



**HEADQUARTERS, COAST GUARD REGION (WEST)**  
**Worli Sea Face P.O., Worli Colony, Mumbai – 400 030**

**RECRUITMENT NOTIFICATION NO. CGRHQ(W)/01/2023**

**RECRUITMENT OF VARIOUS CIVILIAN POSTS ON DIRECT RECRUITMENT BASIS**

Date of advertisement published in the Employment News	<b>05-11 Aug 2023</b>
Last date of receipt of applications	<b>04 Sep 2023</b>

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 :-

- I. (a) **Store Keeper Grade II**, General Central Service, Group 'C', Non-Gazetted, Non-ministerial in Pay Level 2 (Rs. 19,900 - 63,200/-)

- (b) Vacancies: (Total – 01, subject to change)

Sl	Category	No. of Vacancy
(i)	UR	01

- (c) Eligibility Criteria:

Educational Qualification - 12<sup>th</sup> pass from recognized Board or University.

Experience - One year's experience in handling stores from any recognized firm or Central or State Govt organization or Public Sector Undertakings.

- (d) Age Limit and Relaxations: 18 to 25 years (Relaxable for the Govt. servants upto age of 40 years in accordance with the instructions or orders issued by the Central Govt).

II. (a) **Engine Driver**, General Central Service, Group 'C', Non-Gazetted, Non-ministerial in Pay Level 4 (Rs. 25,500-81,100/-)

(b) Vacancies: (Total – 04, subject to change)

Sl	Category	No. of Vacancy
(i)	OBC	03
(ii)	ST	01

(c) Eligibility Criteria:

Educational Qualification: Matriculation from a recognized Board or equivalent and Certificate of competency as Engine Driver from are cognized Govt. Institute or equivalent.

Desirable - 02 year service as Sarang on a vessel of over four hundred Boat Horse power.

(d) Age Limit and Relaxations -

(i) 18 to 30 years (relaxable for the Government servants upto age of 40 years in accordance with the instructions/ orders issued by Central Government from time to time).

(ii) Relaxable by 03 years for OBC (Non Creamy Layer) and 05 years for ST candidates against reserved vacancies.

III. (a) **Draughtsman**, General Central Service, Group 'C', Non-Gazetted, Non –ministerial, in Pay Level - 4 (Rs.25,500-81,100)

(b) Vacancies: (Total – 01, subject to change)

Sl	Category	No. of Vacancy
(i)	OBC	01

(c) Eligibility Criteria:

Educational Qualification: Diploma in Civil or Electrical or Mechanical or Marine Engineering or Naval Architecture and Ship construction from a recognized University or institution or certificate in Draughtsmanship in any of the above said disciplines from an Industrial training institute.

Desirable: One year experience in the concerned field viz Civil or Electrical or Mechanical or Marine Engineering or Naval Architecture and Ship Construction in Government or statutory or autonomous Organisation, Public Sector Undertaking or University or private organization of repute.

(d) Age Limit and Relaxations :

(i) 18 to 25 years (relaxable for the Government servants upto age of 40 years in accordance with the instructions/ orders issued by Central Government from time to time).

(ii) Relaxable by 03 years for OBC (Non Creamy Layer) candidates against reserved vacancies.

IV. (a) **Civilian Motor Transport Driver (Ordinary Grade)**, General Central Service, Group 'C', Non-Gazetted, Non-ministerial, in Pay Level 2 (Rs.19,900-63,200)

(b) Vacancies: (Total – 04, subject to change)

Sl	Category	No. of Vacancy
(i)	UR	01
(ii)	OBC	01
(iii)	SC	01
(iv)	ST	01

(c) Eligibility Criteria:

Educational Qualification: (i) 10<sup>th</sup> standard pass. (ii) Must possess valid driving license for both heavy and light motor vehicles. (iii) Knowledge of motor mechanism (should be able to remove minor defects in vehicles).

Experience: Should have at least two years experience in driving motor vehicles.

(d) Age Limit and Relaxations :

(i) 18 to 27 years (relaxable for the Government servants upto age of 40 years in accordance with the instructions/ orders issued by Central Government from time to time).

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

V. (a) **Forklift Operator**, General Central Service, Group 'C', Non-Gazetted, Non-ministerial in Pay Level 2 (Rs.19,900 - 63,200)

(b) Vacancies: (Total – 01, subject to change)

Sl	Category	No. of Vacancy
(i)	OBC	01

(c) Eligibility Criteria:

Educational Qualification: (i) Certificate in the respective trade from ITI or other recognised Institutions with not less than one year experience in the trade or 3 years experience in the trade for which no training is available in ITI or other recognised institutions. (ii) Should possess heavy duty vehicle driving license.

Desirable - (i) Matriculation pass or its equivalent from recognized boards. (ii) Knowledge in English.

(d) Age Limit and Relaxations:

(i) 18 to 27 years (relaxable for the Government servants upto age of 40 years in accordance with the instructions/ orders issued by Central Government from time to time).

(ii) Relaxable by 03 years for OBC (Non Creamy Layer) candidates against reserved vacancies.

VI. (a) **Welder (Skilled)**, General Central Service, Group 'C', Non-Gazetted, Non-ministerial in Pay Level 2 (Rs.19,900-63,200)

(b) Vacancies: (Total – 01, subject to change)

Sl	Category	No. of Vacancy
(i)	OBC	01

(c) Eligibility Criteria:

Educational Qualification / Experience: (i) Matriculation or equivalent. (ii) Should have successfully completed apprenticeship from a recognized / reputed workshop in the relevant trade under Apprentice Act 1961 or under any other recognized Apprenticeship Scheme or Should have completed training course in the relevant trade from an ITI recognised for this purpose and have one year Trade experience or four years experience in the trade for which no training is available in the Industrial Training Institute or other recognized institutions. (iii) Should qualify a trade entrance examination.

(d) Age Limit and Relaxations:

(i) 18 to 27 years (relaxable for the Govt. servants upto age of 40 years in accordance with the instructions/ orders issued by Central Government from time to time.

(ii) Relaxable by 03 years for OBC (Non Creamy Layer) candidates against reserved vacancies.

VII. (a) **Lascar** General Central Service, Group 'C', Non-Gazetted, Non-ministerial, Pay Level 1 (Rs.18,000-56,900)

(b) Vacancies: (Total – 08, subject to change)

Ser	Category	No. of Vacancy
(i)	UR	05
(ii)	EWS	01
(iii)	SC	01
(iv)	ST	01

(c) Eligibility Criteria:

Educational Qualification/ Experience: (i) Matriculation pass or its equivalent from recognized boards. (ii) Three years experience in service on Boat.

(d) Age Limit and Relaxations :

(i) 18 to 30 years (relaxable for the Govt. servants upto age of 40 years in accordance with the instructions/ orders issued by Central Government from time to time.

(ii) Relaxable by 05 years for SC/ST candidates against reserved vacancies.

VIII (a) **MTS (Peon)**, General Central Service, Group 'C', Non-Gazetted, Non-ministerial in Pay Level 1 (Rs.18,000-56,900)

(b) Vacancies: (Total – 02, subject to change)

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

(c) Eligibility Criteria:

Educational Qualification/ Experience: (i) Matriculation or equivalent pass. (ii) Two years experience as office attendant.

(d) Age Limit and Relaxations :

(i) 18 to 27 years (relaxable for the Govt. servants upto age of 40 years in accordance with the instructions/ orders issued by Central Government from time to time.

(ii) Relaxable by 05 years for SC/ST candidates against reserved vacancies.



IX. (a) **MTS (Sweeper)**, General Central Service, Group 'C', Non-Gazetted, Non-ministerial in Pay Level 1 (Rs.18,000 - 56,900)

(b) Vacancies: (Total – 02, subject to change)

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

(c) Eligibility Criteria:

Educational Qualification/ Experience : (i) Matriculation or equivalent pass. (ii) Two years experience in cleanship in any recognized firm.

(d) Age Limit and Relaxations :

(i) 18 to 27 years (relaxable for the Govt. servants upto age of 40 years in accordance with the instructions/ orders issued by Central Government from time to time.

(ii) Relaxable by 05 years for SC candidates against reserved vacancies.

X. (a) **Unskilled Labourer**, General Central Service, Group 'C', Non-Gazetted, Non-ministerial in Pay Level 1 (Rs.18,000-56,900)

(b) Vacancies: (Total – 01, subject to change)

Sl	Category	No. of Vacancy
(i)	UR	01

(c) Eligibility Criteria:

Educational Qualification/ Experience: Matriculation pass or its equivalent from recognized boards or ITI from recognized institutes. Three years experience in the trade.

(d) Age Limit and Relaxations : 18 to 27 years (relaxable for Govt. servants upto 40 years in accordance with the instructions/ orders issued by Central Government from time to time.

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 marksheet and certificate
- (c) 12<sup>th</sup>/UG/PG/Diploma marksheet and certificate as per the essential eligibility
- (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 organization
- (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 before to closing date of application **i.e 04 Sep 23.**
- (ii) The reserved category candidates 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.

3. The duly filled application with all the requisite documents should be reach to the following address by **ordinary post only** on or before to closing date of application **i.e 04 Sep 23 :-**

**Headquarters  
Coast Guard Region (West)  
Worli Sea Face PO., Worli Colony  
Mumbai – 400 030**

4. **Mode of Selection.**

- (a) Scrutiny of Applications. All applications received from the candidates will be scrutinized subject to the eligibility criteria and necessary documents and the admit cards will be issued to the shortlisted candidates for documents 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 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.

(i) General Knowledge

(ii) Mathematics

(iii) General English

(iv) Questions on relevant trade

(e) Maximum Marks for written exam / 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 candidates 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 candidates is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any, information provided by the candidates is found false or is not found in conformity with eligibility criteria mentioned in the advertisement.

(c) The envelope containing the application should be clearly superscribed in BOLD letters with notation "**APPLICATION FOR THE POST OF \_\_\_\_\_ AGAINST RECRUITMENT NOTIFICATION NO. CGRHQ(W)/01/2023**" 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 over aged on the last day of receipt of applications as per advertisement.
  - (iii) Overwriting/ cutting/ corrections/ incorrect information according to enclosures.
  - (iv) Photographs not affixed.
  - (v) Photocopies of self attested documents not found enclosed.
  - (vi) A separate blank envelope with Rs. 50/- postal stamp (pasted to the envelope) addressed to themselves, not enclosed with the application.
- (e) Candidates working in Govt department 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 2<sup>nd</sup> 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 Casts/ Scheduled Tribes candidates who are already in Central/ State Govt Service.
- (g) Mere appearance/ qualifying in the written examination does not confer any right on the candidate to claim for appointment unless he/she fulfils the eligibility criteria.
- (h) Candidates selected for appointment to Group 'C' posts are liable for posting at any unit/establishment under Coast Guard Region (West), with all India transfer liability.
- (j) Candidates are advised to visit ICG website i.e. [www.indiancoastguard.gov.in](http://www.indiancoastguard.gov.in) on a regular basis for important updates regarding the said recruitment.

**APPLICATION FOR THE POST OF IN INDIAN COAST GUARD**

1. Name of the Applicant (in block letters) :
2. Post applied for :
3. Date of Birth (in Christian era) & age :
4. Father's name :
5. Permanent Address :
6. Correspondence Address (with Pin Code) :
7. (a) Educational Qualifications :

**Affix a  
recent  
Passport Size  
Photograph**

Examination Passed	Year of Passing	Division/ % of Marks	Name of Board/ University

(b) Experience (in relevant field), if any:

8. Gender (Male/Female) :
9. Nationality :
10. Whether Physically Handicapped (Yes/No) :
11. Whether belongs to SC/ST/OBC/Others :
12. Whether Departmental Candidates (Yes/No) :
13. Contact No. & E-mail ID :

**Declaration:** I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/ appointment may be cancelled/terminated without any notice. I also declare that I am a citizen of India by birth/domicile.

Left-hand Thumb impression

Place :

Date :

Signature of the applicant

**OBC (NON-CREAMY LAYER) CERTIFICATE**

*(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POST UNDER THE GOVERNMENT OF INDIA)*

This is to certify that Shri / Smt. / Kum.\*.....  
son/daughter\* of Shri..... of Village/Town  
..... District..... in .....  
State belongs to..... community which is recognized as  
Backward Class under : (indicate the Sub Caste above)

- 1) Resolution No.12011/68/93-BCC@dated 10th September 1993, published in the Gazette of India - Extraordinary-part 1, Section 1, No.186, dated 13th September 1993.
- 2) Resolution No.12011/9/94-BCC, dated 19th October 1994, published in the Gazette of India - Extraordinary-part 1, Section 1, No.163, dated 20th October 1994.
- 3) Resolution No.12011/7/95-BCC, dated 24th May 1995, published in the Gazette of India - Extraordinary-part 1, Section 1, No.88, dated 25th May 1995.
- 4) Resolution No.12011/44/96-BCC, dated 6th December 1996, published in the Gazette of India - Extraordinary-part 1, Section 1, No.210, dated 11th December 1996.
- 5) Resolution No.12011/68/93-BCC, published in the Gazette of India - Extraordinary-No. 129, dated the 8th July 1997.
- 6) Resolution No.12011/12/96-BCC, published in the Gazette of India - Extraordinary-No. 164, dated the 1st September 1997.
- 7) Resolution No.12011/99/94-BCC, published in the Gazette of India - Extraordinary-No. 236, dated the 11th December 1997.
- 8) Resolution No.12011/13/97-BCC, published in the Gazette of India - Extraordinary-No. 239, dated the 3rd December 1997.
- 9) Resolution No.12011/12/96-BCC, published in the Gazette of India - Extraordinary-No. 166, dated the 3rd August 1998.
- 10) Resolution No.12011/68/93-BCC, published in the Gazette of India - Extraordinary-No. 171, dated the 6th August 1998.
- 11) Resolution No.12011/68/98-BCC, published in the Gazette of India - Extraordinary-No. 241, dated the 27th October 1999.
- 12) Resolution No.12011/88/98-BCC, published in the Gazette of India - Extraordinary-No. 270, dated the 6th December 1999.
- 13) Resolution No.12011/36/99-BCC, published in the Gazette of India - Extraordinary-No. 71, dated the 4th April 2000.

Shri/Smt./Kum\* \_\_\_\_\_ and/or his/her family ordinarily reside(s)  
in the \_\_\_\_\_ District of the \_\_\_\_\_ State. This is also to certify that  
he/she does not belong to the persons/sections (Creamy Layer) mentioned in column 3 (of the Schedule  
to the Government of India, Department of Personnel & Training OM No.36012/22/93-Estt (SCT), dated  
8.9.1993) and modified vide Government of India, Department of Personnel and Training O.M. No.  
36033/3/2004-Estt. (Res) dated 09.03.2004.

Place:

Date:

*Signature of Issuing Authority with seal of office*

\*Strike out whichever is not applicable

NB: (a) The term 'ordinarily' used here will have the same meaning as in section 20 of the Representation of Peoples Act 1950.

(b) The Authorities competent to issue caste certificates are indicated below :

- (i) District Magistrate / Additional Magistrate/ Collector / Deputy Commissioner / Additional Deputy Commissioner/ Deputy Collector / 1st class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluk Magistrate / Executive Magistrate/ Extra Assistant Commissioner (not below the rank of 1st class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / Presidency Magistrate
- (iii) Revenue officer not below the rank of Tahsildar, and (iv) Sub-Divisional Officer of the area where the Candidate and or his family resides.



## FORM OF CASTE CERTIFICATE FOR SC/ST

This is to certify that Shri\*/Shrimati/Kumari \_\_\_\_\_ Son/Daughter of  
\_\_\_\_\_ Village/Town \_\_\_\_\_ /District/Division\*  
\_\_\_\_\_ of the \_\_\_\_\_ State/Union Territory belongs to the  
\_\_\_\_\_ Caste\*/Tribe which is recognised as a Scheduled Caste/Tribe under :

- \*The Constitution Scheduled Castes Order, 1950.
- \*The Constitution Scheduled Tribes Order, 1950.
- \*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;
- \* The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order, 1951;
- [As amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]
- \*The Constitution (Jammu and Kashmir)\* Scheduled Castes Orders, 1956.
- \*The Constitution (Andaman and Nicobar Islands)\* Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976
- \*The Constitution (Dadra and Nagar Haveli)\* Scheduled Castes Order, 1962.
- \*The Constitution (Dadra and Nagar Haveli)\* Scheduled Tribes Order, 1962.
- \*The Constitution (Pondicherry) Scheduled Castes Order, 1964.
- \*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.
- \*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.
- \*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.
- \*The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- \*The Constitution (Sikkim) Scheduled Castes Order, 1978
- \*The Constitution (Sikkim) Scheduled Tribes Order, 1978
- \*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
- \*The Constitution (SC) Orders (Amendment) Act, 1990.
- \*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.
- \*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.
- \*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.
- \*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.
- \*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati\* \_\_\_\_\_ father/mother\* \_\_\_\_\_ of Shri/Shrimati/Kumari \_\_\_\_\_ of Village/Town\* \_\_\_\_\_ in /District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belongs to the \_\_\_\_\_ Caste\*/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the \_\_\_\_\_ Station/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.

3. Shri/Shrimati/Kumari\* and /or\* his/her\* family ordinarily reside(s) in Village/Town\* \_\_\_\_\_ District/Division\* of the State/Union Territory\* of \_\_\_\_\_.

Place \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_  
Designation \_\_\_\_\_  
(with seal of Office)

State/Union Territory \_\_\_\_\_

- \*Please delete the words, which are not applicable.
- @ Please quote specific Presidential Order
- % Delete the Paragraph, which is not applicable.

Note : (a) The term 'ordinarily reside'(s) used here will have the same meaning as in Section 20 of the Representation of People Act, 1950

The Caste Certificate must be issued by the Competent Authorities in the above prescribed format. The Competent Authorities are enumerated here under :

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1<sup>st</sup> Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar; and
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.