



INDIAN COAST GUARD REGIONAL HEADQUARTERS (EAST), CHENNAI

Date of Advertisement published in the Employment News	05 Aug 23 (Saturday)
Last date of receipt of applications	18 Sep 23 (Monday)

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:

- (A) (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 No. of Vacancies:**

SI	Category	No. of Vacancy
(i)	UR	02
(ii)	OBC	01
(iii)	EWS	01

- (c) **Eligibility Criteria:**

- (i) **Educational Qualification.**

(aa) 10th standard pass

(ab) Must possess valid driving licence for both heavy and light Motor Vehicles.

- (ii) **Experience.**

(aa) Should have at least two years experience in driving Motor Vehicles.

(ab) Knowledge of motor mechanism (should be able to remove minor defects in vehicles).

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

(i) 18 to 27 years.

(ii) Relaxable by 03 years for OBC candidates.

(iii) Relaxable for Central Government Servants upto 40 years of age for General/OBC/EWS candidates who have rendered at least 03 years continuous service under Government.

- (B) (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 No. of Vacancies:**

Sl	Category	No. of Vacancy
(a)	OBC	01

(c) **Eligibility Criteria:**

(i) **Educational Qualification.**

(aa) Matriculation or equivalent.

(ab) Should have successfully completed apprenticeship from a recognised /reputed workshop in the relevant trade (Sheet Metal Worker) under Apprentice Act, 1961 or under any other recognised Apprenticeship scheme.

OR

Should have completed training courses in the relevant trade (Sheet Metal Worker) from an ITI recognised for this purpose and have 1 year trade experience.

OR

4 years experience in the trade for which no training is available in the Industrial Training Institutes or other recognised institutions.

(ac) Should qualify a trade entrance examination.

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

(i) 18 to 30 years for OBC candidates.

(ii) Relaxable for Central Government Servants upto 40 years of age for OBC candidates, who have rendered at least 03 years continuous service under Government.

- (C) (a) **Name of the Post : Multi Tasking Staff (Motor Transport Cleaner)** (General Central Service, Group 'C', Non-Gazetted, Non-Ministerial) in Pay Level- 01 in the pay matrix.

(b) **Category-wise No. of Vacancies:**

Sl	Category	No. of Vacancy
(i)	UR	01

(c) **Eligibility Criteria:**

(i) **Educational Qualification.** Matriculation or equivalent pass.

(ii) **Experience.** Two years experience in mechanical workshop.

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

(i) 18 to 27 years.

(ii) Relaxable for Central Government Servants upto 40 years of age who have rendered at least 03 years continuous service under Government.

(D) (a) **Name of the Post : Multi Tasking Staff (Sweeper)** (General Central Service, Group 'C', Non-Gazetted, Non-Ministerial) in Pay Level - 01 in the pay matrix.

(b) **Category-wise No. of Vacancies:**

Sl	Category	No. of Vacancy
(i)	OBC	01

(c) **Eligibility Criteria:**

(i) **Educational Qualification.** Matriculation or equivalent pass.

(ii) **Experience.** Two years experience in cleanship in any recognised firm.

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

(i) 18 to 30 years for OBC candidates.

(ii) Relaxable for Central Government Servants upto 40 years of age for OBC candidates, who have rendered at least 03 years continuous service under Government.

(E) (a) **Name of the Post : Multi Tasking Staff (Chowkidar)** (General Central Service, Group 'C', Non-Gazetted, Non-Ministerial) in Pay Level- 01 in the pay matrix.

(b) **Category-wise No. of Vacancies:**

Sl	Category	No. of Vacancy
(i)	UR	01

(c) **Eligibility Criteria:** [Join Telegram: OnlineForms.in](#)

(i) **Educational Qualification.** Matriculation or equivalent pass.

(ii) **Experience.** Two years experience as Chowkidar in any recognised institution / organisation.

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

(i) 18 to 27 years.

(ii) Relaxable for Central Government Servants upto 40 years of age who have rendered at least 03 years continuous service under Government.

(F) (a) **Name of the Post : Unskilled Labour** (General Central Service, Group 'C', Non-Gazetted, Non-Ministerial) in Pay Level- 01 in the pay matrix.

(b) **Category-wise No. of Vacancies:**

Sl	Category	No. of Vacancy
(i)	UR	01
(ii)	SC	01

(c) **Eligibility Criteria:**

(i) **Educational Qualification.** Matriculation pass or its equivalent from recognised board or ITI from recognised institution.

(ii) **Experience.** Three years experience in the trade.

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

(i) 18 to 27 years.

(ii) Relaxable by 05 years for SC candidates.

(iii) Relaxable for Central Government Servants upto 40 years of age for General candidates and upto 45 years for SC candidates, who have rendered at least 03 years continuous service under 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.

(b) Matriculation or equivalent mark sheet and certificate.

(c) 12th/UG/PG/Diploma mark sheet and certificate as per the essential eligibility.

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- (d) Latest Category certificate (SC/ST/OBC) for reserved category candidates.
- (e) Experience certificate
- (f) NOC from the employer for presently serving in any Govt. organisation.
- (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. 18 Sep 23.

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

3. The duly filled application with all the requisite documents should be sent to the following address by **Ordinary Post only** within **45 days** from the date of publication of the advertisement in the Employment News: -

The Commander
Coast Guard Region (East)
Near Napier Bridge
Fort St George (PO)
Chennai – 600 009

4. **Mode of Selection**

(a) **Scrutiny of Applications.** All applications received from the candidates will be scrutinised 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) **Syllabus.** The syllabus will be as per their standard of educational qualification and relevant trade covering following subjects:

- (i) General Knowledge
- (ii) Mathematics
- (iii) General English
- (iv) Questions on relevant trade for MTD(OG) & Technical Tradesmen cadre. Mental Ability Test for Multi Tasking Staff Cadre.

(e) **Maximum Marks for written exams / trade test if any.** The qualifying marks in written exam is 50% and the candidates who qualify the written test are to be shortlisted for the trade test (where applicable). In case of SC and ST candidates, the qualifying marks shall be 45%. No relaxation in qualifying marks is admissible to OBC and EWS candidates.

(f) 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.

5. **Important instructions to candidates:-**

(a) Before applying for the post, the candidate should ensure that he/she fulfils 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) Applications found over aged on the last day of receipt of applications as per advertisement.
- (iii) Overwriting / cuttings / corrections / incorrect information accordingly to enclosures.

- (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 right on the candidate to claim for appointment unless he / she fulfils 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 (East) with All India transfer liability.
- (j) Candidates are advised to visit ICG website i.e. **indiancoastguard.gov.in** on a regular basis for important updates regarding the said recruitment.