



HEADQUARTERS COAST GUARD REGION (NORTH-WEST)
POST BOX NO.-09, SECTOR-11, GANDHINAGAR, GUJARAT-382010

Date of Advertisement published in the Employment News	10 Sep 2022
Last date of receipt of applications	25 Oct 2022

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) **Name of the Post:** Multi Tasking Staff (Peon) (General Central Service, Group 'C', Non-Gazetted, Non-Ministerial in Pay Level-1 of the pay matrix).

(b) **Category-wise No. of Vacancies:**

Sl.	Category	No. of Vacancies
(a)	UR	01
(b)	EWS	01

(c) **Eligibility Criteria:**

(i) **Minimum Qualification:-**

Essential: -

(a) Matriculation or equivalent pass.

(b) Two years experience as office attendant.

(d) **Age Limit and Relaxations.**

(i) 18 to 27 years.

(ii) Relaxable for Government Servant as per Government instructions issued from time to time. No relaxation for reserved category candidate if applied against unreserved post.

(II) (a) **Name of the Post:** Multi Tasking Staff (Sweeper) (General Central Service, Group 'C', Non-Gazetted, Non-Ministerial in Pay Level-1 of the pay matrix).

(b) **Category-wise No. of Vacancies:**

Sl.	Category	No. of Vacancy
(a)	OBC	01

(c) **Eligibility Criteria:**

(i) **Minimum Qualification:-**

Essential: -

- (a) Matriculation or equivalent pass.
- (b) Two years experience in cleanship in any recognised firm.

(d) **Age Limit and Relaxations.**

(i) 18 to 27 years

(i) Relaxable for Government Servant and Other Backward Class candidates as per government instruction issued 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 photocopies 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) Latest Category certificate (SC/ST/OBC) for reserved category candidates
- (d) Experience certificate
- (e) NOC from the employer for presently serving in any Govt. organization
- (f) Two latest passport size colour photographs
- (g) Applicants are to enclose with the application a separate self-addressed blank envelope with Rs. 50/- postal stamp (pasted on the envelope).

Note:-

(i) **The date of issue of all the above documents should be on or before the last date of receipt of application i.e. 25 Oct 2022.**

(ii) **Candidates falling under reserved category are to produce category certificate as per prescribed format for appointment to the post under Govt. of India. Formats placed at Annexure-II & III.**

3. The duly filled application with all the requisite documents should be sent by ordinary post only to reach the following address within **45 days** from the date of publication of the advertisement in the Employment News :-

**{The Commander, Headquarters, Coast Guard Region (North-West), Post Box No.-09,
Sector-11, Gandhinagar, Gujarat-382010}**

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 document 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 photocopies (02 sets) of the same as per the directives/instructions given in their 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 consist of 80 objective type questions with one mark for each correct answer and there will be no negative marking.
- (d) Merit list will be prepared strictly based on merit position as per marks obtained in written examination, as per DoPT orders in case of a tie 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 candidate should ensure that he/she fulfills 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) The candidature is liable to be rejected at any stage of recruitment process or after recruitment or after joining service in case any information provided by the candidate is found to be false or is not in conformity with eligibility criteria mentioned in the advertisement.
- (c) It is mandatory that the envelope containing the application should be clearly superscribed in BOLD letters with notation "**APPLICATION FOR THE POST OF _____**" and also the category for which they applied for viz. UR/EWS/OBC (Non Creamy Layer)/SC/ST. Applications without notations will be summarily rejected.
- (d) Applications with the following deficiencies will be summarily rejected:-
- (i) Incomplete application.
 - (ii) Applicants found overage on the last date of receipt of application 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 self-addressed blank envelope with Rs.50/- postal stamp (pasted on the envelope) 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 2nd 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 Castes/Scheduled Tribes candidates who are already in Central/State Government service.
- (g) Mere appearance/ qualifying in the written examination does not confer any right on the candidate to claim for appointment unless he/she fulfills the eligibility criteria.
- (h) Candidates selected for appointment to Group 'B' posts are liable for posting at any unit/establishment under Coast Guard Organization whereas candidates selected for appointment to a Group 'C' post are liable for posting initially at any unit/establishment under Coast Guard Region (North West) with all India transfer liability.
- (j) Candidates are advised to visit ICG website i.e. www.indiancoastguard.gov.in on a regular basis for important updates regarding the said recruitment.

ANNEXURE-I

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 :

Affix a recent
Passport Size
Photograph

6. Correspondence Address (With Pin Code) :

7. (a) Educational Qualifications :

Examination passed	Years of Passing	Division/ % of Marks	Name of Board/University

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

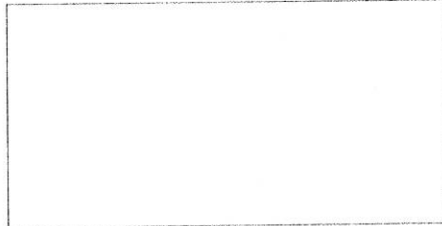
8. Gender (Male/Female) :
9. Nationality :
10. Whether Physically Handicapped (Yes/No) :
11. Whether belongs to SC/ST/OBC/EWS/ Others :
12. Whether Departmental Candidate (Yes/No) :

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

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

This is to certify that Shri/Smt./Km* _____ son/ daughter of
_____ of village _____
_____ District/Division _____ in the
_____ State _____
belongs to the _____ Community which is recognized as a,
backward class under:

- i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary - Part I, Section I, No. 186 dated 13th September, 1993.
- ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.
- iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.
- iv) Resolution No.12011/96/94-BCC dated 9th March, 1996.
- v) Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India - Extraordinary-part I, Section-I, No. 210, dated the 11th December, 1996.
- vi) Resolution No.12011/13/97-BCC dated 3rd December, 1997.
- vii) Resolution No.12011/99/94-BCC dated 11th December, 1997.
- viii) Resolution No.12011/68/98-BCC dated 27th October, 1999.
- ix) Resolution No.12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I No.270, 6th December, 1999.
- x) Resolution No.12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.71 dated 4th April, 2000.
- xi) Resolution No.12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No.210 dated 21.9.2000.

Shri /Smt./Km. _____ and/or his family ordinarily
reside(s) in the _____ District/Division 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 and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide Govt. of India, DOP&T O.M.No.36033/3/2004 dated 09.03.2004 and 14.10.2008.

Dated:

District Magistrate or
Deputy Commissioner etc.

Seal:

NOTE-I: (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

- (b) The authorities competent to issue Caste Certificate are indicated below:-
- (i) District Magistrate/Additional Magistrate/Collector/Dy. Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendary Magistrate/ Sub-Divisional Magistrate/Taluka 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 Tehsildar.
 - (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides.

NOTE-II: The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuring that the candidate does not fall in the creamy layer.

The OBC candidates should furnish the relevant OBC Certificate in the prescribed format prescribed for Central Government jobs issued by the competent authority on or before the Closing Date as stipulated in the Notice.

PRESCRIBED PROFORMAE

Performa-I

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India

This is to certify that Shri/Shrimati/Kumari*.....
son/daughter* of of village/town*
..... in District/Division* of, the
State/Union Territory* belongs to the..... caste/tribe* which is
recognised as a Scheduled Caste/Scheduled Tribe* under:—

- Ⓐ The Constitution (Scheduled Castes) Order, 1950
- Ⓐ The Constitution (Scheduled Tribes) Order, 1950
- Ⓐ The Constitution (Scheduled Castes) Union Territories Order, 1951
- Ⓐ The Constitution (Scheduled Tribes) Union Territories 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, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- Ⓐ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- Ⓐ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- Ⓐ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- Ⓐ The Constitution (Dadar 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) Order (Amendment) Act, 1990
- Ⓐ The Constitution (ST) Order (Amendment) Act, 1991
- Ⓐ The Constitution (ST) Order (Second Amendment) Act, 1991
- Ⓐ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- Ⓐ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- Ⓐ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- Ⓐ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

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

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 State/Union Territory* of issued by the dated

% 3. Shri/Shrimati/Kumari*..... and/or* his/her* family ordinarily resides in village/town*..... of..... District/Division* of the State/Union Territory* of.....

Signature.....
** Designation.....

(With Seal of Office)
State/Union Territory*

Place:
Date:

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

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

** List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/+ Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
(not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)