



**HEADQUARTERS, ANDAMAN AND NICOBAR COMMAND
RECRUITMENT OF TRADESMAN MATE**



ONLY ONLINE APPLICATION WILL BE ACCEPTED

WRITTEN EXAMS FOR TRADESMAN MATE WILL BE HELD IN PORT BLAIR

NO INTERVIEW WILL BE HELD FOR RECRUITMENT

1. Indian Navy invites online applications from the eligible candidates through website <https://karmic.andaman.gov.in/HQANC> for the post of 'Tradesman Mate' (TMM) classified as Group "C" Non-Gazetted, 'Industrial' at various units of Headquarters Andaman and Nicobar Command (application in other forms of mailing will not be accepted). Selected candidates normally will have to serve in the units under administrative control of Andaman and Nicobar Command, in Naval Units/ formations as per administrative requirement. Other forms can be downloaded from www.andaman.gov.in, www.ncs.gov.in and www.indiannavy.nic.in. Details of the posts are as follows: -

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TRADESMAN MATE
General Central Service, Group 'C', Non-Gazetted, Industrial
(Pay Band as per Seventh CPC, Level 1 – ₹.18000-56900)

Ser	Trade/ Post	Category wise breakdown of vacancies*					Total	Horizontal Reservation				
		UR	OBC	SC	ST	EWS		Ex-S/M	PwBD			
		(**includes backlog vacancies)							(a) VH	(b) HH	(c) OH	(d) & (e) Others
(a)	Tradesman Mate	139	91	50	25	33	338	33	3	4	4	3
(b)	Tradesman Mate (for NAD, Dollygunj)	12	6	3	1	2	24	2	-	1	-	-
Total							362					

*Subject to change

****Backlog Vacancies.** Nil

Note. 52 in number ITI trades are eligible to apply for the above mentioned post. The list of eligible trades is mentioned at para 19 below.

- **Suitability for EWSs.** Persons who are governed under DoP&T OM F. No. 36039/1/2019-Estt (Res) dated 19 Jan 19 and 31 Jan 19 are identified as EWSs for the benefit of reservation.
- **Suitability for PwBDs.** As per para 9 of notification No. 38-16/2020-DD-III dated 04 Jan 21 issued by the Ministry of Social Justice & Empowerment. Details of functional requirement, suitable category of bench mark disability and brief job description are placed at serial 831 of Annexure 'B' to the aforesaid notification.
- **Suitable Categories of Benchmark Disability.** (a) VH (LV), (b) HH (D),

HH), (c) OH (OA, BA, OL, BL, OAL, Dw, AAV) & '(d) & (e)' Others [SLD, MI and MD involving aforesaid (a) to (c)]

• **Functional Requirement.** S, ST, W, BN, SE, C

#i The distribution of vacancies in different categories may change during the recruitment process as the same is subject to variation (increase/ decrease) in the overall number of vacancies.

#ii Applicants, must be in possession of disability certificate issued by the Competent Authority prior to applying Online, in the format given in Annexure-I of GoI/ DoP&T OMs 36035/1/2012-Estt. (Res) dated 29 Nov 13 and 36035/2/2017 – Estt.(Res) dated 15 Jan 2018.

ABBREVIATIONS USED: - [Join Telegram \(alljobsforyou\)](#)

• **UR**-Unreserved, **SC**-Scheduled Caste, **ST**-Scheduled Tribes, **OBC**- Other Backward Class, **Ex-S/M**- Ex-Serviceman, **EWS** - Economically Weaker Section, **PwBD**- Person with Benchmark Disabilities.

• **Functional Requirement Abbreviations Used:** **S**-Sitting, **ST**-Standing, **W**-Walking, **BN**-Bending, **SE**-Seeing, **C**-Communication.

• **Category Abbreviations Used:** (a) **VH** = Visually Handicapped, (b) **HH** = Hearing Handicapped, (c) **OH** = Orthopedically Handicapped, (d) **Others** – Autism, Mental illness and (e) Multiple Disabilities (other than VH, HH and OH), **LV**-Low Vision, **D**-Deaf, **HH**- Hard of Hearing, **OA**-One Arm, **OL**-One Leg, **BA**-Both Arms, **BL**-Both Leg, **OAL**-One Arm and One Leg, **Dw**-Dwarfism, **AAV**-Acid Attack Victims, **SLD**-Specific Learning Disability, **MI**- Mental Illness, **MD**-Multiple Disabilities.

2. **RESERVATION.** Reservation for SC/ST/OBC/EWS categories are available as per extant Government Orders. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs, EWS candidates which will thus comprise of SC, ST, OBC, EWS who are lower in merit than the last candidate on merit list of unreserved category but otherwise found suitable for the appointment or has availed age relaxation available for SC/ST/OBC category. Reservations for PwBD, ESM fall under the category of Horizontal reservation which cuts across vertical reservation i.e. reservation for SC/ST/OBC/EWS (what is called interlocking reservation). The candidates selected against the PwBD & ESM quota have to be placed in the appropriate category of UR / SC / ST / OBC / EWS, as the case may be.

3. **AGE.** Between 18 to 25 years as on crucial date. Age relaxations and crucial date mentioned at para 6 below.

4. **ESSENTIAL QUALIFICATIONS.** 10th standard pass from a recognized Board/ Institutions and Certificate from a recognized Industrial Training Institute in the relevant trade.

5. **NATURE OF DUTIES/ JOB PROFILE.** Indicative duties related to post is as follows:-

- Working in production / maintenance of shop/ ship/ submarine.
- General cleanliness & upkeep of the Section/ Unit.
- Carrying of files and other papers within the office area.
- Photocopying, sending/ receiving of Fax, Letters etc.

- (e) Other non-clerical work in the sections/ Unit.
- (f) Assisting in routine office work like diary, dispatch etc. including on computer.
- (g) Delivering of DAK (Inside & Outside the Section/ Unit)
- (h) Watch & Ward duties.
- (j) Opening and closing duties.
- (k) Cleaning of building, fixture etc.
- (l) Dusting of furniture etc. **Join Telegram All Jobs For You**
- (m) Upkeeps of Parks, lawns, potted plants etc.
- (n) Assisting Tradesman Skilled and other senior Industrial Technical supervisory staff in defect identification and rectification on board warships, Yard's shop floor and establishment.
- (p) Any other work assigned by superior authority.

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

6. **AGE RELAXATION AND CRUCIAL DATES.**

(a) **Age Relaxation.**

Ser	Category	Age Relaxation permissible beyond the upper age limit
(i)	SC/ST	05 Years.
(ii)	OBC	03 Years.
(iii)	PwBD	UR-10 years, OBC-13(10+3) years, SC/ST-15(10+05) years
(iv)	Ex-serviceman	Period of Military Service plus 03 years.
(v)	Government Servants	Relaxable up to 40 years in accordance with instructions or orders issued by Central Government from time to time in this regard and further relaxable for 05 years, as in the case of Scheduled Castes and Scheduled Tribes. UR- up to 40 years and SC/ST – 45 (40+05).

Note. Age relaxation for other eligible categories will be as per extant rules

(b) ***Crucial Date for determining the Age.** The crucial date for determining the age limit will be the **closing date** for receipt of online Applications. Only matriculation / SSC / Birth Certificate issued by the concerned Education Board / Competent Authority will be considered as proof of Date of Birth.

7. **MODE OF SELECTION.**

(a) **Screening of Applications.** Where the number of online applications received are too large (for posts with Matriculation as Educational qualification) in proportion to the vacancies and it is not convenient Administratively for the Department to call all the candidates for the written test, Indian Navy at its discretion, may restrict the number of eligible candidates, whose applications are registered, by short listing as per merit up to the ratio of **1:25** to the number of vacancies based on the marks obtained in the minimum requisite educational qualification for this recruitment/ post i.e. **Matriculation** or equivalent from a recognized Board. **Merely fulfilling the basic selection criteria does not automatically entitle a person/**

applicant to be called for the written test.

(b) **Scheme of Written Examination.** All Shortlisted/ eligible candidates will have to appear in written examination consisting of objective type questions based on the Essential qualifications, as mentioned at para 4 above. The duration of the examination will be **02** (two) hours. The question paper will be bilingual in both English & Hindi (except for General English) covering aspects as below: -

Part	Subject	Maximum Marks
(i)	General Intelligence and Reasoning	25
(ii)	General English & Comprehension	25
(iii)	Numerical Aptitude/ Quantitative Ability	25
(iv)	General Awareness	25
Total		100

(c) **Resolution of Tie.** In case one or more than one candidate secures equal aggregate marks, tie will be resolved by applying following methods, one after another, till the tie is resolved: -

(i) Date of Birth is to be considered to arrive at the merit list, the older the candidate will prevail as the higher selected candidate in merit.

(ii) If DOB is also same then, Alphabetical order in which the first names of the candidates appear.

(d) **Syllabus for Examination.**

(i) **General Intelligence and Reasoning.** It would include questions related to Mathematical operations, Series, Odd One Out, Logical Venn Diagrams, Analogy, Word Based Problems, Problems Solving, Drawing Inference, Coding-Decoding, Non-Verbal Reasoning etc.

(ii) **General English & Comprehension.** In addition to the testing of candidates understanding of English language, this test will also assess vocabulary, grammar, sentence structure, synonymous, antonyms, Comprehension and its correct usage etc.

(iii) **Numerical Aptitudes / Quantitative Ability.** This test will include question on problems relating to number systems, Time & Work, Mensuration, Ratio and Proportion, Average, Profit and Loss, Discount, Percentage, Time and Distance, Simple and Compound Interest, Statistical Chart, Trigonometry, Geometry etc.

(iv) **General Awareness.** The test will include questions relating to India and its neighboring countries especially pertaining to sports, history, culture, Geography, Physics, Chemistry, Computer Science, Environmental Science, Economics, Current Events, General policy including Indian Constitution and Scientific Research etc. These questions will be such that they do not require special study of any discipline.

(e) **Date of Examination.** Exact date, time and venue of examination will be communicated to the candidates on registered mobile number/ email ID. Admit Cards can also be downloaded from the website <https://karmic.andaman.gov.in/HQANC>.

The website may also be referred from time to time for any further instructions/ amendments.

(f) **Provisional Appointment Letter.** The appointment of provisionally selected candidates will be strictly based on the merit position in the written examination subject to satisfactory verification of documents, Medical Examination and other requirements as specified by the Govt. of India and Appointing Authority.

(g) **Document Verification.** All documents pertaining of age, education, identity, address, category, caste validity certificate 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 mobile phone/ e-mail IDs and by post. www.alljobsforyou.com

8. **EXAMINATION CENTRE.** The written exam for Tradesman Mate will be conducted in **Port Blair**. No other center will be allotted to any candidates. Request for change of examination center/ date/ session will not be entertained under any circumstances. Exact venue for the conduct of written exam will be intimated in the Admit Card.

9. **OPENING AND CLOSING DATE/ TIME FOR ONLINE REGISTRATION PORTAL**

Opening of online Registration Portal	26 Aug 2023 at 1000 hrs
Closing of Online Registration Portal	25 Sep 2023 at 1700 hrs

10. **PLACE OF POSTING/ DUTY STATION.** The selected candidates would be required to serve in various unit/ sub-units/ departments under the jurisdiction of the Headquarters, Andaman & Nicobar Command. Since all the units are locally controlled by the Headquarters, Andaman & Nicobar Command, posting at stations other than Port Blair or units under HQANC, however, will be only as per administrative requirement.

11. **GUIDELINES FOR FILLING ONLINE APPLICATION.**

(a) Candidates are required to apply online using the website <https://karmic.andaman.gov.in/HQANC> >> **Apply Online >> Recruitment for the post of Tradesman Mate, Headquarters, Andaman and Nicobar Command.** Before filling online application form, applicants are advised to read and download online information guidelines containing instructions for filling up Online Application Form.

(b) The applicant must possess the required criteria and educational qualification as mentioned in the recruitment advertisement.

(c) Applicants are not to send copy of application form or any document to this office. However, candidates are to take a printout of Application form for his / her personal record. A print out of the **ADMIT CARD IS TO BE BROUGHT TO THE WRITTEN EXAMINATION VENUE, BY ALL SHORTLISTED CANDIDATES, FAILING WHICH THE CANDIDATE WILL NOT BE ALLOWED TO APPEAR FOR THE EXAMINATION.**

(d) If a candidate commits any mistake in filling the online application form or uploading of requisite documents, it cannot be corrected by HQANC/ Indian Navy. HQANC/ Indian Navy will not be responsible for mistake of any kind in the application process by the candidate.