

(b) * **Crucial Date for determining the Age.** The crucial date for determining the age limit will be the **closing date** for receipt of Applications from candidates in India i.e. **50 days** from the date of publication of advertisement in Employment News (and not the closing date prescribed for those 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, Lakshadweep). The additional period for submission of Application for candidates from regions mentioned as above shall not reckon to determine their age. Only Matriculation/SSC/Birth Certificate issued by concerned Education Board/Competent Authority will be considered as proof of Date of Birth.

Note:- In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange are asked to submit the names.

8. **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 and it is not convenient Administratively for the Department to call all the candidates for the written test, Indian Navy at its discretion, may restrict the number of eligible candidates, whose applications are registered, by short listing as per merit up to the ratio of 1:25 to the number of vacancies based on the marks obtained in the minimum requisite educational qualification for this recruitment/post i.e. **Matriculation** or equivalent from a recognized Board. 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 Shortlisted/eligible candidates will have to appear in written examination consisting of objective type questions based on the Essential qualifications, as mentioned at para 5 above. The question paper will be bilingual in both English & Hindi (except for General English) covering aspects as below:

Part	Subject	Maximum Marks
(i)	General Intelligence/Awareness and Reasoning	30
(ii)	General English	10
(iii)	Numerical Aptitude	20
(iv)	Awareness in relevant trade/field	40
Total		100

(c) **Resolution of Tie.** In case one or more than one candidate secures equal aggregate marks, tie will be resolved by applying following methods, one after another, till the tie is resolved: -

- Marks scored in the subject "Awareness in relevant trade/ field", will decide first step/ criteria to draw a list.
- Date of Birth is to be considered to arrive at the merit list, the older the candidate will prevail as the higher selected candidate in merit.
- Marks obtained in Matriculation or equivalent examination, the higher marks will prevail as the higher selected candidate in merit.
- Alphabetical order in which the first names of the candidates appear.

(d) **Syllabus for Examination.**

(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, relation 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 computation 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 required special study of any discipline.

(ii) **English Language.** In addition to the testing of candidates understanding of English language, its vocabulary, grammar, sentence structure, synonymous, antonyms and its correct usage etc. His/her writing ability would also be tested.

(iii) **Numerical Aptitudes.** This paper will include question on problems relating to number systems, 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, time and work etc.

(iv) **Awareness in relevant trade/ field.** The test will include questions relating to trade/posts as per the essential/desirable qualification specified at para 5 above.

(e) **Date of Examination.** Exact date, time and venue of examination will be communicated on the Admit card issued to the shortlisted candidates by Registered Speed Post. Admit Cards can also be downloaded from the website www.ncs.gov.in and www.and.nic.in. The website may also be referred from time to time for any further instructions/amendments.

(f) **Provisional Appointment Letter.** The appointment of provisionally selected candidates will be strictly based on the merit position in the written examination subject to satisfaction of document verification, medical examination and other requirement as specified by the Govt. of India and Appointing Authority.

(g) **Document Verification.** All documents pertaining of age, education, identity, address, category, caste validity certificate etc. will be scrutinizes 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 through letter which will be sent to the respective address of the candidates by post or through Registered e-mail IDs.

9. **EXAMINATION CENTRE.** The exam for Tradesman (Skilled) will be conducted in **Port Blair and Visakhapatnam**. No other centre will be allotted to any candidates. Request for change of examination centre/date/session will not be entertained under any circumstances. Exact venue for the conduct of written exam will be intimated in the Admit Card. Candidates to choose either one Examination Centre in the prescribed form i.e. **Port Blair or Visakhapatnam**.