## Recruitment of Civilian Personnel in Indian Navy-2017

### At Headquarters Goa Naval Area, Vasco-Da-Gama, Goa

1. Flag Officer Goa Naval Area invites applications for the below mentioned posts classified as Group ‘C’, Non-Gazetted Non-Industrial from the eligible candidates to apply online through website www.hognanavycivilianrect.com for the purpose of filling up the vacancies varying from SC/ST candidates, Meritorious Sportspersons to UR-Educated personnel.

2. The link for submitting online application will be open from the date of publication of the advertisement in Employment News and it will remain open for 21 days.

3. The crucial date for determining eligibility for any post is the date of publication of the advertisement.

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### 5. Mode of selection:

(a) Shortlisting of Applications: Where the number of application received is too large for posts with Matriculation as Educational qualification in proportion to the vacancies to be filled, the candidates not able to qualify in written test as per prescribed cut-off will be required to produce other documents and certificates as mentioned in the advertisement.

(b) Scheme of Written Examination: All Shortlisted/eligible candidates will have to appear in written examination for the following objectives based on the Essential/Desirable qualifications, as mentioned in para 4 above and bilingual in both English & Hindi (except for General English) covering aspects below:

- General Intelligence/Awareness and Reasoning
- English Language
- Numerical Aptitude
- Skill/Practical Test
- General Knowledge

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### Part Subject Maximum Marks

| (i) | General Intelligence/Awareness and Reasoning | 30 |
| (ii) | English Language | 40 |
| (iii) | Numerical Aptitude | 60 |
| (iv) | Awareness in relevant trade/field | 40 |

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### Note:

The qualification(s) regarding experience is/are relaxable at the discretion of competent authority in the case of candidates belonging to the Scheduled Caste/ Scheduled Tribes if, at any stage of the selection the Competent Authority is of the opinion that sufficient numbers of candidates from these communities possessing the requisite experience is/are not likely to be available, to fill up the vacancies reserved for them.

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### 6. Age relaxation and Crucial Date:

- (a) Age Relaxation:
  - (i) SC/ST: 03 years
  - (ii) OBC: Not applicable (OBC quota is not available in the instant case)
  - (iii) Ex-servicemen: UR-03 years after deduction of Military Service rendered from actual age on closing date. Similarly for SC/ST-05 (03+05) years.
  - (iv) Departmental Candidates with 03 yrs continuous service in Central Govt.: UR-03 years. (for posts which are in the same line or allied cadre and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of post). Similarly for OBC - 03 (03+05) years; SC/ST-10 (05+05) years.
  - (v) Meritorious Sportspersons: 05 Years (10 Years for SC/ST candidates)

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### Note:

1. Age Relaxation for SC/ST, Ex-Servicemen, Disabled Ex-Servicemen, Departmental Candidates, persons domiciled in J&K etc. will be as per Government of India, Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training) OM No.150/22/2010-Estt(D) dated 27 Mar 2012 and extant rules issued by the Govt. of India from time to time.

2. Departmental Candidates with 03 yrs continuous service in Central Govt. will be required to produce order issued vide Government of India’s OM No. 14034/01/2013-Estt. (D) dated 03 Oct 2013 which is available on www.indiannavy.nic.in.

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### 7. Place of Posting/Duty Station:

The selected candidates would be required to serve in various unit/sub-units/departments under the jurisdiction of the Headquarters Goa Naval Area. Similarly all the candidates are required to settle at Goa atleast till their engagement/job in Indian Navy.

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### 8. Guidelines for Online Application:

(a) Candidates are required to apply online using the website www.hognanavycivilianrect.com. The link for submitting online application form will be available in Civilian Personnel Section of the above mentioned website until, and including the last date of publication of advertisement in the Employment News and it will remain open for 21 days thereon. Before filling online application form, applicants are advised to download Information Guidelines containing detailed instructions for filling up online application form.

(b) The applicant must possess the required criteria and educational qualification as mentioned in the advertisement.

(c) Before starting to filling up of Online Application, a candidate must have his/her photograph and signature duly scanned in jpg format in such a manner that the size of photograph should be maximum 35 KB & minimum 20 KB and the size of signature should be maximum 30 KB and minimum 15 KB.

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### 9. Pay Scale:

For receipt of Online Applications from candidates i.e. Rs.25,500-81,100/-

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### 10. Instructions:

- (i) General Intelligence/Awareness and Reasoning: It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problems solving, analysis, judgment, decision making, visual memory, discriminating observation, relations, concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include question design to test the candidate abilities to deal with abstract ideas and symbols and their relationship, arithmetical computations and other analytical functions. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, history, culture, geography, and economics seen, general policy including Indian constitution and scientific research etc. These questions will be such that they do not require special knowledge of any discipline.

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### 11. General Knowledge:

This paper will include question on problems relating to numbers, computations of whole number, decimal and fractions and relationship between numbers, fundamental arithmetical operations, percentages, ratio and proportion, averages interests, profit and loss, discount, time and distance, ratio and time and work etc.

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### 12. Awareness in relevant trade/field:

This test will be of qualifying nature. Exact date, time and venue will be communicated to the eligible candidates on registered e-mails in advance.

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### 13. General Awareness:

The test will include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problems solving, analysis, judgment, decision making, visual memory, discriminating observation, relations, concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include question design to test the candidate abilities to deal with abstract ideas and symbols and their relationship, arithmetical computations and other analytical functions. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, history, culture, geography, and economics seen, general policy including Indian constitution and scientific research etc. These questions will be such that they do not require special knowledge of any discipline.

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### 14. Instructions:

- (f) Provisional Appointment Letter: The appointment of provisionally selected candidates will be strictly based on the merit position in the written examination and qualifying the Skill Test (if applicable). Subject to successful document verification, medical examination and other requirement as specified by the Govt. of India and Appointing Authority.

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### 15. Document Verification:

- (g) Document Verification: All documents pertaining of age, education, identity, address, category, caste validity certificate 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 on their Registered e-mail IDs by post.

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### 16. Opening and Closing date date for online Application:

- (h) Online registration of applications: On the third day of publication in Employment News.

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### 17. Last date of registration (Closing date):

- (i) 21 days after publication in Employment News (at 1700 hours)

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### 18. Information Guidelines:

The guidelines for online application are available on the website www.indiannavy.nic.in.
Eligible candidates may follow the following process for sending their applications:

1. Proceeding to fill up the online application:
   - Candidate should ensure that he/she fulfills the eligibility and other norms mentioned in the advertisement.
   - Information furnished in the application form should be correct in all respects. If any false/incomplete information is furnished, the application is liable to be rejected without prejudice to take legal action against him/her.
   - Duration of the Armed Forces personnel applying for the posts under Ex-Serviceman category may be of one-day duration. Candidates will make their own arrangement for lodging/boarding during the test. Candidates are advised to apply online well in time without waiting for the last date for submission of online applications.

2. The vacancies shown above are provisional and may vary. The office will take no responsibility of any kind for such forms.

3. The candidates are advised to apply online well in time without waiting for the last date. The candidates are advised to check their e-mail ID regularly for updates/corrigendum and any further instructions.

4. If the candidates commit any mistake in filling the online Application form, it cannot be corrected by this office. The office will take no responsibility of any kind for such forms.

5. Indian Navy has the right of cancelling the candidature of any candidate found indulging in any malpractice or hiding any material information, misrepresentation of facts or canvassing for candidature. All such candidates will be liable to be debarred from this examination as well as future examination and a criminal proceeding may also be initiated.

6. The details regarding date, time and venue of Physical/Trade test of provisionally selected candidates and all subsequent notification regarding the recruitment would be available on the website www.hqgnanavyciviliansrect.com. No queries over telephone will be entertained. Candidates are also requested to check www.indianarmedforces.nic.in, website regularly till completion of recruitment for updates/corrigendum and any further instructions.

7. The SC/ST candidates should also enclose latest copy of caste certificate duly self attested for claiming age/other relaxation and produce original certificate on demand (Annexure 2).

8. If the candidates do not belong to “creamy layer” and are required to produce certificate (valid for five financial years only) claiming OBC status as per contained in GOI. DOP&P & O 36033/29/Estts/Res dt 13 May 2014 and 36033/2013-Estts/Res dt 27 May 2013 on demand (Annexure 3).

9. Armed Forces personnel applying for the posts under Ex-Serviceman category shall forward undertaking as per GOI/DOP&T OM 36034/29/Estts/SCT dated 29 April 2011 to avail relaxation/reservation (Annexure 4).

10. As per Ministry of Human Resource Development Notification No. F6-1/2013-DL dated 10 June 2015 published in Gazette of India dated 25 Jul 2005, the qualification acquired by the individuals through Open Universities/Distance Education Mode by the University established by an Act of Parliament or State Legislature, Institutions approved by the universities under Section 3 of University Grant Commission Act, 1956 and Institution of National Importance declared under an Act of Parliament stands automatically recognised for the purpose of employment to posts and services under Central Government provided they have been approved by the University Grant Commission Act.

11. The candidates are advised to check their e-mail ID regularly for updates/corrigendum and any further instructions.

12. Eligible candidates may follow the following process for sending their application online:

   Please keep scanned copy(JPG format only) of the following documents ready before proceeding to fill up the online application:

   a. Passport size color photograph with light background (preferably white) without any obstacle covering/obstructing the face and eyes, Size of the file should be below 100 kb.

   b. Candidate’s signature should be on a plain white paper with black ink. The signature should not be digitalized. It should be scanned copy of your own signature on paper with pen. Size of the file should be below 100 kb.

   c. A copy of candidate’s caste certificate, in case applying against a reserved post.

   d. A copy of candidate’s birth certificate/Matrículation certificate for Date of Birth.

   e. A copy of candidate’s education qualification proof.

   f. A copy of candidate’s testimonial in support of candidate’s experience in case the candidate is applying against a post requiring experience.

Annexure -1

(Format of certificate to be submitted by Government Employees seeking age – relaxation)

(To be filled by the Head of the Office or Department in which the candidate is working)

It is certified that Shri/Smt/Kum. ____________ is a Central Government Civilian employee holding the post of ____________ in the pay scale of Rs.__________ with 3 years regular service in the grade as _____________.

Signature
Name
Office Seal

Annexure -2

FORM FOR SC/ST CASTE CERTIFICATE

It is certified that Shri/Smt/Kum. ____________ is a Central Government Civilian employee holding the post of ____________ in the pay scale of Rs.__________ with 3 years regular service in the grade as _____________.

Signature
Name
Office Seal

Date: ________________

Place: ________________

State/Union Territory* of _________________.

village/town*______________ of ________________ District/Division*of the State/Union Territory* of ________________

(To be filled by the Head of the Office or Department in which the candidate is working)

Office Seal _____________________________

State/Union Territory* of _________________.

village/town*______________ of ________________ District/Division*of the State/Union Territory* of ________________

Date: ________________

Place: ________________

State/Union Territory* of _________________.

Designation_________________________

(Format of certificate to be submitted by Government Employees seeking age – relaxation)

District/Division*of the State/Union Territory* of ________________

(To be filled by the Head of the Office or Department in which the candidate is working)

Office Seal _____________________________

State/Union Territory* of _________________.

village/town*______________ of ________________ District/Division*of the State/Union Territory* of ________________

Date: ________________

Place: ________________

State/Union Territory* of _________________.

Designation_________________________

(Format of certificate to be submitted by Government Employees seeking age – relaxation)

District/Division*of the State/Union Territory* of ________________

(To be filled by the Head of the Office or Department in which the candidate is working)

Office Seal _____________________________

State/Union Territory* of _________________.

village/town*______________ of ________________ District/Division*of the State/Union Territory* of ________________

Date: ________________

Place: ________________

State/Union Territory* of _________________.

Designation_________________________

(Format of certificate to be submitted by Government Employees seeking age – relaxation)

District/Division*of the State/Union Territory* of ________________

(To be filled by the Head of the Office or Department in which the candidate is working)

Office Seal _____________________________

State/Union Territory* of _________________.

village/town*______________ of ________________ District/Division*of the State/Union Territory* of ________________

Date: ________________

Place: ________________

State/Union Territory* of _________________.

Designation_________________________

(Format of certificate to be submitted by Government Employees seeking age – relaxation)

District/Division*of the State/Union Territory* of ________________

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Office Seal _____________________________

State/Union Territory* of _________________.

village/town*______________ of ________________ District/Division*of the State/Union Territory* of ________________

Date: ________________

Place: ________________

State/Union Territory* of _________________.

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(Format of certificate to be submitted by Government Employees seeking age – relaxation)

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(To be filled by the Head of the Office or Department in which the candidate is working)

Office Seal _____________________________

State/Union Territory* of _________________.

village/town*______________ of ________________ District/Division*of the State/Union Territory* of ________________

Date: ________________

Place: ________________

State/Union Territory* of _________________.

Designation_________________________

(Format of certificate to be submitted by Government Employees seeking age – relaxation)

District/Division*of the State/Union Territory* of ________________

(To be filled by the Head of the Office or Department in which the candidate is working)

Office Seal _____________________________

State/Union Territory* of _________________.
**No. 12023/08/2017-E.II Government of India Ministry of Agriculture and Farmers Welfare Department of Agriculture, Cooperation and Farmers Welfare Krishi Bhawan, New Delhi**

**Vacancy Circular Dated: 15.03.2018**

Subject: Filling up one post of Deputy Commissioner (Crops) (Central Government Service, Group-A Gazetted, Non-ministerial) in the Department of Agriculture, Cooperation and Farmer’s Welfare in Level-12 (Rs. 78800-209200/-) of the Pay Matrix (pre-revised PB-3 Rs.15600-39100/- with Grade Pay Rs. 7600/-) on deputation (including short term contract).

It is proposed to fill up one post of Deputy Commissioner (Crops) (Central Government Service, Group-A Gazetted, Non-ministerial) in the Department of Agriculture, Cooperation and Farmer’s Welfare in Level-12 (Rs. 78800-209200/-) of the Pay Matrix (pre-revised PB-3 Rs. 15600-39100/- with Grade Pay Rs. 7600/-) on deputation (including short term contract).

2. Eligibility Conditions: Deputation (including short term contract):

- Officers of the Central Government or State Governments or Union Territory Administration or recognised research institutions or agricultural universities or public sector undertakings or semi-government or autonomous or statutory organisations: -
  
  a) Holding analogous posts on a regular basis in the parent cadre or department;
  
  b) With five years’ regular service in the grade rendered after appointment thereto on regular basis in level-11 (Rs. 67700-208700/-) in the Pay Matrix or equivalent in parent cadre or department.

- Possessing the following educational qualifications and experience:

**Essential:**

- Master’s Degree in Agricultural Economics or Agricultural Extension or Agronomy or Entomology or Nematology or Genetics or Seed Science or Plant Breeding or Agricultural Botany or Plant Bio-technology or Plant Pathology or Plant Physiology or Seed Science and Technology or Soil Science and Agricultural Chemistry with eight years experience in the area of production and productivity in food/cash crops e.g., rice or wheat or pulse or millet or sugarcane or cotton or jute or oleisdes in a Central Government or State Government office or public sector undertakings or Autonomous Body or any recognized institution; or

- Bachelor’s Degree in Agricultural Engineering from a recognised university or institute with nine years experience in the area of production and productivity in food or cash crops, e.g., rice or wheat or pulse or millet or sugarcane or cotton or jute or oleisdes in a Central Government or State Government office or public sector undertakings or Autonomous Body or any recognized institution.

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**Annexure -3**

(Formart of certificate to be produced by Other Backward Classes applying for appointment to posts under the Government of India)

This is to certify that Shri/Smt/Kumari ______________ son/daughter of _______________ of village/town ___________ in District/Division __________ of the State/Union Territory __________ belongs to the ________________ community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment, Government of India; dated ______________

Shri/Smt/Kumari ______________ and/or his/her family ordinarily resides in the ________________ District/Division of the ______________ State/Union Territory.

This is also to certify that he/she does not belong to the persons/section (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/2293 – Estt.(SCT) dated 8.9.1993**

**District Magistrate**

**Deputy Commissioner etc.**

Dated:

Seal

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**Note**: - The term “Ordinarily” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**Annexure - 4**

(Undertaking to be given by serving Armed Force personnel who are due to be released within one year)

It is certified that Ser. No._________________ Rank________________ Name________________

whose date of birth is ___________________

I undertake that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retd/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-S in regard to the recruitment covered by this examination, if I have at any time prior to the examination, availed of the concession of reservation admissible to Ex-S. I further submit the following information:

a) Date of entry in Armed Forces

b) Date of discharge

c) Length of service in Armed Forces

d) My last Unit / Corps

Signature and Name of Candidate

Place

Date: d.asp 10702/11/0028/1819

EN 12/75

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**3. List of duties/responsibilities attached to the post of Deputy Commissioner (Crops)**

To assist the senior officers inter-alia in the following aspects:

- i) Preparation and obtaining approval of central sector/centrally sponsored crop production oriented and watershed management schemes.

ii) Examination of States proposals and allocation of State-wise, targets and funds and preparation of annual plans of crop production oriented and watershed management schemes.

iii) Follow-up action and monitoring, etc of implementation of the schemes, examination and scrutiny of monthly/quarterly/annual progress reports and modifications or amendments of the schemes.

- iv) Preparation of notes for discussion of draft annual plans of the States/perspective planning.

- v) Preparation of agenda items and notes and minutes in connection with various meetings as convened.

- vi) To maintain a closer interaction with the research on crop production technology and watershed management on sustainable basis to formulate authoritative recommendations of improved practices and modern scientific techniques leading to increase in agriculture productivity.

- vii) Collection and compilation of information relating to schemes and other related matters.

- viii) Contribution of new project proposals for Central assistance/international assistance.

- ix) Examination and formulation of programmes relating to Integrated Farming System Development and Water/Watershed management

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**4. Regulation of pay and other terms of deputation:-**

The pay of the selected candidate will be regulated under the provisions contained in the Pay O.M. No. 6/89-Estt-(Pay-II) dated 17/06/2010 as amended time to time.

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**5. Age-limit:-**

The maximum age-limit for appointment by deputation (including short term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

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**6. Period of deputation:-**

Period of deputation (including short-term contract) shall include period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the central government shall ordinarily not exceed five years.

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7. Application (in triplicate) only in the prescribed proforma (Annexure-II) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (in proforma Annexure-II) along with the following documents:

- (i) cadre clearance; (ii) Integrity certificate (iii) List of major/minor penalties imposed if any, on the official during the last 10 years; (iv) if no penalty has been imposed a ‘Nil’ certificate should be enclosed. (v) Vigilance clearance certificate. (v) Attested photocopies of the ACRs for the last five years (2012-13 to 2016-17) (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India)

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**Application Form**

- Complete advertisement, Bio-data format (Annexure-I) and certificate format for CC, IC, VC & MMP (Annexure-II) etc. can be downloaded from the Department of Agriculture, Cooperation & Farmers Welfare’s website:- www.agricoop.nic.in (Link - Recruitment -Vacancies).

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**General Administration Department Headland Sada Appointment**

Applications are invited from eligible candidates for filling up the following posts on regular basis in the scale of pay indicated against each posts by direct recruitment in the Mormugao Port Trust, Headland Sada, Goa:-

**Sr. No.**

<table>
<thead>
<tr>
<th>Name of the Post</th>
<th>No. of Post</th>
<th>Scale of Pay Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sr. Accounts Officer</td>
<td>02 Post (Unreserved)</td>
<td>20800-46500 (revised)</td>
</tr>
<tr>
<td>2. Accounts Officer</td>
<td>01 Post (Reserved for OBC)</td>
<td>20800-46500 (revised)</td>
</tr>
</tbody>
</table>

The last date for receipt of applications, complete in all respect, from the eligible candidates shall be 06th July, 2018.

For other details visit our website www.mptgoa.com/careers/index.html.

(M.P. Mohan Kumar)

(Secretary (i/c))

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**Mormugao Port Trust**

**EN 12/43**