Headquarters, Coast Guard Region (West)

Alexander Graham Bell Road, Malabar Hill PO, Mumbai- 400006

Recruitment Notification No. CGRHQ (West)/01/2025

Recruitment of various civilian posts on direct recruitment basis

1. Applications are invited from the willing and eligible candidates for filling up following posts on Direct Recruitment basis in various sub-offices under Coast Guard Region (West), Mumbai:

Ser. No.	Name of post a.	No. of Vacancy* b.	Category c.	Level (VII CPC) d.
1.	Store Keeper-II	01	01-UR	Pay Level 2 (Rs. 19,900-63,200)
2.	Engine Driver	01	EWS-01	Pay Level 4 (Rs.25,500-81,100)
3.	Draughtsman	01	UR-01	Pay Level 4 (Rs. 25,500-81,100)
4.	Lascar	04	UR-03, ST-01	Pay Level 1 (Rs.18,000-56,900)
5.	Fireman	01	UR-01,	Pay Level 2 (Rs.19,900-63,200)
6.	MTS (Daftary)	01	EWS-01,	Pay Level 1 (Rs.18,000-56,900)
7.	MTS (Peon)	01	UR-01	Pay Level 1 (Rs.18,000-56,900)
8.	MTS (Chowkidar)	01	UR-01	Pay Level 1 (Rs.18,000-56,900)
9.	Unskilled Labourer	02	EWS-01, UR-01	Pay Level 1 (Rs.18,000-56,900)

*** Subject to change. The appointment carries with the liability to serve in any part of India.**

2. The detailed information about recruitment of civilian posts are available on Indian Coast Guard website **www.indiancoastguard.gov.in.** Duly filled applications to be submitted with self attested copy of certificates by Ordinary Post only to **"The Commander, Coast Guard Region (West), Alexander Graham Bell Road, Malabar Hill PO, Mumbai-400006".**

Commander
Coast Guard Region (West)

CBC 10147/11/0007/2526 **EN 26/112**

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HEADQUARTERS, COAST GUARD REGION (WEST)
ALEXANDER GRAHAM BELL ROAD, MALABAR HILL PO, MUMBAI 400006

RECRUITMENT NOTIFICATION NO. CGRHQ(WEST)/01/2025

RECRUITMENT OF VARIOUS CIVILIAN POSTS ON DIRECT RECRUITMENT BASIS

Date of advertisement published in the Employment News	27 Sep - 03 Oct 25
Last date of receipt of applications	11 Nov 25

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 by Direct Recruitment :-

1.1. **Store Keeper Grade II**: General Central Service, Group 'C', Non-Gazetted, Non-Ministerial in Pay Level 2 (Rs. 19,900-63,200/-).

1.1.1 **Vacancies:** (Total – 01, subject to change)

Ser No.	Category a.	No. of Vacancy b.
1	UR	01

1.1.2 **Eligibility Criteria**:

Educational Qualification: 12th pass from recognized Board or University.

Experience: One year's experience in handling stores from any recognized firm or Central or State Govt organization or Public Sector Undertakings.

1.1.3 **Age Limit and Relaxations**:

18 to 25 years (relaxable for Government servants upto age of 40 years in accordance with the instructions/ orders issued by Central Government from time to time).

1.2. **Engine Driver**: General Central Service, Group 'C', Non-Gazetted, Non-Ministerial in Pay Level 4 (Rs. 25,500-81,100/-).

1.2.1 **Vacancies:** (Total – 01, subject to change)

Ser No.	Category a.	No. of Vacancy b.
1	EWS	01

1.2.2 **Eligibility Criteria**:

Educational Qualification:

Essential: Matriculation from a recognized Board or equivalent and Certificate of competency as Engine Driver from re-cognized Government. institute or equivalent.

Experience:

Desirable: Two years service as Sarang on a vessel of over four hundred Boat Horse power.

1.2.3 **Age Limit and Relaxations**:

18 to 30 years (relaxable for Government servants upto age of 40 years in accordance with the instructions/ orders issued by Central Government from time to time).

1.3. **Draughtsman**: General Central Service, Group 'C', Non-gazetted, Non-ministerial in Pay **Level-4**, (Rs. 25,500-81,100/-).

1.3.1 **Vacancies:** (Total – 01, subject to change)

Ser No.	Category a.	No. of Vacancy b.
1	UR	01

1.3.2 **Eligibility Criteria**:

Educational Qualification: Matriculation pass from a recognized Board or

equivalent.

Essential: Diploma in Civil or Electrical or Mechanical or Marine Engineering or Naval Architecture and Ship construction from a recognized University or institution or certificate in Draughtsmanship in any of the above said disciplines from an industrial training institute.

Experience:

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 organization of repute.

1.3.3 **Age Limit and Relaxations**

18 to 25 years (relaxable for Government servants upto 40 years in accordance with the instructions/ orders issued by Central Government from time to time.

1.4. **Lascar** : General Central Service, Group 'C', Non-Gazetted, Non-ministerial, Pay Level 1 (Rs. 18,000-56,900)

1.4.1 **Vacancies**: (Total – 04, Subject to change)

Ser No.	Category a.	No. of Vacancy b.
1	UR	03
2	ST	01

1.4.2 **Eligibility Criteria**:

Educational Qualification: Matriculation pass or its equivalent from recognized boards.

Experience: Three years experience in service on Boat.

1.4.3 **Age Limit and Relaxations** :

18 to 30 years (relaxable for Government servants and Schedule Tribe candidates as per Government instructions issued from time to time).

Relaxable by five years for SC/ST candidates against reserved vacancies.

1.5. **Fireman** : General Central Service, Group 'C', Non-Gazetted, Non-Ministerial, Pay Level 2 (Rs. 19,900-63,200)

1.5.1 **Vacancies**: (Total – 01, Subject to change)

Ser No.	Category a.	No. of Vacancy b.
1	UR	01

1.5.2 **Eligibility Criteria**:

Educational Qualification:

Essential:

Matriculation pass from a recognized Board or equivalent.

Should be physically fit and capable of performing strenuous duties.

Note:

The physical fitness shall be tested as per the following physically standards :

Height without shoes -165 cms. provided that a concession of 2.5 cms in height shall be allowed for members of the Scheduled Tribes and candidates of hilly areas.

Chest (unexpanded) - 81.5 cms

Chest (on expansion) - 85 cms

Weight - 50 Kg (Mln)

Endurance Test :

Carrying a man weighing 63.5 Kgs by fireman lift up to a distance of 183 meters within 96 seconds.

Clearing 2.7 meters wide ditch by landing on both feet (long jump).

Climbing 3 meters vertical rope by hands and feet.

1.5.3 **Age Limit and Relaxations** :

18 to 27 years (relaxable for Government servants upto age of 40 years in accordance with the instructions/ orders issued by Central Government from time to time).

1.6. **MTS (Daftary) :** General Central Service, Group 'C', Non-Gazetted, Non-Ministerial, Pay Level 1 (Rs. 18,000-56,900)

1.6.1 **Vacancies**: (Total – 01, Subject to change)

Ser No.	Category a.	No. of Vacancy b.
1	EWS	01

1.6.2 **Eligibility Criteria**:

Educational Qualification: Matriculation or equivalent pass.

Experience: Two years experience as office attendant.

1.6.3 **Age Limit and Relaxations** :

18 to 27 years (relaxable for Government servants upto age of 40 years in accordance with the instructions/ orders issued by Central Government from time to time).

1.7. **MTS (Peon) :** General Central Service, Group 'C', Non-Gazetted, Non-Ministerial in Pay Level 1 (Rs. 18,000-56,900)

1.7.1 **Vacancies**: (Total – 01, Subject to change)

Ser No.	Category a.	No. of Vacancy b.
1	UR	01

1.7.2 **Eligibility Criteria**:

Educational Qualification: Matriculation or equivalent pass.

Experience: Two years experience as office attendant.

1.7.3 **Age Limit and Relaxations** :

18 to 27 years (relaxable for Government servants upto age of 40 years in accordance with the instructions/ orders issued by Central Government from time to time).

1.8. **MTS (Chowkidar) :** General Central Service, Group 'C', Non-Gazetted, Non-Ministerial in Pay Level 1 (Rs. 18,000-56,900)

1.8.1 **Vacancies**: (Total – 01, Subject to change)

Ser No.	Category a.	No. of Vacancy b.
1	UR	01

1.8.2 **Eligibility Criteria**:

Educational Qualification: Matriculation or equivalent pass.

Experience: Two years experience as Chowkidar in any recognized institution or organization.

1.8.3 **Age Limit and Relaxations** :

18 to 27 years (relaxable for Government servants upto age of 40 years in accordance with the instructions/ orders issued by Central Government from time to time.

1.9. **Unskilled Labourer** : General Central Service, Group 'C', Non-Gazetted, Non-Ministerial, Pay Level 1 (Rs. 18,000-56,900)

1.9.1 **Vacancies**: (Total – 02, Subject to change)

Ser No.	Category a.	No. of Vacancy b.
1	EWS	01
2	UR	01

1.9.2 **Eligibility Criteria**:

Educational Qualification:

Essential: Matriculation pass or its equivalent from recognized boards or ITI from recognized institutes.

Experience: Three years experience in the trade.

1.9.3 **Age Limit and Relaxations** :

18 to 27 years (relaxable for Government servants upto 40 years in accordance with the instructions issued from time to time).

2. **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 photo copies of the documents listed below, duly self attested with name and date. No original certificates are to be forwarded alongwith the application form:-

2.1 Valid Photo ID proof

2.2 Matriculation or equivalent marksheet and certificate

2.3 12th/UG/PG/Diploma marksheet and certificate as per the essential eligibility

2.4 Latest category certificate (SC/ST/OBC/EWS), if applicable

2.5 Experience certificate

2.6 NOC from the employer for presently serving in any Government organization

2.7 Two latest passport size colour photographs

2.8 Applicants are to enclose a separate blank envelope with Rs. 50/- postal stamp (pasted on the envelope) addressed to themselves with the application.

Note:-

2.8.1 The date of issue of all the above documents is to be on or before to closing date of application i.e. **11 Nov 25**.

2.8.2 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.

3. The duly filled application along with all the requisite documents should reach to the following address by **ordinary post only within 45 days from the date of publication of the advertisement in the Employment News**:

Headquarters
Coast Guard Region (West)
Alexander Graham Bell Road
PO Malabar Hill
Mumbai 400006

4. **Mode of Selection.**

4.1 **Scrutiny of Applications.** All applications received from the candidates will be scrutinized subject to the eligibility criteria and necessary documents and the admit cards will be issued to the shortlisted candidates for document verification & appearing in the written examination.

4.2 **Document Verification.** All the shortlisted candidates will undergo document verification prior appearing in the written examination. Candidates will be required to bring their original documents and self-attested photo copies (02 sets) of the same as per the directives/ instructions given in their admit cards.

4.3 **Written Examination.** All the shortlisted candidates will undergo written examination on the basis of educational qualifications prescribed for the post. The written examination will be pen-paper based and one hour duration. 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.

4.4 **Syllabus.**

4.4.1 General Knowledge

4.4.2 Mathematics

4.4.3 General English

4.4.4 Questions on relevant trade

4.5 **Maximum Marks for written exam / trade test, if any.** The qualifying marks in written exam is 50% and the candidates who qualify the written test are to be shortlisted for the trade test (where applicable). In case of SC and ST candidates, the qualifying marks shall be 45% No. relaxation in qualifying marks is admissible to OBC and EWS candidates.

4.6 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.

5. **Important Instructions to Candidates-**

5.1 Before applying for the post, the candidates should ensure that he/she fulfils 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.

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

5.3 It is mandatory that the envelope containing the application should be clearly superscribed in BOLD letters with notation "**APPLICATION FOR THE POST OF _____**" 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.

5.4 Applications with the following deficiencies will be summarily rejected: -

5.4.1 Incomplete applications.

5.4.2 Applicants found overaged on the last day of receipt of applications as per advertisement.

5.4.3 Overwriting/cutting/corrections/incorrect information according to enclosures.

5.4.4 Photographs not affixed.

5.4.5 Photocopies of self attested documents not found enclosed.

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

5.5 Candidates working in Govt department are to forward their application through proper channel only before the due date of receipt of application alongwith NOC issued by concerned authority.

5.6 SC/ST candidates are entitled for 2nd class rail/bus fare by Shortest route as per Govt 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 Casts/ Scheduled Tribes candidates who are already in Central/ State Government Service.

5.7 Mere appearance/ qualifying in the written examination does not confer any right on the candidate to claim for appointment unless he/she fulfils the eligibility criteria.

5.8 Candidates selected for appointment to Group 'C' posts are liable for posting initially at any unit/establishment under Coast Guard Region (West), with all India transfer liability.

5.9 Candidates are advised to visit ICG website i.e. **indiancoastguard.gov.in** on a regular basis for important updates regarding the said recruitment.

ANNEXURE-I

APPLICATION FOR THE POST OF _____ IN INDIAN COAST GUARD

Affix a recent Passport Size Photograph

1. Name of the Applicant (in block letters):
2. Post applied for :
3. Date of Birth (in Christian era) & age :
4. Father's name :
5. Permanent Address :
6. Correspondence Address (with Pin Code) :
7. 7.1 Educational Qualifications (including highest qualification as on date) :

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

7.2 Experience (in relevant field), if any:

8. Gender (Male/Female) :
9. Nationality :
10. Whether Physically Handicapped (Yes/No) :
11. Category (SC/ST/OBC/EWS/UR) :
12. Whether Departmental Candidates (Yes/No) :
13. Contact No., E-mail ID & Aadhar No. :

Declaration: I hereby declare that all statements made in the application 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.

Left-hand Thumb impression

Place :

Date :

Signature of the applicant

Annexure-II

OBC (NON-CREAMY LAYER) CERTIFICATE

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

This is to certify that Shri / Smt. / Kum* _____ son/daughter* of _____ of village/Town _____ _____ District/Division _____ in the _____ State _____ belongs to the _____ Community which is recognized as a backward class under:

i) Resolution No. 12011/68/93-BCC dated the 10th September, 1993, published in the Gazette of India Extraordinary-Part I, Section I, No. 186 dated 13th September, 1993.

ii) Resolution No. 12011/9/94-BCC, dated 19.10.1994 published in Gazette of India extraordinary Part I Section I No. 163, dated 20th October, 1994.

iii) Resolution No. 12011/7/95-BCC dated the 24th May 1995 Published in the Gazette of India extraordinary Part-I Section I No. 88 dated 25th May, 1995.

iv) Resolution No. 12011/96/94-BCC dated 9th March, 1996.

v) Resolution No. 12011/44/96-BCC, dated the 6th December 1996, published in the Gazette of India-Extraordinary-Part I, Section-I, No. 210, dated the 11th December, 1996.

vi) Resolution No. 12011/13/97-BCC dated 3rd December, 1997.

vii) Resolution No. 12011/99/94-BCC dated 11th December, 1997.

viii) Resolution No. 12011/68/98-BCC dated 27th October, 1999.

ix) Resolution No. 12011/88/98-BCC dated 6th December, 1999, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No. 270, 6th December, 1999.

x) Resolution No. 12011/36/99-BCC dated 4th April, 2000, published in the Gazette of India, Extra Ordinary Part-I, Section-I, No. 71 dated 4th April, 2000.

xi) Resolution No. 12011/44/99-BCC dated 21.9.2000, published in the Gazette of India, Extra Ordinary Part-I, Section-1, No. 210 dated 21.09.2000.

Shri./ Smt./ Km. _____ and/or his family ordinarily reside(s) in the _____ Districts/Division of the _____ State.

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 and Training O.M. No. 36012/22/93-Estt.(SCT) dated 8.9.1993 and modified vide Govt. of India, DOP&T O.M. No. 36033/3/2004 dated 09.03.2004 and 14.10.2008.

Dated:

District Magistrate or
Deputy Commissioner etc.

Seal:

NOTE-I: (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Case Certificate are indicated below:-

(i) District Magistrate/ Additional Magistrate/ Collector /Dy. Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ Ist Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).

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

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

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

NOTE-II: The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuring that the candidate does not fall in the creamy layer.

The OBC candidates should furnish the relevant OBC Certificate in the prescribed format prescribed for Central Government jobs issued by the competent authority on or before the Closing Date as stipulated in the Notice.

PRESCRIBED PROFORMAE

Performa-I

The form of certificate to be produced by Scheduled Castes and Schedules 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 recognized 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 Casts 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 Casts 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 case/tribe* which is recognized 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 candidates and/or his/her family normally resides.

(v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)