



INDIAN COAST GUARD
DIRECTORATE OF RECRUITMENT
C-1, PHASE-2, INDUSTRIAL AREA
SECTOR – 62, NOIDA, UP – 201309

RECRUITMENT OF FOREMAN OF STORES

| | |
|---|------------------|
| Application Start date | 12 Feb 22 |
| Last date of receiving of applications | 14 Mar 22 |

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 through Direct Recruitment: -

(a) **Name of Post:** Foreman of Stores, General Central Service, Group 'B', Non-Gazetted, Non-ministerial in Pay Level-6 in the pay matrix (Rs. 35400-112400/-).

(b) **Category-wise no. of vacancies:**

| SI | Category | No. of Vacancy |
|--------------|--|-----------------------|
| (i) | Unreserved (UR) | 03 |
| (ii) | Economically Weaker Sections (EWS) | 01 |
| (iii) | Other Backward Castes (OBC) (Non Creamy Layer) | 03 |
| (iv) | Scheduled Castes (SC) | 03 |
| (v) | Scheduled Tribes (ST) | 01 |
| Total | | 11 |

2. **Eligibility Criteria:**

(a) **Educational Qualification and Experience**

Master Degree with Economics or Commerce or Statistics or Business Studies or Public Administration from recognised University or Institute.

Experience: One year experience in handling stores and keeping accounts in store in a concern of Central Government or State Government or Statutory or Autonomous Organisation or Public Sector Undertaking or University or any recognised Institutions or Bank or in a private sector organisation listed on the Stock Exchange of India.

OR

Bachelor degree in Economics or Commerce or Statistics or Business Studies or Public Administration from recognised University or Institute or
Diploma in Material Management or Warehousing Management or Purchasing or Logistics Public procurement from recognised University or Institute

Experience: Two years' experience in handling stores and keeping accounts in store in a concern of Central Government or State Government or Statutory or Autonomous Organisation or Public Sector Undertaking or University or any recognised Institutions or Bank or in a private sector organisation listed on the Stock Exchange of India."

(b) **Age Limit and Age Relaxations:**

(i) Not exceeding 30 years

(ii) Relaxable by 03 years for OBC (Non creamy layer) and 05 years for SC/ST candidates against reserved vacancies.

(iii) Relaxable for Government servants upto five years in accordance with the instruction or orders issued by the Central Government.

Note:- The age limit will be calculated as on the closing date for submission of application i.e. 14 Mar 22.

3. **Duties of Foreman of Stores:-**

(a) Custodian of Store house.

(b) Supervision of SK Grade-I, Grade-II and industrial staff working under him.

(c) Assisting store officer for audit of ledger/folio and liaison with audit authority.

(d) Inventory control of all the items in store house and disposal of scrap.

(e) Supervising handling system for issue and receipt of stores in warehouse for efficient and effective material management.

4. **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

- (b) Matriculation or equivalent marksheet and certificate
- (c) UG/PG/Diploma marksheet and certificate as per the essential eligibility mentioned at para 2 above.
- (d) Latest Category Certificate (SC/ST/OBC (Non Creamy Layer)/EWS) for reserved category candidates.
- (e) Experience Certificate as mentioned at para 2 above.
- (f) NOC from the employer for candidates presently serving in any government organization (if applicable).
- (g) Two latest passport size colour photographs.
- (h) Applicants are to enclose a separate blank envelope with Rs. 50/- postal stamp (pasted on the envelope) addressed to themselves with the application.

Note:-

(i) The date of issue of all the above documents is to be on or prior to closing date of application i.e. 14 Mar 22.

(ii) The candidates falling under reserved category are to produce category Certificate as per prescribed format for appointment to the post under Government of India. Formats are placed at Annexures-II, III & IV.

5. The duly filled application with all the necessary attachments as per para 4 above 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, i.e. till 22 Feb 22: -

**The Director General, {For PD (Rectt)}
Coast Guard Headquarters,
Directorate of Recruitment,
C-1, Phase II, Industrial Area,
Sector-62,Noida,
U.P. – 201309**

6. **Mode of Selection**

(a) **Scrutiny of Applications.** All the applications received from the candidates will be scrutinised subject to the eligibility criteria and necessary documents as mentioned above and only the candidates whose applications are shortlisted will be issued with admit card. The admit card of the shortlisted candidates will be sent by post in the envelope enclosed with the application. Further, a list of the shortlisted candidates will be published on Indian Coast Guard website.

(b) All the shortlisted candidates issued admit card will be called for document verification and written examination.

(c) **Document Verification.** All the shortlisted candidates issued admit card will undergo document verification. 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. All the documents should be issued prior closing date of application, i.e. 28 Feb 22.

(d) **Written Examination.** All the shortlisted candidates will undergo written examination on the basis of educational qualification prescribed for the post. The written examination will be pen-paper based. 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. The detailed syllabus, pattern of written examination and marking scheme for question paper is given at succeeding paragraphs.

(e) 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.

7. The syllabus and number of questions per subject for the written examination is as follows:-

(a) **Syllabus for the written examination.**

(i) **Mathematics:-** Mathematical Simplification, Ratio and Proportion, Interest, Profit, Loss and Percentage, Work, Time, Speed and Distance, Simple Mensuration, Measures of Central Tendency (Average, Median and Mode) etc.

(ii) **English:-** Passage, Preposition, Correction of sentences, Change active to passive/passive to active voice, Change direct to indirect/indirect to direct, Verbs/Tense/Non Finites, Punctuation, Substituting phrasal verbs for expression, Synonyms and Antonyms, Meanings of difficult words, Use of adjectives, Compound preposition.

(iii) **General Awareness:-** Geography: Soil, Rivers, Mountains, Ports, Inland, Harbours, Culture and Religion, Freedom Movement, Important National Facts about India, Heritage, Arts and Dance, History, Defense, Wars and neighbours, Awards and Authors, Discoveries, Diseases and Nutrition, Current Affairs, Languages, Capitals and Currencies, Common Names, Full Forms and Abbreviations, Eminent Personalities, National Bird/Animal/Sport/Flower/Anthem/ Song/ Flag/Mountains, Sports: Championships / Winners /Terms / Number of Players, General Science etc.

(iv) **Reasoning:-** Spatial, Numerical Reasoning & Associative Ability, Logical Reasoning, Sequences, Spellings Unscrambling, Coding and Decoding, Seating arrangement, Blood-Relation, Inequality, Decision making, Input-Output.

(v) **Questions related to the post:-** Standard practices followed in supply chain management, procedures and equipment used in the receipt, storage, requisitioning and disbursement of supplies and materials, maintenance of ledgers for stores and connected documents etc.

(b) **Pattern of Written Examination.** The number of questions per subject for the said post is as follows:-

| Sl. | Subject | No. of Question | Total Marks | Duration | Passing Marks |
|--------------|-------------------------------|-----------------|-------------|----------|---------------|
| (i) | Mathematics (Arithmetic) | 15 | 15 | 01 Hour | UR/OBC/EWS-40 |
| (ii) | Mental Ability/ Reasoning | 15 | 15 | | SC/ST-36 |
| (iii) | General Awareness | 15 | 15 | | |
| (iv) | English | 15 | 15 | | |
| (v) | Questions related to the post | 20 | 20 | | |
| Total | | 80 | 80 | | |

8. **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 FOREMAN OF STORES**" 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 overaged on the last day of receipt of applications as per advertisement.

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

(iv) Photographs not affixed.

(v) Photocopies of self-attested documents listed at para 04 above not found enclosed.

(vi) **A separate blank envelope with Rs. 50/- postal stamp (pasted on the envelope) addressed to themselves, not enclosed with the application.**

(e) Candidates should enclose the same ID proof with the application as mentioned by them at Sl. 6 of the application form.

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

(g) SC/ST candidates are entitled for 2nd Class rail/bus fare by shortest route as per Government 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 Government service.

(h) 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.

(j) Candidates are advised to visit Indian Coast Guard website i.e. indiancoastguard.gov.in on a regular basis for important updates regarding the said recruitment.

(Manju)
Civilian Staff Officer
Directorate of Recruitment
Indian Coast Guard