

**GOVERNMENT OF INDIA  
MINISTRY OF DEFENCE**



**THE INDIAN NAVY**



**INVITES APPLICATIONS FOR THE POST OF DRAUGHTSMAN GRADE II  
(NOW SENIOR DRAUGHTSMAN)**

**RECRUITMENT BY DEPUTATION  
ADVERTISEMENT NO. SDM-DEP-01/2023**

1. Application are invited through proper channel for the post of Draughtsman Grade II (Now Senior Draughtsman) classified as General Central Service Group B Non-Gazetted, Non-Ministerial, Non-Industrial to be filled up by deputation for following posts at various units/ establishment under Indian Navy in the prescribed proforma as given at Annexure I. Eligible candidates are to apply through proper channel (application in other forms of mailing will not be accepted):-

<b>Sl</b>	<b>Name of Post</b>	<b>Place of Posting</b>	<b>No. of Vacancies</b>	<b>Pay Scale as per 7<sup>th</sup> CPC Pay Matrix</b>
(a)	Draughtsman Grade II (Mechanical) (Now Senior Draughtsman)	(i) New Delhi – 09 (ii) Mumbai - 07 (iii) Visakhapatnam – 06 (iv) Kochi- 04	26	Pay Level - 6 (Rs 35400- 112400)
(b)	Draughtsman Grade II (Construction) (Now Senior Draughtsman)	New Delhi - 29	29	
(c)	Draughtsman Grade II (Electrical) (Now Senior Draughtsman)	(i) New Delhi - 82 (ii) Mumbai – 27 (iii) Visakhapatnam -15 (iv) Kochi – 08 (v) Goa – 01 (vi) Kolkata – 03 (vii) Bengaluru – 02 (viii) Hyderabad -04	142	
(d)	Draughtsman Grade II (Cartographic) (Now Senior Draughtsman)	Dehradun - 11	11	
(e)	Draughtsman Grade II (Armament) (Now Senior Draughtsman)	(i) New Delhi – 22 (ii) Mumbai - 09 (iii) Pune - 03 (iv) Visakhapatnam -10 (v) Jabalpur -02 (vi) Alwaye-01 (vii) Arakkonam -01 (viii) Nagpur - 02	50	
<b>Total</b>			<b>258</b>	

2. Selected candidates normally will have to serve in the Units under administrative control of respective Cadre Controllers, however they can be posted anywhere in India, in Naval units / formations as per administrative requirement.

3. **Eligibility Criteria.** The posts are to be filled up on deputation by the officers of the **Central Government:-**

- (a) (i) Holding analogous posts on regular basis in Central Government; **or**  
 (ii) With five years' service in the grade rendered after appointment thereto on a regular basis in Pay Level – 4, VII CPC (Rs 25500-81100) (erstwhile Rs 4000-6000) or equivalent in Central Government;

**and**

(b) Three years Diploma in Civil or Mechanical or Electrical or Naval Architecture and Ship Construction Engineering from an Industrial Training Institute or its equivalent or two years diploma or certificate in commercial art from recognise of institute with three years experience in draughtsmanship in an organisation of repute.

**Note:** The Departmental Officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly deputationists shall not be eligible for consideration for appointment by promotion.

4. **Period of Deputation.** Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government shall ordinary not exceed three years.

5. **Age limit.** The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of the receipt of applications.

6. **Service Conditions.** Liable to serve anywhere in India.

7. The appointment of provisionally selected candidates will be subject to satisfactory verification of documents, and other requirements as applicable and specified by the Government of India and Appointing Authority.

8. **Document Verification.** All relevant documents pertaining to age, education, identity, address, service etc. will be scrutinized 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 by post/ on their e-mail IDs.

9. **Closing Date/ Crucial Date.** The closing date for receipt of application & crucial date for determining the eligibility of the applicants will be counted 60 days after excluding the first date of publication in the Employment News. For e.g for the vacancy published in the Employment News dated 18-24 Jan XXXX, the crucial date will be 60 days counted from 19 Jan XXXX (excluding the first date of publication i.e 18 Jan XXXX).

10. **How to Apply.** Application in A4 size paper typed in Hindi/English in the format as per annexure I, be forwarded through proper channel along with self-attested copies of certificates so as to reach **'THE CHIEF OF THE NAVAL STAFF [(FOR CMDE (CMPR)) DIRECTORATE OF CIVILIAN MANPOWER PLANNING & RECRUITMENT, ROOM NO 007, GROUND FLOOR, TALKATORA INDOOR STADIUM, TALKATORA ANNEXE BUILDING NEW DELHI – 110001** by the closing date for receipt of application (Refer para 9 above). Indian Navy will not be responsible for non-receipt of application by due date view postal delay or any other reasons and will not be considered under any circumstances. The envelope containing the application should be clearly superscribed in capital letters with name of the post applied for along with applicable discipline as follows:-

**APPLICATION FOR THE POST OF 'SENIOR DRAUGHTSMAN (MECHANICAL OR ELECTRICAL OR CONSTRUCTION OR CARTOGRAPHIC OR ARMAMENT) (BY DEPUTATION) ADVT. No. SDM-DEP-01/2023,**

11. Following documents are to be sent along with application (**Annexure-II refers**):-

- (a) Copies of CR dossier/ APARs for the last five years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above.
- (b) Vigilance Clearance Certificate.
- (c) Integrity Certificate.
- (d) A statement of major/ minor penalty, if any, imposed during last ten years.
- (e) Cadre Clearance Certificate.
- (f) Self-attested copies of Certificates/ Marks sheet in support of educational/ technical/ other qualifications etc. Original certificates/ Mark sheets should be produced when asked for.
- (g) A passport size photograph duly attested on reverse (by current employer) should be pinned with the application.

12. **GENERAL CONDITIONS.**

- (a) The vacancies indicated above are provisional and may be increased/ reduced or even made NIL without assigning any reason.
- (b) Attested copies of educational qualifications, experience and other certificates should be enclosed with the application in support of candidates claim against the requisite eligibility criteria. Candidates may be required to produce original certificates for verifications at the time of document verification.
- (c) Incomplete applications, applications with insufficient details and/ or those received late and/ or not accompanied by supporting certificate/ documents and/ or in the format other than prescribed, would be summarily rejected. No correspondence in this regard would be entertained.
- (d) Indian Navy reserves the right to shortlist the applications, if necessitated. Mere submission of the application does not guarantee for being shortlisted/ selected for the post applied for. No correspondence will be entertained on this matter.

- (e) The Competent Authority reserves the right to select the criteria for Shortlisting of candidates. Competent Authority also reserves the right to cancel part or whole of any recruitment process at any stage in this employment notification without assigning any reason thereof.
- (f) The 'Curriculum Vitae' (CV) duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment to post on deputation basis.
- (g) Any candidate once selected shall not be allowed to withdraw or refuse to join and it shall be the responsibility of the sponsoring authority to release the selected candidate within one month of issue of appointment order.
- (h) The crucial date for determination of the qualifying service for the post will be the closing date for receipt of application.
- (j) Submission of false/ incorrect/ incomplete and/ or dubious/ bogus documents shall disqualify the candidate.
- (k) Canvassing in any form and/ or bringing in any influence, political or otherwise will be a disqualification for the post.
- (l) Only provisionally selected candidates will be informed about their selection after the selection process and no other correspondence would be entertained.
- (m) Selected candidates normally will have to serve in the Units under administrative control of respective Cadre Controllers/Commands, however they can be posted anywhere in India in Naval units / formations as per administrative requirements. Those who are willing to serve anywhere in India should only apply.
- (n) Candidates are requested to ensure that they fulfil the eligibility conditions before applying for the above post.
- (p) The terms and conditions given in this advertisement are subject to change and should, therefore be treated as guidelines only.
- (q) The advertisement has been uploaded on /N website i.e [www.indiannavy.nic.in](http://www.indiannavy.nic.in) also.

**RECRUITMENT IN THE INDIAN NAVY IS ABSOLUTELY FAIR**

**FOR ANY CLARIFICATION /ASSISTANCE, CANDIDATE MAY CALL US AT**

**Help Desk No. - 011-21410525**

**APPLICATION FOR THE POST OF DRAUGHTSMAN GRADE II**  
**(NOW SENIOR DRAUGHTSMAN)**

**DISCIPLINE:- MECHANICAL/CONSTRUCTION/ELECTRICAL/CARTOGRAPHIC/ARMAMENT**  
**(STRIKE OUT DISCIPLINES WHICH ARE NOT APPLIED FOR)**

**BIO-DATA PROFORMA**

**ADVERTISEMENT NO. SDM-DEP-01/2023**

1.	Name and Address (in Block Letters)		Paste a recent <b><u>Colour Photo</u></b> (passport size)
2.	Date of Birth (in Christian era)		
3(i)	Date of entry into service		
(ii)	Date of retirement under Central Government		
4.	Educational Qualifications (Matriculation onwards)		
5.	Whether Educational and other qualifications required for the post are satisfied ( <b>If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same</b> )		
	<b>Qualifications/Experience required as mentioned in the advertisement/ vacancy circular</b>	<b>Qualifications/Experience possessed by the officer</b>	
	<b>Essential</b>	<b>Essential</b>	
	(A) <u>Qualification</u> . Three years Diploma in Civil or Mechanical or Electrical or Naval Architecture and Ship Construction Engineering from an Industrial Training Institute or its equivalent or two years diploma or certificate in commercial art from recognise institute.	(A) <u>Qualification</u>	
	(B) <u>Experience</u> . Three years experience in draughtsmanship in an organisation of repute.	(B) <u>Experience</u>	
6.	Please state clearly whether in the light of entries made by you above, you meet the Essential Qualifications and work experience of the post.		
6.1	Note: Borrowing Departments are to provide their specific comments/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.		

7. Details of Employment, in chronological order. <b>Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</b>					
Office/ Institution	Post held on regular basis	From	To	*Pay Band and Grade pay/ Pay Scale of the post held on regular basis	Nature of Duties(in detail) highlighting experience required for the post applied for

**\* Important:** Pay-Band and Grade pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/ Pay Scale of the post held on regular basis to be mentioned. Details of ACP/ MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/ Institution	Pay, Pay Band and Grade Pay/ Pay Level drawn under ACP/MACP Scheme	From	To

8.	Nature of present employment i.e Ad-hoc or Temporary or Quasi-Permanent or Permanent			
9.	In case the present employment is held on deputation/ contract basis, please state			
	(a) The date of initial appointment	(b) Period of appointment on deputation/ contract	(c) Name of the parent office/ organisation to which the applicant belongs	(d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
9.1	<b>Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.			
9.2	<b>Note:</b> Information under Column 9(c) &(d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organization.			
9.3	<b>Note:</b> While forwarding of application in respect of officers who are about to complete their cooling-off period shortly the instructions of DoP&T as contained in O.M. No. 2/1/2012-Estt.(Pay-II) dated 04.01.2013 may be strictly adhered to			
10.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			

11.	<b>Additional Details about present employment:</b> Please state name of Unit/Name of Employer/Organisation you are working under (Central Government only)	
12.	Please state whether you are working in the same Department i.e Indian Navy and are in the feeder grade or feeder to feeder grade.	
13.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	
14.	Total emoluments per month now drawn	
	<b>Basic Pay in the Pay Band/ Pay Matrix</b>	<b>Grade Pay/ Level in 7<sup>th</sup> CPC Pay Matrix</b>
		<b>Total Emoluments</b>
15.	In case the applicant belongs to an Organization which is not following the Central Government Pay-Scales, the latest salary slip issued by the Organization showing the following details may be enclosed.	
	<b>Basic Pay with Scale of Pay and rate of increment</b>	<b>Dearness Pay/ interim relief/ other Allowances etc. (with break-up details)</b>
		<b>Total Emoluments</b>
16.A.	<b>Additional Information</b> , if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/ Advertisement <b>(Note: Enclose a separate sheet, if the space is insufficient)</b>	
16B.	<b>Achievements :</b> The candidates are requested to indicate information with regard to;  (i) Research publications and reports and special projects (ii) Awards/ Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/ institutions/ societies and; (iv) Any research/ innovative measure involving official recognition (v) Any other information <b>(Note : Enclose a separate sheet if the space is insufficient)</b>	

17.	Whether belongs to SC/ST	
18.	Choice for Place of Posting in the order of Preference. (Indicating choice will not guarantee the posting at the place of your choice. Place of posting will be allotted as per availability & administrative feasibility)	Preference 1 _____ Preference 2 _____ Preference 3 _____

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection of post. The information/ details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

Date \_\_\_\_\_

(Signature of Candidate)  
Address \_\_\_\_\_  
Mobile No. \_\_\_\_\_  
E-Mail ID. \_\_\_\_\_



**CERTIFICATION BY THE EMPLOYER/ CADRE CONTROLLING AUTHORITY**

1. The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He /She possesses educational qualification and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.
2. Also certified that:
  - (i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. \_\_\_\_\_
  - (ii) His/ Her integrity is certified.
  - (iii) His/ Her CR Dossier in original is enclosed/ photocopies of the APARs for the last 05 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
  - (iv) No major/ minor penalty has been imposed on him/ her during the last 10 years  
**Or** A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be).

**Countersigned**\_\_\_\_\_  
**(Employer/ Cadre Controlling Authority with Seal)****Contact No.** \_\_\_\_\_**E-Mail ID** \_\_\_\_\_

