



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

RECRUITMENT OF GROUP 'C' CIVILIAN PERSONNEL- 2024

Application Start date	01 Nov 24
Last date of receiving of applications	15 Dec 24

1. Indian Coast Guard invites applications from eligible Indian citizens (Both male & female) 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	Place where vacancy exists
(a)	Draughtsman General Central Service, Group 'C' Non-Gazetted, Non-Ministerial	Level-4	01 (UR)	Diploma in Civil or Electrical or Mechanical or Marine Engineering or Naval Architecture and Ship construction from a recognised University or institution or certificate in Draughtsmanship in any of the above said disciplines from an industrial training institute. Desirable: One year experience in the concerned field viz. Civil or Electrical or Mechanical or Marine Engineering or Naval Architecture and Ship construction in Government or statutory or autonomous Organisation, Public Sector Undertaking or University or private organisation of repute.	Between 18 to 25 years of age	New Delhi
(b)	MTS (Peon) General Central Service, Group 'C' Non-Gazetted, Non-Ministerial	Level-1	02 (OBC-01,EW S-01)	(i) Matriculation or equivalent pass. (ii) Two years Experience as office attendant.	Between 18 to 27 years of age	New Delhi

Note:-

- (i) The vacancies and their location shown above are tentative and may change as per service requirement.
- (ii) Even if there is no vacancy reserved for SC/ST/OBC (non-creamy)/EWS category candidates, such candidates may still apply. However, they will not be eligible for any age and passing marks concession/relaxation etc.
- (iii) **Applicants, if selected are liable to serve anywhere in India.**
- (iv) The crucial date for determining the age limit shall be the closing date of receipt of applications i.e. **15 Dec 2024.**

Abbreviations:- **MTS (Peon)** – Multi Tasking Staff (Peon), **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)	Draughtsman	Prepare detailed working and installation drawings of complex system and equipment; prepare assembly drawings from components, fittings and provide key diagrams for reference; prepare 'as fitted' drawings of on-board system after completion of the installation; compile and collate drawings, tracings, prints and maintain record of amendments; assist Senior Draughtsman in preparing complex system drawings, providing additional views, in sets and key diagrams; assist Senior Draughtsman in carrying out modification and amendments to drawings and tracings; provide technical data from the drawings, specification, design data docket in record; maintain issue registers for drawings on an average per Draughtsman and design data folders and ensure proper storage; guide and instruct tracers in preparing tracing of all nature and reproduction of the same; carry out mustering and preservation of all documents under charge; prepare graphs and charts attached to progress reports; issue and receive drawings/ specification from records.
(b)	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 dak (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) Aadhaar card
- (b) Matriculation or equivalent mark sheet and certificate alongwith formula for conversion of CGPA/Grade with percentage.
- (c) Diploma/ Industrial Training Institute (ITI) mark sheets and certificate as per the essential eligibility mentioned at para 1 above alongwith formula for conversion of CGPA/Grade with percentage.
- (d) Latest Category Certificate (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. (Not more than three months old) front portrait with light background without headgear (except for Sikhs).
- (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. **15 Dec 2024**.
- (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 till **15 Dec 2024**: -

**Directorate of Recruitment
Coast Guard Headquarters,
Coast Guard Administrative Complex
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 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.

(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 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 where biometric capture and document verification is complete will undergo written examination on the basis of educational qualification prescribed for the post. The written examination will be Optical Mark Recognition (OMR) based. The question paper (bilingual) for written examination will consist 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 along with 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 for each post is as follows:-

Sl.	Name of Post	Subject	No. of Question	Total Marks	Duration	Passing Marks
(a)	Draughtsman	Mathematics	20	20	01 Hour	UR/OBC/ EWS-40
		Science	20	20		
		General Awareness	15	15		
		English	15	15		
		Mental Ability/ Reasoning	10	10		
		Total	80	80		
(b)	MTS (Peon)	Mathematics	20	20	01 Hour	UR/OBC/ EWS-40
		English	20	20		
		General Awareness	20	20		
		Mental Ability/ Reasoning	20	20		
		Total	80	80		

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

Sl.	Name of Post	Syllabus
(a)	Draughtsman	<p>(i) Mathematics:- Mathematical Simplification, Ratio and Proportion, Algebraic Identities, Linear Equations and Polynomials, Simultaneous Equations, Basic Trigonometry, Interest, Profit, Loss and Percentage, Work, Time, Speed and Distance, Simple Mensuration, Geometry, Measures of Central Tendency (Average, Median and Mode).</p> <p>(ii) English:- Passage, 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, Compound preposition.</p> <p>(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.</p> <p>(iv) Reasoning:- Spatial, Numerical Reasoning & Associative Ability, Logical Reasoning, Sequences, Spellings Unscrambling, Coding and Decoding, Seating arrangement, Blood-Relation, Inequality, Decision making, Input-Output.</p> <p>(v) Science:- Nature of Matter, Universe (Planets/Earth/Satellites/Sun), Kinematics, Force and Gravitation, Newton's Laws Of Motion and its applications, Circular Motion, Motion of System of particles and rigid body, Sound & Wave Motion, Work, Energy and Power, Heat, Temperature, Metals and Non-Metals, Carbon and its Compounds, Measurements in Science, Physical world and measurement, Atomic Structure, Thermodynamics, Behavior of Perfect gas and Kinetic theory, Electrostatics, Current Electricity, Magnetic Effects of current and magnetism.</p>
(b)	MTS (Peon)	<p>(i) Mathematics:- It will include questions on problems relating to integers and whole numbers, LCM and HCF, Decimals and Fractions, Relationship between numbers, Fundamental Arithmetic Operations and BODMAS, Percentage, Ratio and Proportions, Work and Time, Direct and inverse Proportions, Averages, Simple</p>

		<p>Interest, Profit and Loss, Discount, Area, Distance and Time, Lines and Angles, Square and Square Roots</p> <p>(ii) English:- Candidates' understanding of the basics of English language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc and to test comprehension, a simple paragraph may be given and question based on the paragraph to be asked.</p> <p>(iii) General Awareness:- The broad coverage of the test will be on Social Studies (History, Geography, Art and Culture, Civics, Economics), General Science and Environmental studies upto 10th standard.</p> <p>(iv) Reasoning:- The questions in this part intend to measure the candidates' general learning ability. The questions will be broadly based on Alpha-Numeric Series, Coding and Decoding, Analogy, Following Directions, Similarities and Differences, Jumbling, Problem Solving and Analysis, Non-verbal Reasoning based on diagrams, age Calculations, Calendar and Clock etc.</p>
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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 "**APPLICATON FOR THE POST OF DRAUGHTSMAN/ MTS (PEON)**". 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 working in government departments are to forward their application through proper channel 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.

(g) 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 and his/her position in merit list.

(h) **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.**

(k) The recruitment process can be cancelled/ postponed/ suspended/terminated without any notice/assigning any reason, at any stage.

(l) Candidates are advised to visit Indian Coast Guard website i.e. **indiancoastguard.gov.in** on a regular basis for important updates regarding the said recruitment.

(Raman Kumar)
Commandant
Directorate of Recruitment
Indian Coast Guard