

**GOVERNMENT OF INDIA**  
**MINISTRY OF DEFENCE**

**RECRUITMENT OF CIVILIAN PERSONNEL IN INDIAN NAVY- 2024**

**RECRUITMENT BY ABSORPTION AT NAVAL ARMAMENT ORGANISATION**

1. Applications are invited 'Through Proper Channel' for the post of 'Store Superintendent (Armament)' classified as 'General Central Service Group 'C', Non-Gazetted, 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 I. The details are as follows: -

Name of post	No. of vacancies *	Place of posting	Level of Pay Matrix (7 <sup>th</sup> CPC)
Store Superintendent (Armament)	10	NAD, Mumbai (6) NAD, Karwar (2) NAD, Visakhapatnam (2)	Level 4 (Rs.25,500-81,100)

\*  
Subject to

increase/decrease

2. Selected candidates normally will have to serve in units under administrative control of HQWNC and HQENC. However, they can be posted anywhere in India. **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) **Persons serving in similar, equivalent or higher grades in the Defense Services and having qualifications as specified below : -**

Degree in Science with Physics or Chemistry or Mathematics from a recognised University with basic computer knowledge on database management with one year experience in stores work in Government department or Public Sector Undertaking or in a reputed firm

OR

10+2 in Science or Commerce with five years experience in stores work in a Government Department, Public Sector Undertaking or a reputed workshop.

4. **Nature of duties/ Job profile.** Indicative duties related to the post are as under: -

- (a) Inspection of stores  
(b) Selection of stocks  
(c) Movement of stores  
(d) Supervision of labour handling of stores, packing, labelling, addressing, loading/unloading  
(e) Verification of stocks/periodical inspection  
(f) Supervise work done by Store keeper.  
(g) Any other duty assigned by superior authorities from time to time.

**Note** The above listed 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.



5. **Provisional Appointment Letter.** The appointment of provisionally selected candidates will be strictly based on merit, subject to satisfactory document verification, medical examination and other requirements as applicable and 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, services, etc. will be scrutinised 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 Post.

7. **Last Date of Submission.** The **last date** for receipt of application **through proper channel** i.e., through Head of Office/ Establishment and **crucial date** of determining the eligibility of the applicants will be counted **60 days after excluding the first date of publication in Employment News.**

**Illustration.** If the Advertisement is published in Employment News, 01 – 07 of Month ABC 2024, then the crucial date will be 60 days counted from 2<sup>nd</sup> of month ABC 2024 (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 recent passport size color photograph duly self- attested. The envelope must be clearly superscribed on the top as **'APPLICATION FOR THE POST OF STORE SUPERINTENDENT (ARMAMENT) (BY ABSORPTION)'** and sent through proper channel by Registered/ Speed post only to **"The Chief General Manager, Naval Armament Depot, Gun Gate, Naval Dockyard, Mumbai – 400 023"**.

9. The following certificates/documents are to be sent along with the application:

(a) Attested copies of APARs of last five years (attested on each page by an officer not below the rank of Under Secretary or equivalent).

(b) Certificate by the employer/ cadre controlling authority (Annexure II).

(a) Cadre Clearance Certificate.

(d) Self-Attested copies of certificate/marks sheet in support of educational/ technical/ other qualifications etc. Original certificates/ marks sheets should be produced when asked for.

(e) A passport size photograph duly attested on reverse (by current employer) should be pinned with application.

(f) Experience certificate (Annexure-III).

10. **General Instructions.**

(a) The vacancies shown above are provisional and may vary. The vacancies may be reduced/increased or even made 'NIL' without assigning any reasons thereof. The recruitment process can be cancelled/ postponed/ suspended/ terminated without any notice/ assigning any reasons, at any stage..



- (b) 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 any time during the recruitment process.
- (c) Incomplete applications, applications with insufficient details and / or those received late and/or not accompanied by supporting certificates/ 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. Mere submission of the application does not guarantee of 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 the recruitment process in this employment notification at any stage without assigning any reason thereof.
- (f) Selected candidates normally will have to serve in units under HQWNC and HQENC. However, 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 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 certificates / documents shall be a disqualification for the post.
- (l) Canvassing in any form and/or bringing in any influence, political or otherwise will be 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 candidates are requested to visit website [www.indiannavy.nic.in](http://www.indiannavy.nic.in) at Personnel → Civilian page regularly for update, if any.

**FOR ANY CLARIFICATION/ASSISTANCE, CANDIDATES MAY WRITE TO/CONTACT:**

**E-mail: [wncnadmb@navy.gov.in](mailto:wncnadmb@navy.gov.in)**



**APPLICATION FORMAT****APPLICATION FOR THE POST OF STORE SUPERINTENDENT (ARMAMENT)  
BY TRANSFER**

1.	Name and address (in BLOCK letters)		Paste a recent passport size <b>Colour Photograph</b>
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)	
	<b>Qualification/experience required as mentioned in the advertisement / vacancy circular</b>	<b>Qualification/Experience possessed by the officer</b>	
	<b>Essential</b>		
(a)	Degree in Science with Physics or Chemistry or Mathematics from a recognised University with basic computer knowledge on database management with one year experience in stores work in Government department or Public Sector Undertaking or in a reputed firm <b>OR</b> 10 + 2 in Science or Commerce with five years experience in stores work in a Government Department, Public Sector Undertaking or a reputed workshop.	(A) Yes / No	
(b)	<b>Any other qualification:</b>		
6.1	In case of degree and Post Graduate qualifications, elective/ main subjects and subsidiary subjects may be indicated <b>by the candidates</b> .		
7	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post		
7.1	Note: The Borrowing Departments are to provide their specific comments/ view 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. <b>Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.</b>					
	<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>Level of Pay / Nature of Duties (in details) highlighting experience required for the post applied for</u>
	* <b>Important:</b> Pay Band and Grade Pay or the Pay Matrix level as the case may be granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay matrix level of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay band and Grade Pay/ Pay matrix level where such benefits have been drawn by the Candidates, may be indicated as below: -					
	<u>Office/ Institution</u>	<u>Pay, Pay Band and Grade Pay/ 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/organization to which the applicant belongs</u>	<u>(d) Name of the post and post held in substantive capacity in the parent organisation</u>		
10. 1	<b>Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.					
10. 2	<b>Note:</b> 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/ organisation 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 after the last deputation and other details					
12.	<b>Additional details of present employment:</b>  Please state whether working under (indicate the name of your employer against relevant					

	column)		
	(a)	Central Government	
	(b)	State Government	
	(c)	Autonomous Organization	
	(d)	Government Undertaking	
	(e)	Universities	
	(f)	Others	
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		
	<b><u>Basis Pay in the PB</u></b>	<b><u>Grade Pay/ Level in 7<sup>th</sup> CPC Pay Matrix</u></b>	<b><u>Total Emoluments</u></b>
16A	<p>Additional Information if any, relevant to the post you applied 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 space is insufficient</b></p>		
16B	<p><b>Achievements:</b>          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.  <b>(Note: Enclose a separate sheet, if space is insufficient)</b></p>		
17	Whether belongs to SC/ST		
18	The choice for place of posting may be specified (Mumbai/Karwar/Visakhapatnam).		First choice :



	<i>Note: The place of posting will be subject to availability of vacancies</i>	Second choice :  Third Choice :
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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 application by the applicant are true and correct as per the facts available on records, He/ She possesses 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) Photocopies of the 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 last 10 years **OR** A list of major/minor penalties imposed on him/her during 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 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 noticed 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 10702/11/0053/2425