



THE INDIAN NAVY



INDIAN NAVY CIVILIAN ENTRANCE TEST INCET-TMM-01/2021

INVITES ONLINE APPLICATIONS FOR THE POST OF TRADESMAN MATE

1. Indian Navy invites ON-LINE applications from eligible candidates through website www.joinindiannavy.gov.in for the post of 'Tradesman Mate' classified as Group 'C', Non-Gazetted 'Industrial' at various Commands (application in other forms of mailing will not be accepted). Selected candidates normally will have to serve in the Units under administrative control of respective Commands, however they can be posted anywhere in India, in Naval units / formations as per administrative requirement.

(ONLY ON-LINE APPLICATION WILL BE ACCEPTED)

TRADESMAN MATE General Central Service, Group 'C', Non Gazetted, Industrial (Pay Band as per Seventh CPC, Level 1- Rs.18000-56900)								
Command	Distribution of vacancies (* Subject to variation)						Horizontal Reservation	
	UR	SC	ST	OBC	EWS	Total	ESM	PwBDs ^s
Eastern Naval Command	303	116	57	163	71	710	71	25 (VH-05, HH-05, OH-08, Others-07)
Western Naval Command	133	48	24	87	32	324	32	13 (VH-05, HH-06, Others-02)
Southern Naval Command	57	16	02	37	13	125	12	05 (VH-01, HH-01, OH-02, Others-01)

Note:- Includes Backlog vacancies.

♦ Suitability for Persons with Benchmark Disabilities – As identified by Ministry of Social Justice & Empowerment. PwBDs candidates may apply for the post accordingly.

Suitable Categories of Benchmark Disabilities	Functional Requirement
VH(B, LV), HH(D, HH), OH(OA, OL, OAL, CP, LC, Dw, AAV) & Others {ASD(M, MoD), ID, SLD, MI and Multiple Disabilities}	S,ST,W,BN,RW, SE, H,C

Note:- Applicants, must be in possession of disability certificate issued by the Competent Authority prior to applying Online, in the format given in GOI/DOP&T OM 36035/1/2012-Estt.(Res) dated 29 Nov 2013.

2. **Abbreviations Used.** **UR**-Unreserved, **SC**-Scheduled Caste, **ST**-Scheduled Tribes, **OBC**-Other Backward Class, **EWS** – Economically Weaker Section, **ESM** - Ex-Servicemen, **PwBDs**-Persons with Benchmark Disabilities, **VH**-Visually Impaired, **HH**-Hearing Impaired, **OH**-Orthopedically Handicapped, **S**-Sitting, **ST**-Standing, **W**-Walking, **BN**- Bending, **RW**-Reading & Writing, **SE**-Seeing, **H**-Hearing and **C**-Communication, **B**-Blind, **LV**-Low Vision, **D**-Deaf, **OA**-One Arm, **OL**-One Leg, **OAL**-One Arm and One Leg, **CP**-Cerebral Palsy, **LC**- Leprosy Cured, **Dw**- Dwarfism, **AAV**-Acid Attack Victims, **ASD(M, MoD)**-Autism Spectrum Disorder (M-Mild, MoD-Moderate), **ID**-Intellectual Disability, **SLD**-Specific Learning Disability, **MI**-Mental Illness).

3. **Reservation.** Reservation for SC/ST/OBC/EWS/PwBDs/ESM categories is 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 general candidate on merit list of UR category or SC/ST/OBC candidates those who have availed age relaxation for respective category irrespective of their position in merit list. Similarly, reserved vacancies for PwBDs & ESM will be filled up from amongst such eligible candidates from respective category who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for the appointment even by relaxed standards viz. age limit etc. Reservations for PwBDs & ESM 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 quota will be placed in the appropriate category of UR / SC / ST / OBC/ EWS, as the case may be.

4. **Age.** Between 18 and 25 years.

5. **Essential Qualifications.** 10th Standard pass from a recognized Board / Institutions and Certificate from a recognised Industrial Training Institute (ITI).

6. **Nature of Duties/ Job Profile.** Indicative duties related to post is as follows.

- (a) Working in production /maintenance of Shop/Ship/Submarine.
- (b) General cleanliness & upkeep of the Section/Unit.
- (c) Carrying of files and other papers within the Office area.
- (d) Photocopying, sending/receiving of FAX, letters etc.
- (e) Other non-clerical work in the Sections/Unit.
- (f) Assisting in routine office work like diary, dispatch etc including on computer.
- (g) Delivering of Dak (inside & outside the Section/Unit)
- (h) Watch & ward duties.
- (i) Opening and closing duties
- (j) Cleaning of building, fixture etc.
- (k) Dusting of furniture etc.,
- (l) Upkeeps of parks, lawns, potted plants etc.
- (m) Any other work assigned by superior authority

Note. The above list of duties is only illustrative and not exhaustive. Section/ Department of the Indian Navy may add in the list, duties ordinarily performed by personnel at this level.

7. **Age Relaxation and Crucial Dates.**

(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)	Meritorious Sportsman	Up to 05 Years, SC/ST-10 Years
(vi)	Departmental Candidates with 03 yrs regular and continuous service in Central Government as on Closing date for receipt of online application	Up to 40 years and SC/ST - 45(40+05). This concession is subject to the conditions that the past service rendered in the department will be useful for efficient discharge of duties in the categories of posts

Note. Age relaxation for other eligible categories will be as per extant rules issued by the Govt. of India from time-to-time.

(b) **Crucial Dates.** The Crucial date for determining the age limit will be the closing date for receipt of online applications. Only matriculation / SSC / Birth certificate issued by concerned Education Board / Competent Authority will be considered as proof of Date of birth.

8. **Examination Fee.** Candidates (except SC/ST/PwBDs/Ex-Servicemen and Women candidates, who are exempted from payment of fee) are required to pay a fee of **Rs. 205/- (Rupees Two hundred and five only)** excluding applicable taxes and charges through online mode by using net banking or by using Visa/ Master/ RuPay Credit/ Debit Card/ UPI. **Admit card will be issued for the examination only to those candidates who have successfully paid the examination fee or who are entitled to waiver of examination fee.**

Note: (a) Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

(b) In case you have made an online payment of fees and money has been deducted from your account (i.e. unsuccessful payment), please wait for 7 working days for automatic refund of money to your account.

9. **Examination Cities.** The list of examination cities of different states will be made available in the online application form. The candidates are to select any three choices of cities from the list. The Indian Navy reserves the right to cancel/ re-conduct examination for a particular centre or allot/ change the city of the examination centre beyond the choices indicated by the candidates for administrative or other reasons. In case of more number of candidates applying for one city, few candidates may be allotted to any other city. Request for change of examination city/centre/date/session will not be entertained under any circumstances.

10. **Mode of Selection.**

(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 at a subsequent stage.

(b) **Scheme of Examination.** All shortlisted/ eligible candidates will have to appear in the online computer based examination consisting of objective type questions based on Essential qualifications, as mentioned at Para 5, above i.e. Matriculation and ITI, in both English & Hindi (except for General English) covering aspects as below:-

Part	Subject	Maximum Marks (Indicative)
(i)	General Intelligence and Reasoning	25
(ii)	Numerical Aptitude/ Quantitative Ability	25
(iii)	General English & Comprehension	25
(iv)	General Awareness	25
	Total	100

(c) **Syllabus for Examination.** The Indicative syllabus is as follows:-

(i) **General Intelligence and Reasoning.** It would include questions related to Mathematical operations, Series, Odd One Out, Logical Venn Diagrams, Analogy, Word Based Problems, Problems Solving, Drawing Inference, Coding-Decoding, Non Verbal Reasoning etc.

(ii) **Numerical Aptitude/ Quantitative Ability.** This test will include question on problems relating to Number Systems, Time & Work, Menstruation, Ratio and Proportion, Average, Profit and Loss, Discount, Percentage, Time and Distance, Simple and Compound Interest, Statistical Chart, Trigonometry, Geometry etc.

(iii) **General English & Comprehension.** In addition to the testing of candidates understanding of English language, this test will also assess vocabulary, grammar, sentence structure, synonymous, antonyms, Comprehension and its correct usage etc.

(iv) **General Awareness.** The test will include questions relating to India and its neighboring countries especially pertaining to sports, history, culture, Geography, Physics, Chemistry, Computer Science, Environmental Science, Economics scene, Current Events, General policy including Indian Constitution and scientific research etc. These questions will be such that they do not require special study of any discipline.

(d) **Date of Examination.** Exact date, time and venue of online test will be communicated to the candidates on registered mobile number/e-mail ID. Websites www.joinindiannavy.gov.in and www.indiannavy.nic.in may also be referred from time-to-time for any further instructions.

(e) **Provisional Appointment Letter.** The appointment of provisionally selected candidates will be strictly based on their relative merit position in online examination subject to verification of documents, Medical Examination and other requirements as specified by the Government of India and Appointing Authority.

(f) **Document Verification.** All documents pertaining to age, education, identity, address, category, caste validity certificate, ITI certificate etc. will be scrutinized and verified as per extant DoP&T policy. Date and Venue for document verification will be intimated to the provisionally selected candidates on their registered mobile phone/e-mail IDs and by post.

11. **Opening and Closing date for Online Registration Portal.**

Opening of Online Registration Portal	22nd Feb 2021 at 1000hr
Closing of Online Registration Portal	07th Mar 2021 at 1700hr

12. **Guidelines for filling Online Application.**

(a) Candidates are required to apply online using the website www.joinindiannavy.gov.in >> Join Navy >> Ways to join >> Civilians >> Tradesman Mate (TMM). Before filling online application form, applicants are advised to read and download online information guidelines containing instructions for filling up Online Application Form.

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

(c) Applicants are not to send copy of application form or any document to this office. However, candidates are to take a printout of Application Form for his / her personal record. A print out of the **ADMIT CARD IS TO BE BROUGHT TO THE VENUE, FAILING WHICH THE CANDIDATE WILL NOT BE ALLOWED TO APPEAR FOR THE EXAMINATION.**

(d) If the candidates commit any mistake in filling the online application form or uploading of requisite documents, it cannot be corrected by Indian Navy. Indian Navy will not be responsible for mistake of any kind in the application process by the candidate.

(e) The applicants must ensure that while filling their Application Form, they are providing their valid and active e-mail IDs 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 mobile number and e-mail ID will be allowed once entered. Indian Navy will not be responsible for non-receipt of communication on registered mobile number/ e-mail IDs.

(f) Candidates are requested to remember the password given by them during registration as it is important for further login.

(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 depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on the website on account of internet connectivity issue or website overload.

(h) Applicants should not submit multiple applications for same post. However, if due to any unavoidable circumstances, any applicant submits multiple applications then he / she must ensure that the application with higher registration number is complete in all respects, which will be considered.

(j) Candidates will be required to indicate their choice of Command for posting, in order of preference. This will have no bearing on their merit. This information will be utilized by the Indian Navy to determine the place of posting, to the extent feasible in respect of qualified candidates.

(k) Candidates are advised to keep scanned copy (JPEG/JPG/PNG/PDF as applicable) of the following documents ready before proceeding to fill up the online application:-

(i) Passport size color photograph with light background (preferably white) without any obstacle covering/obstructing the face and eyes. The size of photograph should be between 20Kb and 50 Kb.

(ii) 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. The size of signature document should be between 10Kb and 20 Kb.

(iii) A copy of candidate's Caste/EWS Certificate, in case applying against a reserved post (50-200 KB).

(iv) A copy of candidate's Birth Certificate/Matriculation/SSC certificate for Date of Birth.

(v) A copy of candidate's mandatory and all additional education qualification proof (50-200KB).

(vi) A copy of certificate duly indicating the proof of Ex-Servicemen issued by the Competent Authority (50-200KB).

(vii) A copy of certificate showing disability for PwBDs and eligibility for scribe, if applicable (50-200KB).

(viii) Any other document, as applicable (50-200KB).

13. **General Instructions/Conditions.**

(a) The applicant 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 applicant is detected at any stage, his / her candidature will be cancelled without prejudice to taking legal action against him / her.

(b) The eligibility with respect to age, educational qualification, etc will be determined as on the closing date for online registration. Though essential qualification for the post is matriculation and ITI, higher qualification, if any, possessed by the candidate is also to be disclosed.

(c) In case, the candidates working in Central Government fails to produce the NOC when demanded, his / her candidature will be cancelled.

(d) No relaxation in age limit will be provided unless the category is filled appropriately at the relevant column in the online application form.

(e) 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. A criminal proceeding may also be initiated.

(f) Candidates are also requested to check www.joinindiannavy.gov.in & www.indiannavy.nic.in websites regularly till completion of recruitment for updates / corrigendum and any further instructions.

(g) The SC/ST/EWS candidates should be in possession of a latest copy of caste certificate for claiming age / other relaxation / reservation and produce original certificate on demand.

(h) In case of OBCs, the candidate is required to produce, on demand, a caste certificate (valid for three financial years), specifying that the candidate does not belong to 'Creamy layer'. The certificate should be as per format contained in GOI. DOP&T OM 36036/2/2013-Estt.(Res) dated 30 May 2014 and 36033/1/2013-Estt(Res) dated 27 May 2013.

(j) Armed Forces personnel applying for the posts should upload an undertaking as per GOI/ DOP&T OM 36034/2/91/Estt.(SCT) dated 03 Apr 1991 to avail age relaxation/reservation.

(k) The Persons with Benchmark Disabilities (PwBDs), who want to avail 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.

(l) 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.

(m) Candidates will have to make their own arrangement for lodging / boarding during the test. Candidates are advised not to bring any valuable/costly items to the examination centre as safe keeping of the same cannot be assured. Indian Navy will not be responsible for any loss in this regard.

(n) Various format of Certificates for direct recruitment of Naval Civilians are available at Naval Website www.joinindiannavy.gov.in & www.indiannavy.nic.in at Personnel > Civilian page.

14. **IMPORTANT INFORMATION.**

(a) Candidates Reporting Late i.e after the reporting time specified on the admit card of Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is **90 minutes**, candidates will be required to be at the venue earlier for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc, which will take more than normal time following the COVID-19 precautions.

(b) **Photo Identity Card.** In the examination hall the admit card along with original and valid photo identity such as Aadhar card with a photograph /PAN Card/ Passport/ Driving Licence/Voter's Card/ Bank Passbook with Photograph should be produced to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the letter in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

Note 1. Ration card & Learners Driving License will not be considered as valid Identity proof.

Note 2. Candidates must note that the name as appearing on the admit card (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination.

Note 3. A candidate not carrying a valid and original photo identity document as per Para 14(b) will not be allowed to appear for the examination.

15. **CAUTION TO ALL CANDIDATES.** Candidates are advised not to fall prey to false assurance or exploitation and must not entertain or encourage unscrupulous elements in any way. It is emphasized that the CBT and the selection process will be strictly on merit in a transparent manner. Candidates are further advised to conduct themselves as a law abiding citizen of the country and refrain from using unfair means.

16. **IMPORTANT INSTRUCTIONS TO CANDIDATES.**

(a)	BEFORE APPLYING, CANDIDATES ARE ADVISED TO GO THROUGH THE INSTRUCTIONS GIVEN IN THE NOTICE OF EXAMINATION VERY CAREFULLY.
(b)	The Indian Navy will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of online examination and, therefore, candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible for the post. Supporting documents uploaded by the candidate will be verified at the time of Document Verification. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and the Indian Navy's decision shall be final.

(c)	Candidates seeking reservation benefits available for SC/ST/OBC/EWS/PwBD/ESM etc. must ensure that they are entitled to such reservation as per eligibility prescribed by Government of India and in the Notice. They should also be in possession of the certificates in the prescribed format as promulgated by Government of India, in support of their claim. The formats of various certificates are also available in the 'Reference Documents'.
(d)	Candidates with physical disability of 40% and more only would be considered as Persons with Benchmark Disabilities (PwBDs) and entitled to reservation for Persons with Benchmark Disabilities.
(e)	Central Government Civilian Employees claiming age relaxation should produce a certificate in the prescribed format from their office at the time of document verification in respect of the length of continuous service which should not be less than three years during the period immediately preceding the closing date for receipt of application. They should remain Central Government civilian employees till the time of appointment in the event of their selection. This relaxation in age is subject to the conditions that the past service rendered in the department will be useful for efficient discharge of duties in the categories of posts
(f)	When application is successfully submitted, it will be accepted 'Provisionally'. Candidate should take printout of the application form for their own records. Printout of the 'Application Form' is not required to be forwarded/submitted to the Indian Navy at any stage.
(g)	Only one online application is allowed to be submitted by a candidate for the Examination. Therefore, the candidates are advised to exercise due diligence at the time of filling their online Application Forms. In case, more than one applications of a candidate are detected, the Indian Navy will consider latest application. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his/ her candidature will be cancelled and he/ she will be debarred from the future examinations of the Indian Navy.
(h)	The candidates must write their name, date of birth, father's name and mother's name 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)	Applications with illegible/ blurred Photograph/ Signature will be rejected summarily.
(k)	Request for change/ correction in any particulars in the Application Form, once submitted, will not be entertained under any circumstances.
(l)	Candidates are advised to fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Indian Navy through e-mail/ SMS.
(m)	The candidates must carry at least one latest photo bearing identification proof such as Aadhaar card with a photograph /PAN Card/ Passport/ Driving Licence/Voter's Card/ Bank Passbook with Photograph in original to the Examination Venue, failing which they will not be allowed to appear in the Examination.
(n)	Mobiles and other electronic gadgets including Bluetooth devices are banned within the premises of the Examination Centres. Possession of such items whether in use or in switch off mode, during the examination will be considered as use of unfair means. Candidature of such candidates will be cancelled. They will be liable for further action including initiation of criminal proceedings and debarment from Indian Navy's examinations, as may be decided by the Indian Navy.
(p)	In case of fake/ fabricated application/ registration by misusing any dignitaries name/ photo, such candidate will be held responsible for the same and liable for suitable legal action under cyber/ IT act.

(q)	The decision of the Indian Navy in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list & final allocation, debarment for indulging in malpractices will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
-----	---

17. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT.

If candidates are found to indulge at any stage in any of the malpractices listed below during the conduct of examination, their candidature for this examination will be cancelled and they will be debarred from the examinations of the Indian Navy for the period mentioned below:

<u>S No</u>	<u>Type of Malpractice</u>	<u>Debarment period</u>
(a)	Taking away any Examination related material such as Rough Sheets, Indian Navy's Copy of Attendance Sheet etc. from the examination hall or passing it on to unauthorized persons during the conduct of examination.	2 Years
(b)	Misbehaving, intimidating or threatening in any manner with the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Indian Navy's representatives etc.	3 Years
(c)	Obstruct the conduct of examination/instigate other candidates not to take the examination.	3 Years
(d)	Making statements which are incorrect or false, suppressing material information, submitting fabricated documents, etc.	3 Years
(e)	Obtaining support/ influence for his/ her candidature by any irregular or improper means in connection with his/ her candidature.	3 Years
(f)	Possession of Mobile Phone in 'switched on' or 'switched off' mode.	3 Years
(g)	Appearing in the same examination more than once in contravention of the rules.	3 Years
(h)	A candidate who is also working on examination related matters in the same examination.	3 Years
(i)	Damaging examination related infrastructure/ equipment.	5 Years
(k)	Appearing in the Exam with forged Admit Card, identity proof, etc.	5 Years
(l)	Possession of fire arms/ weapons during the examination.	5 Years
(m)	Assault, use of force, causing bodily harm in any manner to the examination functionaries' i.e. Supervisor, Invigilator, Security Guard or Indian Navy's representatives etc. Threatening/ intimidating examination functionaries with weapons/ fire arms.	7 Years
(n)	Using unfair means in the examination hall like copying from unauthorized sources such as written material on any paper or body parts, etc.	7 Years