

Government of India
Ministry of Defence



RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY-2023

**RECRUITMENT BY ABSORPTION AT HEADQUARTERS SOUTHERN NAVAL COMMAND,
KOCHI**

1. Applications are invited 'Through Proper Channel' for the post of 'Cook' classified as 'General Central Service Group 'C', Non-Ministerial, Non-Industrial' to be filled up by **Absorption** from the **persons serving in similar, equivalent or higher grades in the lower formations of the Defence Services** in the prescribed proforma as given at Annexure. Eligible Defence Civilian Employees are to apply **through proper channel** by Registered/Speed Post (Application in other forms of mailing will not be accepted). The details are as follows:-

Name of post	Place of posting	No. of posts *	Level of Pay Matrix (7 th CPC)
Cook	Kochi (05) Alwaye (02) Lakshadweep Islands (02)	09	Level 2 (Rs.19900-63200)

* Subject to increase/decrease

2. Selected candidates normally will have to serve in the units under administrative control of Headquarters Southern Naval Command, Kochi. However, they can be posted anywhere in India, in Naval units / formations in case of any Administrative requirement. **The employees who wish to seek absorption/transfer for the above mentioned post with Zero seniority in new units may apply for the post.**

3. The eligibility criteria are as follows:-

(a) **Age:** Not exceeding 56 years as on closing date of receipt of application.

(b) **Essential Qualification.**

Name of post	Essential Qualifications
Cook	(i) Matriculation or equivalent from a recognised Institute or Board. (ii) One year's experience in the trade.

(c) Persons serving in similar, equivalent or higher grades in the civil posts in the Defence Services and possessing the qualifications and experience as laid down at Para 3(b) above.



4. **Nature of duties/ Job profile.** Indicative duties related to the post is as under:-
Cook soups, meats, vegetables, desserts and other foodstuffs for consumption in hotels, restaurants and other establishments.
- Note:** The above listed duties are only illustrative and not exhaustive. Section/ Department of the Indian Navy may add in the list of duties of similar nature, ordinarily performed by personnel at this level.
5. **Provisional Appointment Letter.** The appointment of provisionally selected candidates will be strictly based on the merit, subject to satisfaction of Document Verification, Medical Examination and other requirement as specified by the Government of India and Appointing Authority.
6. **Document Verification.** All relevant documents pertaining to age, education, experience (preferably in the format at Annexure III), 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 e-mail IDs / by Speed Post.
7. **Last Date of Submission.** The last date of receipt of application **through proper channel** i.e., through Head of Office/Establishment and crucial date for determining the eligibility of the applicants will be counted **60 days from the date of publication in Employment News.**
- Illustration.** If the Advertisement is published in Employment News, 01 - 07 of Month-ABC 2023, then the crucial date will be 60 days counted from 2nd of Month-ABC 2023 (excluding the first date of publication).
8. **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 (Annexure I) , affixed with latest passport size colour photograph duly self-attested. The envelope must be clearly superscribed on the top as '**APPLICATION FOR THE POST OF 'COOK' (BY ABSORPTION)**' and sent through proper channel by Registered/Speed Post only to **The Flag Officer Commanding-in-Chief, (for Civilian Recruitment Cell), Headquarters Southern Naval Command, Kochi - 682 004.**
9. The following certificates/documents are to be sent along with Application (Annexure I):-
- Attested copies of the CR Dossiers/APARs for last five years (attested on each page) by an officer not below the rank of Under Secretary or equivalent.
 - Disciplinary/ Vigilance Clearance Certificate. {Annexure II, Para 2(a)}
 - Integrity Certificate {Annexure II, Para 2(b)}
 - A statement of major/minor penalty, if any, imposed on the officer during last ten years {Annexure II, Para 2(c)}
 - Cadre Clearance Certificate.
 - Self-Attested Copies of certificates/marks sheet in support of educational/ technical/ other qualifications etc. Original certificates/ marks sheets should be produced when asked for.
 - A passport size photograph duly attested on reverse (by current employer) should be pinned with the application.
10. **General Instructions.**
- The vacancies shown above are provisional and may vary. The vacancies may be reduced/increased or even made 'NIL' without assigning any reason thereof. The recruitment process can be cancelled/ postponed/ suspended/terminated without any notice/ assigning any reasons, at any stage.
 - 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 **selection/appointment**.

(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. Merely 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) Selected candidates normally will have to serve in the units under administrative control of Southern Naval Command. However, they can be posted anywhere in India/ Naval Units / Formations as per administrative requirements. Those willing to serve anywhere in India should only apply.

(g) The 'Curriculum Vitae' (CV) duly supported by documents will be assessed by the Selection Committee while selecting the candidates for appointment to the post on **absorption** basis.

(h) The last date/ crucial date for determining the qualifying service/experience for the post will be the closing date for the receipt of application (Refer Para 7).

(j) 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 candidates within one month of issue of appointment order.

(k) Submission of false/ incorrect/ incomplete and/or dubious/ bogus documents shall be a disqualification for the post.

(l) 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 process and no other correspondence would be entertained.

(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 candidate is requested to visit website www.indiannavy.nic.in regularly for amendment/ update, if any.

FOR ANY CLARIFICATION/ASSISTANCE, CANDIDATE MAY WRITE TO US AT:-

E-mail: socrc-snc@navy.gov.in

Phone No: 0484-2872248

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APPLICATION FORMAT

APPLICATION FOR THE POST OF COOK BY TRANSFER (NOW ABSORPTION)

1.	Name and address (in BLOCK letters)		Paste a recent passport size Colour Photograph
2.	Date of Birth(in Christian era) Format : (DD / MM / YYYY)		
3.	Aadhar Card No.		
4.	(i) Date of entry into service		
	(ii) Date of retirement under Central Government rules		
5.	Educational Qualifications (Matriculation onwards)		
6.	Whether Educational and other qualifications required for the post are satisfied (as per Advt.) (if any qualification has been treated as equivalent to the one prescribed in the rules, state the authority for the same)	Possess Qualification (YES/NO)	
	Qualifications/Experience required as mentioned in the advertisement/ vacancy circular	Qualifications/experience possessed by the officer	
	Essential	Essential	
	(A) Qualification	(A) Qualification	
	(B) Experience	(B) Experience	
	Desirable	Desirable	
	(A) Qualification	(A) Qualification	
	(B) Experience	(B) Experience	
6.1	Note: This Column need to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by Administrative Ministry/ Department/ Office at the time of issue of Circular and issue of Advertisement in the employment News		
6.2	In case of degree and Post Graduate Qualifications Elective/ Main subjects and subsidiary subjects may be indicated by the candidates .		
7.	Please state clearly whether in the light of entries made by you above, you meet the Essential Qualifications and work experience of the post		
7.1	Note: The 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).		

8.	Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.					
	<u>Office/ Institution</u>	<u>Post held on regular basis</u>	<u>From</u>	<u>To</u>	<u>*Pay Band and Grade Pay/Pay Scale of the post held on regular basis</u>	<u>Nature of Duties (in detail) highlighting experience required for the post applied for</u>
	<p>* 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:-</p>					
	<u>Office/ Institution</u>	<u>Pay, Pay Band and Pay Level drawn under ACP/MACP Scheme</u>	<u>From</u>	<u>To</u>		
9.	Nature of present employment i.e. Ad-hoc or temporary or Quasi Permanent or Permanent					
10.	In case the present employment is held on deputation/contract basis, please state					
	<u>(a) The date of initial appointment</u>	<u>(b) Period of appointment on deputation/contract</u>	<u>(c) Name of the parent office/organisation to which the applicant belongs</u>	<u>(d) Name of the post and Pay of the post held in substantive capacity in the parent organisation</u>		
10.1	Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department alongwith Cadre Clearance, Vigilance Clearance and Integrity certificate.					
10.2	Note: Information under Column 10(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/ organisation.					
11.	If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details					

12.	Additional Details of present employment:		
	Please state whether working under (indicate the name of your employer against the relevant column)		
	(a) Central Government		
	(b) State Government		
	(c) Autonomous Organisation		
	(d) Government Undertaking		
	(e) Universities		
(f) Others (specify)			
13.	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.		
14.	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		
15.	Total emoluments per month now drawn		
	<u>Basis Pay in the PB</u>	<u>Grade Pay/Level in 7th CPC Pay Matrix</u>	<u>Total Emoluments</u>
16.	In case of applicant belonging to an Organisation which is not following the Central Government Pay scales, the latest salary slip issued by the Organisation showing the following details be enclosed		
	<u>Basic pay with Pay scale of Pay and rate of increment</u>	<u>Dearness Pay/ interim relied/ other Allowances etc. (with break up details)</u>	<u>Total Emoluments</u>
17A	Additional Information: 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 Note: Enclose a separate sheet, if the space is insufficient		
17B	Achievements: 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) Patents registered in own name or achieved for the organisation (v) Any research/innovative measure involving official recognition (vi) Any other information. (Note: Enclose a separate sheet if the space is insufficient)		

18.	Please state whether you are applying for deputation (ISTC/ Absorption/ Re-employment Basis. # (Officers under Central/ State Governments are only eligible for "Absorption". Candidates of Non-Government Organisation are eligible only for short Term Contract)	
	# (The option of 'STC'/ 'Absorption'/ 'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
19.	Whether belongs to SC/ST	
20.	The choice for place of posting may be specified (Kochi/ Alwaye/ Lakshadweep Islands). <i>Note : The place of posting will be subject to availability of vacancies.</i>	First choice : Second choice : Third choice :

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.

Signature of the candidate _____

Address: _____

Mobile No: _____

E-Mail ID: _____

Place : _____

Date : _____

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;**

a) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. _____

b) His/Her integrity is certified.

c) His/Her CR Dossier in original is enclosed/photocopies of the ACRs/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.

d) 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. _____

Place :

Date :

FORM OF EXPERIENCE CERTIFICATE

Name and address of the firm :
(Company/Corporation/Government Department/
Co-operative Institution etc)

Registration Number :
(SSI Registration or any other Registration Number
and Date of Registration)

Authority issued Registration :

CERTIFICATE OF EXPERIENCE

Issued to (here enter Name and Address).....
.....
.....

This is to certify that the above mentioned person has worked/ has been working in
this Institution/firm as..... (here enter
the name of the post held and/ or the nature of assignment held in the capacity) on
Rs. per day/per month for a period of Years
..... months days from to
.....

I hereby authorise the notified Enforcement Officer to inspect the register kept
by the employer as per the provision of the Act/rules of the
State/Central Act. #

(# This para is not applicable for Govt Department/s.)

Signature

Name and Designation of
the Issuing Authority with
Name of the Institution

Place :

Date :

(Office Seal)

cbc- 10702/11/0002/2324