



Government of India
Ministry of Defence

THE INDIAN NAVY
RECRUITMENT OF CIVILIAN PERSONNEL
ADVT NO GR -C/ABS/3/2023



1. Applications are invited through proper channel for the post of **Fire Engine Driver and Fireman** 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 lower formations of the Defence Services in the prescribed proforma as given at Annexure-I. Eligible Defence Employees are to apply through proper channel as per instructions mentioned at Para 6, 7 and 8 below (application in other forms of mailing will not be accepted). The details are as follows:-

| Fire Engine Driver (Erstwhile Fire Engine Driver Grade-II) Group-C, Non-Gazetted, Non-Ministerial, Non-Industrial; Level-3, (Rs. 21700-69100) | | |
|---|------------------|-------------------|
| Command | Place of Posting | No. of Vacancies* |
| Eastern Naval Command | Chilka | 01 |
| | Sunabeda | 02 |
| | Tirunelveli | 04 |
| | Total | 07 |
| Fireman (Erstwhile Fireman Grade- II) Group -C, Non-Gazetted, Non-Ministerial, Non-Industrial; Level 2 (Rs.19900-63200) | | |
| Eastern Naval Command | Visakhapatnam | 102 |
| | Sunabeda | 10 |
| | Tirunelveli | 10 |
| | Total | 122 |

*Subject to increase/decrease.

2. Selected candidates will have to serve in the units under administrative control of Eastern Naval Command. 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 for the above mentioned posts with zero seniority in new units may apply for the post. The eligibility criteria are as follows:-

(a) **AGE LIMIT.** Not exceeding 56 years as on closing date of receipt of application for all posts.

(b) **ESSENTIAL QUALIFICATION.**

| S. No. | Post (Refer Para 1) | Qualifications |
|--------|--|---|
| (i) | Fire Engine Driver (Erstwhile Fire Engine Driver Grade- II) | <p>(I) Essential.</p> <p>(1) Must have passed Matriculation or its equivalent from a recognised board.</p> <p>(2) Must have at least three years experience of driving heavy vehicles and be in possession of valid driving license.</p> <p>(3) Must be physically fit and capable of performing strenuous duties and must have passed the test specified below:-</p> <p>(a) Height without shoes 165 cms. Provided that a concession 2.5 cms height shall be allowed for members of the Scheduled Tribes.</p> <p>(b) Chest (un-expanded) : 81.5 cms</p> <p>(c) Chest (on-expansion): 85 cms.</p> <p>(d) Weight (minimum) : 50 Kgs</p> <p>(e) Endurance Test.</p> <p>(i) Carrying a man (Fireman lift of 63.5 kgs to a distance of 183 meters within 96 seconds).</p> <p>(ii) Clearing 2.7 meters wide ditch landing on both feet (long jump).</p> <p>(iii) Climbing 03 meters vertical rope using hands and feet.</p> <p>(II) Desirable.</p> <p>(1) Should be familiar with maintenance and operation of various types of fire appliances.</p> <p>(2) Experience of having worked in a regular Civil/Defence Fire Brigade as Fireman Grade-I or Senior Fireman.</p> <p>(3) Should have passed the general firefighting course of Defence Institute of Fire Research, Ministry of Defence, New Delhi or Sub-Officers Course from National Fire Service College, Nagpur or any other similar recognized course.</p> |
| (ii) | Fireman (Erstwhile Fireman Grade- II) | <p>(1) Must have passed Matriculation or its equivalent.</p> <p>(2) Must be physically fit and capable of performing strenuous duties and must have passed the test specified below:</p> <p>(a) Height without shoes 165 cms. Provided that a concession of 2.5 cms in height shall be allowed for members of the Scheduled Tribes.</p> <p>(b) Chest (un-expanded) : 81.5 cms</p> <p>(c) Chest (on-expansion) : 85 cms</p> <p>(d) Weight (minimum) : 50 Kgs</p> <p>(e) Endurance Test.</p> <p>(i) Carrying a man (Fireman lift of 63.5 Kgs to a distance of 183 meters within 96 seconds).</p> <p>(ii) Clearing 2.7 meters wide ditch landing on both feet (long jump).</p> <p>(iii) Climbing 03 meters vertical rope using hand and feet.</p> |

3. **Nature/Indication of duties/Job profile.**

| S. No. | Post | Nature of duties |
|--------|--|---|
| (a) | Fire Engine Driver (erstwhile FED-I & II) | Drives the Fire Engine to the emergency scene/locations. Manoeuvres apparatus into position, Connects Hose line and operates pump panel to supply water pressure. Determines if, additional water supply lines are needed. Obtain line from other engine/source, calculate water use and monitor water availability. Replace nozzles and master stream tips. Performs tandem hookup procedures at hydrants. Obtain secondary water supplies, pumps foam, assists in changing air bottles, cleans, fills and replace air bottles and masks. Makes routine repairs to and maintenance apparatus and emergency equipment. Drive fire truck and operates the tailor of the vehicle. Work with crews to participate rescue operations. Provides emergency medical services and perform other related duties as required. |
| (b) | Fireman (erstwhile Fireman Gr-I & II) | A Fireman is charged with duties ranging from saving lives to keeping firefighting equipment clean. At a moment's notice, a fireman must be ready to perform job functions such as rescuing people or animals from burning or collapsed buildings, fighting fires and providing emergency medical assistance. |

Note: The above 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.

4. **Mode of Selection**

(a) **Physical Fitness Test.** All eligible candidates for the post of Fire Engine Driver and 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 mail/post.

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

(c) **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 on their registered e-mail IDs/by post.

5. **Last Date of Submission.** The last date for submission of application and determining the eligibility of the applicants will be counted **60 days after excluding the first date of publication in the Employment News**, (for e.g. for the vacancy published in the Employment News dated 18-24 Apr XXXX, the crucial date will be 60 days counted from the 19 Apr XXXX excluding the first date of publication).

6. **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, affixed with recent passport size colour photograph (not older than 3 months) duly self-attested. The envelop must be clearly superscribed on the top as **APPLICATION FOR THE POST OF<NAME OF POST> BY TRANSFER (NOW ABSORPTION)** and forwarded to the following address so as to reach by the last date of submission. Those who are applying for more than one post should send separate applications in separate cover, otherwise such applications will be rejected.

The Flag Officer Commanding-in-Chief,
(for SO 'CRC')
Headquarters Eastern Naval Command,
New Annexe Building, D2-Block (2nd Floor), Naval Base
Visakhapatnam, Andhra Pradesh-530014.

7. **The following documents are to be sent along with application (Annexure-II):-**

(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) Vigilance Clearance Certificate

(c) Integrity Certificate

(d) A statement of major/minor penalty, if any imposed on the officer during last ten years

(e) Cadre Clearance Certificate.

(f) Self-Attested Copies of certificates/marks sheet in support of educational/technical/other qualification. Original certificates/marks sheets should be produced when asked for.

(g) 04 recent passport size photograph (not more than 03 month old and the date must be clearly printed on the photograph) duly attested on reverse should be pinned with the application.

8. **General Instructions**

(a) The cut-off date for determining the qualifying service/experience for the post will be the last date for the receipt of applications.

(b) The vacancies indicated above are provisional and may be increased/reduced or even made NIL without assigning any reason.

(c) Attested copies of educational qualifications, 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 verifications at any time during the recruitment process. **Continued on page 25**

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- (d) Incomplete application, applications with insufficient details 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.
- (e) Indian Navy reserve the right to shortlist the applications, if necessitated. Mere submission of the application does not guarantee for being shortlisted/selected for the post applied for. No correspondence will be entertained on this matter.
- (f) The competent authority reserves the right to select the criteria for shortlisting candidates. Competent Authority also reserve the right to cancel part or whole of recruitment process in this employment notification at any stage without assigning any reason thereof.
- (g) The Curriculum Vitae (CV) duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment for post on absorption basis.
- (h) 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 letter.
- (i) Submission of false/incorrect/incomplete and/or dubious/bogus documents shall disqualify the candidate.
- (j) Canvassing in any form and/or bringing in any influence, political or otherwise will be a disqualification for the post.
- (k) Only provisionally selected candidates will be informed about their selection after the selection process and no other correspondence would be entertained.
- (l) Selected candidates normally will have to serve in the Units under administrative control of Eastern Naval Command, however they can be posted anywhere in India in Naval units/formations as per administrative requirements. Those who are willing to serve anywhere in India should only apply.
- (m) Candidates are requested to ensure that they fulfil the eligibility conditions before applying for the above post.
- (n) The terms and conditions given in the advertisement are subject to change and should, therefore be treated as guidelines only.
- (p) The candidates are requested to visit website www.indiannavy.nic.in at **Personnel>Civilian Page** regularly for amendment/update, if any.

For any clarification /Assistance candidate may write/call us at

E-mail: socr-enc@navy.gov.in

Help Desk No. 0891-2812946

APPLICATION FORMAT

APPLICATION FOR THE POST OF <NAME OF POST> BY TRANSFER (NOW ABSORPTION)

| | | | | | |
|--|--|---|-----------|--|---|
| 1. Name (in Block Letters) | | Paste a recent Colour Photo (passport size) (not more than 03 months old and the date must be clearly printed on the photograph) | | | |
| 2. Date of Birth (in Christian era) | | | | | |
| 3. Father's Name | | | | | |
| 4. Mother's Name | | | | | |
| 5. Gender (Male/Female/others) | | | | | |
| 6. Aadhaar No. | | | | | |
| 7. Permanent Address. | 8. Present Address. | | | | |
| 9. Date of entry into service | | | | | |
| 10. Educational Qualifications (Matriculation onwards) | | | | | |
| 11. Whether Educational and other qualifications required for the post are satisfied (as per Advt.) | | | | | |
| Qualifications/Experience required as mentioned in the advertisement/ vacancy circular. As per post applicable (Refer Para 2(b)) | | Qualifications/Experience possessed by the Candidate | | | |
| Essential | | (To be filled by applicant) | | | |
| (a) Qualification (Refer Para 2(b) of advertisement) | | | | | |
| (b) Experience (Refer Para 2(b) of advertisement) | | (To be filled by applicant) | | | |
| 12. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications including Physical Fitness Standards wherever applicable | | Yes/No | | | |
| 13. Details of Employment in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient. | | | | | |
| Office/ Institution (with Full Postal address) | Post held on regular basis | From | To | *Pay Band and Grade Pay/Pay Scale of the post held on regular basis | Nature of Duties (in detail) highlighting experience required for the post applied for |
| | | | | | |
| * Important: 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: | | | | | |
| Office/ Institution | Pay, Pay Band and Grade Pay/Level drawn under ACP/MACP Scheme | From | To | | |
| | | | | | |
| 14. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent | | | | | |

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|--|--|---|--|
| 15. In case the present employment is held on deputation/contract basis, please state- | | | |
| a) The date of Initial appointment | b) Period of appointment on deputation/contract | c) Name of the parent office/organization to which the applicant belongs | d) Name of the post and Pay of the post held in substantive capacity in the parent organisation |
| | | | |

Note 1: In case of candidate already on deputation, the applications of such candidate should be forwarded by the parent Cadre/Department alongwith Cadre Clearance, Vigilance Clearance and Integrity Certificate.

Note 2: 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.

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| 16. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column) a) Central Government b) State Government c) Others (Specify) | |
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| 17. 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. | |
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| 18. 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. | |
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| 19. Total emoluments per month now drawn | |
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| | | |
|--|--------------------------------|-------------------------|
| Basic Pay in the Pay Matrix Level | Pay Level in Pay Matrix | Total Emoluments |
| | | |

| | |
|--|--|
| 20. Additional information , 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). (Note: Enclose a separate sheet, if the space is insufficient) | |
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| 21. Achievements: The candidates are to indicate information with regard to: a) Awards/Official Appreciation; b) Any innovative measure involving official recognition; c) Any other information. (Note: Enclose a separate sheet, if the space is insufficient) | |
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| 22. Whether belongs to SC/ST | |
|------------------------------|--|

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|--|-------------------------------|
| 23. Mention preferred place of posting in the order of preference. (Chilka, Sunabeda, Visakhapatnam, Tirunelveli) | 1. 2. 3. |
|--|-------------------------------|

24. I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Application/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 for the 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.

Date _____ (Signature of the Candidate)
 Mobile No. _____
 E-Mail ID. _____

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 possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he /she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____
- ii) His/ Her integrity is beyond doubt.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the ACR's/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt of India or above are enclosed.
- iv) 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)

Contact No. _____

E-Mail ID. _____