

1. **Guidelines for filling Online Application.**

(a) Candidates are required to apply online using the website www.joinindiannavy.gov.in >> **Join Navy** >> **Ways to join** >> **Civilians** >> **INCET-01/2023**. Before filling online application form, applicants are advised to read the guidelines.

(b) The applicant must possess the required criteria and educational qualification as mentioned in the 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 VENUE FAILING WHICH THE CANDIDATE WILL NOT BE ALLOWED TO APPEAR FOR THE EXAMINATION.**

(d) If the candidates commit any mistake in filling the online application form, it cannot be corrected by Indian Navy. Indian Navy will take no responsibility of any kind for such forms.

(e) The applicants must ensure that while filling their application form, they are providing their valid and active e-mail IDs and mobile number as Indian Navy may use either mode of communication for contacting them at different stages of recruitment process. No change in the mobile number and e-mail ID will be allowed once entered. Indian Navy will not be responsible for non-receipt of communication on registered mobile number/ e-mail IDs.

(f) Candidates are requested to remember the password, if any, during registration as it is important for further login.

(g) Candidates are strongly advised in their own interest to apply online well before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/ inability/ failure to log on the website on account of internet connectivity issue or website overload.

(h) Applicants should not submit multiple applications for same post. However, if due to any unavoidable circumstances, any applicant submits multiple applications then he / she must ensure that the application with higher registration number is complete in all respects, which will be considered.

(j) Applicants will be required to indicate their choice of Command for posting, in order of preference. This will have no bearing on their merit. This information will be utilized by the Indian Navy to determine the place of posting/ Command, to the extent feasible in respect of qualified candidates.

(k) Candidates are advised to keep scanned copy (JPEG/JPG/PNG/PDF as applicable) of the following documents ready before proceeding to fill up the online application:-

(i) Passport size color photograph with light background (preferably white) without any obstacle covering/obstructing the face and eyes. The size of photograph should be between 20Kb and 50 Kb.

- (ii) Candidate's signature should be on a plain white paper with black ink. The signature should not be digitalized. It should be scanned copy of your own signature on paper with pen. The size of signature document should be between 10Kb and 20 Kb.
- (iii) A copy of candidate's Caste/EWS Certificate, in case applying against a reserved post (50-200 KB).
- (iv) A copy of candidate's Birth Certificate/Matriculation/SSC certificate for Date of Birth.
- (v) A copy of candidate's highest education qualification proof (50-200KB).
- (vi) A copy of certificate duly indicating the proof of Ex-Servicemen issued by the Competent Authority (50-200KB).
- (vii) A copy of medical certificate showing disability for PwBDs (50-200KB).
- (viii) A copy of medical certificate for limitation to write for PwBD candidates for use of scribe, if applicable (50-200KB).
- (ix) A copy of undertaking from PwBD/ PwD candidates for use of own scribe, if applicable (50-200KB).
- (x) A copy of certificate showing disability of PwD candidates having less than 40% disability for use of scribe, if applicable (50-200KB).
- (xi) A copy of medical certificate for limitation to write for PwD candidates having less than 40% disability, for use of scribe, if applicable (50-200KB).
- (xii) Any other document, as applicable.

2. **General Instructions/Conditions.**

- (a) The applicant should ensure that he / she fulfils the eligibility and other norms mentioned in the advertisement. Particulars furnished in the application form should be correct in all respect. If any false or incorrect information furnished by the applicant is detected at any stage, his / her candidature will be cancelled without prejudice to take legal action against him / her.
- (b) The eligibility with respect to age, educational qualification, etc will be determined as on the closing date for online registration. Though essential qualification for the posts is mentioned at Para 5 above, higher qualification, if any, possessed by the candidate is also to be disclosed.

(c) **Nationality/ Citizenship.**

(i) A candidate must be either:-

(aa) a citizen of India, or

(ab) a subject of Nepal, or

(ac) a subject of Bhutan, or

(ad) a Tibetan refugee who came over to India, before the 1st January 1962, with the intention of permanently settling in India, or

(ae) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

(ii) Provided that a candidate belonging to categories (ab), (ac), (ad) and (ae) above shall be a person in whose favour **a certificate of eligibility** has been issued by the Government of India.

(iii) A candidate in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after the necessary eligibility certificate has been issued to him/ her by the Government of India.

(d) In case, the candidates working in Central Government fails to produce the NOC when demanded, his / her candidature will be cancelled.

(e) No relaxation in age limit will be provided unless the category is filled appropriately at the relevant column in the online application form.

(f) Indian Navy reserves the right to cancel the candidature of any candidate found indulging in any malpractice/ Unfair means or hiding any material information, misrepresenting facts or canvassing for candidature. Mobiles and other electronic gadgets are banned within the premises of the examination centres. Possession of such equipment whether in use or in switch off mode, during the examination will be considered as use of unfair means. All such candidates will be liable to be debarred from this examination as well as future examinations. A criminal proceeding may also be initiated.

(g) Candidates are also requested to check www.joinindiannavy.gov.in & www.indiannavy.nic.in websites regularly till completion of recruitment for updates / corrigendum and further instructions, if any.

(h) The SC/ST/EWS candidates should be in possession of a latest copy of caste certificate for claiming age / other relaxation and reservation and produce original certificate on demand.

(j) In case of OBCs, the candidate is required to produce, on demand, a valid caste certificate, specifying that the candidate does not belong to 'Creamy layer'. The certificate should be as per format contained in GOI. DOP&T OM 36036/2/2013-Estt.(Res) dated 30 May 2014 and 36033/1/2013-Estt(Res) dated 27 May 2013.

(k) Armed Forces personnel applying for the posts should upload an undertaking as per GOI/ DOP&T OM 36034/2/91/Estt.(SCT) dated 03 Apr 1991 to avail age relaxation/reservation.

(l) The Persons with Benchmark Disabilities (PwBDs), who want to avail benefit of reservation and age relaxation should be in possession of disability certificate issued by the Competent Authority.

(m) 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.

(n) Candidates will have to make their own arrangement for lodging / boarding during the test. Candidates are advised not to bring any valuable/costly items to the examination centre as safe keeping of the same cannot be assured. Indian Navy will not be responsible for any loss in this regard.

(p) Various format of Certificates for are available at Naval Website www.joinindiannavy.gov.in & www.indiannavy.nic.in at Personnel > Civilian page.