



Government of India  
Ministry of Defence



## THE INDIAN NAVY

### RECRUITMENT OF CIVILIAN PERSONNEL THROUGH ABSORPTION ADVT NO GR -C/2/2023

1. Applications are invited from the eligible candidates for the post of Telephone Operator Grade –II (Now Telephone Operator) classified as General Central Service Group 'C', Non-Gazetted, Non-Ministerial, Non-Industrial to be filled up by Absorption from the **persons serving in similar, equivalent or higher grades (Pay Level) in lower formations** of the Defence Services in the prescribed proforma as given at Annexure-I. Eligible Defence Employees are to apply through proper channel as per instructions mentioned at Para 6, 7 and 8 below (application in other forms of mailing will not be accepted). The details are as follows:-

#### **Telephone Operator Grade – II (Now Telephone Operator)**

Group 'C', Non-Gazetted, Non-Ministerial, Non-Industrial; Level-3, (Rs. 21700-69100)		
<u>Command</u>	<u>Place/Unit of Posting</u>	<u>No. of Vacancies*</u>
Eastern Naval Command	Rambilli Dist. Anakapalli under ENC	01

\*Subject to increase/decrease.

2. Selected candidates will have to serve in the units under administrative control of respective Command. However, they can be posted anywhere in India, in Naval units/formations in case of any Administrative requirement. The eligibility criteria are as follows:-

The employees who wish to seek absorption/transfer for the above post with zero seniority in new units may apply for the post.

- AGE LIMIT.** Not exceeding 56 Years as on closing date of receipt of application.
- Person serving in similar, equivalent or higher grade (Pay Level) in the lower formations of the Defence services.**

(c) **QUALIFICATION.****Essential:-**

- (i) Matriculation or its equivalent with English as a compulsory subject.
- (ii) Proficiency in handling of Private Branch Exchange (PBX) board.

**Desirable:-** Fluency in Spoken English.

3. **Nature/Indication of duties/Job profile.**

Operates Telephone Switch Board in industrial, commercial or publish establishments to put through incoming, outgoing and inter-office calls. Watches switches boards for indication of incoming, outgoing and inter-office calls. Arranges maturity of calls by regulating answering or calling plungs in corresponding jacks. Draws out plugs when indicator shows clearance of call. Books and arranges Trunk Calls, attends to enquires and receipts and passes messages over telephone. Records Calls on a register as necessary. May work on special services.

**Note:** The above duties are only illustrative and not exhaustive. Section/Department of the Indian Navy may add in the list, duties ordinarily performed by personnel at this level.

4. **Mode of Selection**

(a) **Proficiency Test.** All eligible candidates will have to appear for the Proficiency Test which is qualifying test only and does not have any merit for selection. Exact date, time and venue will be communicated to the eligible applicants by mail/post.

(b) **Provisional Appointment Letter.** The appointment of provisionally selected candidates will be strictly based on the merit position based on performance/assessment in proficiency test, subject to satisfaction of Document Verification, Medical Examination and other requirement as specified by the Government of India and Appointing Authority.

(c) **Document Verification.** All relevant documents pertaining to age, education identity, address, category, caste, 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 on their registered e-mail IDs/by post.

5. **Last Date of Submission.** The last 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 Apr XXXX, the crucial date will be 60 days counted from the 19 Apr XXXX excluding the first date of publication).

6. **How to Apply.** The Application should be in plain paper (A4 Size) (good quality paper should be used) either neatly hand written or typed as per the prescribed format, affixed with latest passport size colour photograph duly self-attested. The envelop must be clearly superscribed on the top as **APPLICATION FOR THE POST OF<NAME OF POST> BY ABSORPTION** and forwarded to following address:-

The Flag Officer Commanding-in-Chief,  
[for SO(CRC)]  
Headquarters Eastern Naval Command,  
Annex Building, D2-Block (2<sup>nd</sup> Floor), Naval Base  
Visakhapatnam, Andhra Pradesh-530014.

7. The following documents are to be sent along with application (Annexure-II):-
- (a) Copies of CR/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 on the officer during last ten years.
  - (e) Cadre Clearance Certificate.
  - (f) Self-Attested Copies of certificates/marks sheet in support of educational/technical/Other qualification. Original certificates/marks sheets should be produced when asked for.
  - (g) 04 latest passport size photograph (not more than 03 month old and the date must be clearly printed on the photograph) duly attested on reverse should be pinned with the application.

8. **General Instructions**

- (a) The cut-off date for determining the qualifying service/experience for the post will be the closing date for the receipt of applications from candidates.
- (b) The vacancies indicated above are provisional and may be increased/reduced or even made NIL without assigning any reason.
- (c) 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. Signature of the candidates on all the documents should be identical and must be in running hand writing and not in block/capital of disjointed letters and signature in different style if found during document verification may result in cancellation of the candidature. Candidates may be required to produce original certificates for verifications at any time during the recruitment process.
- (d) Incomplete application, applications with insufficient details 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.
- (e) Indian Navy reserve 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.
- (f) The competent authority reserves the right to select the criteria for Shortlisting candidates. Competent Authority also reserve the right to cancel part or whole of any recruitment process at any stage in this employment notification without assigning any reason thereof.
- (g) The 'Curriculum Vitae' (CV) duly supported by documents will be assessed by the Selection Committee while selecting candidates for appointment for post on absorption basis.
- (h) 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 Letter.

- (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.
- (m) Only provisionally selected candidates will be informed about their selection after the selection process and no other correspondence would be entertained.
- (n) Selected candidates normally will have to serve in the Units under administrative control of Eastern Naval Command, 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.
- (o) Candidates are requested to ensure that they fulfil the eligibility conditions before applying for the above post.
- (p) The terms and conditions given in the advertisement are subject to change and should, therefore be treated as guidelines only.
- (q) The candidate is requested to visit website [www.indiannavy.nic.in](http://www.indiannavy.nic.in) at [Personnel>Civilian Page](#) regularly for amendment/update, if any.

**For any clarification /Assistance candidate may write/call us at**

E-mail: socrc-enc@navy.gov.in  
Help Desk No. 0891-2812946

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**APPLICATION FORMAT**  
**APPLICATION FOR THE POST OF <NAME OF POST > BY TRANSFER**  
**(NOW ABSORPTION)**

1.Name (in Block Letters)		Paste a recent self attested <b>Colour Photo</b> (passport size) (not more than 03 months old and the date must be clearly printed on the photograph)
2.Date of Birth (in Christian era)		
3. Father's Name		
4. Mother's Name		
5. Gender (Male/Female/others)		
6. Aadhaar No.		
7. Permanent Address.	8. Present Address.	
9. Date of entry into service		
10. Educational Qualifications (Matriculation onwards)		
11. Whether Educational and other qualifications required for the post are satisfied (as per Advt.)		
<b>Qualifications/Experience required as mentioned in the advertisement/ vacancy circular. As per post applicable (Refer Para 2(c))</b>	<b>Qualifications/Experience possessed by the Candidate</b>	
<b>Essential</b> <b>(a) Qualification (to be mentioned)</b> <b>(b) Experience (to be mentioned)</b>	(To be filled by the candidate) (a) Essential _____ (b) Experience _____	
12. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications including Physical Fitness Standards wherever applicable	Yes/No	

13. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/Institution (with Full Postal address)	Post held on regular basis	From	To	* Pay Band and Nature of Duties (in Grade pay/Pay detail) highlighting Scale of the experience required post held on for the post applied regular basis for

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\* **Important:** Pay-band and Grade pay granted under ACP/MACP are personal to the Candidate 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/Level drawn under ACP/MACP Scheme	From	To

14. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent			
15. 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/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
<p><b>Note1:</b> In case of candidate already on deputation, the applications of such candidate should be forwarded by the parent cadre/Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p> <p><b>Note2 :</b> Information under Column 15(c) &amp; (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.</p>			
<p><b>16. Additional details about employment:</b> Please state whether working under(indicate the name of your employer against the relevant column)</p> <p>(a) Central Government (b) State Government (c) Others(Specify)</p> <p>17. 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.</p>			
18. 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			

19. Total emoluments per month now drawn		
Basis Pay in the the Pay Matrix Level	Pay Level in Pay Matrix	Total Emoluments
20. <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> )		
21. <b>Achievements:</b> The candidates are to indicate information with regard to;  (a) Awards/Official Appreciation (b) Any innovative measure involving official recognition (c) Any other information. <b>(Note: Enclose a separate sheet if the space is insufficient)</b>		
22. Whether belongs to SC/ST		
23. Place of posting		Rambilli Dist. Anakapalli under ENC

24. I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Application/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 for the 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.

(Signature of the candidate)

Mobile No. \_\_\_\_\_

Date:-

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 possess educational qualifications 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 beyond doubt.

iii) His/Her CR Dossier in original is enclosed/photocopies of the ACRs 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.** \_\_\_\_\_