

# SHIP BUILDING CENTRE VISAKHAPATNAM.

Advertisement No.

1.1 Ship Building Centre, Visakhapatnam, a work centre under the Ministry of Defence (R&D) is tasked with construction, maintenance, repairs, and life cycle support of boats / ships.

1.1.1 Applications are invited for Workmen of various trades from Indian citizens to work in areas of construction, plant maintenance and support services for the following requirements :-

1.2 Details of vacancies:

Post code	Grade	Trade	No. of Vacancies		
			ST	PHC(PWD)	Total
CA-A-F	Construction Assistant "A"	Fitter	01	01	02
CA-A-EM	Construction Assistant "A"	Electronic Mechanic	Nil	01	01
CA-A-IM	Construction Assistant "A"	Instrument Mechanic	Nil	01	01
CAA-DF	Construction Assistant "A"	Driver-cum-Fitter	01	Nil	01

1.3 Qualifications and age limit:

Post code	Grade	Educational/ Technical Qualification	Age limit (as on notification date)
CA-A	Construction Assistant "A"	(i) Secondary School Certificate (10 <sup>th</sup> standard pass under 10+2 system);	Between 18 and 27 years
	<b>Trade:</b> Fitter	(ii) Industrial Training Institute (ITI) with National Apprentice Certificate (NAC) or equivalent in the required specialisation	
	Electronic Mechanic	(iii) Two years experience in the required trade.	
	Instrument Mechanic	<b>Preference will be given to Dockyard Apprenticeship School (DAS) trained candidates.</b>	
CA-A-DF	Construction Assistant "A"	(i) Secondary School Certificate (10 <sup>th</sup> standard pass under 10+2 system);	Between 18 and 27 years
	<b>Trade:</b> Driver-cum-Fitter	(ii) Four years experience in LMV/HMV Driving.	
		(iii) Valid LMV / HMV Driving Licence	

1.3.1 **Age limit:** Relax-able up to maximum of 05 years for ST candidates. For Ex-servicemen – After deducting the period of armed force service from the actual age of the candidate, the resultant age should not exceed the maximum age limit prescribed for the post by more than 3 years.

1.3.2 The relaxation in the upper age limit of 05 years shall be admissible to all personnel who had ordinarily been domiciled in Kashmir Division of the State of Jammu & Kashmir during the period from the 1<sup>st</sup> day of January 1980 to 31<sup>st</sup> day of Dec 1989 provided that the relaxation in the upper age limit for appearing at any examination shall be subject to the maximum number of chances permissible under the relevant rules. The Certificate regarding proof of residence in case of any person intending to avail of this relaxation of age limit admissible under Rule 3 shall submit a certificate from either The District Magistrate in the Jammu & Kashmir Division within whose jurisdiction he had ordinarily resided; OR from any other authority designated in this behalf by the Govt. Of Jammu & Kashmir to the effect that he had ordinarily been domiciled in the Kashmir Division of the State of Jammu & Kashmir during the period from the 1<sup>st</sup> day of January 1980 to 31<sup>st</sup> day of December 1989.

1.3.3 Relaxation in the upper age limit of 05 years shall be admissible to children/Family members of those who died in the 1984 riots.

1.4 **Work experience:** Previous work experience in related field would be given due credit during candidate screening process.

1.5 **Physical Standards** : As per standards

1.6 **Probation period** : 02 years.

1.7 **Mode of selection** : Procedure would be as follows:-

1.7.1 A written examination in English only (Objective type) of One hour duration will be conducted at Visakhapatnam. **Admit Card for the written examination including schedule of written examination would be sent by post to eligible candidates only.**

1.7.2 The syllabus for the written exam would be Based on SSC/HSC/ITI/NCVT level for the post of Construction Assistant "A".

1.7.3 Those candidates qualifying in the written exam shall only be short-listed for Trade test / Interview on the following day.

1.7.4 The final selection and ranking will be done on the basis of performance of the candidate in the interview / trade test (where applicable). The decision of this organisation in this regard will be final.

1.8 This organisation has no obligation to provide employment to all the successful candidates short-listed by the procedure mentioned above and reserves the right to fill up all posts or alter the number of posts or even to cancel the whole process of recruitment without assigning any reasons.

2.0 **Pay structure:**

2.0.1 Upon successful selection, the eligible candidates will be considered for absorption in the following grades at the time of appointment.

Grade	Corresponding Pay Band	Corresponding Grade Pay	Corresponding Pay in Pay Band	Total emoluments (Approx.)
Construction Assistant "A"	PB-1	Rs.1,900/-	Rs.5,200 - Rs.20,200/-	Rs.19,300/- ( Pre-revised)

2.0.2 In addition to above, allowances as admissible under Central Government Rules would be applicable.

2.1 **Probation:**

2.1.1 Selected candidates will be on probation for two years from the date of assumption of duties which is extendable at the discretion of the Appointing Authority. The candidate is liable for payment of Rs.3,00,000/- in case, the candidate leaves the organisation on his own account during this period.

2.2 **How to Apply:**

2.2.1 Applications should be submitted in the proforma given in the Advertisement only.

2.2.2 Application should be typed written on thick fullscope paper (Size: 34 Cms-x 22 Cms) in English or Hindi only.

2.2.3 The Application and the Outer cover should be superscribed as "Application for the post indicating **Post code and Trade/Name of Post** against Advertisement No. 3201/RP/2016.

2.2.4 **Only one application should be submitted for one post.** If candidate wishes to apply for more than one post, separate Application should be submitted for each post. Those Candidates who submit two separate applications for one post are liable to be rejected.

2.2.5 Persons working under the Central/State Govt./PSUs should submit their applications through proper channel. They may, however, send one Advance copy of the application along with enclosures as detailed to the address given below.

2.2.6 Completed applications should be sent by **ordinary post only** to **Naval Base Post Office, Visakhapatnam-530014 so as to reach on or before 12 Oct 2016 by 1600 hrs.** The last date of receipt of application from candidates in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh division of Jammu and Kashmir State, Lahaul and Spiti District and Pangti Sub division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep will be **27 Oct 2016 by 1600 hrs.**

21<sup>st</sup> Nov 2016

5<sup>th</sup> Dec 2016

2.2.7 **Photograph:** A recent passport size photograph should be affixed on the right hand top corner of the application. One additional copy of the passport size photograph should also be sent along with the application.

2.2.8 **Envelope:** A self-addressed unstamped envelope (in English / Hindi, Size: 110 x 200 mm) should be attached with the application.

2.2.9 **Copies of Certificates:** Candidates should submit along with their applications duly attested (SINGLE COPY) of following certificates:-

2.2.9.1 Educational qualifications/experience and technical qualifications (supported by appropriate Mark-sheets indicating the subjects offered at the examinations).

2.2.9.2 Date of Birth/Proof of Age.

2.2.9.3 ST/PHC(PWD) certificates in the prescribed proforma applicable to Central Government employment.

2.2.9.4 Proof of the effect that they have been affected by 1984 riots (para 1.3.3).

2.2.9.5 Certificate regarding domiciled in Kashmir Division from 01.01.1980 to 31.12.1989 (if claiming age relaxation for Kashmir Division) (para 1.3.2).

2.3 **NOTE:**

2.3.1 In case the response is high, this organisation reserves the right to restrict the number of candidates to be called for written examination, to higher percentage of marks in the requisite qualification and/or to conduct a screening test of the eligible candidates. The decision of this organisation will be final and binding.

2.3.2 The vacancies shown above are provisional and subject to variation. The filling up of vacancies indicated in this advertisement is also subject to the approval of Competent Authority and may not be filled up if decided otherwise in terms of the orders issued by Government from time to time.

2.3.3 Candidates selected against this advertisement would be posted anywhere in India and would be required to perform duties in special working environment. The job content entails exposure to special work conditions.

2.3.4 The nature of duties to be performed by the above categories involves working in round-the-clock shift duties in operational plants and areas from the day of joining.

2.3.5 Period of experience as prescribed in the advertisement will be determined with reference to the last date of receipt of applications.

2.3.6 ST candidates called for interview which will be held at Visakhapatnam will be paid travelling allowance as per rules. However, Travelling allowance is not admissible to those ST candidates who are already in Central/State Government Services, Central/State Govt. Corporations, Public Undertakings, Local Govt. Institutions and Panchayats.

2.3.7 After recruitment based on the selection process, selected candidates would be provided training in the respective Trades in this organisation as well as other reputed Institutions.

2.3.8 The nature of duties to be performed for the above posts may be seen at Annexure 'A'.

2.3.9 The posts are for specialized requirement under special working conditions and the candidates are liable to be transferred to any Unit/sub-Unit of the organisation.

2.4 **WARNING:** Applications which are not in conformity with the requirements indicated and which are not in the prescribed form or not accompanied by the attested copies of certificates, photograph, self-addressed unstamped envelope of the prescribed size (in Hindi and English) will be rejected. Mere fulfilling of requirements as laid down in the advertisement does not qualify a candidate for a written test/interview. This organisation reserves the right to

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select the criteria for short listing applicants / candidates to be called for written examination / trade and interview. No correspondence will be entertained with candidates not selected for an interview/appointment.

**CANVASSING IN ANY FORM SHALL BE A DISQUALIFICATION**

**NATURE OF DUTIES OF THE ABOVE MENTIONED POSTS**

Post code	Trade	Nature of Duties
<b><u>CONSTRUCTION ASSISTANT "A"</u></b>		
CA-A	Fitter	<ul style="list-style-type: none"> <li>▪ Assembly/Installation/Testing/Maintenance of Plant equipment, pressure vessels, special apparatus, Plant waste storage tanks, heat exchangers, pipe-work, etc.</li> <li>▪ Ability to read engineering drawings and understand process plans.</li> <li>▪ Undertake Rigging of equipment &amp; heavy loads.</li> <li>▪ Undertake operation and maintenance of shore-based Plant support facilities and related Site activities in round-the-clock- shifts / General shift.</li> </ul>
CA-A	Electronic Mechanic	<ul style="list-style-type: none"> <li>▪ Assembly/Inspection/Testing/Calibration/Operation/ Maintenance / Trouble shooting / Rectification of Electronic Components / Circuits associated with other systems like controls and Instrumentation / Linear and Log Amplifiers / Controllers of Plant systems and equipment.</li> <li>▪ Undertake operation and maintenance of Shore-based plant support facilities and related site activities in round-the-clock shifts / General Shifts.</li> </ul>
CA-A	Instrument Mechanic	<ul style="list-style-type: none"> <li>▪ Assist in Inspection / Testing / Calibration/Operation/ Maintenance / Trouble shooting of Instrumentation associated with Controls, Components / Circuits associated with Plant Systems and Equipment.</li> <li>▪ Ability to read and interpret P&amp;I diagrams and work in fields of Computerised Controls.</li> <li>▪ Undertake operation and maintenance of Shore-based plant support facilities and related site activities in round-the-clock shifts / General Shifts.</li> </ul>
CAA-DF	Driver-cum-Fitter	<ul style="list-style-type: none"> <li>▪ Should be able to drive LMVs/HMVs and possess a valid Driving License from the RTO Deptt.</li> <li>▪ Driving Operation of material handling equipment like Bldg./EOT Cranes, Fork-lifts, JLGs, Special purpose vehicles, BOTs, etc.</li> <li>▪ Possess basic knowledge of Rigging &amp; lifting schemes.</li> <li>▪ Undertake minor repairs/maintain above mentioned equipment.</li> <li>▪ Undertake work in shore-based Plant support facilities and related Site activities in round-the-clock- shifts / General shift.</li> </ul>

**PROFORMA FOR APPLICATION**

**ADVERTISEMENT NO. 3201/RP/2016**

Passport size photograph
Duly signed by

*the candidate*



10 <sup>th</sup> standard under 10+2 system							
10+2 standard under 10+2 system							
ITI							
Diploma							
Equivalent to Diploma							

11. Work Experience (particulars of all previous and present employment to be furnished):

Name & Address of Employer	Post Held	Whether Central or State Govt./PSUs/Autonomous bodies	Period		Permanent/Temporary	Reasons for leaving
			From	To		

12. Details of relatives employed in Central Govt. Service (Ministry of Defence):

S. No.	Name	Relationship	Unit	Post

13. Are you under any Contractual obligation to serve the Central/State Govt./Any other PSU/Autonomous bodies? If so, please furnish details: \_\_\_\_\_

14. **Declaration:**

I hereby declare that the above information is factually correct to the best of my knowledge. I also understand that I will be disqualified if any of the information furnished by me is found to be incorrect.

\_\_\_\_\_  
Signature of Candidate

Name: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**CHECK LIST FOR CANDIDATE (TO BE ATTACHED TO THE APPLICATION)**

**(Put tick (✓) mark in the boxes applicable)**

1. Copy of the Application form completed and attached

2. Self addressed envelope (in Hindi / English)



- 3. Photograph affixed on the application and an additional copy of the photograph attached with application :
- 4. Application signed :
- 5. An attested photocopy of each of the following certificate is attached : 
  - (a) Proof of Date of Birth :
  - (b) Caste Certificate / Disability Certificate :
  - (c) Educational & Professional qualifications (Mark-list/Board/Diploma Certificate) :
  - (d) Work Experience Certificate :
  - (e) Check-list attached :

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

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