, Mumbai. However, they can be posted anywhere in India, in Naval units/ formations as per Administrative requirement. The employees who wish to seek absorption for the above mentioned posts with zero seniority in new units may apply for the post.

3. The eligibility criteria are as follows:-

(a) Age - Not exceeding 56 year as on closing date of receipt of application.  
 (b) Essential Qualification:- Tradesman Mate or Multi Tasking Staff (Non-Industrial) or Multi-Tasking Staff (Ministerial) of the Navy or persons serving in analogous, equivalent or higher grades in lower formation of the Defence Services with at least two years regular service in Level-1 (Rs 18000-56900) in Pay Matrix and possessing qualifications as specified below -

- (i) 10th standard pass from a recognised Board / Institution.
- (ii) Certificate from recognised Industrial Training Institute (ITI) in the relevant trade.
- 4. Nature of duties/ Job Profile. Indicative duties related to the post are as follows:-
- (a) Working in production/maintenance of Shop/Ship/Submarine.
- (b) General cleanliness and upkeep of the Section/Unit.
- (c) Carrying of files and other papers within the Office area.
- (d) Photocopying, sending /receiving of FAX, letters etc.
- (e) Other non-clerical work in the Sections/Units.
- (f) Assisting in routine office work like diary, dispatch etc. including on computer.
- (g) Delivering of DAK (inside & outside the section/units)
- (h) Watch and ward duties.
- (i) Opening and closing duties.
- (j) Cleaning of building, fixture etc.
- (k) Dusting of furniture etc.
- (l) Upkeeps of parks, lawns, potted plants etc.
- (m) Any other work assigned by superior authority.

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

5. The appointment of provisionally selected candidates will strictly be based on the merit, subject to successful verification of documents, medical examination and other requirements as applicable and specified by the Government of India and Appointing Authority.

6. Document Verification. All relevant documents pertaining to age, education, identity, address, category, caste, service etc. will be scrutinized and verified prior to provisional appointment as per extant DOP&T policy. Date and venue for document verification will be intimated to the provisionally selected candidates by post/ or their e-mail IDs.

7. Last Date/ Crucial Date. The last date/ crucial date for determining the eligibility of the applicants will be counted 60 days after excluding the first date of publication in the Employment News.

8. 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, affixed with recent passport size colour photograph (taken within last 03 months) duly self attested. Copy of application form can also be downloaded from [www.indiannavy.nic.in](http://www.indiannavy.nic.in) website. The envelope must be clearly super scribed on the top as APPLICATION FOR THE POST OF 'TRADESMAN MATE' (BY ABSORPTION) Advt No. ABS-/2024, and sent through proper channel by Registered/Speed post only to the following address:-

The Flag Officer Commanding-in-Chief,  
(for SO 'CP')

Headquarters Western Naval Command,  
Ballal Pier, Near Tiger Gate, Mumbai 400001

9. Following documents are to be sent along with application (Annexure-II):-

- (a) CR dossier in original/photocopies of the APAR for the last five years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above.
- (b) Vigilance Clearance Certificate
- (c) Integrity Certificate
- (d) A statement of major/ minor penalty, if any, imposed during last ten years.
- (e) Cadre Clearance Certificate.

(f) Self-attested copies of certificates / Marks in support of educational/technical/ other qualification etc. Original certificates/ Marksheets should be produced when asked for.

(g) A recent passport size photograph (same as the one pasted on application form) duly attested on reverse (by current employer) should be pinned with the application.

## 10. General Instructions.

- (a) The vacancies indicated above are provisional and may be increased/reduced or even made NIL without assigning any reason.
- (b) Attested copies of educational qualification, experience and other certificates should be enclosed with the application in support of candidates claim against the requisite eligibility criteria. Candidates may be required to produce original certificates for verification at any time during the recruitment process.
- (c) Incomplete applications, applications with insufficient details and/ or those received late and/ or not accompanied by supporting certificate/documents and/ or in the format other than prescribed, would be summarily rejected. No correspondence in this regard would be entertained.
- (d) Indian Navy reserves the right to shortlist the applications, if necessitated. Mere submission of the application does not guarantee of being shortlisted/ selected for the post applied. No correspondence will be entertained on this matter.
- (e) The competent authority reserves the right to select the criteria for shortlisting of candidates. Competent Authority also reserves the right to cancel part or whole of the recruitment process in this employment notification at any stage without assigning any reason thereof.
- (f) The 'Curriculum Vitae (CV) duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment to post on absorption basis.
- (g) Submission of false/incorrect/incomplete and/ or dubious/bogus certificates/documents shall disqualify the candidate.
- (h) Only provisionally selected candidates will be informed about their selection after the selection process and no other correspondence would be entertained.
- (i) Candidates are requested to ensure that they fulfil the eligibility conditions before applying for the above post.
- (j) The terms and conditions given in the advertisement are subject to change and should, therefore be treated as guidelines only.
- (k) The last date/crucial date for determination of the qualifying service for the post will be the closing date of the receipt of application (Refer para 7).
- (l) Any candidate once selected shall not be allowed to withdraw or refuse to join and it shall be the responsibility of the sponsoring authority to release the selected candidates within one month of issue of appointment order.
- (m) Selected candidates normally will have to serve in the units under administrative control of respective Commands, however they can be posted anywhere in India in Naval units/ formation as per administrative requirements. Those who are willing to serve anywhere in India should only apply.
- (n) Canvassing in any form and/or bringing in any influence, political or otherwise will be a disqualification for the post.
- (o) The candidate is requested to visit website [www.indiannavy.nic.in](http://www.indiannavy.nic.in) at >Personnel > Civilian Page regularly for update, if any.
- (p) The advertisement has also been uploaded on IN Website i.e. [www.indiannavy.nic.in](http://www.indiannavy.nic.in).

For any clarification /Assistance candidate may contact on phone number 022-22751335

## ANNEXURE-I

## BIO-DATA/ CURRICULUM VITAE PROFORMA

Recruitment of 'Tradesman Mate' by Absorption

Advt. No.

1. Name and Address (in BLOCK Letters)	Paste a recent Colour Photo (passport size) (not more than 03 months old)
2. Date of Birth (in Christian Era) Format: (DD / MM / YYYY)	
3. Aadhar Card No.	
4. i) Date of entry into service ii) Date of retirement under Central/State Government Rules.	
5. Educational Qualifications (Matriculation onwards)	
6. Whether Educational and other qualifications required for the post are satisfied (If any qualification have been treated as equivalent to the one prescribed in the Rules, state the authority for the same):	
Qualifications/Experience required as mentioned in the advertisement/ vacancy circular.	Qualifications/Experience possessed by the candidate
Essential	Essential
A) Mention essential qualification in terms of 6.1 note	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
6.1 Note: This column needs to be amplified to indicate 'Essential and Desirable Qualifications' as mentioned in the RRs by the Administrative Ministry / Department / Office at the time of issue of circular and issue of Advertisement in the Employment News.	
6.2 In the case of Degree and Post Graduate Qualifications elective/ main subjects and subsidiary subjects may be indicated by the candidate	