



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

RECRUITMENT OF FOREMAN OF STORES

Application Start date	12 Feb 22
Last date of receiving of applications	14 Mar 22

1. Indian Coast Guard invites applications in the prescribed format as given at **Annexure-I** from eligible Indian citizens for filling up the following vacancies through Direct Recruitment: -

(a) **Name of Post:** Foreman of Stores, General Central Service, Group 'B', Non-Gazetted, Non-ministerial in Pay Level-6 in the pay matrix (Rs. 35400-112400/-).

(b) **Category-wise no. of vacancies:**

SI	Category	No. of Vacancy
(i)	Unreserved (UR)	03
(ii)	Economically Weaker Sections (EWS)	01
(iii)	Other Backward Castes (OBC) (Non Creamy Layer)	03
(iv)	Scheduled Castes (SC)	03
(v)	Scheduled Tribes (ST)	01
Total		11

2. **Eligibility Criteria:**

(a) **Educational Qualification and Experience**

Master Degree with Economics or Commerce or Statistics or Business Studies or Public Administration from recognised University or Institute.

Experience: One year experience in handling stores and keeping accounts in store in a concern of Central Government or State Government or Statutory or Autonomous Organisation or Public Sector Undertaking or University or any recognised Institutions or Bank or in a private sector organisation listed on the Stock Exchange of India.

OR

Bachelor degree in Economics or Commerce or Statistics or Business Studies or Public Administration from recognised University or Institute or
Diploma in Material Management or Warehousing Management or Purchasing or Logistics Public procurement from recognised University or Institute

Experience: Two years' experience in handling stores and keeping accounts in store in a concern of Central Government or State Government or Statutory or Autonomous Organisation or Public Sector Undertaking or University or any recognised Institutions or Bank or in a private sector organisation listed on the Stock Exchange of India."

(b) **Age Limit and Age Relaxations:**

(i) Not exceeding 30 years

(ii) Relaxable by 03 years for OBC (Non creamy layer) and 05 years for SC/ST candidates against reserved vacancies.

(iii) Relaxable for Government servants upto five years in accordance with the instruction or orders issued by the Central Government.

Note:- The age limit will be calculated as on the closing date for submission of application i.e. 14 Mar 22.

3. **Duties of Foreman of Stores:-**

(a) Custodian of Store house.

(b) Supervision of SK Grade-I, Grade-II and industrial staff working under him.

(c) Assisting store officer for audit of ledger/folio and liaison with audit authority.

(d) Inventory control of all the items in store house and disposal of scrap.

(e) Supervising handling system for issue and receipt of stores in warehouse for efficient and effective material management.

4. **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. No original certificates are to be forwarded alongwith the application form.

(a) Valid Photo ID proof

- (b) Matriculation or equivalent marksheet and certificate
- (c) UG/PG/Diploma marksheet and certificate as per the essential eligibility mentioned at para 2 above.
- (d) Latest Category Certificate (SC/ST/OBC (Non Creamy Layer)/EWS) for reserved category candidates.
- (e) Experience Certificate as mentioned at para 2 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 Mar 22.

(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 Annexures-II, III & IV.

5. The duly filled application with all the necessary attachments as per para 4 above should be sent to the following address by ordinary post only within 30 days from the date of publication of the advertisement in the Employment News, i.e. till 22 Feb 22: -

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

6. **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) **Document Verification.** All the shortlisted candidates issued admit card will undergo document verification. Candidates will be required to bring their original documents and self-attested Xerox copies (02 Sets) of the same as per the directives/ instructions given in their admit cards. All the documents should be issued prior closing date of application, i.e. 28 Feb 22.

(d) **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.

(e) 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.

7. The syllabus and number of questions per subject for the written examination is as follows:-

(a) **Syllabus for the written examination.**

(i) **Mathematics:-** Mathematical Simplification, Ratio and Proportion, Interest, Profit, Loss and Percentage, Work, Time, Speed and Distance, Simple Mensuration, Measures of Central Tendency (Average, Median and Mode) etc.

(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.

(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.

(v) **Questions related to the post:-** Standard practices followed in supply chain management, procedures and equipment used in the receipt, storage, requisitioning and disbursement of supplies and materials, maintenance of ledgers for stores and connected documents etc.

(b) **Pattern of Written Examination.** The number of questions per subject for the said post is as follows:-

Sl.	Subject	No. of Question	Total Marks	Duration	Passing Marks
(i)	Mathematics (Arithmetic)	15	15	01 Hour	UR/OBC/EWS-40
(ii)	Mental Ability/ Reasoning	15	15		SC/ST-36
(iii)	General Awareness	15	15		
(iv)	English	15	15		
(v)	Questions related to the post	20	20		
Total		80	80		

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 superscribed in BOLD letters with notation "**APPLICATION FOR THE POST OF FOREMAN OF STORES**" and also the category for which they applied for viz. **UR/EWS/OBC (Non Creamy Layer)/SC/ST**. Applications without these notations will be summarily rejected.

(d) **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) Photographs not affixed.

(v) Photocopies of self-attested documents listed at para 04 above not found enclosed.

(vi) **A separate blank envelope with Rs. 50/- postal stamp (pasted on the envelope) addressed to themselves, not enclosed with the application.**

(e) Candidates should enclose the same ID proof with the application as mentioned by them at Sl. 6 of the application form.

(f) Candidates working in government departments are to forward their application through proper channel only before the due date of receipt of application alongwith NOC issued by concerned authority.

(g) 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.

(h) 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.

(j) 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.

(Manju)
Civilian Staff Officer
Directorate of Recruitment
Indian Coast Guard



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Affix a
recent
Passport
Size
Photograph

APPLICATION FOR THE POST OF FOREMAN OF STORES
(GROUP 'B' NON-GAZETTED) FOR THE VACANCY YEAR 2021

1. Name of the Applicant (in block letters):
2. Date of Birth (in Christian era):
3. Father's Name :
4. Permanent Address :
5. Correspondence Address :
(with Pin Code)
6. Photo ID No. :
7. (a) Educational Qualifications :

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

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

8. Gender (Male/Female) :

9. Category Applied:-

UR SC ST OBC EWS

10. Identification Marks:-

(a) _____

(b) _____

11. 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 the service

12. 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)	Diploma Marksheet (each year/semester) & Certificate	
(d)	Graduation Marksheet (each year/semester) & Certificate	
(e)	Post-Graduation Marksheet (each year/semester) & Certificate	
(f)	Experience Certificate	
(g)	Category Certificate {EWS/OBC (Non creamy layer) / SC/ST}	
(h)	NOC from Employer	
(j)	Photo ID Proof (as mentioned at Sl. 6 above)	
(k)	Two recent passport size photographs	
(l)	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

**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**.

Signature _____
Designation _____ \$

Dated:

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.

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER 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 photograph of
--

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.

PRESCRIBED PROFORMAE

Performa-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.
- (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

