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Date & Time of Closing : **23.09.2019 up to 17.00 Hrs.**

EMPLOYMENT NOTICE

APPLICATIONS are invited in the prescribed format as enclosed (on a good quality A-4 size paper using one side only) from eligible Indian Nationals for the post of **Navigational Assistant Grade III (Group 'C' Non-Gazetted)** in the Directorate of Lighthouses & Lightships, Mumbai.

Sl. No	Name of the post	Pay Band & Matrix (in Rs.)	No. of Vacancies				Out of 7 Posts		Normal Age (as on closing date)	Remarks
			UR	ST	OBC*	Total	Ex-SM	PH (HH)		
1	Navigational Assistant Grade III	PB – I (5200 – 20200) Matrix Level 5	4	1	2	7	1	1	18 – 27 Years	Age relaxation for reserved category will be as per Govt. norms

* OBC vacancies includes quota for minorities as notified vide Government of India, Ministry of Personnel, Public Grievances and Pension (Department of Personnel and Training)'s under the admissible Rules.

i) EDUCATIONAL AND OTHER QUALIFICATION REQUIRED FOR DIRECT RECRUITMENT:

Essential: Diploma in Electronics or Telecommunication or Electronics & Communication or Electrical & Electronics from an institution recognized by Central Government or State Government.

Note: Mere possessing of minimum qualification did not entitle a candidate to be called for departmental written exam.

ii) AGE LIMIT: 18 to 27 Years

- (a) **The lower and upper age limit indicated will be reckoned as on closing date.** The upper age limit is relaxable as under subject to submission of requisite certificate. The upper age limit relaxation for other categories like Ex-Servicemen, Physically Handicapped candidates etc will be as per the admissible rule of Govt. of India for the recruitment to the post as on closing date. For Govt. Servants it is up to 40 years. The age relaxation is,
- (i) 5 years for ST candidates
(ii) 3 years for OBC candidates

- (b) No age relaxation is allowed to SC/ST/OBC candidates applying against unreserved vacancies.

iii) HOW TO APPLY:

- (a) The application format as per Annexure – 1 (can be down loaded from this departmental website www.dgll.nic.in) should be filled by the candidate in his/her own handwriting with blue or black ball point pen (not in pencil, fountain pen or gel pen) dated and signed. Only international numerical i.e. 1, 2, 3 etc. should be used. The application form should be filled strictly observing all the instructions given in the Centralized Employment Notice. The candidate should affix his/her normal signature in the application form. Application signed in capital/spaced out letter will be treated as invalid.

(The candidate's Name, email ID, Address with Pin Code, Date of Birth, Father's Name and nearest Railway Station should be written legibly in English in bold capital letters).

- (b) Applications which are not in prescribed format, more than one application, illegible, incomplete, unsigned, signed in capital letters, without colour photo of candidate are liable to be rejected.
- (c) **Photographs:** One recent (not earlier than three months from the date of application) colour photograph of size 3.5 cm x 3.5 cm with clear visibility of face and a portion of shoulder should be pasted application in the space provided. The back ground of the photo with white or light colour is more preferable. The face should be at the centre of the photography. The eyes shall be clearly visible in photo. Photo with Cap/Hat and photos taken head covered with clothes (except which is related to religious vow) and photos with goggles, and photos with partial visibility of face are not accepted. Those who are using spectacles for vision correction should take the photo wearing the spectacles. Xerox copy of photograph is not permitted. The candidate should sign in the space provided in the box below photograph. Candidate may note that the DLL may reject at any stage for pasting old / unclear photograph on the application or for any significant variations between photographs pasted in the application and the actual physical appearance of the candidate.
- (d) The envelope containing the application should be clearly super-scribed "**Application for the post of Navigational Assistant Grade III**", **Employment Notice. Community: (UR/ ST/OBC/PWD/Ex-SM).**
- (e) Applications completed in all respect along with required enclosures should be sent by Post, Speed Post or Registered Post to "**The Director, Directorate of Lighthouses & Lightships, 'Deep Bhavan', M.G.Road, Ghatkopar (East), Mumbai 400 077 (Maharashtra)**" so as to reach **on or before 23.09.2019 up to 17.00 Hrs.**

[For candidates residing in Assam, Meghalaya, Manipur, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman, Nicobar & Lakshadweep Island the closing date of receipt of application by post will be **02.10.2019 up to 17.00 Hrs.**]

No application will be accepted after the due date. No further communication will be entertained in this regard.

iv) GENERAL INSTRUCTIONS:

- (a) Before applying for the post, the candidate should ensure that he/she fulfills all the eligibility conditions. The candidate should have the requisite Educational/Technical qualification from recognized University/Institute as on the 23.09.2019. Those awaiting results of the final examination need not apply.
 - (b) No extra weightage will be given to candidates possessing higher qualification.
 - (c) The candidates are required to sign in English or Hindi in the prescribed places provided in the application, Information Sheet, Answer Sheet, Question Booklet and other places should be identical. **The signature must be in running hand and not in block capital or disjointed letters. Signature at the time of application, written examination and document verification in different style or language may result in cancellation of candidature.**
 - (d) Candidate submitting more than one application for the post will be summarily rejected.
 - (e) Candidate should note that only the Date of Birth as recorded in the Matriculation / Higher School Examination Certificate or an equivalent Certificate as on the date of submission of application will only be accepted.
 - (f) **Vacancies of Ex-Servicemen and Persons with Disability (PWD) given in the above table are not separate but included in the total number of vacancies.**
 - (g) The number of vacancies indicated in the Centralized Employment Notice is provisional and may increase or decrease depend upon the actual needs of the Administration. The administration also reserves the right to cancel the notified vacancies at the discretion and such decision will be final and binding on all.
 - (h) Applications received will be short-listed on the basis of merit marks (minimum 50 % and above for reserved category and 60% and above for unreserved category) obtained in the essential qualification examination.
 - (i) Date of examination & call letters for written examination will be hosted on the website www.dgll.nic.in at least one month prior to the written examination for the post. Candidates have to download admit card from the website www.dgll.nic.in. Centre for Examination will be indicated on the admit card. The Examination Centre will not be changed under any circumstances. The candidates are advised to visit the website from time to time. **NO HARD COPY OF THE ADMIT CARD WILL BE SENT TO ANY CANDIDATES.**
 - (j) The candidates who are successful in the written examination, merit list will be prepared on the basis of written examination as well as aggregate marks of the Diploma qualification.
 - (k) Emoluments on initial appointment will be minimum pay matrix in the pay band plus other allowances as applicable at that time.
 - (l) While all candidates irrespective of community may be considered against UR vacancies. However, against the vacancies earmarked for specific community SC/ST/OBC, only candidates belonging to that community will be considered. For this purpose, SC/ST/OBC candidates should furnish Caste Certificate from competent authorities as per the Format given at Annexure – 1 (for SC/St candidates) and Annexure – 2 (for OBC candidates) only. Further, in case of OBC candidates, the certificates should specifically indicate that the candidate does not belong to the Persons/Sections (Creamy Layer) mentioned in Col.3 of the Schedule of the Government of India, Department of Personnel and Training per admissible rules. The OBC candidate should enclose self declaration of non-creamy layer status in the Proforma in Annexure – 3.
 - (m) Candidate who wishes to be considered against vacancies reserved and / or seek age relaxation must submit requisite certificate from the competent authority and self declaration of non-creamy layer status in case of OBCs in the prescribed format along with the application form itself. Otherwise, their claim for reserved status will not be entertained and the candidature / application of such candidate fulfilling all eligibility conditions for General (UR) category will be considered under General (UR) category only.
 - (n) Candidates belonging to SC/ST/OBC who fulfill required qualification/technical qualification can also apply against UR vacancies. They will, however have to compete with the UR candidates. No age relaxation will be allowed to such SC/ST/OBC candidates applying against UR vacancies.
 - (o) Selected candidates for the post of Navigational Assistant Grade III are suppose to serve at any Light House station including remote and island locations and liable to be transferred anywhere in India. The posts are all India service liabilities.
 - (p) Candidates may kindly note that the initial posting of successful candidate will be made at any remote Lighthouses under the Directorate of Lighthouses & Lightships, Mumbai. Hence, candidates interested to serve in remote areas may only apply for this post.
- vi) ENCLOSURES:** The following enclosures as applicable to each individual candidate should be firmly stitched along with the application in the following order:
- (a) Application form in prescribed format (as given in Annexure – 1).

- (b) One copy of identical passport size colour photograph firmly stitched to the application (apart from one copy pasted on the form / online scanned).
- (c) Self attested copy of Matriculation / High School Examination Certificate or an equivalent Certificate indicating date of birth.
- (d) Self attested copy of educational and / or professional qualification (Professional Degree or Diploma certificate) prescribed for the post.
- (e) Self attested copy of the mark list of all semesters/ years.
- (f) Self attested Photostat copy of caste certificate from competent authority in the case of SC/ST candidate (as given in Annexure – 2) and OBC candidate (as given in Annexure – 3). Self declaration from OBC candidate regarding non-creamy layer status in the Proforma (as given in Annexure – 4).
- (g) Disability Certificate by persons with disabilities in prescribed format for appointment of posts under Govt. of India (as given in Annexure – 5)
- (h) Ex-Servicemen candidate should submit self attested Photostat copy of the discharge certificate. They should also enclose the appropriate certificate issued by the competent authority for the equivalence of their educational / technical qualification.
- (i) NO OBJECTION CERTIFICATE from the competent authority, if already employed in any Government Department / Public Sector undertakings.
- (j) Self attested Photostat copy of requisite certificates in case of candidate claiming any other type of age relaxation.
- vii) INVALID APPLICATION:** Candidates are requested to read all the instructions thoroughly before sending their application to the Director of Lighthouses & Lightships, Mumbai. Their applications are likely to be rejected on one or more of the following reasons.
 - (a) Applications received before the date of publication of the Notification and application received after the closing date of Centralized Employment Notification.
 - (b) Application not in prescribed format.
 - (c) Application without signature or signature done in capital letters.
 - (d) Application which are Illegible and incomplete.
 - (e) Copies of requisite certificate not enclosed along with the application,
 - (i) Self attested Certificate of date of birth i.e. Matriculation/High School Exam or equivalent certificate.
 - (ii) Self attested Educational and/or professional certificate (Professional Degree / Diploma Certificate) prescribed for the post.
 - (iii) Self attested copy of the mark list of all semesters/ year.
 - (iv) Self attested Community certificate for ST / OBC
 - (v) Self attested Discharge Certificate of Ex-Servicemen Candidate
 - (vi) Self attested Disability Certificate for persons with disabilities
 - (vii) Self declaration for OBC candidate.
 - (f) Do not possess the prescribe qualification for the post on the date of application.
 - (g) Over aged or under aged or Date of Birth not filled or wrongly filled.
 - (h) Double or multiple applications submitted / More than one application in single envelope.
 - (i) Applications without colour photo or photo with cap, wearing goggles, disfigured, unrecognizable or scanned or Xerox copy.
 - (j) Any other irregularities which are considered invalid.
- viii) SERVING EMPLOYEES:** Candidates serving in any Government Department or Public Sector Undertaking should apply through proper channel or should apply directly to the Director of Lighthouses & Lightships, Mumbai with **NO OBJECTION CERTIFICATE** from the employer to avoid delay. The last date of receipt of application will not be extended on account of any delay in transmitting the application by the concerned office. **Advance copy of the application without NO OBJECTION CERTIFICATE will not be entertained.** Application received after closing date and time will also not be accepted.
- iv) RECRUITMENT PROCESS:**
 - (a) Applications received will be scrutinized and short listed on the basis of marks (minimum 50 % and above for reserved category and 60% and above for unreserved category) obtained in the essential qualification examination. The Short listed candidates will only considered for further recruitment process & will be hosted on the website www.dgll.nic.in
 - (b) Written examination contains objective type questions based on Diploma standard for the prescribed post. The written test will be conducted under the jurisdiction of Directorate of Lighthouses & Lightships, Mumbai. However, the final allotment of examination centre will be determined by the Director of Lighthouses & Lightships, Mumbai. No request for change in examination centre will be entertained / considered.
 - (c) There will be negative mark in written examination and marks shall be deducted for each wrong answer.

- (d) The Director of Lighthouses & Lightships, Mumbai as its discretion may hold additional skill test / interview if consider necessary for all or for a limited number of candidates as may be deemed fit by Director of Lighthouses & Lightships, Mumbai.
- (e) The date, time and venue of the written examination will be fixed by the Director of Lighthouses & Lightships, Mumbai and will be hosted on website www.dgll.nic.in in due course. Request for postponement of the examination, change of centre/venue will not be entertained under any circumstances.
- (f) The stage of examination is single stage examination followed by verification of original documents. During document verification, the candidates will have to produce their original certificates. The candidature of the candidate not producing the original certificate on the date of verification is liable to be forfeited.
- (g) The final select panel will be prepared on the basis of combined marks obtained in written test and marks obtained as per basis qualification. The candidates will be placed in order of merit from highest marks obtained to lower marks.

ix) MISCELLANEOUS:

- (a) The entire Centralized Employment Notice along with all Annexure will also be available on the website www.dgll.nic.in
- (b) All enclosure should be in English or Hindi only. Where certificate are not available in English/Hindi, self attested translated version (in English / Hindi) should be enclosed. The application without the requisite enclosures will be rejected. Any of the above enclosures sent separately will not be entertained.
- (c) The Director of Lighthouses & Lightships, Mumbai reserves the right to reject the candidature of any applicant at any stage in the process of recruitment if any irregularities / deficiency is notice in the application.
- (d) The centre for examination allotted by the Director of Lighthouses & Lightships, Mumbai will be final and binding. The Director of Lighthouses & Lightships, Mumbai reserves the right to conduct additional written examination/document verification at any stage. The Director of Lighthouses & Lightships, Mumbai also reserves the right to cancel part or whole of any recruitment process at any stage without assigning any reason thereof.
- (e) The decision of the Director of Lighthouses & Lightships, Mumbai in all matters relating to eligibility, acceptance or rejection of the application, penalty for false information, mode of selection, conduct of written examination, allotment of written examination centre, selection, allotment of posts to selected candidates etc. will be final and binding on the candidate and no enquiry or correspondence will be entertained by the Director of Lighthouses & Lightships, Mumbai in this regard.
- (f) Candidates finally selected are liable to be posted anywhere in India.
- (g) The Director of Lighthouses & Lightships, Mumbai is not responsible for any inadvertent error.
- (h) Any legal issues arising out of this Centralized Employment Notice shall fall within the legal jurisdiction of Mumbai only.
- (i) In the event of any dispute about interpretation, the English version will be treated as final.

xi) IMPERSONATION / SUPPRESSION OF FACTS / WARNING

- (a) No candidate should attempt impersonation or take the help of any impersonator at any stage of the selection process. Otherwise, the candidate will be debarred for examinations as well as debarred from any appointment in Government services. In addition, legal action will be taken against the candidate.
- (b) Any material suppression of facts or submitting forged certificate / caste certificate by a candidate for securing eligibility and / or obtaining privileges shall lead to rejection of his/her candidature for the particular recruitment for which he/she is applied. Further, legal action can be initiated, if warranted.
- (c) Any candidate found using unfair means in the examination or sending someone else in his/her place to appear the examination will be liable to be prosecuted by lodging FIR.
- (d) Furnishing of any false information or deliberate suppression of any information at any stage will render the candidate disqualified and debarred from appearing any selection or examination for appointment to any other Government service and if appointed the service of such candidate is liable to be terminated.

WARNING

- (a) All notices will be available and updated time to time on the website. The candidates are advised to regularly visit the site www.dgll.nic.in for any information in this regard. The candidates are advised strictly to avoid unnecessary communication regarding details of written examination, admit card for written examination, declaration of results, interview date, call letter for interview and declaration of final result by emails, phone and fax.
- (b) Beware of Touts and job racketeers trying to deceive you false promises of securing job either through influence or by use of unfair and unethical means. The Director of Lighthouses & Lightships, Mumbai has not appointed any agent(s) or centre(s) for action on its behalf. Candidates are warned against any such claims being made by persons/agencies. Candidates are selected purely as per merit. Please beware of unscrupulous elements and not fall in their trap. Candidates attempting to influence DLL directly or indirectly; shall be disqualified and legal action can be initiated against them.

Note : In instruction wherever "OBC" is mentioned it includes OBC Minorities.