



Headquarters, Coast Guard Region (NE), Synthesis Business Park, 6th Floor, Shrachi Building, Rajarhat, New Town, Kolkata – 700 161

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Last date of receipt of applications	07 Oct 2024

1. Indian Coast Guard invites applications in the prescribed format as given at Annexure-I from eligible Indian citizens for filling up the following vacancies by Direct Recruitment:-

(I) (a) **Name of the Post:** (**Civilian Motor Transport Driver (Ordinary Grade)**), *General Central Service, Group- C, Non- Gazetted, Non-Ministerial in Pay Level-02 in the pay matrix*).

(b) **Category-wise Vacancies:**

Sl	Category	No. of Vacancy
(i)	SC	02

(c) **Eligibility Criteria:**

Educational Qualification/Experience.

- (i) Matriculation pass from a recognized Board or equivalent.
- (ii) Must possess valid driving license for both heavy and light Motor Vehicles.
- (iii) Should have at least two years' experience in driving Motor Vehicles, and
- (iv) Knowledge of motor mechanism (should be able to remove minor defects in vehicles).

(d) **Age Limit and Relaxations.**

- (i) 18-27 years.
- (ii) Relaxable by 05 years for SC candidates against reserved vacancies, if applicable.
- (iii) Relaxable for Government Servants upto five years in accordance with the instructions or orders issued by the Central Government.

(II) (a) **Name of the Post:** (**Fork Lift Operator**), *General Central Service, Group-C, Non-Gazetted, Non-Ministerial in Pay Level 02 in the pay matrix*).

(b) **Category-wise Vacancies:**

Sl	Category	No. of Vacancy
(i)	UR	01

(c) **Eligibility Criteria:****Educational Qualification/Experience.**

(a) Matriculation pass from a recognized Board or equivalent.

(b) Certificate in the respective trade from ITI or other recognised Institutions with not less than one year experience in the trade.

OR

3 years experience in the trade for which no training is available in ITI or other recognised institutions.

(b) Should possess heavy duty vehicles driving licence.

(d) **Age Limit and Relaxations.**

(i) 18- 27 years.

(ii) Relaxable for Government Servants upto five years in accordance with the instructions or orders issued by the Central Government.

(III) (a) **Name of the Post:** {**Sheet Metal Worker (Skilled)**, General Central Service, Group-C, Non- Gazetted , Non-Ministerial in Pay Level-02 in the pay matrix}.

(b) **Category-wise Vacancies:**

Sl	Category	No. of Vacancy
(i)	UR	01

(c) **Eligibility Criteria:**

(i) Matriculation pass from a recognized Board or equivalent.

(ii) Should have successfully completed apprenticeship from a recognized/reputed Workshop in the relevant trade under Apprentice Act, 1961 or under any other recognized Apprenticeship Scheme.

OR

Should have completed training in the relevant trade from an ITI recognized for this purpose and have 01 year trade experience.

OR

04 years experience in the trade for which no training is available in the ITI or other recognized institutions.

(iii) Should qualify a trade entrance examination.

(d) **Age Limit and Relaxations.**

(i) 18- 27 years.

(ii) Relaxable for Government Servants upto five years in accordance with the instructions or orders issued by the Central Government.

(IV) (a) **Name of the Post:** {**Carpenter (Skilled)**, General Central Service, Group- C, Non- Gazetted , Non-Ministerial in Pay Level-02 in the pay matrix}.(b) **Category wise Vacancies:**

Sl	Category	No. of Vacancy
(i)	UR	01

(c) **Eligibility Criteria:**

(i) Matriculation pass from a recognized Board or equivalent.

(ii) Should have successfully completed apprenticeship from a recognized/reputed Workshop in the relevant trade under Apprentice Act, 1961 or under any other recognized Apprenticeship Scheme.

OR

Should have completed training in the relevant trade from an ITI recognized for this purpose and have 01 year trade experience.

OR

04 years experience in the trade for which no training is available in the ITI or other recognized institutions.

(iii) Should qualify a trade entrance examination.

(d) **Age Limit and Relaxations.**

(i) 18- 27 years.

(ii) Relaxable for Government Servants upto five years in accordance with the instructions or orders issued by the Central Government.

(V) (a) **Name of the Post:** (**Fireman**, General Central Service, Group-C, Non- Gazetted , Non-Ministerial in Pay Level-02 in the pay matrix).(b) **Category wise Vacancies:**

Sl	Category	No. of Vacancy
(i)	UR	01

(c) **Eligibility Criteria:****Essential:-**

- (i) Matriculation pass from a recognized Board or equivalent.
- (ii) Should be physically fit and capable of performing strenuous duties.

Note:- The physical fitness shall be tested as per the following physical standards:-

- (i) Height without Shoes – 165Cms. Provided that a concession of 2.5 Cms in height shall be allowed for members of the Scheduled Tribes and candidates of hilly areas.
- (ii) Chest (unexpanded) – 81.5 Cms
- (iii) Chest (on expansion) – 85 Cms
- (iv) Weight – 50 Kg(Min)
- (v) Endurance Test:
 - (aa) Carrying a man weighing 63.5 Kgs by fireman lift up to a distance of 183 meters within 96 seconds.
 - (ab) Clearing 2.7 meters wide ditch by landing on both feet (long jump).
 - (ac) Climbing 3 meters vertical rope by hands and feet.

(d) **Age Limit and Relaxations.**

- (i) 18-27 years
- (ii) Relaxable for Government Servants upto five years in accordance with the instructions or orders issued by the Central Government.

2. **How to Apply.** Application form should be filled either in English or Hindi as per the prescribed format given at Annexure-I. The application with duly affixed self attested colour photograph should be accompanied by Xerox copies of the documents listed below, duly self attested with name and date. No original certificates are to be forwarded alongwith the application form:-

- (a) Valid Photo ID proof (As mentioned in application).
- (b) Matriculation or equivalent mark sheet and certificate.

- (c) Relevant educational qualification Certificate/marks sheet as per the essential eligibility criteria of the respective post.
- (d) Latest Category certificate (SC/ST/OBC) for reserved category candidates.
- (e) Experience certificate (as applicable)
- (f) NOC from the employer for presently serving in any Govt organization (If applicable).
- (g) Two latest passport size colour photographs.

Note:

- (i) The date of issue of all the above documents is to be on or before to closing date of application i.e. **07 Oct 2024**.
 - (ii) The candidates belongs to SC category are to produce category certificate as per prescribed format under Govt of India for appointment to the post of Civilian Motor Transport Driver (Ordinary Grade) as per the format placed at **Annexure- II**.
 - (iii) No original certificates are to be forwarded alongwith the application form.
 - (iv) If the Government employee is not able to obtain NOC from the employer within the stipulated time, he should forward any valid document proof or undertaking w.r.t. age relaxation alongwith the application for considering the eligibility for issuance of admit card only. However, NOC should be produced at the time of document verification prior written examination.
3. The duly filled application with all the requisite documents should be sent to the following address by **ordinary post only** within 30 days from the date of publication of the advertisement in the Employment News:-

Headquarters
Coast Guard Region (NE)
{for CSO(P&A)}
Synthesis Business Park
6th Floor, Shrachi Building
Rajarhat, New Town
Kolkata - 700161

4. **Mode of Selection.**

- (a) **Scrutiny of Applications.** All applications received from the candidates will be scrutinized subject to the eligibility criteria and necessary documents and the admit cards will be issued to the shortlisted candidates for document verification & appearing in the written examination.

(b) **Document Verification.** All the shortlisted candidates will undergo document verification prior appearing in the written examination. Candidates will be required to bring their original documents and self - attested Xerox copies (02 sets) of the same as per the directives / instructions given in their admit cards.

(c) **Written Examination.** All the shortlisted candidates will undergo written examination on the basis of educational qualifications prescribed for the post. The written examination will be pen- paper based and one hour duration. The Question Paper (bilingual) for written examination will consists of 80 objective type questions with one mark for each correct answer and there will be no negative marking.

(d) Merit list will be prepared strictly based on merit position as per marks obtained in written examination and will be published on the Indian Coast Guard website alongwith necessary instructions. If two candidates score same marks in written examination, then the candidate older in age will be higher in merit.

5. Questions on Numerical aptitude, Mental Ability/ Reasoning, General English and General Awareness will be matriculate standard. The pattern of written examination is as follows:-

Subject	No. of Question	Total Marks	Duration	Passing Marks
Mathematics	20	20	01 Hour	UR – 40 SC- 36
General English	20	20		
General Awareness	20	20		
Mental Ability/ Reasoning	20	20		
Total	80	80		

Note:- The candidate applied to the post of **Civilian Motor Transport Driver(Ordinary Grade), Fork Lift Operator, Sheet Metal Worker and Carpenter** will also undergo a **Trade Test** on qualifying the written examination which is qualifying in nature whereas the selection of candidate applied to the post of **Fireman** is subject to qualifying the **Physical Fitness and Endurance Test**.

6. **Important Instructions to Candidates:-**

(a) Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in the advertisement. Furnishing of wrong / false information will lead to disqualification and ICG will not be responsible for any consequence of furnishing of such wrong / false information.

(b) Candidature of the candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any, information provided by the candidate is found false or is not found in conformity with eligibility criteria mentioned in the advertisement.

(c) It is mandatory that the envelope containing the application should be clearly superscribed in BOLD letters with notation " **APPLICATION FOR THE POST OF _____** " and also the category for which they applied for viz. UR/EWS/OBC (Non Creamy Layer) / SC / ST. Applications without these notations will be summarily rejected.

(d) Applications with the following deficiencies will be summarily rejected:-

(i) Incomplete applications.

(ii) Applicants found over aged on the last day of receipt of applications as per advertisement.

(iii) Overwriting / cuttings / corrections / incorrect information according to enclosures/incomplete address.

(iv) Photographs not affixed.

(v) Photocopies of self attested documents not found enclosed.

(e) Candidates working in Govt departments are to forward their application through proper channel only before the due date of receipt of application alongwith NOC issued by concerned authority.

(f) SC/ST candidates are entitled for 2nd class rail / bus fare by Shortest route as per Govt rules and the same will be reimbursed at the venue of written examination on submission of tickets. The above concessions are not admissible to those Scheduled Castes/Scheduled Tribes candidates who are already in Central/ State Govt service.

(g) Mere appearance/ qualifying in the written examination does not confer any right on the candidate to claim for appointment unless he/ she fulfills the eligibility criteria.

(h) Candidates selected for appointment to a Group 'C' post are liable for posting initially at any unit/ establishment under Coast Guard Region(NE), Kolkata with all India transfer liability.

(j) Candidates are advised to visit ICG website i.e. www.indiancoast-guard.gov.in on a regular basis for important updates regarding the said recruitment.

(k) Indian Coast Guard reserves the right to cancel the entire recruitment at any stage of the recruitment process without assigning any reasons.

APPLICATION FOR THE POST OF _____ IN INDIAN COAST GUARD

1. Name of the Applicant (in block letters) :
2. Post applied for :
3. Date of birth (in Christian era) & age :
4. Father's Name :
5. Permanent Address :
6. Correspondence Address (With pin code) :
7. (a) Educational Qualifications :

Affix a recent passport size

Examination Passed	Year of passing	Division/ % of Marks	Name of Board/ University

- (b) Experience (in relevant field), if any :
8. Gender (Male/Female) :
9. Nationality :
10. Whether Physically Handicapped (Yes/No) :
11. Whether belongs to SC /ST/OBC/Others :
12. Whether Departmental Candidate (Yes/No) :
13. Mobile No. & E-mail ID :

Declaration: I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/appointment may be cancelled/terminated without any notice. I also declare that I am a citizen of India by birth/domicile.

Left-hand Thumb impression

Place :

Date :

Signature of the applicant

**FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES
CANDIDATE APPLYING FOR APPOINTMENT
TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri / Shrimati / Kumari*Son
/ Daughter* of Village /
town* in District /
sion* of the Divi-
State / Union Territory*.....

Belongs to the caste / tribe* which is recognized as a Scheduled Caste / Scheduled Tribes* under:-

@ The Constitution (Scheduled Caste) order 1950*

@ The Constitution (Scheduled Tribes) order 1950*

@ The Constitution (Scheduled Tribes) (Union Territories) order 1951*

@ The Constitution (Scheduled Tribes) (Union Territories) order 1951*

[As amended by the Scheduled Caste and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act 1966, the State of Himachal Pradesh Act 1970 and the North-Eastern Areas (Reorganization) Act, 1971 and the Scheduled Caste and Scheduled Tribes order (Amendment) Act 1976, the state of Mizoram Act, 1986, the State of Arunachal Pradesh Act. 1986 and the Goa, Daman and Diu (Reorganisation Act. 1987]

@ The Constitution (Jammu and Kashmir) Scheduled Caste Order 1956*

@ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order 1959 as amended by the Scheduled Caste and Scheduled Tribes orders (Amendment Act 1976*)

@ The Constitution (Jammu and Kashmir) Scheduled Caste Order 1962*

@ The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962*

@ The Constitution (Pondicherry) Scheduled Caste Order 1964*

@ The Constitution (Scheduled Tribes) (Uttar Pradesh) Order 1967*

@ The Constitution (Goa, Daman and Diu) Scheduled Caste Order 1968*

@ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order 1968*

@ The Constitution (Nagaland) Scheduled Tribes Order 1970*

@ The Constitution (Sikkim) Scheduled Caste Order 1978

@ The Constitution (Sikkim) Scheduled Tribes Order 1978

@ The Constitution (Jammu and Kashmir) Scheduled Tribes Order 1989

@ The Constitution (SC) Order (Amendment) Act. 1990

@ The Constitution (ST) Order (Amendment) Act. 1991

@ The Constitution (ST) Order (Second Amendment) Act. 1991

@ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act. 2002

@ The Constitution (Scheduled Castes) Orders (Amendment) Act. 2002

@ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002

@ The Constitution (Scheduled Castes) Orders (Second Amendment) Act. 2002

%2. Applicable in the case of Scheduled Castes Scheduled Tribes person who have migrated from one State Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes Scheduled Tribes certificate issued to Shri/Shrimati* Father/Mother of Shri/ Shrimati/ Kumari..... of vil- lage/town*..... in District/Division..... of the State/Union Territory*who belongs to the caste/tribe* which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory ofissued by thedated

%3. Shri/ Shrimati/ Kumari*.....and of* his/her family ordinary resides in vil- lage/town*.....ofDis- trict/Division* of the State/Union/Territory* of

Place

Signature

Date

**Designation

(With Seal of office)
State Union Territory

* Please delete the words which are not applicable.

@ Please quote specific Presidential Order

% Delete the paragraph which is no applicable

NOTE. The term "ordinary reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act. 1950.

** List of authorities empowered to issue Scheduled Caste Scheduled Tribe Certificate.

(i) District Magistrate/Additional Magistrate/Collector/Dy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate /Executive Magistrate/Extra Assistant Commissioner (not below the rank of 1st Class Stipendary Magistrate).

(ii) Chief Presidency Magistrate /Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officer not below rank of Tehsildar.

(iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

(v) Administrative Secretary to Administrator Development Officer (Lakshadweep).