



Government of India Ministry of Defence

Recruitment of Civilian Personnel in Indian Navy- 01/2020 At National Hydrographic Office, Dehradun

1. Indian Navy invites applications for the below mentioned posts classified as **Group 'C', Non-Gazetted** from eligible candidates to apply in proforma appended below by Registered/Speed Post (Application in other forms of mailing will not be accepted). **However, candidates selected will be posted only at NHO, Dehradun.**

Name of Post (Classification with Pay Scale as per 7th CPC-Level in the Pay Matrix)	Distribution of vacancies*						ESM	Horizontal Reservation# (for PwBDs)
	UR	OBC	SC	ST	EWS	Total		
Draughtsman (Cartographic) Level in the Pay Matrix- Level 4 (Rs. 25500- 81100)	05	01	--	--	--	06	-	01 (Cat D-1)

* Subject to variation of vacancies

Suitability for PwBDs – As per posts identified by Ministry of Social Justice & Empowerment. PwBDs applicant may apply for the post accordingly.

Post	Categories of disabled suitable for the Job	Physical Requirement
Draughtsman (Cartographic)	OA, OL, BL, HH	S, ST, BN, MF, SE, RW, C

Note: Applicants, must be in possession of disability certificate issued by the Competent Authority prior to applying Offline, in the format given in GOI/DOP&T OM 36035/1/2012-Estt.(Res) dated 29 Nov 2013 (Annexure-3)

2. **Abbreviations used.** **UR**-Unreserved, **SC**- Scheduled Caste, **ST**- Scheduled Tribes, **OBC**- Other Backward Class, **ESM** - Ex-Servicemen, **EWS** – Economically Weaker Section **PwBDs**- Persons with Benchmark Disabilities, **OA**- One Arm, **OL**- One Leg, **BL**- Both Leg, **HH**- Hearing Handicapped, **S**- Sitting, **ST**- Standing, **BN**- Bending, **MF**- Manipulation by Fingers, **SE**- Seeing, **RW**-Reading & Writing, **C**- Communication, **Cat D**- Category D of Disability specified in provisions of DoP&T OM dated 15 Jan 18 on reservation for the Persons with Benchmark Disabilities.
3. **Reservation.** Reservation for OBC/PwBDs categories are available as per extant Government Orders. The reserved vacancies will be filled up separately from amongst the eligible OBCs & PwBDs candidates which will thus comprise of OBC, & PwBDs who are lower in merit than the last unreserved 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, falls under the category of Horizontal reservation which cuts across vertical reservation i.e. reservation for OBC (in what is called inter-locking reservation). The candidates selected against the PwBDs, quota have to be placed in the appropriate category of UR/OBC, as the case may be.

4. **Age & Essential/Desirable Qualifications.**

Posts	Age	Essential Qualifications
Draughtsman (Cartographic)	Between 18 to 25 years	(i) Matriculation or Equivalent from a recognized Institution or Board. (ii) Two years Certificate in Draughtsmanship from an Industrial Training Institute or equivalent recognised institution. OR three years apprenticeship under Apprenticeship Training Scheme in Draughtsmanship OR ITI certificate and two years Trade Apprentice Training with Certificate of All India Trade Test conducted by National Council of Vocational Training in any trade. (iii) Certificate in Automated Computer Aided Design (Auto CAD) from Department of Electronics Computer Accreditation Courses (DOEACC) or equivalent.

5. **Job Description.**

Draughtsman (Cartographic). To maintain all files and records the features of charts by proper documentation of the mapping process, To maintain charts as per folios keeping a separate record of superseded charts, To download satellite image and register the images, To authenticate the coastline from satellite image in comparison with GPS data and able to work on AUTOCAD and its features. To have working knowledge on GIS software module like ARC GIS/CARIS etc., Decipher a map/chart its symbols, To differentiate a raster and vector chart, To be capable of working on plotter and printer for setting up and taking paper plots and able to prepare charts in digital format, To extract features of a map from various format of charts/Maps, To change linear scale and map scales and calculate the distance between features. Geographical co-ordinates methods, latitude, longitude and Cartesian coordinates conversion. To project Map and its types and ability to converts from one projection to other, To be capable of applying tidal graphs to the depths, To outcome of mixing of two or more colours for depiction on charts and to create 3D MAPS using 2D Data.

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

6. **Age Relaxation and Crucial date.**

- (a) **Age Relaxation.**

S. No.	Category	Age relaxation permissible beyond the upper age limit
(i)	OBC	03 years
(ii)	PwBDs	UR -10 years, OBC -13 (10+3) years

Note :- Age relaxation for Departmental Candidates, persons domiciled in J&K etc. will be as per extant rules issued by Govt of India from time to time.

- (b) **Crucial date.** The crucial date for determining the age limit will be the **closing date for receipt of application**. Only Matriculation/SSC/Birth Certificate issued by concerned Education Board/Competent Authority will be considered as proof of Date of Birth.

7. **Mode of Selection.**

- (a) **Shortlisting of Applications.** Where the number of applications received is too large (for posts with requisite minimum qualification as per SRO) in proportion to the vacancies and it is not convenient or possible for the department to call all the candidates for the written test. Indian Navy at their discretion may restrict the number of eligible candidates whose applications are registered by shortlisting as per merit in the ratio 1:25 to the number of vacancies based on the marks obtained in the minimum requisite educational qualification specified at para 4 of this recruitment/post. Merely fulfilling the basic selection criteria does not automatically entitle a person/applicant to be called for the written test.

- (b) **Scheme of Written Examination.** All short listed eligible candidates will have to appear in the written examination consisting of objective type questions based on the essential/desirable qualification as mentioned at para 4 above and bilingual in both English and Hindi (except for General English) covering aspects as below.

Part	Subject	Maximum Marks
(i)	General English	10
(ii)	Numerical Aptitude	10
(iii)	General Intelligence / Awareness and Reasoning	10
(iv)	Science and Technology	20
(v)	Awareness in relevant Trade/Field	50

- (c) **Indicative Syllabus for Draughtsman (Cartographic)**

- (i) **General English (10 Marks)**

- (aa) Questions based on passage
(ab) Change to passive/ active voice
(ac) Punctuation
(ad) Use of adjectives, use of verbs, use of pronouns, prepositions
(ae) Tenses
(af) Substituting phrasal verbs for expression
(ag) One word substitution
(ah) Correction of sentences
(aj) Synonymous, Antonyms and its correct usage etc

- (ii) **Numerical Ability/ Logical Reasoning (10 Marks)**

- (aa) **Basic Maths.** Quadratic Equations, use of Logarithm & Mathematical tables, Average, Percentage, LCM, HCF, Ratio and Proportion, Profit and Loss, Discount, Simple and Compound Interest, Measurement, Time and Work, Ratio and Time, Time and Distance

- (ab) Determination of area of Ellipse, Parabola, Hyperbola and other irregular surfaces

- (ac) Surface area and Volume of Pyramid, Cone, Sphere, Cylinder etc with problems
(ad) Elementary Logical Problems
(ae) Elementary Statistics-calculation of mean, median, mode, data analysis)

- (iii) **General Awareness (10 Marks)**

- (aa) Current affairs pertaining to fields of Sports, History, Culture, Geography, Economic scenario, General Polity including Indian Constitution, Scientific Research, Entertainment etc

- (ab) Defence (Army/Navy/Air Force) related Acronyms

- (ac) Eminent personalities (Indians/foreigners)

- (ad) Navy related (Ship, Ports)

- (ae) Important national facts

- (af) Capitals & currencies.

- (iv) **Science & Technology (20 Marks)**

- (aa) Newton's laws of motion, Archimedes principle, mass, weight, density, gravity

- (ab) Numerical on work, force, power, friction

- (ac) Basics of optics and laws of reflection/ refraction

- (ad) Propagation of sound waves in various media

- (ae) Laws of electricity & magnetism with numerical on current, voltage resistors etc.

- (af) Basics of organic & inorganic chemistry

- (ag) Safety precaution & fire prevention, use of fire extinguishers.

- (ah) Knowledge of various simple/ precision measuring instruments and their least count

- (aj) Chemical equation balancing

- (ak) Working knowledge on computer & interest.

- (v). **Knowledge of the Trade** The test will include question relating to post, as per essential/desirable qualification specified at para 4 above. However, the Cartographic specific topics as specified below:

- (aa) Geographic Information System (GIS) basic knowledge

- (ab) Projection and Types of Projection

- (ac) **GPS.** Practical application of GPS Difference between geodetic and Cartesian coordinate.

- (ad) **Remote sensing.** Basic application of Remote sensing, photogrammetry, aerial photography and satellite images.

- (ae) **Levelling and its Types.** Datum Benchmark, Focusing and Parallax.

- (af) **Contouring.** Topographic methods and Contouring (g) Shape and Structure of the Earth, Mean Sea Level. Nature and types of Soil and Rock. Latitude, Longitude. Tides and Ocean Currents.

Note. The question paper will be provided in English and Hindi languages only..

- (d) **Date of Examination.** Exact date, time and venue of written examination will be communicated on the Admit Card issued to the shortlisted candidates. Indian

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- Naval Website www.indiannavy.nic.in may also be referred from time to time for any further instructions/ amendments.
- (e) **Scribe (if applicable).** Visually handicapped (VH) candidates with visual disabilities of 40% and above and cerebral palsy candidates can avail the assistance of Scribe in the written examination subject to such request of scribe being made while filling offline Application. Further, they will be allowed **compensatory time** in the examination, as applicable, in accordance with extant regulations.
- (f) **Provisional Appointment Letter.** The appointment of provisionally selected candidates in will be strictly based on the merit position in written examination only. Subject to satisfaction of document verification, medical examination and other requirement as specified by the Government of India and Appointing Authority.
- (g) **Document Verification.** All provisionally selected applicants will be called for Document Verification. All documents pertaining to age, education, identity, address, category, caste validity certificate etc., required to produce in original at the time of Document Verification and 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 by post / Indian Naval website www.indiannavy.nic.in.
8. **Last date for Submission.** The last of receipt of Application is 21 days from date of publication of advertisement in Employment News and the last date of receipt of Application from the candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi sub division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep will be **28 days from the date of publication of advertisement in Employment News.**
9. **How to apply.** The Application should be on plain paper (A4 Size) (good quality paper should be used) either neatly hand written or typed as per the prescribed format (see below), affixed with latest passport size colour photograph duly self-attested on the front side without defacing. The envelope must clearly superscribed on the top as **APPLICATION FOR THE POST OF "DRAUGHTSMAN (CARTOGRAPHIC)"** and **CATEGORY "_____"** (i.e. UR/OBC/PwBDs) and **sent by Registered/Speed post only** to The **Flag Officer Commanding-in-Chief, Headquarters, Western Naval Command, Ballard Estate, Near Tiger Gate, Mumbai-400 001** alongwith the following :-
- (a) The applicant must possess the required criteria and educational qualification as mentioned in the advertisement. Similarly, candidates who have passed from a recognized Board/Institution which has 'Grade Point' system need to get their grade point converted into percentage of marks by appropriate authorities before applying.
- (b) If the candidate commits any mistake in filling the application form, it cannot be corrected by this office. This office will take no responsibility of any kind for such forms.
- (c) The applicants must ensure that while filling their application form, they are providing their valid and active e-mail IDs and mobile numbers as Indian Navy may use wither mode of communication for contacting them at different stages of recruitment process. This office will not be responsible for non-receipt of e-mail. **No change in the e-mail ID will be allowed once entered.** Management will not be responsible for non-receipt of email and loss of their e-mail ID password.
- (d) Two additional Passport size photographs for Admit Card and Exit card self-attested on the reverse side and full name written.
- (e) Self attested copies of certificates of relevant educational qualifications and self attested copies of higher qualification if any.
- (f) Self attested copy of proof for date of birth(10th certificate or Birth Certificate)
- (g) A copy of candidate's testimonial in support of candidate's proficiency.
- (h) The Govt Servants are to enclose self-attested copy of No Objection Certificate from the Employer with the application and produce original on demand.
- (j) Self-attested copy of certificate showing the Disability for Physically Handicapped Personnel. It may be noted that only such persons would be eligible for reservation in services/posts who suffer from not less than 40% (percent) of relevant disability. The candidates are to enclose PwBDs certificate indicating percentage of disability issued by Competent Medical Authority.
- (k) The various format of Certificates recommend applicable for direct recruitment are available at Indian Naval website www.indiannavy.nic.in. **at Personnel> Civilian page.**
- (n) A self-addressed envelope of size 23x13 cm with postage stamp of Rs. 45/- affixed on the cover.
10. **General Instructions/Conditions.**
- (a) Indian nationals and candidates eligible as per GoI/DoP&T orders can apply for the above post.
- (b) The applicant should ensure that he / she fulfills the eligibility and other norms mentioned in the advertisement. Particulars furnished in the application form should be correct in all respect. If any false or incorrect information furnished by the applicant is detected at any stage, his / her candidature will be cancelled without prejudice to take legal action against him / her.
- (c) The eligibility with respect to age, educational qualification etc will be determined as on the crucial date(i.e. date of closing of Application).
- (d) In case, the candidates working in Central / State Govt, etc. fails to produce the NOC when demanded, his / her candidature will not be considered.
- (e) No relaxation in age limit will be provided unless the category is filled appropriately at the relevant column in the application form.
- (f) Applicants are also requested to check www.indiannavy.nic.in websites regularly till completion of recruitment for updates / corrigendum and any further instructions.
- (h) Candidates claiming benefits of OBC category should ensure that they belongs to OBC category as per the notification of the Central Government meant for appointment to the post under the Central Govt. of India (**not as per the notification of the state government**) and also they DO NOT belong to the

- 'Creamy layer'. The candidates are required to produce the OBC certificate 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) The Persons with Benchmark Disabilities, who want to avail benefit of reservation and age relaxation should be in possession of disability certificate issued by the Competent Authority in the prescribed format given at enclosure of GOI/ DOP&T OM 36035/1/2012-Estt.(Res) dated 29 Nov 2013 and 36035/02/2017-Estt(res) dated 15 Jan 2018.
- (k) 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) Duration of the **Written test** may be of one day. 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 recruitment test as safe keeping of the same cannot be assured. Indian Navy will not be responsible for any loss in this regard.
- (n) The results of the written examination will be published in the Employment News and also uploaded in www.indiannavy.nic.in. The scores and ranking of candidates in the recruitment examination will be made public through portal in accordance with DOP&T OM dated 21 Jun 16.
11. **Important Instructions to the candidates.**
- (a) Your candidature to the recruitment test is provisional subject to being found eligible in all respects.
- (b) Without prejudice to criminal action/debarment from examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates found having indulged in any of the following:-
- (i) In possession of Mobile Phones & accessories and other electronic gadgets within the premises of the examination centres, whether in use or in switched Off mode and on person or otherwise.
- (ii) Involved in malpractices
- (iii) Using unfair means at examination centre
- (iv) Obtaining support for his/her candidature by any means
- (v) Impersonate/Procuring impersonation by any person
- (vi) Submitting fabricated documents or documents which have been tampered with
- (vii) Making statements which are incorrect or false or suppressing material information
- (viii) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- (ix) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Recruitment Staff representatives.
- (x) Taking away the Question Paper/Answer Sheet from the examination hall or passing it on to unauthorized persons during the conduct of the examination.
- (xi) Intimidating or causing bodily harm to the staff employed for the conduct of examination
- (xii) To be ineligible for the examination by not fulfilling the eligibility conditions mentioned in the advertisement.
- (xiii) Candidature can also be cancelled at any stage of the recruitment for any other ground which the Competent Authority considers to be sufficient cause for cancellation of candidature
- (c) Applicant have to make their own arrangements for boarding and lodging etc for the Recruitment Test as per date, time and venue of examination. Applicants are advised not to bring any valuable/costly items to the recruitment test as safe keeping of the same cannot be assured. Indian Navy will not be responsible for any loss in this regard.
- (d) Companion, if any, would not be allowed to the venue or in its proximity. It is therefore, advised not to bring any companion.
- (e) Candidates should check Admit card carefully and bring the discrepancies, if any to the notice of the Invigilator before the examination.
- (f) You are directed to undertake the recruitment test at your own risk, i.e. after verifying that you fulfill the qualifications in the advertisement and admission to the test is purely provisional. In this regard a Declaration form is to be signed by the individual before appearing for the examination.
- (g) The candidate must note that the verification of eligible condition, i.e. age, educational qualification, etc with reference to original documents for only those candidates who qualify in the recruitment test will be carried out by the Competent Authority. Unless the candidature is formally confirmed by the Competent Authority, it continues to be 'Provisional'.
- (h) The decision of the Competent Authority in all matters relating to eligibility, acceptance or rejection of the candidature, penalty for false information, mode of selection, conduct of examination(s), selection and allotment of posts to selected candidates will be final and binding on the candidates and no enquiry/ correspondence will be entertained in this regard.
- (i) If a candidate fails to attend on the date and time indicated for examination of the advertised post, his/her candidature will be treated as cancelled.
- (j) Calling for completion of written examination/pre-recruitment formalities does not entitle any individual for appointment for the selected post. Candidature of any individual may be cancelled for the said post, if at any stage, it is found that the individual does not fulfill the eligibility criteria for the advertised post. The decision of the Competent Authority regarding issuing of appointment order to the individual for the selected post will be final.
- CAUTION TO ALL CANDIDATES:-**
12. **Beware of touts who may misguide with false promise of getting candidate selected for the job on illegal consideration. Selection is based purely on merit.** 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 written test and the selection process will be strictly on merit in a transparent manner.
- FOR ANY CLARIFICATION /ASSISTANCE, CANDIDATE MAY CONTACT ON 022-22751221**

