

Government of India  
Ministry of Defence



**RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY- SNC/ABS/01/2024**

**RECRUITMENT BY ABSORPTION AT HEADQUARTERS SOUTHERN NAVAL COMMAND,  
KOCHI**

1. Applications are invited '**Through Proper Channel**' for the post of '**Fireman**' (Erstwhile Fireman Grade-I & II) classified as "General Central Service Group 'C', Non-Gazetted, Non-Ministerial, Non-Industrial" to be filled up by **Absorption** from the **persons serving in similar, equivalent or higher grades in the lower formations of the Defence Services** in the prescribed proforma as given at **Annexure-I**. Eligible Defence Civilian Employees are to apply **through proper channel by Registered/Speed Post** (Application in other forms of mailing will not be accepted). The details are as follows:-

Name of post	Place of posting	No. of vacancies *	Level of Pay Matrix (7 <sup>th</sup> CPC)
Fireman (Erstwhile Fireman Gde-I & II)	Kannur (02) Kochi (38)	40	Level-2 (Rs.19900-63200)

\* Subject to increase/decrease

2. Selected candidates normally will have to serve in the units under administrative control of Headquarters Southern Naval Command, Kochi. However, they can be posted anywhere in India, in Naval units / formations in case of any Administrative requirement. **The employees who wish to seek absorption/transfer for the above mentioned post with Zero seniority in new units may apply for the post.**

3. The eligibility criteria are as follows:-

- (a) **Age limit.** Not exceeding 56 years as on closing date of receipt of application.
- (b) **Essential Qualifications.** Persons serving in similar, equivalent or higher grades in the civil posts in the Defence Services and possessing the following essential qualifications:-
- Matriculation pass or equivalent from a recognized Board.
  - Must be physically fit and capable of performing strenuous duties and must have passed the **Physical Fitness Test** as under: -
    - Height without shoes: **165** cms, provided that a concession 2.5 cms height shall be allowed for members of the Scheduled Tribes.
    - Chest (unexpanded): **81.5** cms
    - Chest (on expansion): **85** cms
    - Weight: **50** Kgs (minimum)
    - Endurance Test.**
      - Carrying a man (Fireman lift of 63.5 Kgs to a distance of 183 meters within 96 seconds).
      - Clearing 2.7 meters wide ditch landing on both feet (Long Jump).
      - Climbing 03 meters vertical rope using hand and feet.

4. **Nature of duties/ Job profile** - Indicative duties related to the post are as under:-

- (a) Fire Fighting
- (b) Rescue of men and animals in distress
- (c) Participate in Emergency drills and stimulations
- (d) Study street locations and get acquainted with buildings
- (e) Fire station maintenance
- (f) Inspect and maintain portable firefighting appliances
- (g) Educate public concerning fire and life safety
- (h) Assist in fire prevention programs
- (j) Fire appliances and equipment maintenance

**Note:** The above listed 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. **Mode of Selection**

(a) **Physical Fitness Test.** All eligible candidates for the post of Fireman will have to undergo Physical Fitness Test as per standards specified. Exact date, time and venue will be communicated to the eligible applicants by post / e-mail.

(b) **Document Verification.** All relevant documents pertaining to age, education, identity, address, category, caste, service etc. (whichever applicable) 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 on their e-mail IDs / by Speed Post.

(c) **Provisional Appointment Letter.** The appointment of provisionally selected candidates will be strictly based on the merit position based on performance / assessment / physical fitness test, subject to satisfactory Document Verification, Medical Examination and other requirement as specified by the Government of India and Appointing Authority.

6. **Last Date of Submission/Crucial date.** The last date of receipt of application **through proper channel** i.e., through Head of Office/Establishment and crucial date for determining the eligibility of the applicants will be counted **60 days from the date of publication of advertisement in Employment News (excluding the first date of publication).**

**Illustration.** If the Advertisement is published in Employment News, 01 - 07 of month-ABC 2024, then the crucial date will be 60 days counted from 2<sup>nd</sup> of month-ABC 2024 (excluding the first date of publication).

7. **How to Apply.** The Application should be in plain paper (A4 Size) (good quality paper should be used) either neatly hand written or typed as per the prescribed format (Annexure-I), affixed with recent passport size colour photograph in **blue background** (taken within 6 months) duly self-attested. The envelope must be clearly superscribed on the top as **'APPLICATION FOR THE POST OF 'FIREMAN' (BY ABSORPTION)'** and sent through proper channel by Registered/Speed Post only, to the following address :-

**The Flag Officer Commanding-in-Chief,  
{for Staff Officer (Civilian Recruitment Cell)}  
Headquarters Southern Naval Command,  
Naval Base, Kochi - 682 004.**

8. The following certificates/documents are to be sent along with Application (Annexure-I):-
- (a) Attested copies of the CR Dossiers/APARs for last five years (attested on each page) by an officer not below the rank of Under Secretary or equivalent.
  - (b) Disciplinary/ Vigilance Clearance Certificate. {Annexure-II, Para 2(a)}
  - (c) Integrity Certificate {Annexure-II, Para 2(b)}
  - (d) A statement of major/minor penalty, if any, imposed on the officer during last ten years {Annexure-II, Para 2(c)}
  - (e) Cadre Clearance Certificate.
  - (f) Self-Attested copies of certificates/marks sheets in support of educational/ technical/ other qualifications etc. Original certificates/ marks sheets should be produced when asked for.
  - (g) A passport size photograph (same as the photograph affixed on application) duly attested on reverse (by current employer) should be pinned with the application.

9. **General Instructions.**

- (a) 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.
- (b) Attested copies of educational qualifications and other certificates should be enclosed with the application in support of candidates claim against the requisite eligibility criteria. Candidates will 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. Merely submission of the application does not guarantee for being shortlisted/selected for the post applied for. 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) Selected candidates normally will have to serve in the units under administrative control of Southern Naval Command. However, they can be posted anywhere in India/ Naval Units / Formations as per administrative requirements. Those willing to serve anywhere in India should only apply.
- (g) The 'Curriculum Vitae' (CV) duly supported by documents will be assessed by the Selection Committee while selecting the candidates for appointment to the post on **absorption** basis.
- (h) The last date/ crucial date for determining the qualifying service for the post will be the closing date for receipt of application (Refer Para 6).
- (j) **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 candidate within one month of issue of appointment order.**

- (k) Submission of false/ incorrect/ incomplete and/or dubious/ bogus documents shall be a disqualification for the post.
- (l) Canvassing in any form and/or bringing in any influence political or otherwise will be a disqualification for the post.
- (m) Only provisionally selected candidates will be informed about their selection process and no other correspondence would be entertained.
- (n) Candidates are requested to ensure that they fulfil the eligibility conditions before applying for the above post.
- (p) The terms and conditions given in this advertisement are subject to change and should therefore be treated as guidelines only.
- (q) The candidates are requested to visit website [www.indiannavy.nic.in](http://www.indiannavy.nic.in) at **Personnel > Civilian Page** regularly for update, if any.

**FOR ANY CLARIFICATION/ASSISTANCE, CANDIDATE MAY WRITE TO US AT:-**

**E-mail: socrc-snc@navy.gov.in**

**Phone No: 0484-2872248**

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**APPLICATION FORMAT**

**APPLICATION FOR THE POST OF FIREMAN BY TRANSFER (NOW ABSORPTION)**

1.	Name and address (in BLOCK letters)		Paste a recent passport size <b><u>Colour</u></b> <b><u>Photograph</u></b>	
2.	Date of Birth(in Christian era) Format : (DD / MM / YYYY)			
3.	Aadhaar Card No.			
4.	(a) Date of entry into service			
	(b) Date of retirement under Central Government rules			
5.	Educational Qualifications (Matriculation onwards)			
6.	Whether Educational and other qualifications required for the post are satisfied (as per Advt.) (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)	(YES/NO) Possess Qualification		
	<b>Qualifications/Experience required as mentioned in the advertisement/ vacancy circular. [As per post applicable]</b>	<b>Qualifications/experience possessed by the candidate (To be filled by the candidate)</b>		
	<b>Essential</b> (Refer para 3(b))	<b>Essential</b>		
		(a) Qualification		
		(b) Experience		
6.1	Note: This Column need to be amplified to indicate Essential Qualifications as mentioned in the RRs by Administrative Ministry/ Department/ Office at the time of issue of Circular and issue of Advertisement in the employment News			
6.2	In case of degree and Post Graduate Qualifications Elective/ Main subjects and subsidiary subjects may be indicated <b>by the candidates</b> .			
7.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post			
7.1	Note: The Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data with reference to the post applied).			

8.	Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	<u>Office/ Institution</u>	<u>Post held on regular basis</u>	<u>From</u>	<u>To</u>	<u>*Pay Band and Grade Pay/Pay Scale/Level of the post held on regular basis</u>	<u>Nature of Duties (in detail) highlighting experience required for the post applied for</u>
	<p><b>* Important:</b> Pay Band and Grade Pay granted under ACP/MACP are personal to the candidate and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below:-</p>					
	<u>Office/ Institution</u>	<u>Pay, Pay Band and Pay Level drawn under ACP/MACP Scheme</u>	<u>From</u>	<u>To</u>		
9.	Nature of present employment i.e. Ad-hoc or temporary or Quasi Permanent or Permanent					
10.	In case the present employment is held on deputation/contract basis, please state					
	<u>(a) The date of initial appointment</u>	<u>(b) Period of appointment on deputation/contract</u>	<u>(c) Name of the parent office/organisation to which the applicant belongs</u>	<u>(d) Name of the post and Pay of the post held in substantive capacity in the parent organisation</u>		
10.1	<b>Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department alongwith Cadre Clearance, Vigilance Clearance and Integrity certificate.					
10.2	<b>Note:</b> Information under Column 10(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/ organisation.					
11.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details					

12.	<b>Additional Details of present employment:</b> Please state whether working under (indicate the name of your employer against the relevant column) (a) Central Government (b) State Government (c) Autonomous Organisation (d) Government Undertaking (e) Universities (f) Others (specify)		
13.	Please state whether you are working in the same Department i.e., Indian Navy and are in the feeder grade or feeder to feeder grade.		
14.	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		
15.	Total emoluments per month now drawn		
<b>Basic Pay in the PB/ Pay Level</b>		<b>Grade Pay/Level in 7<sup>th</sup> CPC Pay Matrix</b>	<b>Total Emoluments</b>
16.	In case of applicant belonging to an Organisation which is not following the Central Government Pay scales, the latest salary slip issued by the Organisation showing the following details be enclosed		
<b>Basic pay with Pay scale of Pay and rate of increment</b>		<b>Dearness Pay/ interim relied/ other Allowances etc. (with break up details)</b>	<b>Total Emoluments</b>
17A	<b>Additional Information:</b> if any, relevant to the post you applied for in support of your suitability for the post (This among other things may provide information with regard to) (i) Additional academic qualifications (ii) Professional training and (iii) Work experience over and above prescribed in the Vacancy Circular/ Advertisement <b>Note: Enclose a separate sheet, if the space is insufficient</b>		
17B	<b>Achievements:</b> The candidates are requested to indicate information with regard to: (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and, (iv) Patents registered in own name or achieved for the organisation (v) Any research/innovative measure involving official recognition (vi) Any other information. <b>(Note: Enclose a separate sheet if the space is insufficient)</b>		

18.	Whether belongs to SC/ST	
19.	The choice for place of posting may be specified (Kochi/ Kannur).  <i>Note : The place of posting will be subject to availability of vacancies.</i>	First choice :  Second choice :

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection of post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

Signature of the candidate \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Mobile No: \_\_\_\_\_

E-Mail ID: \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

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**CERTIFICATION BY THE EMPLOYER /CADRE CONTROLLING AUTHORITY**

1. The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possess educational qualifications and experience mentioned in the vacancy circular. **If selected, he/she will be relieved immediately.**

2. **Also certified that;**

(a) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_

(b) His/Her integrity is certified.

(c) His/Her CR Dossier in original is enclosed/photocopies of the ACRs/APARs/MARCs for the last **05 years** duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.

(d) No major/minor penalty has been imposed on him/her during the last 10 years **Or** A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

**Countersigned**

\_\_\_\_\_  
(Employer/Cadre Controlling Authority with Seal)

**Address:** \_\_\_\_\_

**Contact No.** \_\_\_\_\_

**E-Mail ID.** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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