



**Government of India
Ministry of Defence**

**RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY-2025
RECRUITMENT OF BOAT CREW STAFF IN INDIAN NAVY
NOTIFICATION 01/2025-BCS**

1. Indian Navy invites applications for the posts of **Boat Crew Staff** classified as Group 'C', Non-Gazetted, Non-Industrial from eligible candidates to apply online through Indian Navy website www.joinindiannavy.gov.in for the posts of **Syrang of Lascars, Lascar-I, Fireman & Topass**. Selected candidates normally will have to serve in the units under administrative control of Headquarters, Western Naval Command, Mumbai. They can however be posted anywhere in India, at Naval units/ formations as per administrative requirement. The vacancy details are as follows: -

General Central Service, Group 'C', Non-Gazetted, Non- Industrial												
S. No.	Name of Post	Distribution of vacancies* (* Subject to variation)							Categories of disability suitable for jobs with functional requirement	Pay Matrix (as per 7th CPC)		
		SC	ST	OBC	EWS	UR	TOTAL	Horizontal Reservation				
								PwBD			ESM	Ex-Agriiveers
(a)	Syrang of Lascars	08	04	15	05	25	57	02	05	05	01-VH 01-(d&e) (S, ST, W, BN, MF, SE, C)	Level-4 of Pay Matrix (Rs. 25500-81100/-)
(b)	Lascar-I	32	13	50	19	78	192	07	15	15	01-VH, 03-HH, 01-OH, 02-(d&e) (S, ST, W, BN, MF, SE, C)	Level-1 of Pay Matrix (Rs. 18000-56900/-)
(c)	Fireman (Boat Crew)	16	05	13	08	31	73	02	01	01	02-(d&e) (S, ST, W, BN, MF, SE, C)	
(d)	Topass	01	01	-	01	02	05	-	-	-	-	

The above vacancies also include the given below Backlog Vacancies:-

S.No.	Name of Post	SC	ST	OBC	Total	PwBD
(a)	Lascar-I	22	09	02	33	01(HH) & 02(d&e)
(b)	Fireman (Boat Crew)	03	02	-	05	-
(c)	Topass	01	-	-	01	-

Physical requirement suitability for PwBDs - As per posts identified by Ministry of Social Justice & Empowerment notification No. 38-16-2020-DD-III dated 04 Jan 2021 amended vide notification No. 30-12/2020-DD-III dated 24 Aug 2022, the PwBD candidates belonging to following suitable categories of benchmark disability may apply for above posts accordingly: -

Sl.	Name of Post	Categories of Benchmark Disability suitable for jobs with functional requirement
(a)	Syrang of Lascars	(a) LV(b) D, HH (c) CP, LC, Dw, AAV (d) ASD (M, MoD), SLD, MI (e) MD (Involving (a) to (d) above
(b)	Lascar-I	
(c)	Fireman (Boat Crew)	
(d)	Topass	(a) D, HH (b) OL(SD, SI without neurological/limb dysfunction), CP, LC, Dw, AAV (d) ASD(M, MoD), SLD, MI (e) MD(Involving (a) to (d) above

* Persons with SD/SI with associated limb dysfunction shall be covered under the respective sub category such as OL, OA etc. as the case may be.

Note:- PwBD candidates must be in possession of disability certificate issued by the Competent Authority prior to applying Online, in the prescribed format as mentioned at Rule 18(1) of Ministry of Social Justice and Empowerment Notification G.S.R 591(E) dated 15 Jun 2017. The format is also available at www.joinindiannavy.gov.in > **Join Navy > Ways to Join > Civilian > Boat Crew Staff**. This tab is linked with recruitment portal. The format is available in the recruitment portal, under 'Reference Documents'.

2. Abbreviations used. UR- Unreserved, SC- Scheduled Caste, ST- Scheduled Tribe, OBC- Other Backward Class, EWS - Economic Weaker Section, PwBD- Person with Benchmark Disabilities, ESM - Ex-Serviceman, VH- Visually Handicapped, HH- Hearing Handicapped, OH- Orthopedically Handicapped, OL- One Leg, OA- One Arm, SD-Spinal Deformity, SI- Spinal Injury, LV- Low Vision, D- Deaf, CP- Cerebral Palsy, LC- Leprosy Cured, Dw- Dwarfism, AAV- Acid Attack Victims, ASD (M, MoD)- Autism Spectrum Disorder (M- Mild, MoD- Moderate), SLD- Specific Learning Disability, MI- Mental Illness, MD- Multiple Disabilities, S- Sitting, ST- Standing, W- Walking, BN- Bending, MF- Manipulation with Fingers, SE- Seeing, C- Communication.

3. Reservation. Reservation for SC/ST/OBC/EWS categories are available as per extant Government Orders. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs, EWS candidates which will thus comprise of SC, ST, OBC, EWS who are either lower in merit than the last candidate on merit list of UR category or SC/ST/OBC candidates who have availed age relaxation for respective category irrespective of their position in merit list. Similarly, reserved vacancies for PwBDs, ESM & Ex-Agriiveers will be filled up from amongst such eligible candidates from **respective category who are lower in merit than the last candidate on merit list of respective category** but otherwise found suitable for the appointment even

by relaxed standard. Reservations for PwBDs, ESM & Ex-Agriiveers fall under the category of horizontal reservation which cuts across vertical reservation i.e. reservation for SC/ST/OBC/EWS (What is called inter-locking reservation).

The candidates selected against the PwBDs, ESM & Ex-Agriiveers quota will be placed in the appropriate category of UR/SC/ST/OBC/EWS as the case may be.

4. Essential Qualification.

Sl	Post	Essential Qualification
(a)	Syrang of Lascars	(a) 10th pass from a recognised Institute or Board. (b) Syrang Certificate granted under Inland Vessels Act, 1917 or Merchant Shipping Act, 1958. (c) Two years experience as Syrang-in-Charge of a registered vessel of twenty horse power.
(b)	Lascar-I	(a) 10th pass from a recognised Institute or Board. (b) Knowledge of swimming. (c) One year experience on a registered vessel.
(c)	Fireman	(a) 10th pass from a recognised Institute or Board. (b) Knowledge of swimming. (c) Certificate of having completed pre-sea training course.
(d)	Topass	(i) 10th pass from a recognised Institute or Board. (ii) Knowledge of swimming.

Note. (a) Syrang certificate granted under Inland Vessels Act, 2021 will also be accepted as Inland Vessels Act, 1917 has been superceded by Inland Vessels Act, 2021.

(b) The experience gained for the posts of Syrang of Lascars and Lascar-I must be obtained on a vessel registered under Merchant Shipping Act, 1958 or Inland Vessel Act, 1917/ 2021 with a valid "Certification of Survey". If the vessel is a fishing vessel, the vessel is to be registered and licensed as per the Marine Fishing Regulation Act, 1978 or under any of the Fishing Regulation Act of States/ UTs.

(c) For the post of Fireman, the certificate of having completed pre-sea training course is required to be i.a.w. Director General of Shipping (DGS) Circular No. 18 of 2020 dated 24 Apr 2020 and 20 of 2020 dated 27 May 2020. The format for course completion certificate shall be as per that mentioned at DGS Circular 20 of 2020. For certificates awarded prior to 01 Jun 2020, the certificate of having completed pre-sea training course is to be i.a.w. DGS Circulars/orders issued from time to time for that relevant period. The name and logos of the Maritime Training Institute (MTI) is to be clearly mentioned at the top of the certificate along with the MTI No. and Certificate No. The MTI is required to have been registered and approved by Director General of Shipping during the period the pre-sea training course was undertaken. The candidates are required to submit the following attachments: -

(i) **Attachment 1** - Copy of the pre-sea course completion certificate (Degree/ Diploma/ course certificate)

(ii) **Attachment 2** - Copy of the certificate for successful assessment of TAR book/ Cadet record book of the approved shipboard training.

(d) All supporting documents necessary to prove experience and essential qualifications are required to be submitted at the time of filling online application. The same shall be verified at the time of documents verification/ pre-appointment formalities and thereafter Indian Navy reserves the right to issue provisional Offer of Appointment only after vetting, scrutiny or / and completion of verification of all supporting documents with relevant authorities.

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5. Nature of Duties/Job Profile in Brief. Indicative duties and responsibilities of posts being notified are listed as follows: -

Sl.	Name of Post	Nature of Duties
(a)	Syrang of Lascars	Will undertake independent charge of small crafts like Ferry craft, AC Lighter and big powerboats. Will carry out all the duties of Master of the Crafts when deployed as in-Charge of the above mentioned crafts/vessels. In bigger vessels, he/she is responsible to the Master for the following:- (i) General supervision of work on deck. (ii) Securing the craft alongside the ship/jetty or moorings and casting off. (iii) Safety measures while going along side and at the time of casting off. (iv) Carry out the maintenance of cordage, wire ropes, canvas gear, water hoses, fuel hoses, lifeboats, lifebuoys, gangways, davit, derrick and other deck fittings. (v) Maintenance and cleaning of anchor cables, ship side superstructures, store, deck cargo/fresh water tanks and mess decks and all other spaces except machinery compartments. (vi) Any other duties entrusted by the Master-in-Charge.
(b)	Lascar-I	(i) Handle the rope work, anchor work, throwing of lines, splices etc. of yard craft during exploitation of craft for movement at sea, in harbour and in voyages. (ii) To maintain the deck, including chipping/painting deck side of yard craft. (iii) Watchkeeping of Yard Craft in three shifts on rotation basis. (iv) Any other duties as and when assigned by the officials of yard craft.
(c)	Fireman	(i) Maintenance and operation of both Fixed and portable Fire Fighting System onboard craft including damage control. (ii) Clean and maintain the engine room and all associated compartments onboard the yard craft and the bilges. (iii) Chipping/painting of Engine Room and all related compartments of yard craft. (iv) Assist the engine room-in-charge for smooth functioning of the yard craft and watchkeeping in shifts on rotation basis. (v) Any other duties as and when assigned by the officials of yard craft.
(d)	Topass	(i) Cleanship of the bathrooms & lavatories on yard crafts, sweeping of the deck and help the deck crew in their work, handling and passing the ropes, painting, chipping etc. (ii) Any other duties as and when assigned by the officials of yard craft.

Note. The duties indicated here are only illustrative and not exhaustive. User Department of Indian Navy may add in the list, duties ordinarily performed by personnel of this level.

6. Age Limit. Between 18 and 25 years as on crucial date.

7. Age Relaxation and Crucial Date.

(a) **Age Relaxation.**

S. 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*.
(iv)	ESM	Period of Military Service plus 03 Years.
(v)	Disabled Defence services personnel.	03 Years (08 years for SC/ST)*
(vi)	Ex-Agniveers	05 Years for first batch of Agnipath scheme & 03 Years for the other batches
(vi)	Departmental Candidates with three years continuous service in Central Govt.	Upto 40 years of age (45 years for SC/ST)*
(vii)	Widows, divorced women & women judicially separated from their husbands and who are not remarried	Upto 35 years of age (upto 40 years for SC/ST)*

*Age relaxation for SC, ST & OBC categories is applicable only for the posts wherein vacancies are reserved for respective categories (refer vacancy table at para 1 above). Age relaxation for all other eligible categories will be as per extant rules issued by the Govt. of India from time-to-time.

(b) Crucial Date. The crucial date for determining the age limit will be the closing date for receipt of online applications. Date of Birth mentioned in Class X certificate issued by concerned Education Board will be considered as proof of date of birth. In cases where date of birth is not mentioned in Class X certificate, the birth certificate issued by Competent Authority will be considered as proof of date of birth.

8. Mode of Selection. The selection for the posts will be carried out as per extant guidelines promulgated by Competent Authority. The other provisions are as follows: -

(a) Screening of Applications. Indian Navy will not carry out detailed scrutiny of applications received online to allow candidates to appear for the examination. Detailed scrutiny of documents will be carried out at a subsequent stage.

(b) Shortlisting of Applications. Where the number of applications received is too large (for posts with Matriculation as Education 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 to appear for the written test, whose applications are received and valid, by shortlisting as per merit (board marks of class 10) in the ratio 1:25 to the number of vacancies based on the marks obtained i.e., Matriculation or equivalent from a recognised Board. Merely fulfilling the basic selection criteria does not automatically entitle a person/applicant to be called for the written test.

(c) Scheme of Written Examination. All shortlisted/ eligible candidates will have to appear for the written examination for their respective posts consisting of objective type questions based on the essential qualification. The test would be bilingual (English & Hindi) except for General English. The mode of test will be intimated in the instructions to be forwarded along with E-admit card (E-admit card is required to be downloaded from www.joinindiannavy.gov.in > Join Navy > Ways to Join > Civilian > Boat Crew Staff. This tab is linked with recruitment portal. The single test paper shall be covering aspects as below: -

Part	Subject	Maximum Marks	
		For Syrang of Lascars, Lascar-I & Fireman	For Topass
(i)	General Intelligence, Reasoning & Numerical Aptitude	20	40
(ii)	General English	20	40
(iii)	General Awareness	10	20
(iv)	Knowledge in relevant field	50	-
Total		100	100

(d) Indicative Syllabus for the Examination.

(i) General Intelligence, Reasoning & Numerical Aptitude. This section would include questions of both verbal and non-verbal type. It would 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 section will also include questions designed to test candidate's ability to deal with the abstract ideas, symbols and their relationship, arithmetical computation and other analytical functions. This section would include questions on problems relating to number system, computation of whole numbers, decimals, fractions and relationships between numbers, fundamental arithmetical operations, percentage, ratio and proportions, averages, interest, profit & loss, discount, time & distance, ratio & time, time & work etc.

(ii) General English. In addition to the testing of candidates understanding of English language, this section would include questions relating to its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc.

(iii) General Awareness. This section would include questions relating to India and its neighboring 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) Knowledge in relevant Field. The test will include questions relating to the respective Post, as per the essential qualification specified previously.

(aa) For Syrang of Lascars, the questions will be mainly relating to Seamanship, Navigation, ROR, basic knowledge of tide and current and responsibilities when vessel is tied up, Bridge Equipment, Emergency procedures, Safety/ Life Saving Appliances/ Fire prevention and fire fighting appliances, Maneuvering of Vessel etc.

(ab) For Lascar-I, the questions will be mainly relating to proficiency in survival techniques, elementary first aid, fire prevention and firefighting, personal safety and social responsibility, duties of look out and security, basic seamanship/navigation/cargo handling/controlling the operation of ship at support level etc.

(ac) For Fireman, the questions will be mainly relating to proficiency in survival techniques, elementary first aid, fire prevention and firefighting, personal safety and social responsibility.

(e) Resolution of Ties. In case, marks obtained by two or more candidates in the selection exam are same, as per extant rules the following procedure will be implemented for drawing up the order of merit: -

(i) Marks in written examination to be considered as first step/criteria to draw a merit list.

(ii) If marks in the written exam are same, the Date of Birth is to be considered to arrive at the merit list, the older candidate will prevail as the higher selected candidate in merit.

(iii) If Date of birth is also same, alphabetical order in which the first name of the candidate appear to be considered.

(f) Date of Examination. Exact date, time and venue of written examination will be communicated to the shortlisted candidates on registered e-mail IDs. Website www.joinindiannavy.gov.in > Join Navy > Ways to Join > Civilian > Boat Crew Staff which takes to the recruitment portal may be referred from time to time for any further instructions/amendments/updates. It is intimated that the written examination would be conducted in Mumbai only. Indian Navy however reserves the right to conduct the written examination at various centres in Mumbai or any other location or at multiple locations in India.

(g) Scribe. The provision of facility of scribe to the candidates having difficulty in writing will be as follows: -

(1) PwBD candidates with disability of 40% and above. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected - (BA) and cerebral palsy, the facility of scribe shall be given, if so desired by the candidates. In case of other category of persons with benchmark disabilities, the provision of scribe can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per Appendix I of Ministry of Social Justice & Empowerment OM 34-02/2015-DD-III

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- dated 29 Aug 2018. In case the candidate is allowed to bring his/ her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The person with benchmark disabilities opting for own scribe should submit details of the own scribe as per proforma at **Appendix II** of Ministry of Social Justice & Empowerment OM 34-02/2015-DD-III dated 29 Aug 2018.
- (ii) **PwD candidates with disability less than 40%.** The facility of scribe and/ or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/ her behalf from the competent medical authority of a Government health care institution as per proforma at **Appendix I** of Ministry of Social Justice and Empowerment, OM F. No. 29-6/2019-DD-III dated 10 Aug 2022. In case the candidate is allowed to bring his/ her own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The person opting for own scribe should submit details of the own scribe as per proforma at **Appendix II** Ministry of Social Justice and Empowerment, OM F. No. 29-6/2019-DD-III dated 10 Aug 2022.
 - (h) **Question Paper Challenge Mechanism.** Online window for inviting comments from the candidates regarding question paper and provisional answer key after completion of examination will be made available. Candidates are advised to visit IN website/ recruitment portal time to time for update, if any.
 - (j) **Swimming Test.** Candidates qualified in the written examination in order of merit will be shortlisted in the ratio of 1:10 to the number of vacancies and Swimming Test shall be conducted for such candidates. Swimming test is mandatory for the posts of Lascar-1, Fireman and Topass for all categories including PwBDs, Ex- Servicemen and Ex-Agniveers. **The swimming test will be of qualifying in nature.** No marks will be given for the swimming test and will only be marked as 'Pass' or 'Fail'. Exact date, time and venue will be communicated to the eligible candidates on registered e-mail IDs or by post.
 - (i) **The standards of swimming test is as under: -**
Swimming Test: 50 meters swimming followed by 02:30 minutes floating (without any floating aids) and 05 meters jump.
 - (j) Responsibility of any accident/ casualty occurring during the course of swimming test rests with the candidates and the administration will not be responsible/ liable for the same. An indemnity bond is required to be filled prior to participating in the swimming test.
 - (k) **Pre-appointment Formalities.** All provisionally selected candidates will be called for pre-appointment formalities. All documents pertaining to age, education, identity, address, category, caste, experience acquired, NOC (for departmental candidates) etc., are required to be **produced in original** at the time of pre-appointment formalities and will be scrutinised and verified prior to issuance of provisional appointments as per extant DoP&T policy. Date and venue for pre-appointment formalities will be intimated to provisionally selected candidates by post/ email/ Indian Naval website www.joinindiannavy.gov.in > Join Navy > Ways to Join > Civilian > Boat Crew Staff. This tab is linked with recruitment portal. Reporting of any change in address/email id during the intervening period is the candidate's responsibility.
 - (l) **Provisional Offer of Appointment.** The offer of appointment will be issued to provisionally selected candidates, which will be strictly based on their relative merit position in the Written Examination only and qualifying in the Swimming Test, subject to satisfactory completion of Documents Verification, Medical Examination and other pre-appointment requirements as specified by the Government of India and Appointing Authority.
9. **Application for Multiple Posts.** Candidates have the option of applying for more than one post in the same application. Candidates, who have applied for more than one post, should be aware that centre for each examination may be one or different and examination may be on the same day/shift. If the examinations are in two different shifts on the same day, it will be the candidate's responsibility to reach the allocated centre. If the examination for two posts applied by the candidate is in the same shift, he/she will be able to appear in the examination of only one post as per his/her choice.
10. **Opening and Closing date for Online Application.**

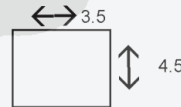
Online registration of applications (Opening date)	From the fifth day of publication of Notification in the Employment News.
Last date of submission (Closing date)	On 21st day from opening date of registration (upto 2330 hrs).

Illustration. If the Advertisement is published in Employment News, 01 - 07 of Month- ABC 2025, the opening date will be on 5th of Month-ABC 2025 and closing date will be 25th of Month-ABC 2025 (at 2330 hrs).

11. **Guidelines for filling Online Application.**
BEFORE APPLYING, CANDIDATES ARE ADVISED TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTIFICATION VERY CAREFULLY.
- (a) Candidates are required to apply online using the website www.joinindiannavy.gov.in > Join Navy > Ways to Join > Civilian > Boat Crew Staff. Before filling online application form, candidates are advised to download online information guidelines containing instructions for filling up and submitting Online Application Form.
 - (b) The candidate must possess the required criteria and educational qualification as mentioned in the advertisement. Similarly, candidates who have passed from a recognised Board / Institution which has 'Grade Point' system need to get their grade point converted into percentage of marks by appropriate authorities before applying. Alternatively, a conversion chart between the grade points and percentage marks is to be obtained from the respective Board. If not, the lowest percentage of the point will be considered as the percentage for shortlisting etc.
 - (c) Candidates need not send a copy of application form or any document anywhere after online application is submitted. However, candidates are to take a printout of Application Form for his / her personal record. The E-admit card is required to be downloaded from www.joinindiannavy.gov.in > Join Navy > Ways to Join > Civilian > Boat Crew Staff.
 - (d) Indian Navy will not be responsible for mistakes of any kind in the application filled online by the candidate.
 - (e) The candidates must ensure that while filling their application form, they are providing their valid and active e-mail ID and mobile number as Indian Navy

may use either mode of communication for contacting them at different stages of recruitment process. **No change in the e-mail ID and mobile number will be allowed once entered.** Indian Navy will not be responsible for non-receipt of communication on registered mobile number/ email IDs.

- (f) Candidates are requested to remember the password set by them during registration. Further login into the portal is possible only with the set password.
- (g) Candidates are strongly advised in their own interest to **apply online well before the closing date** and not to wait till the last date for submission of online applications.
- (h) The candidates must write their Name and Date of Birth, strictly as given in the matriculation certificate. Otherwise their candidature may be cancelled as and when it comes to the notice of the Indian Navy.
- (j) Candidates should not submit multiple applications. However, **if due to any unavoidable circumstances, any candidate submits multiple applications, he/ she must then ensure that the application with higher application number is complete in all respects including the posts to be applied for, which shall be the only one to be considered.** The application with lower application number shall not be considered under any circumstances.
- (k) Candidates are advised to keep scanned copy (JPEG/JPG/PDF as applicable) of the following documents ready before proceeding to fill up the online application: -
 - (i) Passport size colour photograph with plain white background without any obstacle covering/obstructing the face and eyes. **The photograph being uploaded should not be more than three months old and should have full face coverage.** The size of photograph in jpeg/jpg should be between 50-100 Kb and the photograph should be without cap/ goggles and both ears to be visible. Size of the photo should be as follows: -



- (ii) Candidate's signature should be on a plain white paper with black ink. The signature should not be digitised. It should be scanned copy of your own signature on paper with pen. The size of signature document in jpeg/jpg format should be between 50 to 100 Kb.
 - (iii) A copy of candidate's Birth Certificate/Matriculation certificate for Date of Birth in pdf format (not exceeding 400 Kb).
 - (iv) A copy of the candidate's Aadhaar as proof of identity in pdf format (not exceeding 400 Kb).
 - (v) A copy of candidate's Matriculation certificate in pdf format (not exceeding 400 Kb).
 - (vi) A copy of candidate's Syrang Certificate or pre-sea training certificate, as applicable in pdf format (not exceeding 400 Kb).
 - (vii) A copy of candidate's experience certificate on a registered vessel of 20 horse power or above for Syrang of Lascars or experience certificate on a registered vessel for Lascar-I, as applicable in pdf format (not exceeding 400 Kb).
 - (viii) A copy of candidate's Caste/ EWS Certificate, in case applying against a reserved post in pdf format (not exceeding 400 Kb).
 - (ix) A copy of certificate showing disability for PwBDs, if applicable in pdf format (not exceeding 400 Kb).
 - (x) A copy of certificate duly indicating the proof of Ex-Servicemen issued by the Competent Authority in pdf format (not exceeding 400 Kb).
 - (xi) A copy of certificate duly indicating the proof of Ex-Agniveer issued by the Competent Authority in pdf format (not exceeding 400 Kb).
 - (xii) For Central Government Civilian employees, a copy of service certificate duly indicating the length of continuous service from their department/ office (not exceeding 400 Kb).
 - (xiii) Any other document, as applicable including documents necessary to support experience certificate (not exceeding 400 Kb).
12. **Guidelines for reporting at Examination Centre.**

- (a) The reporting time and instructions mentioned on the admit card are to be strictly followed and adhered to. Candidates reporting late at the examination centre after the reporting time specified on the admit card will not be permitted for the examination.
- (b) It is mandatory for every candidate to carry the **admit card, along with copies of requisite certificates/ testimonials in support of age, educational qualification**, duly self-attested and original photo id (passport/ Aadhaar/ Driving license/ Govt. issued ID), failing which the candidate will not be allowed to appear for the examination and will be considered as invalid. Further, if the identity of a candidate is in doubt, the candidate may not be allowed to appear for the examination.
- (c) It is mandatory for PwBD candidates having medical categories other than blindness, locomotor disability (both arms affected-BA) and cerebral palsy and PwD candidates having less than 40% disability with difficulty in writing who will be applying for use of scribe during online application, to carry relevant medical certificate issued from appropriate medical authority in original. Failing to produce the same, the candidate may not be allowed the use of scribe and any compensatory time during examination.
- (d) It is also mandatory for PwBD candidates and PwD candidates having less than 40% disability with difficulty in writing, who will be applying for use of scribe during online application and wish to use own scribe, to carry and submit relevant undertaking in the prescribed format. Failing to submit the same, the candidate will not be allowed the use of own scribe. Further, administration will have no bearing to provide scribe to such candidates who will be applying for use of own scribe.
- (e) The name appearing on the admit card will be exactly as per that mentioned in the candidate's matriculation certificate except in certain circumstances where the candidate has changed his/ her name and published it in the official gazette. In all such circumstances, the candidates are to submit a copy of the official gazette to the invigilator for verification in order to appear for the examination.

13. **Important General Instructions/ Conditions to the candidates.**

- (a) As per standard rule for recruitment to posts under Govt. of India,
 - (i) a candidate must be either
 - (aa) a citizen of India, or

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- (ab) a subject of Nepal, or
(ac) a subject of Bhutan, or
(ad) a Tibetan refugee who came over to India, before the 1st January 1962, with the intention of permanently settling in India, or
(ae) a person of Indian origin who has migrated from Paskistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.
- (ii) Provided that a candidate belonging to categories (ab), (ac), (ad) and (ae) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.
- (iii) A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him/her by the Government of India.
- (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, experience, age, etc., and satisfy themselves that they are eligible for the post. Supporting documents enclosed by the candidates will be verified at the time of pre-appointment formalities. 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) The candidate 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 respects. If any false or incorrect information furnished by the candidate is detected at any stage, his / her candidature will be cancelled without prejudice to take legal action against him / her.
- (d) The eligibility with respect to age, educational qualification, experience acquired for the post etc., will be determined as on the crucial date (i.e. closing date for online registration).
- (e) No relaxation in age limit will be provided unless the category is filled appropriately at the relevant column in the online application form.
- (f) Candidates are requested to check www.joinindiannavy.gov.in > Join Navy > Ways to Join > Civilian > Boat Crew Staff website (Boat Crew Staff tab is linked to the external recruitment portal) regularly till completion of recruitment for updates/ corrigendum and any further instructions.
- (g) The SC/ST candidates should be in possession of a latest copy of caste certificate for claiming age / other relaxation and reservation and produce original certificate on demand.
- (h) In case of OBCs, the candidate is required to produce, on demand, a valid caste certificate, specifying that the candidate does not belong to 'Creamy layer'. The certificate should be as per format contained in Gol DoP&T OM 36033/1/2013-Estt(Res) dated 27 May 2013 and 36036/2/2013-Estt.(Res) dated 30 May 2014. In case date of issuance of OBC certificate is not as per format mentioned above and is not within the validity period, the candidate will be treated as General candidate.
- (j) The Central Government Civilian Employees claiming age relaxation should produce a certificate in the prescribed format from their Department/Office in respect of the length of continuous service which should be for not less than three years as on the crucial date. They should remain Central Government Civilian Employees till the time of appointment in the event of their selection and must submit 'No Objection Certificate' as and when required.
- (k) The Persons with Benchmark Disabilities, who want to avail the benefit of reservation and age relaxation should be in possession of disability certificate issued by the Competent Authority with 40% or above percentage of disability, in the prescribed format as mentioned at Rule 18(1) of Ministry of Social Justice and Empowerment Notification G.S.R 591(E) dated 15 Jun 2017.
- (l) The EWS candidates, who want to avail the benefit of reservation under EWS category, should submit 'Income & Asset Certificate' issued by the Competent Authority as per annexure given at enclosure of Gol DoP&T OM 36039/1/2019-Estt.(Res) dated 31 Jan 2019.
- (m) The vacancies shown above are provisional and may vary i.e. 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. The Indian Navy reserves to cancel the recruitment process in the event of new recruitment rules being promulgated for the posts advertised.
- (n) Armed Forces personnel applying for the posts should upload /submit an undertaking as per Gol DoP&T OM 36034/2/91/Estt.(SCT) dated 03 Apr 1991 to avail age relaxation/ reservation. The ESM, who has already secured employment under Central Govt. /State Govt. in Group 'C', will be permitted the benefit of age relaxation as prescribed for ESM for securing another employment in higher grade. However, such candidate will not be eligible for reservation.
- (p) The results of the Written Examination will be published in Employment News and also uploaded on www.joinindiannavy.gov.in > Join Navy > Ways to Join > Civilian > Boat Crew Staff website (Boat Crew Staff tab is linked to the external recruitment portal). The scores and ranking of candidates in the recruitment examination will be made public through portal in accordance with DoP&T OM's F. No. 39020/1/2016-Estt(B) dated 21 Jun 16, 28 Jul 16 and 21 Dec 2020. The option of opting out the personal information has to be exercised by candidate at the time of filling up the online application.
- (q) All Office Memorandums mentioned in the advertisement and various format of certificates applicable for the direct recruitment are also available at Naval Website www.joinindiannavy.gov.in > Join Navy > Ways to Join > Civilian > Boat Crew Staff. This tab is linked with recruitment portal. The relevant documents are available in the recruitment portal, under 'Reference Documents'.
- (r) Indian Navy reserves the right to cancel the candidature of any candidate 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 candidates will be liable to be debarred from this examination as well as future examinations conducted by

the Indian Navy.

- (s) The candidate is required to make his/ her own arrangements for lodging/ boarding during the test. Candidates 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.
- (t) The decision of the Competent Authority in all matters relating to eligibility, acceptance or rejection of the candidature, penalty for false information, mode of selection, conduct of examination(s), selection and allotment of posts to selected candidates, will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
- (u) Calling for written examination/ pre-appointment formalities does not entitle any candidate for appointment for the selected post. Candidature may be cancelled for the said post, if at any stage, it is found that the candidate does not fulfill the eligibility criteria for the advertised post. The decision of the Competent Authority regarding issuance of provisional offer of appointment to the candidate for the selected post will be final.
- (v) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/ or an application in response thereto can be instituted only in Mumbai and Courts/ Tribunals/ Forums (Jurisdiction Courts) in Mumbai only shall have sole and exclusive jurisdiction to try any cause/ disputes.
- 14. Important/ General Instructions to the Candidates at the Examination Centre.**
- (a) Without prejudice to criminal action/ debarment from examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found having indulged in any of the following and they will be debarred from the examinations of the Indian Navy for the period mentioned below. -

S. No.	Type of Malpractice	Debarment Period
(i)	Taking away any examination related material such as Question paper, answer sheet, rough sheets, Indian Navy's Copy of Attendance Sheet etc. from the examination hall or passing it on to unauthorised persons during the conduct of examination.	03 Years
(ii)	Making statements which are incorrect or false, suppressing material information, submitting fabricated, forged or tampered documents.	03 Years
(iii)	Obtaining support/ influence by any irregular or improper means in connection with his/her candidature.	03 Years
(iv)	Possession of mobile phone in 'switched on' or 'switched off mode'.	03 Years
(v)	Misbehaving, intimidating or threatening to the examination functionaries i.e. Supervisor, Invigilator, Security Guard or Indian Navy's representatives etc.	05 Years
(vi)	Creating nuisance or disturbance at exam centre and obstructing the conduct of examination/ instigating other candidates not to take the examination.	05 Years
(vii)	A candidate who is also working on examination related matters in the same examination.	05 Years
(viii)	Damaging examination related infrastructure/ equipment.	05 Years
(ix)	Appearing in the Exam with forged Admit Card, identity proof, etc.	05 Years
(x)	Using unfair means in the examination hall like copying from unauthorised sources such as written material on any paper or body parts, etc.	05 Years
(xi)	Impersonation by or on behalf of the candidate.	07 Years
(xii)	Possession of Bluetooth Devices, spy cameras, and any other electronic gadgets in the examination hall.	07 Years
(xiii)	Taking snapshots, making videos of question papers or examination material, labs etc.	07 Years
(xiv)	Sharing examination terminal through remote desktop software/ Apps/ LAN etc.	07 Years
(xv)	Attempt to hack or manipulate examination servers, data and examination systems at any point before, during or after the examination.	07 Years
(xvi)	Possession of fire arms/ weapons during the examination.	07 Years

- (b) Candidature can also be cancelled at any stage of the recruitment for any other ground which the Competent Authority considers to be sufficient cause for cancellation of candidature or if the candidate resorts to any other irregular or improper means in connection with his/ her candidature for the examination.
- (c) Companion, if any, would not be allowed to the venue or in its proximity. It is therefore, advised not to bring any companion.
- (d) Candidates should check 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.
- (e) You are directed to undertake the recruitment test at your own risk, i.e. after verifying that you fulfill the qualifications in the advertisement and admission to the

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