



INDIAN COAST GUARD
DIRECTORATE OF RECRUITMENT
C-1, PHASE-2, INDUSTRIAL AREA
SECTOR – 62, NOIDA, UP – 201309

RECRUITMENT OF CIVILIAN PERSONNEL- 2023

Application Start date	01 Jul 23
Last date of receiving of applications	14 Aug 23

1. Indian Coast Guard invites applications from eligible Indian citizens for filling up the following vacancies through direct recruitment: -

Sl.	Name of Post	Pay Scale as per 7 th Pay Matrix	No. of posts/category	Qualification	Age Limit
(a)	Civilian Motor Transport Driver(OG) [General Central Service, Group 'C' Non-Gazetted, Non-Ministerial]	Level-2	01 (OBC)	(i) Matriculation or equivalent pass. (ii) Valid Driving license for both Heavy and Light motor vehicle. (iii) Should have at least 02 years' experience in driving motor vehicles. (iv) Knowledge of motor mechanism (should be able to repair minor defects in vehicles)	Between 18 to 27 years of age
(b)	Motor Transport Fitter (Mech) [General Central Service, Group 'C' Non-Gazetted, Non-Ministerial]	Level-2	02 (UR)	(i) Matriculation or equivalent pass. (ii) Two years' experience in automobile workshop. Desirable: I.T.I. diploma in relevant trade.	Between 18 to 27 years of age
(c)	Multi Tasking Staff (Motor Transport Cleaner) [General Central Service, Group 'C' Non-Gazetted, Non-Ministerial]	Level-1	02 (UR-01 & SC-01)	(i) Matriculation or equivalent pass. (ii) Two years' experience in mechanical workshop.	Between 18 to 27 years of age

(d)	Multi Tasking Staff (Mali) [General Central Service, Group 'C' Non-Gazetted, Non-Ministerial]	Level-1	01 (SC)	(i) Matriculation or equivalent pass. (ii) Two years' Experience as Mali in any nursery or organisation.	Between 18 to 27 years of age
(e)	Multi Tasking Staff (Peon) [General Central Service, Group 'C' Non-Gazetted, Non-Ministerial]	Level-1	02 (EWS-01 & SC-01)	(i) Matriculation or equivalent pass. (ii) Two years' Experience as office attendant.	Between 18 to 27 years of age
(f)	Multi Tasking Staff (Sweeper) [General Central Service, Group 'C' Non-Gazetted, Non-Ministerial]	Level-1	02 (UR-01 & OBC-01)	(i) Matriculation or equivalent pass. (ii) Two years' Experience in cleanship in any recognised firm.	Between 18 to 27 years of age

Note:-

- (i) The vacancies shown above are tentative and subject to change.
- (ii) Applicants, if selected are liable to serve anywhere in India.
- (iii) Even if there is no vacancy reserved for SC/ST/OBC (non-creamy)/EWS category candidates, such candidates can still apply as unreserved candidate. However, they will not be eligible for any age and passing marks concession/relaxation given to SC/ST/OBC candidate.
- (iv) Permissible relaxation in upper age limit is 05 years for SC/ST and 03 years for OBC candidates. The Central Govt. servants who have rendered not less than 03 years regular service as on closing date for receipt of application shall be permissible for age relaxation of upto 40 years and in case of SC/ST, it shall be 45 years.
- (v) The crucial date for determining the age limit shall be the closing date of receipt of applications i.e. **14 Aug 23**.

Abbreviations:- **UR-** Unreserved, **SC-** Scheduled Caste, **ST-** Scheduled Tribe, **OBC-** Other Backward Class (Non-Creamy Layer), **EWS-** Economically Weaker Section

2. **Nature of Duties/Job Profile.** The indicative duties related to each post are as follows:-

Sl.	Name of Post	Duties
(a)	Civilian MTD(OG)	Driving of Car/Bus/Truck/Jeep etc. Knowledge of motor mechanism. Should be able to remove minor defects in vehicles.
(b)	MT Fitter (Mech)	To maintain the vehicles in perfect working condition at all the times; must have good knowledge of Petrol and Diesel engines working and be able to locate faults and rectify minor defects; can be entrusted with any other work assigned by the superior authority.
(c)	MTS (Sweeper)	cleaning of rooms; dusting of furniture; cleaning of building, fixtures; any other work assigned by the superior authority.
(d)	MTS(MT Cleaner)	General cleanliness and maintenance of motor vehicles. Assisting in routine motor mechanism.
(e)	MTS(Mali)	Roping, watering, cutting, fertilizing the plants/trees. Maintenance of Garden/fields. Maintain the greenery of office premises. Upkeep of parks, lawns, potted plants etc.
(f)	MTS (Peon)	Physical maintenance of records of the section; general cleanliness & upkeep of the section/unit; carrying files & other papers within the building; photocopying, sending Fax etc; other non-clerical work in the section/unit, assisting in routine office work like diary dispatch etc, including on computer work; Delivering of Out Mail (outside the building); watch and ward duties; opening & closing of rooms

Note:- The above mentioned duties are only illustrative and not exhaustive. Section/Department of Indian Coast Guard may add in the list, duties of similar nature, ordinarily performed by officials at this level.

3. **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 Xerox copies of the documents listed below, duly self-attested with name and date.

- (a) Valid Photo ID proof (as mentioned in application)
- (b) Matriculation or equivalent mark sheet and certificate
- (c) Diploma/ Industrial Training Institute (ITI) mark sheets and certificate as qualification for MT Fitter(Mech).
- (d) Latest Category Certificate (SC/ST/OBC (Non Creamy Layer)/EWS) for reserved category candidates.
- (e) Experience Certificate as mentioned at para 1 above.
- (f) NOC from the employer for candidates presently serving in any government organization (if applicable).
- (g) Two latest passport size colour photographs.
- (h) Applicants are to enclose a separate blank envelope with Rs. 50/- postal stamp (pasted on the envelope) addressed to themselves with the application.

Note:-

- (i) The date of issue of all the above documents is to be on or prior to closing date of application i.e. **14 Aug 2023**.
- (ii) The candidates falling under reserved category are to produce category Certificate as per prescribed format for appointment to the post under Government of India. Formats are placed at **Annexure-II, III & IV**.
- (iii) No original certificates are to be forwarded alongwith the application form.
- (iv) If the government employee is not able to obtain NOC from the employer within the stipulated time, he should forward any valid document proof or undertaking w.r.t. age relaxation alongwith the application for considering the eligibility for issuance of admit card only. However, NOC should be produced at the time of document verification prior written examination.

4. The duly filled application with all the necessary attachments as per para 03 above should be sent to the following address by ordinary/speed post only within 45 days from the date of publication of the advertisement in the Employment News, i.e. till **14 Aug 2023**: -

The Director General, {For PD(Rectt)}
Coast Guard Headquarters,
Directorate of Recruitment,
C-1, Phase II, Industrial Area,
Sector-62,Noida,
U.P. – 201309

5. **Mode of Selection**

- (a) **Scrutiny of Applications.** All the applications received from the candidates will be scrutinised subject to the eligibility criteria and necessary documents as mentioned above and only the candidates whose applications are shortlisted will be issued with admit card. The admit card of the shortlisted candidates will be sent by post in the envelope enclosed with the application. Further, a list of the shortlisted candidates will be published on Indian Coast Guard website.
- (b) All the shortlisted candidates issued admit card will be called for document verification and written examination.
- (c) **Date of Examination.** Exact date, time and venue of written examination will be communicated on the ICG website and on the admit card issued to the shortlisted candidates.
- (d) **Biometric Capture & Document Verification.** All the shortlisted candidates issued admit card will undergo biometric capture (Photograph & thumb impression) followed by document verification. 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.

(e) **Written Examination.** All the shortlisted candidates will undergo written examination on the basis of educational qualification prescribed for the post. The written examination will be pen-paper based. The question paper (bilingual) for written examination will consists of 80 objective type questions with one mark for each correct answer and there will be no negative marking. The detailed syllabus, pattern of written examination and marking scheme for question paper is given at succeeding paragraphs.

(f) Merit list will be prepared strictly based on merit position as per marks obtained in written examination and will be published on the Indian Coast Guard website alongwith necessary instructions. If two candidates score same marks in written examination, then the candidate older in age will be higher in merit.

6. The pattern of written examination is as follows:-

Subject	No. of Question	Total Marks	Duration	Passing Marks
Mathematics	20	20	01 Hour	UR/OBC/ EWS-40
English	20	20		
General Awareness	20	20		SC/ST-36
Mental Ability/ Reasoning	20	20		
Total	80	80		

Note:-MT Fitter(Mech), Civilian MTD(OG), MTS(Mali) will also go through a 'Trade Test' which is qualifying in nature.

7. **Syllabus for the written examination.**

(i) **Mathematics:-** Mathematical Simplification, Ratio and Proportion, Algebraic Identities, Interest, Profit, Loss and Percentage, Work, Time, Speed and Distance, Simple Mensuration, Geometry.

(ii) **English:-** Preposition, Correction of sentences, Change active to passive/passive to active voice, Change direct to indirect/indirect to direct, Verbs/Tense/Non Finites, Punctuation, Substituting phrasal verbs for expression, Synonyms and Antonyms, Meanings of difficult words, Use of adjectives.

(iii) **General Awareness:-** Geography: Soil, Rivers, Mountains, Ports, Inland, Harbours, Culture and Religion, Freedom Movement, Important National Facts about India, Heritage, Arts and Dance, History, Defense, Wars and neighbours, Awards and Authors, Discoveries, Diseases and Nutrition, Current Affairs, Languages, Capitals and Currencies, Common Names, Full Forms and Abbreviations, Eminent Personalities, National Bird/ Animal/ Sport/ Flower/ Anthem/ Song/ Flag/Mountains, Sports: Championships / Winners /Terms / Number of Players, General Science etc.

(iv) **Reasoning:-** Spatial, Numerical Reasoning & Associative Ability, Logical Reasoning, Sequences, Spellings Unscrambling, Coding and Decoding, Seating arrangement, Blood-Relation, Inequality, Decision making, Input-Output.

Note:- Questions on Numerical Aptitude, Reasoning and General English will be simple, of a level that an average matriculate will be in a position to answer comfortably. Questions on General Awareness will also be of similar standard.

8. **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) Candidature of the candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining, if any, information provided by the candidate is found false or is not found in conformity with eligibility criteria mentioned in the advertisement.

(c) It is mandatory that the envelope containing the application should be clearly super scribed in BOLD letters for the post applied with notation "**APPLICATION FOR THE POST OF CIVILIAN MTD (OG)/MT FITTER (MECH)/ MTS (MT CLEANER)/ MTS (MALI)/MTS (PEON)/ MTS(SWEEPER)**". Applications without these notations will be summarily rejected.

(d) The candidates should apply for **only one post** and only one application form for a post is allowed to be submitted by a candidate. Therefore, the candidates are advised to exercise due diligence at the time of filling their application forms. If a candidate submits multiple applications and appears in the examination (at any stage) more than once, his/her candidature will be cancelled and he/she will be debarred from the future examinations of the Indian Coast Guard.

(e) The candidates must write their name, date of birth and father's name strictly as given in the matriculation certificate otherwise their candidature may be cancelled as and when it comes into the notice of the Indian Coast Guard.

(f) Candidates should enclose the same ID proof with the application as mentioned by them at Sl. 8 of the application form.

(g) Candidates working in government departments are to forward their application through proper channel only before the due date of receipt of application. Departmental candidates must provide any valid document or undertaking w.r.t age relaxation alongwith the application for issuance of admit card for written examination.

(h) SC/ST candidates are entitled for 2nd Class rail/bus fare by shortest route as per Government 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.

(j) 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.

(k) **Applications with the following deficiencies will be summarily rejected:-**

- (i) Incomplete applications.
 - (ii) Applicants found overaged on the last day of receipt of applications as per advertisement.
 - (iii) Overwriting/cuttings/corrections/incorrect information according to enclosures.
 - (iv) Photocopies of self-attested documents listed at para 03 above not found enclosed.
 - (v) **A separate blank envelope with Rs. 50/- postal stamp (pasted on the envelope) addressed to themselves, not enclosed with the application.**
- (l) The recruitment process can be cancelled/ postponed/ suspended/terminated without any notice/assigning any reason, at any stage.
- (m) Candidates are advised to visit Indian Coast Guard website i.e. **www.indiancoastguard.gov.in** on a regular basis for important updates regarding the said recruitment.

Assistant Director (Rectt-Civilian)
for Director General (ICG)



Annexure-I

INDIAN COAST GUARD
DIRECTORATE OF RECRUITMENT
C-1, PHASE-2, INDUSTRIAL AREA
SECTOR – 62, NOIDA, UP – 201309

APPLICATION FOR CIVILIAN POST
FOR THE VACANCY YEAR 2023

Affix a
recent
Passport
Size
Photograph

NAME OF POST APPLIED FOR _____

1. Name of the Applicant (in block letters):
2. Date of Birth
3. Father's Name :
4. Permanent Address :
5. Correspondence Address (with Pin Code) :
6. Mobile Number :
7. Email id :
8. Photo ID No. :
9. Aadhaar card no. :
10. (a) Educational Qualifications :

Examination Passed	Year of Passing	Division/ Percentage of Marks	Name of University/ Board

(b) Years of Experience (in relevant field) :

11. Gender (Male/Female) :

12. Category Applied:-

UR SC ST OBC EWS

13. Identification Marks:-

(a) _____

(b) _____

14. Are you a Government Employee? Yes/No. _____

If Yes, please furnish the following details:-

Name & Address of the Organization	Central/ State/ Public Sector Undertakings	Name of the post held & Pay Scale	Date of Joining Service	Date of Leaving service

15. List of Documents forwarded alongwith the application (as per applicability):

Sl.	TITLE OF DOCUMENT	DATE OF ISSUE OF CERTIFICATE
(a)	Matriculation Mark sheet & Certificate	
(b)	Intermediate Marksheet & Certificate	
(c)	Industrial Training Institute (ITI) Marksheet & Certificate	
(d)	Diploma Marksheet (each year/semester) & Certificate	
(e)	Experience Certificate	
(f)	Category Certificate {EWS/OBC (Non creamy layer) / SC/ST}	
(g)	NOC from Employer	
(h)	Photo ID Proof (as mentioned at Sl. 8 above)	
(j)	Two recent passport size photographs	
(k)	Blank Envelope with Rs. 50 postal stamp pasted on it	-----

DECLARATION BY THE CANDIDATE

(a) I hereby declare that all statements made in the application form 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.

(b) I have informed my head office/department in writing that I am applying for the post. NOC enclosed (wherever applicable).

Left Hand Thumb Impression



Place :

Date :

Signature of the applicant

PRESCRIBED PROFORMAE**Proforma-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.
- Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

Proforma-II

Annexure-III

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY
ECONOMICALLYWEAKER SECTIONS**

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Recent
passport
size
attested
photograp
hof

Signature with Seal of
Office _____
Name: _____
Designation: _____

* Note 1 : Income covered all sources i.e. salary, agriculture, business, profession, etc.

** Note 2 : The term 'Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

*** Note 3 : The property held by a "Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

COMPETENT AUTHORITY TO ISSUE INCOME & ASSET CERTIFICATE FOR EWS
CANDIDATE

1. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given below, shall only be accepted as proof of candidate's claim as belonging to EWS: -

(a) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.

(b) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.

(c) Revenue Officer not below the rank of Tehsildar.

(d) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

2. The Officer who issues the certificate would do the same after carefully verifying all relevant documents following due process as prescribed by the respective State/UT.

3. The crucial date for submitting income and asset certificate by the candidate will be the closing date for receipt of application for the post as advertised by the Indian Coast Guard.

4. Any certificate other than prescribed format and issued by any authority other than those mentioned in Para-1 above will lead to disqualification of candidate in Indian Coast Guard.

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

This is to certify that Shri/Smt./Kumari_____son/daughter of
_____ of _____ village/town
_____ in _____ District/Division
_____ in the State/Union Territory _____ belongs to
the _____ community which is recognised as a
backward class under the Government of India, Ministry of Social Justice and
Empowerment's Resolution No. _____ dated
_____. * Shri/Smt./Kumari _____ and /or his/her
family ordinarily reside(s) in the _____ District/Division of the
_____ State/Union Territory. 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 & Training O.M. No.
36012/22/93-Estt. (SCT) dated 8.9.1993, OM No. 36033/3/2004- Estt. (Res) dated 9th
March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No.
36033/1/2013-Estt. (Res) dated 27th May, 2013**.

Dated:

Signature _____
Designation _____ \$

Seal

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

\$ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.