INDIAN COAST GUARD

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

RECRUITMENT OF GROUP 'B' CIVILIAN PERSONNEL - 2026

Application Start date	**19 Sep 26**
Last date of receiving of applications	**03 Nov 26**

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: -

Name of Post and Classification a.	**Level in Pay Matrix** b.	**No. of posts /category** c.	**Qualification** d.	**Age Limit** e.	**Place where vacancy exists** f.
Foreman of Stores, (General Central Service, Group 'B', Non-Gazetted, Non-ministerial)	Level-6	**04** (02-UR, 01-ST, 01-EWS)	1 Master Degree with Economics or Commerce or Statistics or Business Studies or Public Administration from recognised University or Institute. AND 2 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 in the Stock Exchange of India. OR 1 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 AND 2 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."	**Minimum Age**-18 years **Maximum Age**-30 years	Karwar, Minicoy, Pipavav & Bhubaneswar

Note:

1. The vacancies shown above are tentative and may change as per service requirement.
2. The place of appointment/posting may also vary as per service requirement.
3. **Applicants, if selected are liable to serve anywhere in India in mainland or Andaman & Nicobar/Lakshadweep islands.**

2. **Age Relaxation**: Relaxable by 05 years for ST candidates against reserved vacancies. 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 last date for submission of application.

3. **Nature of Duties**:

3.1 Custodian of Store house.
3.2 Supervision of staff working under him.
3.3 Assisting Superior officer for audit of ledger/folio and liaison with audit authority.
3.4 Inventory control of all the items in store house and disposal of scrap.
3.5 Supervising handling system for issue and receipt of stores in warehouse for efficient and effective material management.
3.6 Any duties related to store and service.

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 along with the application form.**

4.1 Aadhaar card.

4.2 Matriculation or equivalent mark sheet and certificate.

4.3 UG/PG/Diploma mark sheet and certificate as per the essential eligibility mentioned at para 1 above.

4.4 Latest Category Certificate (ST/EWS) for reserved category candidates.

4.5 Experience Certificate as mentioned at para 1 above.

4.6 NOC from the employer for candidates presently serving in any government organization (if applicable). NOC is considered essential for candidates applying from Govt. services. Candidates who are failing to produce NOC would be liable to be rejected and their candidature will be cancelled prior issuing the appointment letter.

4.7 Two latest passport size colour photographs.

4.8 Applicants are to enclose a separate blank envelope with Rs. 50/- postal stamp (pasted on the envelope) addressed to themselves with the application.

Note: -

1. The date of issue of all the above documents is to be on or prior to closing date of application i.e **03 Nov 26**.

2. 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 and III.

3. EWS certificate should be valid for current Financial Year only.

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 till **03 Nov 26**. Dispatching of application by hand or by courier will not be considered for recruitment.

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**

6.1 **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 verified and found correct 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 **www.indiancoastguard.gov.in**.

6.2 **Document Verification**. All the shortlisted candidates issued with admit card will undergo document verification on the day of examination. Candidates will be required to bring original documents mentioned in admit card. **All the documents should have been issued on or prior to the last date of submission of application i.e. 03 Nov 26.**

6.3 **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 in succeeding paragraphs. However, the syllabus provided is indicative and not exhaustive. Indian Coast Guard reserves the right to include questions of a standard commensurate with the technical requirements of the post, even if not explicitly detailed, to ensure a high standard of competitive selection.

6.4 Exact Date/time and venue of written examination will be communicated on the admit card issued to the candidates. Exam centers will be at **New Mangalore** and **Bhubaneswar**. However, the same may be changed due to administrative/technical reasons.

6.5 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 along with necessary instructions.

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

7.1 **Syllabus for the written examination**.

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

7.1.2 **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.

7.1.3 **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, Currencies, Common Names, Full Forms and Abbreviations, Eminent Personalities, National Bird/Animal/Sport/Flower/Anthem/Song/Flag, Sports: Championship /Winners /Terms/Number of Players and General Science etc.

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

7.1.5 **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.

7.2 **Pattern of Written Examination**. The number of questions per subject for the said post are as follows: -

Ser No.	**Subject** a.	**No. of Question** b.	**Total Marks** c.	**Duration** d.	**Passing Marks** e.
1	Mathematics (Arithmetic)	15	15	01 Hour	UR/EWS -40
2	Mental Ability/ Reasoning	15	15		ST-36
3	General Awareness	15	15		
4	English	15	15		
5	Questions related to the profession	20	20		
	Total	**80**	**80**		

8. **Important Instructions to Candidates: -**

8.1 Before applying for the post, the candidates should ensure that they fulfill the eligibility and other norms mentioned in the advertisement. Furnishing of wrong/false information will lead to disqualification of candidature and ICG will not be responsible for any consequence of furnishing of such wrong/false information and legal action.

8.2 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 notification.

8.3 It is mandatory that the envelope containing the application should be clearly super-scribed in BOLD letters with notation "**APPLICATION FOR THE POST OF FOREMAN OF STORES**" and also the category under which they applied for. Applications without these notations will be summarily rejected.

8.4 **Applications with the following deficiencies will be summarily rejected**: -

8.4.1 Incomplete application.

8.4.2 Applicant found overaged on the last day of receipt of application as per advertisement.

8.4.3 Overwriting/cutting/corrections/incorrect information according to enclosures.

8.4.4 Photographs not affixed.

8.4.5 Photocopies of self-attested documents listed at para 04 above not found enclosed.

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

8.5 Candidates working in government departments are to forward their application through proper channel only before the due date of receipt of application along with NOC issued by concerned authority.

8.6 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 original tickets. The above concessions are not admissible to those Scheduled Tribes candidates whose centre is less than 30 km from the place of residence or who are already in Central/State Government service.

8.7 Mere appearance/qualifying in the written examination does not confer any right for the candidates to claim appointment unless they fulfill the eligibility criteria.

8.8 Candidates should not have been arrested, convicted or have pending criminal case in any court of law. Candidates facing criminal proceedings/facing police investigation post registration of FIR against them are debarred from applying in response to this advertisement. No criminal case or police investigation after lodging of FIR should be pending against the candidate in any court of law.

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

(Rakesh Kumar)
Commandant
Joint Director (Rectt)
Directorate of Recruitment
Indian Coast Guard