

EMPLOYABILITY COMPETENCY OF EX- COAST GUARD ENROLLED PERSONAPPLICABLE FOR ALL BRANCH

A.	CORE COMPETENCIES
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1. Leadership and Management

(a) A competent Subordinate Officer with vast experience in General Administration, Material Management, Security, Logistics & Liaison.

(b) Functioned as Enrolled Persons Head of the Department of ships/establishments.

(c) Proficient in handling various man management issues.

(d) Adept at handling the entire range of general administration activities concurrently in a multitude of situations.

(e) Extensive trade experience, with a proven track record of attending various professional courses, thereby enhanced domain knowledge.

(f) Possess strong communication collaboration and team building skills with proficiency at grasping new technical concepts quickly and utilize the same in a productive manner.

(g) Excellent leadership and motivation skills with a proven track record of delivering results and achieving objectives.

(h) Planning, forecasting, setting objectives and determining courses of action. thereby efficiently preparing for any eventuality.

(j) Possess excellent motivation/leadership qualities/skills, with the capability in displaying the confidence needed to face the toughest leadership challenges.

2. Team Management and Motivation

(a) Strongly motivated to achieve higher expectations, thereby turning competitive impulses into the most constructive channels for meeting organizational goals.

(b) Trained & instructed to have a high sense of commitment and strives for the achievement of excellence.

(c) A team player with the ability in delegating people with complementary skills for maximum team effort and effectively draws on the strength of all team members.

3. Administration

- (a) Formulating operational budgets and taking adequate measures to ensure optimum utilization of available funds towards the accomplishment of group objectives.
- (b) Managing activities pertaining to operations and maintenance of office equipments and communication instruments.
- (c) Supervising & coordination of motor transport activities in the organisation.
- (d) Administering the performance management program including periodic performance review and appraisal for staff members.

4. Liaison/ Public Relation/Coordination

- (a) Maintaining excellent relations with statutory & regulatory bodies, vendors and contractors, thereby ensuring smooth operations.
- (b) Efficiently coordinating with various departments for the finalization of deliveries as per service levels.
- (c) Ensuring internal cohesion in the organization by maintaining a clear communications network between the various levels.
- (d) A competent professional experience in handling various aspects/relations and matters of Coast Guard Service.
- (e) Liaison with other outside agencies as Personal Assistant to Commanding Officer in small units/ships.

5. Liaison Work

- (a) Liaisoning with units, government departments and regulatory authorities for resolving critical matters and ensuring compliance with various statutory acts.
- (b) Coordinating with various departments for ensuring various facilities and enhancing overall efficiency.
- (c) Qualified in fire fighting and escape route drills for quick responses during crisis and emergencies.

6. Financial and Cash Management

- (a) Competent individual, with skills in handling cash (Public/ Non Public) effectively.
- (b) Accountable for maintaining accounts pertaining to public / non public funds existing in Coast Guard, preparing Balance sheets of Non-Public Funds and looking after the expenditure in disbursement of payment to the Coast Guard Persons.

7. HR Function / Training & Development

- (a) Counselling / grievance handling of employees to maintain a healthy environment.
- (b) Handling performance appraisal process and initiating rewards & recognition programmes.
- (c) Implementing disciplinary norms & standards for minimizing violations of rules & regulations.

B.	COURSES UNDERGONE IN SERVICE
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- (I) Basic Training
- (II) Leading Course
- (III) PO Course
- (IV) PO (Leadership)
- (V) CPO (Management)
- (VI) Adhikari Board
- (VII) Pradhan Adhikari Board

1. Petty Officer Leadership

- (a) Developing Leadership qualities of Senior Sailors.
- (b) Taking in-charge of Group of men and maintaining discipline among subordinates and leading the efforts for planning.
- (c) Organising and executing various task of service.
- (d) Attaining competency in Human Resource Management aspects of Leadership.
- (e) Carrying out the duties of Platoon Commanders.

2. CPO Management

- (a) Assuming higher responsibilities.
- (b) Handling managerial task such as planning, supervision and controlling the departmental section.
- (c) Providing strong and effective link between subordinate officers and guiding juniors for promotions and discipline.
- (d) Building competency in handling assigned task through proper planning, visionary approach and smooth execution.

C.	EXPECTED SALARY
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Depend upon nature of job. However, minimum cost to the company in accordance with pay and allowance drawn by EPs post 7th Central Pay Commission is as follows:-

- | | | | |
|-----|---|---|---|
| (a) | Adhikari/SE/EF
(Chief Petty Officer) | - | Rs 1.5 lakh per month including Allowances viz; House Rent, Transport, Deputation |
| (b) | Uttam Adhikari/USE
(Master Chief Petty Officer -II) | - | Rs 1.8 lakh per month including Allowances viz; House Rent, Transport, Deputation |
| (c) | Pradhan Adhikari/PSE
(Master Chief Petty Officer -I) | - | Rs 2.0 lakh per month including Allowances viz; House Rent, Transport, Deputation |

EMPLOYABILITY COMPETENCY OF EX- COAST GUARD EP
QUARTER ARMS BRANCH

A.	BRANCH SPECIALISATION
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1.
 - (a) Anchor Work. Supervising men on cable deck during maintenance, letting go and heaving in Anchor.
 - (b) Boat Work. Overseeing lowering and hoisting operations of all types of boats at sea & harbour. Well versed with the basic rules of road and elementary visual communication.
 - (c) Rigging. Supervising berthing / un-bearthing of ships, rigging up of accommodation ladder, boom, and rope work. Managing towing operations involving transfer of men and material from one Ship to another while underway.
 - (d) NBCD & Fire Fighting. Supervising fire fighting operations on board ships. Hands on experience in preventive action for minimizing casualties.
 - (e) Ship's Husbandry. Handling maintenance operations of ship and its structural fittings involving use of paint schemes & applications.
 - (f) Hull Maintenance. Well versed with corrosion and methods of planned & preventive maintenance of paints, Glass Reinforced Plastic and its repairs.

2. Personnel Administration
 - (a) Developing & implementing various compensation plans and reward schemes to recognize the hardwork and dedication displayed by efficient employees.
 - (b) Handling various HR functions viz. salary administration, time office, leave, record management, etc.
 - (c) Managing the administration of performance management programme, including periodic performance reviews and appraisals for all staff members.
 - (d) Initiating reward and recognition programmes and implementing incentive systems for motivating employees.
 - (e) Implementing staff welfare policies and taking adequate measures to motivate workforce and ensure optimum utilization of available resource.
 - (f) Ensuring prompt resolution of employee grievances to maintain cordial management-employee relations.

3. Training and Development
 - (a) Developing, managing and monitoring the performance of multi-skilled work force and need-based training programs for their overall career development.

(b) Designing training modules, evaluating the effectiveness of training programmes by constantly developing & implementing pre and post assessment tools.

4. Security Management

(a) Planning & monitoring industrial security arrangements involving preparing security plans & deploying security personnel.

(b) Formulating SOPs and implementing stringent security systems to establish and maintain high security standards; using firefighting techniques, first aid and other safety measures.

5. Operations management

(a) Formulating operating budgets; taking adequate measures to ensure optimum utilisation of available funds towards the accomplishment of group objectives.

(b) Conceptualising & effectuating measures/modifications in the operating procedures to optimise resource & capacity utilization.

(c) Planning and organising various events/ functions like seminars and workshops.

6. Logistics Management

(a) Managing logistics operations for explosives/ammunition onboard ships and all types of small arms & weapons.

(b) Monitoring stores function including the inward & outward movement of goods.

7. Liaison Work

(a) Liaisoning with units, government departments and regulatory authorities for resolving critical matters and ensuring compliance with various statutory acts.

(b) Coordinating with various departments for ensuring various facilities and enhancing overall efficiency.

B.	AREA OF EXPOSURE
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(a) A competent professional with experience in supervising men in large organization.

(b) Effectively trained to function as a:

(i) Asst Platoon Officer in a landing party.

(ii) Asst Officer of the Day / Duty Adhikari

(iii) Guard Commander during ceremonial parade.

(iv) Member of a Quarter Armourer party for assisting maintainer in major defect rectification.

- (v) Security-in-Charge in a boarding party during a ship seizure and be the Boarding Officer.

- (c) Handling, operating and exploiting small arms and ensuring its regular upkeep and maintenance.

- (d) Planning, preparing and executing activities related to weapon firings and man-management.

- (e) Qualified in computers fundamentals with skills in:
 - (i) Security an overview.
 - (ii) Use Windows Operation System.
 - (iii) Use Internet and Handle Network Administrations.

EMPLOYABILITY COMPETENCY OF EX- COAST GUARD EP
RADAR PLOTTER BRANCH

A.	BRANCH SPECIALISATION
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1. Seamanship, NBCD and Fire Fighting

(a) Anchor work: Supervising men on cable deck during maintenance, letting go and heaving in anchor. Have extensive practical knowledge of securing the ship to a buoy & mooring.

(b) Boat work: Overseeing lowering and hoisting operations of all types of boats at sea & harbour. Well versed with the basic rules of road.

(c) Rigging: Supervising berthing / unberthing of ships, rigging up of derricks accommodation ladder, boom, dan bouy and rope work. Managing towing operations involving transfer of men and material from one ship to another while underway.

(d) NBCD & Fire Fighting: Supervising fire fighting operations on board ships. Hands on experience in initiating nuclear warfare and preventive action for minimizing casualties.

(e) Ship's Husbandry: Handling maintenance operations of ship and its structural fittings involving use of paint schemes & applications.

(f) Hull Maintenance: Well versed with corrosion and methods of planned & preventive maintenance of paints, GRP and its repairs.

2. Office Administration

(a) A competent professional with extensive experience in managing the entire range of general administration activities.

(b) Played a key member in establishing new offices/ units and implementing standard operating procedure to run an office.

(c) Adopt at interpreting rules and regulations pertaining to financial/ travel regulations, its applications and matters related to general administration.

(d) Well conversant with all types of correspondence and have the ability to communicate with outside agencies effectively and independently.

(e) Possess thorough knowledge of all office automation tools.

3. Public Relation

(a) A competent professional with experience in handling various aspects/relations and matters of Coast Guard Service.

(b) Liaison with other outside agencies as Personal Assistant to Commanding Officer in small units/ships.

4. Financial and Cash Management

(a) Competent individual, with skills in handling cash (Public/ Non-Public) effectively.

(b) Accountable for maintaining accounts pertaining to public / non-public funds existing in Coast Guard, preparing Balance sheets of Non-Public Funds and looking after the expenditure in disbursement of payment to the Coast Guard Persons.

5. Documentation

(a) Handling the entire correspondence of the organisation including confidential, secret mails and their proper distribution in an office set up.

(b) Maintaining records for all incoming/outgoing mails and document.

(c) Maintaining files of all policy matters, administrative orders and monitoring their proper utilization.

(d) Maintaining and updating personal records of service Persons systematically and its retrieval systems.

6. Persons Management

(a) Capable to supervise subordinates imparting instructions on professional and general subjects.

(b) Able to handle the law and order situations with best professionalism course of action/method.

(c) Influencing people to maintain office decorum.

Skill Set

IT SKILL : MS Office (MS Excel, MS Word, Power Point and all types of office automation tools).

LANGUAGE : Hindi and English or in some cases one regional

TYPING SKILLS : Expert in typing in English and Hindi.

EXTRA CURRICULAR ACTIVITY : Troop Games and Cultural Activities.

C.	AREA OF EXPOSURE
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1. Extensive equipment training, Radar observer and long sea service, the individual possess highest degree of professionalism and experience in following: -
- (a) Ability to carry out duties of Radar observer, Marine Navigation, Chart work with selecting best routes for passage using routing charts and obtains information available on these charts for making passage plan.
 - (b) Calculating the position of the ship at sea with reference to heavenly bodies and to use traditional and electronic navigation aids for sea voyage.
 - (c) Qualified in Rules of Road for distinguishing lights, day shapes, displayed by ship at different situations as promulgated in IRPCS. Able to identify bouys as per IALA regulations while handling boats and tugs within harbour limits.
 - (d) Qualified in the use of various meteorological instruments. Able to identify clouds, presence of low-pressure areas and take suitable action for safe passage of the ship at sea and safety of the ship in harbour (secured alongside or at anchorage).
 - (e) Able to carry out duties of Helicopter control at sea, manning of various communication circuits, Helms man duties, computer net work operation on LAN, WAN and CAN.

EMPLOYABILITY COMPETENCY OF EX- COAST GUARD EPCOMMUNICATION BRANCH

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|----|---------------------------------------|
| A. | BRANCH SPECIALISATION (COMMUNICATION) |
|----|---------------------------------------|
1. Handling of Global maritime Distress Safety System (GMDSS) Equipment
 - (a) Efficiently operating GMDSS equipment, including ensuring uninterrupted radio communication during distress incidents.
 - (b) Overseeing operations of the Telephone Exchange as Officer-in-Charge.
 - (c) Facilitating the installation and effective utilization of various type Telecommunication equipment and managing the seamless provision of Land Line and wireless Communication between two locations.
 - (d) Coordinating for major hardware and software upgrades / changeovers etc. in Equipment and rendering on the job training to subordinates; streamlining Operation & Maintenance processes and procedures.
 2. Intelligence
 - (a) Experience in the interception and collation of Signal Intelligence, Communication Intelligence and Electronic Intelligence.
 - (b) Effectively managing and storing all classified information.
 - (c) In addition to above the Sub Officer has been trained in the naval cryptographic systems and possesses adequate fluency in Cryptographic functions in use by the Navy / Coast Guard.
 3. Document / Database Management
 - (a) Drafting Letters and developing Presentations using MS Office suites.
 - (b) Working on PCs with Windows based Operating Systems and Applications.
 - (c) Preparing all official documents; creating, updating, interpolating and maintaining Database records.
 4. People Management
 - (a) Implementing scientific methods of organization and general administration.
 - (b) Administering the effective utilization of men onboard Ships, ashore Communication Centers and Wireless Experimental Units.
 - (c) Liaising and coordinating with various Departments to make way for the smooth conduct of day-to-day operations.

(d) Training, coaching and mentoring Sea Cadets on visual, data communication and international maritime regulations at Maritime / Nautical colleges.

B.	AREA OF EXPOSURE
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1. Special/Telegraphy

(a) Operations and exploitation of advanced communication and electronic warfare systems and imparting instructions on electronic warfare and communication security.

(b) Carrying out duties as Signal Communication Officer in the absence of suitable officer in ashore unit and supervising men to maintain security and maintenance of radio equipments.

(c) Trained for operating GMDSS/ Satellite, wireless, mobile communication equipment and telephone exchange/ EPABXs.

(d) Knowledge of phonetics and international Morse code. Speedy encryption, decryption and analysis of coded message/ conversation.

(e) Possesses in depth knowledge of all latest and advanced equipment handling function at the time of distress n maritime/ air and land situation owing to knowledge of international distress, search and rescue procedures.

(f) Extensive operational knowledge of operation of a variety of telecommunication and radio equipment using single multiple frequency in VLF, MF, HF, VHF,UHF bands and also satellite/ communication terminals has trained the subordinates on operation and maintenance of radio communication systems. Awareness of survey and periodical maintenance of communication equipments. Performance, testing first line corrective maintenance on; remote communication system and date terminal equipment. Skilled to operate all wireless portable handset such as walkie-talkie, HAM radio system and possess ability to establish communication

(g) Proficient in Secretarial duties and can be head haunted as a:

(i) Field officer in telecom industry

(ii) Assistant security officer / fire fighting officer for any organization.

(iii) Manager human resources and manager administration for carrying out managerial duties in the small scale industries

2. Radio Equipment

(a) Possess extensive experience in Visual and digital communication such as distress life safety including mercantile communication. Proficient in doing the duties of in-charge of a light house.

(b) Operational knowledge of Network centric operation and data communication knowledge of computer network and experience in carrying out managerial duties in a data communication centers.

EMPLOYABILITY COMPETENCY OF EX- COAST GUARD EP
MECHENICAL ENGINEER BRANCH

A.	BRANCH SPECIALISATION
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1. Facilities Management

- (a) Managing various facilities under Technical Services Department viz. – Water supply, Electrical supply, Mechanical and Electrical defects.
- (b) Monitoring and forwarding timely returns & reports, pertaining to Machinery Equipments and it's operational readiness 24x7.
- (c) Procurement of machinery and naval store spares through Government tendering process viz, defence e-procurement portal and GeM.
- (d) Rectifying & maintaining engineering machinery/equipment under assigned charge as a first line maintainer.

2. Office Administration

- (a) A competent professional with extensive experience in managing the entire range of general administration activities.
- (b) Played a key member in establishing new offices/ units and implementing standard operating procedure to run an office.
- (c) Managing men & material on board ships/ establishments with limited resources.
- (d) Well conversant with all types of correspondence and have the ability to communicate with outside agencies effectively and independently.
- (e) Possess thorough knowledge of all office automation tools.

3. Accounting & Finance

- (a) Competent individual, with skills in handling cash (Public/ Non Public) effectively.
- (b) Accountable for maintaining accounts pertaining to public / non public funds existing in Coast Guard, preparing Balance sheets of Non-Public Funds and looking after the expenditure within budgetary allocation.

4. HR Function / Training & Development

- (a) Counselling / grievance handling of employees to maintain a healthy environment.
- (b) Handling performance appraisal process and initiating rewards & recognition programmes.
- (c) Implementing disciplinary norms & standards for minimizing violations of rules & regulations.

(d) Maintaining files of all policy matters, administrative orders and monitoring their proper utilization.

(e) Maintaining records for all incoming/outgoing mails and document.

5. Nuclear Biological Chemical and Damage Control including Fire fighting

(a) Managing the supervision, training and maintenance of fixed/portable fire fighting & damage control equipment and installation onboard various class of ships.

(b) Sound knowledge abilities in operating, monitoring decontamination equipment of fixed as well as portable in nature.

6. Persons Management

(a) Supervising 20-30 subordinates for smooth functioning of secretariat / Ship's Office of Indian Coast Guard Ship & establishment.

(b) Training 5-10 subordinates and grooming them to nurture in office environment.

(c) Developed competencies in handling a range of assignments concurrently in multitude situations within available resources.

Skill Set

IT SKILL : MS Office (MS Excel, MS Word, Power Point and all types of office automation tools).

LANGUAGE : Hindi and English or in some cases one regional

TYPING SKILLS : Expert in typing in English and Hindi.

EXTRA CURRICULAR ACTIVITY : Troop Games and Cultural Activities.

B.	AREA OF EXPOSURE
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1. Extensive Machinery/equipment training, watch keeping and long sea service, the individual possess highest degree of professionalism and experience in following: -

(a) Effectively leading a team of 20-30 subordinates.

(b) Internal Combustion engine propulsion with Gearbox, Controllable Pitch /Fixed Propeller, Water Jets of OEM Pielstik, MTU, Caterpillar, MJP, Rolls Royce etc.

(c) Diesel Alternators of OEM Kirloskar/Cummins/Caterpillar/Greaves Cotton, HP/Diving air compressors etc. Custodian of engineering spares, tools and accessories, engineering drawings and documentations.

- (d) Heavy duty Refrigeration and Air Conditioning Plants viz Bock/ Elgi. Handling the installation and user acceptance trials of Engine Room auxiliaries and system pipelines.
- (e) Managing inventory control of machinery spares and its procurement. Execution of preventive maintenance, defects analysis and rectification.
- (f) Proficient in Secretarial Duties, including:-
 - (i) Handling Correspondence and Mail of the entire organization.
 - (ii) Accurately typing 30 - 40 words per minute.
 - (iii) Handling sensitive and classified correspondence.

EMPLOYABILITY COMPETENCY OF EX- COAST GUARD EP
STORE ASSISTANT BRANCH

A.	BRANCH SPECIALISATION
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1. Planning & Budgeting
 - (a) Formulating and forwarding the estimated budget requirements, regarding pay & allowances of Officers & Enrolled Personnel.
 - (b) Monitoring and forwarding timely returns & reports, pertaining to budget.
 - (c) Finalizing the expenditure under budgetary head at the end of financial year.
 - (d) Conceptualising and implementing strict measure in operating procedure in connection with pay & allowances.

2. Office Administration
 - (a) A competent professional with extensive experience in managing the entire range of general administration activities.
 - (b) Played a key member in establishing new offices/ units and implementing standard operating procedure to run an office.
 - (c) Adopt at interpreting rules and regulations pertaining to financial/ travel regulations, its applications and matters related to general administration.
 - (d) Well conversant with all types of correspondence and have the ability to communicate with outside agencies effectively and independently.
 - (e) Possess thorough knowledge of all office automation tools.

3. Public Relation
 - (a) A competent professional with experience in handling various aspects/relations and matters of Coast Guard Service.
 - (b) Possess effective public relations skills and have the competency to deal with Officers/ Enrolled Persons regarding their entitlements in connection with pay and allowances.
 - (c) Liaison with other outside agencies as Personal Assistant to Commanding Officer in small units/ships.

4. Financial and Cash Management
 - (a) Competent individual, with skills in handling cash (Public/ Non Public) effectively.

(b) Accountable for maintaining accounts pertaining to public / non public funds existing in Coast Guard, preparing Balance sheets of Non-Public Funds and looking after the expenditure in disbursement of payment to the Coast Guard Persons.

5. Documentation

(a) Handling the entire correspondence of the organisation including confidential, secret mails and their proper distribution in an office set up.

(b) Maintaining records for all incoming/outgoing mails and document.

(c) Maintaining files of all policy matters, administrative orders and monitoring their proper utilization.

(d) Maintaining and updating personal records of service Persons systematically and its retrieval systems.

(e) Preparing and verifying Contingent bill for LP of stores.

6. Persons Management

(a) Supervising 20-30 subordinates for smooth functioning of secretariat / Store Office of Indian Coast Guard Ship & establishment.

(b) Training 5-10 subordinates and grooming them to nurture in office environment.

(c) Influencing people to maintain office decorum.

Skill Set

IT SKILL : MS Office (MS Excel, MS Word, Power Point and all types of office automation tools).

LANGUAGE : Hindi and English or in some cases one regional

TYPING SKILLS : Expert in typing in English and Hindi.

EXTRA CURRICULAR ACTIVITY : Troop Games and Cultural Activities.

B.	AREA OF EXPOSURE
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1. Effectively lead a team of 5-6 subordinates. (EPs and Civilian Staff)

2. Demonstrated proficiency in MS Office and working knowledge of computers.

3. Ensuring the timely maintenance and ready availability of Office Automation.

4. Effectively maintained Ledgers & Accounts.

EMPLOYABILITY COMPETENCY OF EX- COAST GUARD EP
WRITER BRANCH

A.	BRANCH SPECIALISATION
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1. Planning & Budgeting
 - (a) Formulating and forwarding the estimated budget requirements, regarding pay & allowances of Officers & Enrolled Persons.
 - (b) Monitoring and forwarding timely returns & reports, pertaining to budget.
 - (c) Finalising the expenditure under budgetary head at the end of financial year.
 - (d) Conceptualising and implementing strict measures in operating procedure in connection with pay & allowances.

2. Office Administration
 - (a) A competent professional with extensive experience in managing the entire range of general administration activities.
 - (b) Played a key member in establishing new offices/ units and implementing standard operating procedure to run an office.
 - (c) Adopt at interpreting rules and regulations pertaining to financial/ travel regulations, its applications and matters related to general administration.
 - (d) Well conversant with all types of correspondence and have the ability to communicate with outside agencies effectively and independently.
 - (e) Possess thorough knowledge of all office automation tools.

3. Public Relation
 - (a) A competent professional with of experience in handling various aspects/relations and matters of Coast Guard Service.
 - (b) Possess effective public relations skills and nave the competency to deal with Officers/ Enrolled Persons regarding their entitlements in connection with pay and allowances.
 - (c) Liaison with other outside agencies as Personal Assistant to Commanding Officer in small units/ships.

4. Financial and Cash Management
 - (a) Competent individual, with skills in handling cash (Public/ Non Public) effectively.

(b) Accountable for maintaining accounts pertaining to public / non public funds existing in Coast Guard, preparing Balance sheets of Non-Public Funds and looking after the expenditure in disbursement of payment to the Coast Guard Persons.

5. Documentation

(a) Handling the entire correspondence of the organisation including confidential, secret mails and their proper distribution in an office set up.

(b) Maintaining records for all incoming/outgoing mails and document.

(c) Maintaining files of all policy matters, administrative orders and monitoring their proper utilization.

(d) Maintaining and updating personal records of service Persons systematically and its retrieval systems.

(e) Preparing and verifying claims of service Persons regarding pay & allowances.

6. Commercial Operations

(a) Interacting with RBI & National Banks for updates on financial trends.

(b) Possess thorough knowledge of the Financial Regulations of the Indian Coast Guard.

7. Persons Management

(a) Supervising 20-30 subordinates for smooth functioning of secretariat / Ship's Office of Indian Coast Guard Ship & establishment.

(b) Training 5-10 subordinates and grooming them to nurture in office environment.

(c) Influencing people to maintain office decorum.

Skill Set

IT SKILL : MS Office (MS Excel, MS Word, Power Point and all types of office automation tools).

LANGUAGE : Hindi and English or in some cases one regional

TYPING SKILLS : Expert in typing in English and Hindi.

EXTRA CURRICULAR ACTIVITY : Troop Games and Cultural Activities.

B.	AREA OF EXPOSURE
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- (a) Effectively leading a team of 20-30 subordinates.
- (b) Demonstrated proficiency in MS Office and working knowledge of computers.
- (c) Handling the preparation of Income Tax Returns as well as the preparation and scrutiny of Balance Sheets.
- (d) Preparing and maintaining Cash Accounts as per budgeted parameters.
- (e) Supervising the maintenance of Service Books of Enrolled Persons.
- (f) Proficient in Secretarial Duties, including:-
 - (i) Handling Correspondence and Mail of the entire organization.
 - (ii) Accurately typing 30 - 40 words per minute.
 - (iii) Handling sensitive and classified correspondence.

EMPLOYABILITY COMPETENCY OF EX- COAST GUARD EP
ELECTRICAL POWER

A.	BRANCH SPECIALISATION
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A Technical Skilled Subordinate Officer has experience in the Operation/ Maintenance, Defect Analysis & Rectification and adopted proper planning and execution of maintenance principles i.e. Planned Preventive Maintenance, Condition Based Predictive Maintenance of the following:

1. Power Generator & Alternators Control Systems
 - (a) Supervising the Operation and Electrical & Electronics control and Maintenance of various types of generators; including Turbo Alternators, Gas Turbine Generators and Diesel Alternators having rating from 100 KW to 1250 KW.
 - (b) Possess a sound knowledge in main power generation and its distribution systems and ability to overhaul the units as per scheduled routines.
2. Integrated Power Management System (IPMS)
 - (a) Responsible for Operation & maintenance of Integration of various equipment data to the IPMS systems.
 - (b) Ability to understand and analyse the drawing of IPMS systems and trace out the root cause of defect and ability to fix the defect.
3. Main Engine and Auxiliaries Machine Controls
 - (a) Responsible for Operation & maintenance of Main Engine control system and proper functioning of all sensors and its periodical maintenance.
 - (b) Ability to trace out defect and rectification in extreme conditions and hard environments.
 - (c) Adequate knowledge to understand the Electrical drawings and sensor specifications and able to test the performance of the same with portable test equipment.
 - (b) Motor / Turbo driven Pumps (reciprocating, centrifugal, lobe gear etc.)
 - (e) Stabilizers, Hydraulics, Steering Gear Machinery Cranes, Winches, Davits, Derricks, Boilers, Distilling Plants, Centrifugal Separator etc.
4. Gyro & Vertical gyro and its associated systems
 - (a) Having sound knowledge in monitoring and maintenance of Gyro and its sub systems and having adequate knowledge in periodic routines to undertake and ability interfacing the equipment feed to integrated systems independently.

5. Steering Systems and Fin Stabilizers Control
 - (a) Posses expertise knowledge in maintenance and upkeep of major navigational systems like Steering Gear, Fin Stabilizers and responsible for all systems operational availability and to run the system without any breakdowns.
 - (b) Ability to service the control panels and replacement of sensors and controllers.
6. Controls of Refrigeration and AC Plants
 - (a) Applying expertise in the Electrical Control Operation, Repair and Maintenance of Refrigeration and AC Plants (package / central) of Indian and foreign origins manufactured by firms like Kirloskar, Bock Germany.
7. Major Fire Fighting Equipment & Fire Detection Systems
 - (a) Capable and responsible for Operation & maintenance of major firefighting systems onboard like FM 200, FDS, Halon, Water Mist & Sprinkling systems etc.
8. Facilities Management
 - (a) Managing various facilities under Technical Services Department viz. – water supply, electrical supply, electrical and mechanical defects, defects to buildings and roads, carrying out board proceedings and statement of cases for procurement, liaison with Military Engineering Services and civil contractors for civil works. Managing of all other such facilities as essential for an organisation.
 - (b) Rectifying & maintaining electrical equipment under assigned charge.
 - (c) Functioning as Manager of Canteen/ Gas agency.
 - (d) Entrusted with responsibility of managing a departmental store/commercial complex.
9. HR Function / Training & Development
 - (a) Counseling / grievance handling of employees to maintain a healthy environment.
 - (b) Handling performance appraisal process and initiating rewards & recognition programs. Effective in implementing disciplinary norms & standards for minimizing violations of rules & regulations.
 - (c) Planning & implementing training activities in Indian Naval Training Institutes.
 - (d) Carrying out instructional duties i.e., teaching at various Indian Naval Institutes.
10. Computer Literacy
 - (a) Knowledge of computer hardware, software, networks like LAN, WAN& CAN.

- (b) Computer operations in MS Office, Staff Function, Book Keeping and advanced operating systems like Windows 10 & Linux variants.
- (c) Knowledge in basic Cyber Security and data handling and PC administration.

B.	AREA OF EXPOSURE
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1. Specific Skill Sets

(a) Subordinate Officer is qualified for following:

- (i) Supervise/ carry out Planned Preventive Maintenance routines of Electrical / Electronic Equipment and analyse test results.
- (ii) Supervise / carry out repair, fault diagnosis of Electrical / Electronic Equipment.
- (iii) Ability to prepare and carry out refit/overhaul of ship equipment
- (iv) Ability to train juniors / subordinates and supervise day to day works and update to superiors.

(b) Assist the Electrical Officer to inspect/ accept Electrical / Electronic equipment and managing men and material.

- (i) Maintain records of permanent and quasi-permanent stores.
- (ii) Assist in procurement of Electrical, Electronic and Weapon Equipment.
- (iii) Be able to use computer-based system and handling remote handling of data.
- (iv) Carry out the duties as Divisional Chief

(c) Take charge of firefighting independently and Electrical Damage Control situation under guidance.

(d) Proficient and ability to take charge in:

- (i) Take charge of squad, physical training and rifle drill
- (ii) Proficient in using small arm weapons like pistol etc.
- (iii) Perform special designated duties in ship and establishment such as Canteen Manager, Mess Secretary and Member of Audit Boards etc.

(e) Functioning as a Technical Department Regulator and Subordinate Officer-in-Charge of the department:

- (i) Managing men/material in the department and responsible for imparting departmental training of subordinates and acting as a Master planner for Planned preventive maintenance of machineries.

- (ii) Acting as a custodian of electrical spares, tools and accessories, drawings and documentations of various equipment fitted onboard.
- (iii) Honed skills in handling lower-level man management, general administration, execution of policies and procedures.
- (iv) Proficient in imparting instructions and co-ordinating the conduct of training programs for Indian Coast Guard Officers, Naviks and Foreign Navy Officer & Sailors.
- (v) Discharging duties of a Marine Electrical Officer of a Coast Guard Vessel in the absence of a suitable Officer, if so designated by Commanding Officer.
- (vi) Additionally, responsible for planning and budgeting administration expenses and working towards minimizing operational expenses of the Electrical Department.

EMPLOYABILITY COMPETENCY OF EX- COAST GUARD
ELECTRICAL RADIO

A.	BRANCH SPECIALISATION
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A Technical Skilled Subordinate Officer has experience in the Operation/ Maintenance, Defect Analysis & Rectification and adopted proper planning and execution of maintenance principles i.e. Planned Preventive Maintenance, Condition Based Predictive Maintenance of the following:

1. Advanced RADAR Transceiver Systems (X&Y Band)

Supervising the Operation and Electrical & Electronics control and Maintenance of various types of RADAR systems onboard Indian Coast Guard Ships; including Navigational & Surveillance Radar with 25 – 30 KW range.

2. Communication & Integrated Communication Systems

Responsible for Operations & maintenance of various communication sets like HF, MF, LF Transceivers and Integrated communication systems like Main Broad Cast and Alarm control systems.

3. Navigational Aid Equipment & Controls

Operations & maintenance of various Navigational aid systems sets like AIS, Search Light, Sound Recognition systems (SRS), Navigation Light controls and sound reproducing equipment etc.

4. Power Generator & Alternators Control Systems

Supervising the Operation and Electrical & Electronics control and Maintenance of various types of generators; including Turbo Alternators, Gas Turbine Generators and Diesel Alternators having rating from 100 KW to 1250 KW.

5. Integrated Bridge System (IBS) & Integrated Power Management System (IPMS)

(a) Responsible for Operation & maintenance of Integration of various equipment data to the IBS controlled system and as well as IPMS systems.

(b) Competent to handle and understand the various electronic /digital formats like NMEA, RS 232, RS 422 & Mil Std etc and competent to interface the newly inducted equipment to the existing IBS and IPMS systems independently.

(c) Ability to understand and analyse the drawing of IBS & IPMS systems and trace out the root cause and fix the bugs.

6. Portable communication equipment

Responsible for Operation & maintenance of portable communication sets like TR-2400 HF TX/RX, LUP 329 VHF TX/RX, MF TX/RX, VLF RX EK-896, VHF/UHF Walkie Talkie sets etc.

7. Electromagnetic compatibility (EMC) & Electromagnetic interference (EMI)

A sound knowledge in analysing the effect of Electromagnetic interference and its control efficiently by various methods like Grounding, Bonding, Shielding, Filtering, Lumped systems & Distributed systems etc.

8. GMDSS (Global Marine Distress and Safety system)

A sound knowledge in maintenance operational and up keep of GMDSS equipment like Emergency position-indicating radio beacon (EPIRB), NAVTEX, Satellite, High frequency sets, Search and rescue locating device, Digital selective calling, GMDSS radio sets, Search and Rescue Transponders (SART), AIS (SART)...etc.

9. Facilities Management

(a) Managing various facilities under Technical Services Department viz. – water supply, electrical supply, electrical and mechanical defects, defects to buildings and roads, carrying out board proceedings and statement of cases for procurement, liaison with Military Engineering Services and civil contractors for civil works. Managing of all other such facilities as essential for an organisation.

(b) Rectifying & maintaining electrical equipment under assigned charge.

(c) Functioning as Manager of Canteen/ Gas agency/Technical Stores.

10. HR Function / Training & Development

(a) Counseling / grievance handling of employees to maintain a healthy environment.

(b) Handling performance appraisal process and initiating rewards & recognition programs. Effective in implementing disciplinary norms & standards for minimizing violations of rules & regulations.

(c) Planning & implementing training activities in Indian Naval Training Institutes. Carrying out instructional duties i.e., teaching at various Indian Naval Institutes.

11. Computer Literacy

(a) Knowledge of computer hardware, software, networks like LAN, WAN & CAN.

(b) Computer operations in MS Office, Staff Function, Book Keeping and advanced operating systems like Windows 10 & Linux variants.

(c) Knowledge in basic Cyber Security and data handling and PC administration.

(d) Procurement of IT infrastructure and equipment.

B.	AREA OF EXPOSURE
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1. Specific Skill Sets

- (a) Subordinate Officer is qualified for following:
 - (i) Supervise/ carry out Planned Preventive Maintenance routines of Electrical / Electronic Equipment and analyse test results.
 - (ii) Supervise / carry out repair, fault diagnosis of Electrical / Electronic Equipment.
 - (iii) Assist the electrical Officer in monitoring radiation.
 - (iv) Ability to prepare and carry out refit/overhaul of ship equipment
 - (v) Ability to train juniors / subordinates and supervise day to day works and update to superiors.

- (b) Assist the Electrical Officer to inspect/ accept Electrical / Electronic equipment and managing men and material.
 - (i) Maintain records of permanent and quasi-permanent stores.
 - (ii) Assist in procurement of Electrical, Electronic and Weapon Equipment.
 - (iii) Be able to use computer-based system and handling remote handling of data.
 - (iv) Carry out the duties as Divisional Chief
 - (v) Employ Ship's Husbandry practices for Electrical fittings

- (c) Take charge of firefighting independently and Electrical Damage Control situation under guidance.

- (d) Proficient and ability to take charge in:
 - (i) Take charge of squad, physical training and rifle drill
 - (ii) Proficient in using small arm weapons like pistol etc.
 - (iii) Perform special designated duties in ship and establishment such as Canteen Manager, Mess Secretary and Member of Audit Boards etc.
 - (iv) Supervision of Ammunitioning / De-ammunitioning.

- (e) Functioning as a Technical Department Regulator and Subordinate Officer-in-Charge of the department
 - (i) Managing men/material in the department and responsible for imparting departmental training of subordinates and acting as a Master planner for Planned preventive maintenance of machineries.

- (iii) Acting as a custodian of electrical spares, tools and accessories, drawings and documentations of various equipment fitted onboard.
- (iii) Honed skills in handling lower-level man management, general administration, execution of policies and procedures.
- (iv) Proficient in imparting instructions and co-ordinating the conduct of training programs for Indian Coast Guard Officers, Naviks and Foreign Navy Officer & Sailors.
- (v) Discharging duties of a Marine Electrical Officer of a Coast Guard Vessel in the absence of a suitable Officer, if so designated by Commanding Officer.
- (vi) Additionally, responsible for planning and budgeting administration expenses and working towards minimizing operational expenses of the Electrical Department.

EMPLOYABILITY COMPETENCY OF EX- COAST GUARD EP
AIR ENGINEERING (TECH)

A.	BRANCH SPECIALISATION
----	-----------------------

1. Maintenance Management (Aircraft/GSE & Vehicles)
 - (a) Planning, organising, and administration of flight servicing and routine servicing of aircraft held in Squadrons, Ships or Air stations. Organising and supervising operations and maintenance of ground support and ground powered vehicles used in aircraft servicing work.
 - (b) Supervising the aircraft handling and movement, including specialised operations such as jacking & lifting on shore & afloat.
 - (c) Planning and effecting preventive maintenance schedules of various aircraft and aircraft equipment/ instrument.
 - (f) Preparing failure analysis, preventive, predictive and breakdown reports for minimizing downtimes by providing quick turn around responses and efficient solutions.
2. Aircraft Administration
 - (a) Recording and certifying the servicing and maintenance work including forecasting and preparation of statistical data.
 - (b) Writing reports and preparation of technical instructions & publications.
 - (c) Organising and supervising a technical library consisting of aircraft publications and books of reference.
 - (d) Administering the operations of the aircraft maintenance control office where all aircraft related documents are held.
3. Material /Warehouse Management
 - (a) Designing, implementing and monitoring effective procurement schedules along with finalising the specifications of the spares / equipments and establishing / forecasting the quality & quantity limits for effective inventory control.
 - (b) Handling the storage' preservation of aircraft/equipment including servicing during storage and packing / transportation of inventory. Inspecting and clearing substitute material component / equipment.
 - (c) Maintaining the stock of material without any variance by conducting perpetual stock verification and documentation.
4. Quality Assurance & Control
 - (a) Ensuring adherence to quality standards and maintaining all related documents.

(b) Practicing quality standards with key emphasis on improving quality and cost benefits.

5. Human Resource Management / Training & Development

(a) Mentoring & monitoring a team of staff personnel, thereby ensuring optimum performance.

(b) Designing/ developing training modules & organising training programme for trainees, both on fields as well as in classrooms.

(c) Developing & preparing presentations to support instructions.

(d) Possess knowledge in Scientific methods of organising men efficiently on board ships and ashore.

B.	AREA OF EXPOSURE
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(a) Overseeing operation and maintenance of advanced aircraft Engine, instruments and allied systems.

(b) Identifying and rectifying complex defect on airframe and engine system.

(c) Establishing Workshop test benches for servicing various parts of aircraft engines

(d) Carrying out Non destructive testing on aircraft structure and engine parts using advanced techniques.

(e) Supervise rectification of corrosion and husbandry defects on aircraft equipment and system

(f) Organising and supervising the detached operation. Handling cargo loading and unloading while carrying various detachments and other survival operation.

(g) Overseeing the store management and maintaining reduced inventory levels using management system software.

EMPLOYABILITY COMPETENCY OF EX- COAST GUARD EP
AIR ELECTRICAL POWER (TECH)

A.	BRANCH SPECIALISATION
----	-----------------------

1. Maintenance & Management (Aircraft/GSE & Vehicles)
 - (a) Planning, organising, and administration of flight servicing and routine servicing of aircraft held in Squadrons, Ships or Air stations. Organising and supervising operations and maintenance of ground support and ground powered vehicles used in aircraft servicing work.
 - (b) Supervising the aircraft handling and movement, including specialised operations such as jacking & lifting on shore & afloat.
 - (c) Planning and effecting preventive maintenance schedules of various aircraft and aircraft equipment/ instrument.
 - (d) Proactively identifying areas of obstruction/ breakdowns.
 - (e) Preparing failure analysis, preventive, predictive and breakdown reports for minimizing downtimes by providing quick turn around responses and efficient solutions.
2. Aircraft Administration
 - (a) Recording and certifying the servicing and maintenance work including forecasting and preparation of statistical data.
 - (b) Writing reports and preparation of technical instructions & publications.
 - (c) Organising and supervising a technical library consisting of aircraft publications and books of reference.
 - (d) Administering the operations of the aircraft maintenance control office where all aircraft related documents are held.
3. Material /Warehouse Management
 - (a) Designing, implementing and monitoring effective procurement schedules along with finalising the specifications of the spares / equipments and establishing / forecasting the quality & quantity limits for effective inventory control.
 - (b) Forecasting and reviewing the inventory requirement.
 - (c) Handling the storage' preservation of aircraft/equipment including servicing during storage and packing / transportation of inventory. Inspecting and clearing substitute material component / equipment.
 - (d) Overseeing the store management and maintaining reduced inventory levels.
 - (e) Maintaining the stock of material without any variance by conducting perpetual stock verification and documentation.

4. Quality Assurance & Control

- (a) Ensuring adherence to quality standards and maintaining all related documents.
- (b) Identifying areas of quality failures and taking steps to rectify the system.
- (c) Practicing quality standards with key emphasis on improving quality and cost benefits.
- (d) Inspecting the serviced work carried out on aircraft /equipment, thereby ensuring compliance of standard operating procedures.

5. Human Resource Management / Training & Development

- (a) Mentoring & monitoring a team of staff personnel, thereby ensuring optimum performance.
- (b) Designing/ developing training modules & organising training programme for trainees, both on fields as well as in classrooms.
- (c) Developing & preparing presentations to support instructions.
- (d) Possess knowledge in Scientific methods of organising men efficiently on board ships and ashore.

B.	AREA OF EXPOSURE
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- (a) Overseeing operation and maintenance of advanced aircraft electrical, instruments, flight control and power plant.
- (b) Identifying and rectifying complex defect on various electrical system and engine system.
- (c) Establishing workshop test benches for servicing air electrical components
- (d) Battery work shop and servicing/maintenance of various aircraft and domestic batteries.
- (e) Carryings out testing of printed circuit board of aircraft electrical equipments.
- (f) Organising and supervising the detached operation. Handling cargo loading and unloading while carrying various detachments and other survival operation.
- (g) Overseeing the store management and maintaining reduced inventory levels using management system software.
- (h) Carrying out the duties of flight inspector and supervisor in preparing the aircraft for routine and operation sorties.

EMPLOYABILITY COMPETENCY OF EX- COAST GUARD EP
AIR ELECTRICAL (RADIO)-TECH

A.	BRANCH SPECIALISATION
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1. Maintenance Management (Aircraft/GSE & Vehicles)
 - (a) Planning, organising, and administration of flight servicing and routine servicing of aircraft held in Squadrons, Ships or Air stations. Organising and supervising operations and maintenance navigation and communication equipment.
 - (b) Planning and effecting preventive maintenance schedules of various aircraft and aircraft equipment/ instrument.
 - (c) Preparing failure analysis, preventive, predictive and breakdown reports for minimizing downtimes by providing quick turn around responses and efficient solutions.
 - (d) Highly skilled in functional testing and defect rectification of aero communication and navigation instrument/equipment.
2. Aircraft Administration
 - (a) Recording and certifying the servicing and maintenance work including forecasting and preparation of statistical data.
 - (b) Writing reports and preparation of technical instructions & publications.
 - (c) Organising and supervising a technical library consisting of aircraft publications and books of reference.
 - (d) Administering the operations of the aircraft maintenance control office where all aircraft related documents are held.
3. Material /Warehouse Management
 - (a) Designing, implementing and monitoring effective procurement schedules along with finalising the specifications of the spares / equipments and establishing / forecasting the quality & quantity limits for effective inventory control.
 - (b) Handling the storage' preservation of aircraft/equipment including servicing during storage and packing / transportation of inventory. Inspecting and clearing substitute material component / equipment.
 - (c) Maintaining the stock of material without any variance by conducting perpetual stock verification and documentation.
4. Quality Assurance & Control
 - (a) Ensuring adherence to quality standards and maintaining all related documents.

- (b) Identifying areas of quality failures and taking steps to rectify the system.
- (c) Inspecting the serviced work carried out on aircraft /equipment, thereby ensuring compliance of standard operating procedures.

5. Human Resource Management / Training & Development

- (a) Mentoring & monitoring a team of staff personnel, thereby ensuring optimum performance.
- (b) Designing/ developing training modules & organising training programme for trainees, both on fields as well as in classrooms.
- (c) Developing & preparing presentations to support instructions.
- (d) Possess knowledge in Scientific methods of organising men efficiently on board ships and ashore.

B.	AREA OF EXPOSURE
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- (a) Overseeing operation and maintenance of advanced aircraft navigation and communication, instruments.
- (b) Identifying and rectifying complex defect on Navigation and communication equipment
- (c) Establishing Workshop test benches for servicing air radio components.
- (d) Carrying out testing of printed circuit board of aircraft electronic equipments
- (e) Organising and supervising the detached operation. Handling cargo loading and unloading while carrying various detachments and other survival operation.
- (f) Overseeing the store management and maintaining reduced inventory levels using management system software.

EMPLOYABILITY COMPETENCY OF EX- COAST GUARD EP
ENGINE ROOM (TECH)

A.	BRANCH SPECIALISATION
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A Technical Skilled Subordinate Officer has experience in the Operation/ Maintenance, Defect Analysis & Rectification and adopted proper planning and execution of maintenance principles i.e. Planned Preventive Maintenance, Condition Based Predictive Maintenance of the following:

1. Main Propulsion Plant System having a power rating of at least 15000 BHP

Internal Combustion engine propulsion (15000- 64000 HP) with gearing, shafting and fixed/ controlled pitch propellers.

2. Power Generator & Alternators

Supervising the Operation and Maintenance of various types of generators; including Turbo Alternators, Gas Turbine Generators and Diesel Alternators having rating from 100 KW to 1250 KW.

3. Refrigeration and AC Plants

Applying expertise in the Operation, Repair and Maintenance of Refrigeration and AC Plants (package / central) of Indian and foreign origins manufactured by firms like Kirloskar, Bock Germany.

4. HP Air Compressor System

(a) Facilitating the Utilisation and Maintenance of HP Air Compressors of capacity not less than 200 Bar, manufactured by firms like Elgi, Sulzer, etc.

(b) Applying dexterity in the maintenance of pressure vessels and systems up to 400 bars.

5. Auxiliaries

(a) Overseeing the Maintenance and Operation of system with related auxiliaries and other equipment such as:

(b) Motor / Turbo driven Pumps (reciprocating, centrifugal, lobe gear etc.)

(c) Stabilizers, Hydraulics, Steering Gear Machinery Cranes, Winches, Davits, Derricks, Boilers, Distilling Plants, Centrifugal Separator etc.

6. NBCD and Fire Fighting

(a) Managing the Supervision, Training and Maintenance of Fixed and Portable Fire Fighting & Damage Control Equipment and Installations onboard ships.

(b) Possesses sound knowledge of Nuclear Biological and Chemical warfare. Skilled in undertaking preventive actions for minimising casualties.

(c) Abilities in operating, Monitoring of Decontamination Equipment of fixed as well as portable nature.

7. Ships Husbandry
 - (a) Applying expertise and skills in operation and repairs of various Outboard Motors of capacity 25 to 250 HP (manufactured by Yamaha, Mariner, Johnson etc.)
 - (b) Undertaking regular care and maintenance of ships and all structural all engineering and communication fittings.
 - (c) Implementing Paint Schemes; supervising their application in various machinery and designated engineering store and maintenance compartments and mess decks.
8. Major Fire Fighting Equipment & Fire Detection Systems
 - (a) Capable and responsible for operation & maintenance of major firefighting systems onboard like FM 200, Halon, Water Mist & Sprinkling systems etc.
9. Facilities Management
 - (a) Managing various facilities under Technical Services Department viz. water supply, engineering mechanical defects, defects to buildings and roads, carrying out board proceedings and statement of cases for procurement, liaison with Military Engineering Services and civil contractors for civil works and managing of all other such facilities as essential for an organisation.
 - (b) Rectifying & maintaining engineering equipment under assigned charge.
 - (c) Functioning as Manager of Canteen/ Gas agency.
 - (d) Entrusted with responsibility of managing a departmental store/commercial complex.
10. HR Function / Training & Development
 - (a) Counseling / grievance handling of employees to maintain a healthy environment.
 - (b) Handling performance appraisal process and initiating rewards & recognition programs. Effective in implementing disciplinary norms & standards for minimising violations of rules & regulations.
 - (c) Planning & implementing training activities in Indian Naval Training Institutes.
 - (d) Carrying out instructional duties i.e., teaching at various Indian Naval Institutes.
11. Computer Literacy

- (a) Knowledge of computer hardware, software, networks like LAN, WAN & CAN.
- (b) Computer operations in MS Office, Staff Function, Book Keeping and advanced operating systems like Windows 10 & Linux variants.
- (c) Knowledge in basic Cyber Security and data handling and PC administration.

B.	AREA OF EXPOSURE
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1. Specific Skill Sets

- (a) Subordinate Officers qualified for following:
 - (i) Supervise/ carry out Planned Preventive Maintenance routines of various Machinery Equipment and ability to undertake full load trials.
 - (ii) Supervise / carry out repair, fault diagnosis of engineering equipment.
 - (iii) Assist the Engineer Officer in monitoring performance of Main Engine and major machinery systems.
 - (iv) Ability to prepare and carry out refit/overhaul of ship engineering equipment
 - (v) Competent to train juniors / subordinates and supervise day to day works and update to superiors.
- (b) Assist the Engineer Officer to inspect/ accept Engineering equipment and managing men and material.
 - (i) Maintain records of permanent and quasi-permanent stores.
 - (ii) Assist in procurement of Main engines, Alternator and major engineering equipment.
 - (iii) Carry out the duties as Divisional Chief
- (c) Take charge of firefighting independently and Damage Control situation under guidance.
- (d) Proficient and ability to take charge in:
 - (i) Take charge of squad, physical training and rifle drill.
 - (ii) Proficient in using small arm weapons like pistol etc.
 - (iii) Perform special designated duties in ship and establishment such as Canteen Manager, Mess Secretary and Member of Audit Boards etc.
- (e) Functioning as a Technical Department Regulator and Subordinate Officer-in-Charge of the department

- (i) Managing men/material in the department and responsible for imparting departmental training of subordinates and acting as a Master planner for Planned preventive maintenance of machineries.
- (iv) Coordination of inter-departmental evolutions to achieve the organisation goal. Rendering Annual Confidential Reports (ACRs) on subordinates.
- (v) Acting as a custodian of engineering spares, tools and accessories, drawings and documentations of various engineering equipment fitted onboard.
- (iv) Honed skills in handling lower-level man management, general administration, execution of policies and procedures.
- (v) Proficient in imparting instructions and co-ordinating the conduct of training programs for Indian Coast Guard Officers, Naviks and Foreign Navy Officer & Sailors.
- (vi) Discharging duties of a Marine Engineer Officer of a Coast Guard Vessel in the absence of a suitable Officer, if so designated by Commanding Officer.
- (vii) Additionally, responsible for planning and budgeting administration expenses and working towards minimizing operational expenses of the Engine Room Department.

EMPLOYABILITY COMPETENCY OF EX- COAST GUARD EP
ELECTRICAL POWER (TECH)

A.	BRANCH SPECIALISATION
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A Technical Skilled Subordinate Officer with hands-on experience in the Operation/ Maintenance, Defect Analysis & Rectification and adopted proper planning and execution of maintenance principles i.e. Planned Preventive Maintenance, Condition Based Predictive Maintenance of the following:

1. Power Generator & Alternators Control Systems
 - (a) Supervising the Operation and Electrical & Electronics control and Maintenance of various types of generators; including Turbo Alternators, Gas Turbine Generators and Diesel Alternators having rating from 100 KW to 1250 KW.
 - (b) Possess a sound knowledge in main power generation and its distribution systems and ability to overhaul the units as per scheduled routines.
2. Integrated Power Management System (IPMS)
 - (a) Responsible for Operation & maintenance of Integration of various equipment data to the IPMS systems.
 - (b) Ability to understand and analyse the drawing of IPMS systems and trace out the root cause of defect and ability to fix the defect.
3. Main Engine and Auxiliaries Machine Controls
 - (a) Responsible for Operation & maintenance of Main Engine control system and proper functioning of all sensors and its periodical maintenance.
 - (b) Ability to trace out defect and rectification in extreme conditions and hard environments.
 - (c) Adequate knowledge to understand the Electrical drawings and sensor specifications and able to test the performance of the same with portable test equipment.
 - (d) Motor / Turbo driven Pumps (reciprocating, centrifugal, lobe gear etc.)
 - (e) Stabilizers, Hydraulics, Steering Gear Machinery Cranes, Winches, Davits, Derricks, Boilers, Distilling Plants, Centrifugal Separator etc.
4. Gyro & Vertical gyro and its associated systems

Having sound knowledge in monitoring and maintenance of Gyro and its sub systems and having adequate knowledge in periodic routines to undertake and ability interfacing the equipment feed to integrated systems independently.

5. Steering Systems and Fin Stabilizers Control

(a) Posses expertise knowledge in maintenance and upkeep of major navigational systems like Steering Gear, Fin Stabilizers and responsible for all systems operational availability and to run the system without any breakdowns.

(b) Ability to service the control panels and replacement of sensors and controllers.

6. Controls of Refrigeration and AC Plants

(a) Applying expertise in the Electrical Control Operation, Repair and Maintenance of Refrigeration and AC Plants (package / central) of Indian and foreign origins manufactured by firms like Kirloskar, bock Germany.

7. Major Fire Fighting Equipment & Fire Detection Systems

(a) Capable and responsible for Operation & maintenance of major firefighting systems onboard like FM 200, FDS, Halon, Water Mist & Sprinkling systems etc.

8. Facilities Management

(a) Managing various facilities under Technical Services Department viz. – water supply, electrical supply, electrical and mechanical defects, defects to buildings and roads, carrying out board proceedings and statement of cases for procurement, liaison with Military Engineering Services and civil contractors for civil works. Managing of all other such facilities as essential for an organisation.

(b) Rectifying & maintaining electrical equipment under assigned charge.

(c) Functioning as Manager of Canteen/ Gas agency.

(d) Entrusted with responsibility of managing a departmental store/commercial complex.

9. HR Function / Training & Development

(a) Counseling / grievance handling of employees to maintain a healthy environment.

(b) Handling performance appraisal process and initiating rewards & recognition programs. Effective in implementing disciplinary norms & standards for minimizing violations of rules & regulations.

(c) Planning & implementing training activities in Indian Naval Training Institutes.

(d) Carrying out instructional duties i.e., teaching at various Indian Naval Institutes.

10. Computer Literacy

(a) Knowledge of computer hardware, software, networks like LAN, WAN & CAN.

- (b) Computer operations in MS Office, Staff Function, Book Keeping and advanced operating systems like Windows 10 & Linux variants.
- (c) Knowledge in basic Cyber Security and data handling and PC administration.

B.	AREA OF EXPOSURE
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1. Specific Skill Sets

(a) Subordinate Officer is qualified for following:

- (i) Supervise/ carry out Planned Preventive Maintenance routines of Electrical / Electronic Equipment and analyse test results.
- (ii) Supervise / carry out repair, fault diagnosis of Electrical / Electronic Equipment.
- (iii) Ability to prepare and carry out refit/overhaul of ship equipment
- (iv) Ability to train juniors / subordinates and supervise day to day works and update to superiors.

(b) Assist the Electrical Officer to inspect/ accept Electrical / Electronic equipment and managing men and material.

- (i) Maintain records of permanent and quasi-permanent stores.
- (ii) Assist in procurement of Electrical, Electronic and Weapon Equipment.
- (iii) Be able to use computer-based system and handling remote handling of data.
- (iv) Carry out the duties as Divisional Chief

(c) Take charge of firefighting independently and Electrical Damage Control situation under guidance.

(d) Proficient and ability to take charge in:

- (i) Take charge of squad, physical training and rifle drill
- (ii) Proficient in using small arm weapons like pistol etc.
- (iii) Perform special designated duties in ship and establishment such as Canteen Manager, Mess Secretary and Member of Audit Boards etc.

(e) Functioning as a Technical Department Regulator and Subordinate Officer-in-Charge of the department:

- (i) Managing men/material in the department and responsible for imparting departmental training of subordinates and acting as a Master planner for Planned preventive maintenance of machineries.

- (vi) Acting as a custodian of electrical spares, tools and accessories, drawings and documentations of various equipment fitted onboard.
- (iii) Honed skills in handling lower-level man management, general administration, execution of policies and procedures.
- (iv) Proficient in imparting instructions and co-ordinating the conduct of training programs for Indian Coast Guard Officers, Naviks and Foreign Navy Officer & Sailors.
- (v) Discharging duties of a Marine Electrical Officer of a Coast Guard Vessel in the absence of a suitable Officer, if so designated by Commanding Officer.
- (vi) Additionally, responsible for planning and budgeting administration expenses and working towards minimizing operational expenses of the Electrical Department.

EMPLOYABILITY COMPETENCY OF EX- COAST GUARD EP
ELECTRICAL RADIO (TECH)

A.	BRANCH SPECIALISATION
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A Technical Skilled Subordinate Officer with hands-on experience in the Operation/ Maintenance, Defect Analysis & Rectification and adopted proper planning and execution of maintenance principles i.e. Planned Preventive Maintenance, Condition Based Predictive Maintenance of the following:

1. Advanced RADAR Transceiver Systems (X&Y Band)

Supervising the Operation and Electrical & Electronics control and Maintenance of various types of RADAR systems onboard Indian Coast Guard Ships; including Navigational & Surveillance Radar with 25 – 30 KW range.

2. Communication & Integrated Communication Systems

Responsible for Operations & maintenance of various communication sets like HF, MF, LF Transceivers and Integrated communication systems like Main Broad Cast and Alarm control systems.

3. Navigational Aid Equipment & Controls

Operations & maintenance of various Navigational aid systems sets like AIS, Search Light, Sound Recognition systems (SRS), Navigation Light controls and sound reproducing equipment etc.

4. Power Generator & Alternators Control Systems

Supervising the Operation and Electrical & Electronics control and Maintenance of various types of generators; including Turbo Alternators, Gas Turbine Generators and Diesel Alternators having rating from 100 KW to 1250 KW.

5. Integrated Bridge System (IBS) & Integrated Power Management System (IPMS)

(a) Responsible for Operation & maintenance of Integration of various equipment data to the IBS controlled system and as well as IPMS systems.

(b) Competent to handle and understand the various electronic /digital formats like NMEA, RS 232, RS 422 & Mil Std etc and competent to interface the newly inducted equipment to the existing IBS and IPMS systems independently.

(c) Ability to understand and analyse the drawing of IBS & IPMS systems and trace out the root cause and fix the bugs.

6. Portable communication equipment

Responsible for Operation & maintenance of portable communication sets like TR-2400 HF TX/RX, LUP 329 VHF TX/RX, MF TX/RX, VLF RX EK-896, VHF/UHF Walkie Talkie sets etc.

7. Electromagnetic compatibility (EMC) & Electromagnetic interference (EMI)

A sound knowledge in analysing the effect of Electromagnetic interference and its control efficiently by various methods like Grounding, Bonding, Shielding, Filtering, Lumped systems & Distributed systems etc.

8. GMDSS (Global Marine Distress and Safety system)

A sound knowledge in maintenance operational and up keep of GMDSS equipment like Emergency position-indicating radio beacon (EPIRB), NAVTEX, Satellite, High frequency sets, Search and rescue locating device, Digital selective calling, GMDSS radio sets, Search and Rescue Transponders (SART), AIS etc.

9. Facilities Management

(a) Managing various facilities under Technical Services Department viz. – water supply, electrical supply, electrical and mechanical defects, defects to buildings and roads, carrying out board proceedings and statement of cases for procurement, liaison with Military Engineering Services and civil contractors for civil works. Managing of all other such facilities as essential for an organisation.

(b) Rectifying & maintaining electrical equipment under assigned charge.

(c) Functioning as Manager of Canteen/ Gas agency/Technical Stores.

10. HR Function / Training & Development

(a) Counseling / grievance handling of employees to maintain a healthy environment.

(b) Handling performance appraisal process and initiating rewards & recognition programs. Effective in implementing disciplinary norms & standards for minimizing violations of rules & regulations.

(c) Planning & implementing training activities in Indian Naval Training Institutes. Carrying out instructional duties i.e., teaching at various Indian Naval Institutes.

11. Computer Literacy

(a) Knowledge of computer hardware, software, networks like LAN, WAN & CAN.

(b) Computer operations in MS Office, Staff Function, Book Keeping and advanced operating systems like Windows 10 & Linux variants.

(c) Knowledge in basic Cyber Security and data handling and PC administration.

(e) Procurement of IT infrastructure and equipment.

B.	AREA OF EXPOSURE
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1. Specific Skill Sets

- (a) Subordinate Officer is qualified for following:
- (i) Supervise/ carry out Planned Preventive Maintenance routines of Electrical / Electronic Equipment and analyse test results.
 - (ii) Supervise / carry out repair, fault diagnosis of Electrical / Electronic Equipment.
 - (iii) Assist the electrical Officer in monitoring radiation.
 - (iv) Ability to prepare and carry out refit/overhaul of ship equipment
 - (v) Ability to train juniors / subordinates and supervise day to day works and update to superiors.
- (b) Assist the Electrical Officer to inspect/ accept Electrical / Electronic equipment and managing men and material.
- (i) Maintain records of permanent and quasi-permanent stores.
 - (ii) Assist in procurement of Electrical, Electronic and Weapon Equipment.
 - (iii) Be able to use computer-based system and handling remote handling of data.
 - (iv) Carry out the duties as Divisional Chief
 - (v) Employ Ship's Husbandry practices for Electrical fittings
- (c) Take charge of firefighting independently and Electrical Damage Control situation under guidance.
- (d) Proficient and ability to take charge in:
- (i) Take charge of squad, physical training and rifle drill
 - (ii) Proficient in using small arm weapons like pistol etc.
 - (iii) Perform special designated duties in ship and establishment such as Canteen Manager, Mess Secretary and Member of Audit Boards etc.
 - (iv) Supervision of Ammunitioning / De-ammunitioning.
- (e) Functioning as a Technical Department Regulator and Subordinate Officer-in-Charge of the department
- (i) Managing men/material in the department and responsible for imparting departmental training of subordinates and acting as a Master planner for Planned preventive maintenance of machineries.

- (vii) Acting as a custodian of electrical spares, tools and accessories, drawings and documentations of various equipment fitted onboard.
- (iii) Honed skills in handling lower-level man management, general administration, execution of policies and procedures.
- (iv) Proficient in imparting instructions and coordinating the conduct of training programs for Indian Coast Guard Officers, Naviks and Foreign Navy Officer & Sailors.
- (v) Discharging duties of a Marine Electrical Officer of a Coast Guard Vessel in the absence of a suitable Officer, if so designated by Commanding Officer.
- (vi) Additionally, responsible for planning and budgeting administration expenses and working towards minimizing operational expenses of the Electrical Department.

EMPLOYABILITY COMPETENCY OF EX- COAST GUARD EP
SHIPWRIGHT (TECH)

A.	BRANCH SPECIALISATION
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A Technical skilled Subordinate Officer has experience in the Operation/ Maintenance, Defect Analysis & Rectification of the following:

1. Docking / Undocking of Ships

(a) Supervising works concerning to Docking & Undocking of ships in Grave/ Floating docks.

(b) Checking of dock blocks in accordance with the docking plan prior to docking stability, detailed tide calculations, preparation of dock floor, maintenance & ballasting /de-ballasting of cessions/dock gates and watering / de-watering processes.

2. Ship Construction & Repair

(a) Overseeing construction of Indian Coast Guard Ships & Commercial Shipyards at various stages of construction.

(b) Checking the parameters for acceptability by the Indian Coast Guard Authorities. Possesses professional skills and know how on the methods of Ship's construction & Ship stability, ship drawing and various systems.

(c) Recognised as an expert with vertical specialisations in preparing the Hull defect list, bill of material & costing for ship's refits, supervising the refit proceedings at commercial shipyards for best output.

(d) Endeavoring for timely accomplishment of defect rectifications & minimising downtime.

(e) Supervising all types of welding & cutting operations pertaining to ship construction.

(f) Competent in Gas welding, Arc welding, TIG welding, MIG welding, submerged Arc welding, under water arc welding, oxy-acetylene gas cutting & plasma cutting.

(g) Handling, building, laying off & repairs of Glass reinforced plastic (GRP)/FRP boats / Crafts.

(h) Extensive knowledge in:

(i) Fields of constituents, safe handling, storage, methodology and precautionary measures about GRP. Manufacturing ability in complete structures like dome, eddy plates etc. using GRP/FRP.

(ii) Field of corrosion & protection of ship & structure from the same.

(iii) Causes & preventive techniques to fight corrosion using periodic hull surveys, correct technique of surface preparation, use of advanced paint schemes and painting techniques, Sacrificial anodes, care & maintenance of "Impressed Current Cathodic Protection (ICCP) Systems" on entire structure of the ship.

(iv) Paint technology, paint application, handling, mixing and storing of components.

(v) Operation, maintenance & repair of all lifting appliances like boat davits, Deck Cranes, Derricks, Capstans & Anchor Windlass. Experienced in periodic survey and load testing of the above equipment, and RAS gears.

(vi) Experienced in care & maintenance of ship's structure, fittings and ship systems for optimum performance.

3. Quality Control / Testing / Safety

(a) Executing quality control measures at different stages of ships. Monitoring adherence to quality standards during refitting & ship construction activities. Looking into the quality of material, workmanship & production activities.

(b) Functioning as qualified Inspector in Non-Destructive Tests (NDT) with adequate experience in Liquid die penetrate test, Radiography test, Gamma ray test, Magnetic particles test and Ultrasonic sound test.

(c) Working on load testing & safety during operation & maintenance of Ship's Anchor, chain cables and associated fittings.

(d) Ensuring periodic survey and presenting reports to Officers for decision making.

4. NBCD and Fire Fighting

(a) Managing the Supervision, Training and Maintenance of Fixed and Portable Fire Fighting & Damage Control Equipment and Installations onboard ships.

(b) Possesses sound knowledge of Nuclear Biological and Chemical warfare. Skilled to undertake preventive action to minimise casualties.

(c) Abilities in operating, Monitoring of Decontamination Equipment of fixed as well as portable nature.

5. Computer Literacy

(a) Knowledge of computer hardware, software, networks like LAN, WAN & CAN.

(b) Computer operations in MS Office, Staff Function, Book Keeping and advanced operating systems like Windows 10 & Linux variants.

- (c) Knowledge in basic Cyber Security and data handling and PC administration.

B.	AREA OF EXPOSURE
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1. Specific Skill Sets

- (a) Subordinate Officer is qualified for following:
- (i) Supervising ship's construction activities, fabrication & welding methods and calculating ship's stability.
 - (ii) Independently supervising Hull related jobs viz. hull ship's construction activities at shipyards docking and undocking of ships.
 - (iii) Planning, supervising and controlling the departmental section.
 - (iv) Providing strong and effective link between subordinates / officers and guiding juniors for promotions and discipline.
- (b) Extensively trained on the Operation & Maintenance of Ships Hull and superstructure.
- (c) Handling the planning and execution of preventive maintenance, defect analysis and rectification, optimum utilisation of wide range of mechanical machines tools.
- (d) Undertaking the defect analysis and decide on course of action independently.
- (e) Assuming higher rank duties like in-charge for systems and designated sections.
- (f) Knowledge in Advanced equipment & systems like:
- (i) Nuclear Biological and Warfare and Chemical Defence
 - (ii) Ship's Fin Stabiliser Control & associated systems
 - (iii) Material Science
 - (iv) PC cranes and boat davit
 - (v) Vacuum Toilet System
 - (vi) Sewage Treatment plants
 - (vii) Anchor Windlass operations
- (g) Assist the Executive Officer to inspect Hull structure and equipment men and material.
- (i) Maintain records of permanent and quasi-permanent stores.
 - (ii) Carry out the duties as Divisional Chief
 - (iii) Employ Ship's Husbandry practices for Hull fittings

- (h) Take charge of firefighting independently and Damage Control situation under guidance.
- (j) Proficient and has ability in following:
 - (i) Take charge of squad, physical training and rifle drill
 - (ii) Perform special designated duties in ship and establishment such as Canteen Manager, Mess Secretary and Member of Audit Boards etc.
 - (iii) Supervision of Ammunitioning / De-ammunitioning.
- (k) Functioning as a Technical Department Regulator and Subordinate-in-Charge of the department with expertise in:
 - (i) Managing men/material in the department and responsible for imparting departmental training of subordinates and acting as a Master planner for Planned preventive maintenance of machineries.
 - (viii) Coordination of inter-departmental evolutions to achieve the organisation goal. Rendering Annual Confidential Reports (ACRs) on subordinates.
 - (ix) Appraising top Management of departmental activities.
 - (x) Acting as a custodian of ship's hull related spares, tools and accessories, drawings and documentation of various equipment fitted onboard.

EMPLOYABILITY COMPETENCY OF EX- COAST GUARD EP
AIR HANDLER BRANCH

A.	BRANCH SPECIALISATION
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1. Aircraft Operations

(a) Managing Aircraft operations, encompassing Ground Handling, Taxing, Towing, Securing Aircraft on land in bad weather, Air Traffic Control and rules of the Air, Airfield Organization, Runway lighting system, Signal marking, Obstructions and fire precautions when fuelling and defueling.

(b) Knowledge of the principles of Aircraft salvage.

2. Safety Operations/Fire Fighting and NBCD

(a) Managing and handling the safety equipment, being used in aviation, parachutes, harness and dinghies.

(b) Formulating and implementing safety systems and managing overall safety operations of the aircraft.

(c) Ensuring the safety of the goods stored in the aircraft. Leading the safety cell to analyse the causes and reduce accidents, fire accidents and increase awareness towards maintenance of safe working conditions.

(d) Supervising the fire fighting operation on board ships and establishments.

(e) Conducting evacuation drill at random.

(f) Elementary knowledge in nuclear warfare and preventive action for minimizing casualties.

Skill Set

IT SKILL : MS Office (MS Excel, MS Word, Power Point and all types of office automation tools).

LANGUAGE : Hindi and English or in some cases one regional

EXTRA CURRICULAR ACTIVITY : Troop Games and Cultural Activities.

B.	AREA OF EXPOSURE
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1. Operation Management:

- (a) Proficient in executing major tasks at the airfield and movements area.
- (b) Efficiency in selection and preparation of helipads for emergency operation.
- (c) Qualified with teaching methodology concepts, with a proven track record of managing and handling havoc due to fire break out and collapse of building etc.
- (d) Proficiency in effective utilisation of men – onboard Ships and Air stations.
- (e) Possess basic knowledge of :-
 - (i) Photography
 - (ii) Aviation safety equipment
 - (iii) Meteorology
 - (iv) Aircraft weapon system
 - (v) Nuclear Biological Chemical Warfare Subjects.
 - (vi) Modern methods of office management and general administration.

2. Air Traffic Control:

- (a) A highly competent professional, proficient in:-
 - (i) Operation and upkeep of following airfield facilities
HF and VHF Communication sets
Hommer, VOR, ILS, Procession Approach Radars
Runway and Taxi track marking
Runway lighting system
 - (ii) Air traffic rules and regulations.
 - (iii) Airfield safety precautions.
 - (iv) Handling various types of aircraft emergencies.
 - (v) Controlling medium/ high density traffic.
 - (vi) Administering aeronautical information such as NOTAMS, circular and other related publications and smooth.

- (b) Planning and coordinating flight plans with various others air traffic services.
- (c) Sound professional knowledge in Aviation Crisis Management.
- (d) Liaison and coordinating with various commercial air operators at different stages of appointment.

3. Aircraft Fire Fighting and Rescue:

- (a) Planning, organising and administration of specialized appliances.
- (b) Well versed with the airfield fire protection and modern techniques of rescue from crashed aircraft.
- (c) Co-ordinating and conducting rescue operation from crash aircraft onboard aircraft carrier, helicopter carrying ships and air station.
- (d) Supervising the aircraft handling movement, Jacking and lifting at shore and afloat.
- (e) Proactively identifying areas of obstruction/breakdown.
- (f) Preparing failure analysis, preventive, predictive and breakdown reports for minimizing downtimes by providing quick turn around responses and effective and best possible solution.
- (g) Effectively trend to conduct rescue operation in divers and strenuous situations.

4. Aircraft Handling

- (a) Adept in aircraft handling and pushback movement in air station, helicopter caring ships.
- (b) Proficient in:-
 - (i) Aircraft marshalling and ground movement of aircraft.
 - (ii) Flies of safety and security of aircraft as well as men and material involved.
 - (iii) Supervising Apron operation including aviation related application and positing of aircraft.
 - (iv) Precision handling of specialized stores and aviation equipment by transport.
 - (v) Planning and co-ordinating VIP/VVIP movements with sound knowledge of safety of organisation and general administration.

- (c) Training and monitoring a team of staff personnel, thereby ensuring optimum performance.
- (d) Planning and effecting preventive maintenance schedules of specialized vehicles including crash fire tender, mechanical runway swipper, forklift, JCB (Earth remover) and tractor.
- (f) Competent in the operation of mobile cranes up to 40 tons.

EMPLOYABILITY COMPETENCY OF EX- COAST GUARD EPAIR ENGINEER BRANCH

A.	BRANCH SPECIALISATION
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1. Aircraft Maintenance Management

- (a) Planning, organising, and administration of flight servicing and routine servicing of aircraft held in Squadrons, Ships or Air stations. Organising and supervising operations and maintenance of ground support and ground powered vehicles used in aircraft servicing work.
- (b) Supervising the aircraft handling and movement, including specialised operations such as jacking & lifting on shore & afloat.
- (c) Planning and effecting preventive maintenance schedules of various aircraft and aircraft equipment/ instrument.
- (d) Proactively identifying areas of obstruction/ breakdowns.
- (e) Executing cost saving and energy saving techniques/measures and modifications to achieve substantial reduction in O&M expenditures and work within the budget.
- (f) Preparing failure analysis, preventive, predictive and breakdown reports for minimizing downtimes by providing quick turnaround responses and efficient solutions.
- (g) Conducting a statistical analysis of failure/ breakdown of systems.
- (h) Highly skilled in:-
 - (i) Functional testing and defect rectification of aero engines, control systems and air frames, aircraft systems, hydraulic and pneumatic systems etc.
 - (ii) Non-Destructive Testing or systems using methods such as eddy current and X-Ray.
 - (i) Ultrasonic Testing.
- (j) Formulating the alternative servicing / repair procedures. Skilled in tool control procedures.
- (k) Trained in salvage of crashed aircraft.

2. Aircraft Administration

- (a) Recording and certifying the servicing and maintenance work, including forecasting and preparation of statistical data.
- (b) Writing reports and preparation of technical instructions & publications.
- (c) Organising and supervising a technical library consisting of aircraft publications, Technical Instructions and reference books.
- (d) Administering the operations of the Aircraft Maintenance Control Organisation (AMCO), Safe custody of aircraft log books, log cards, Servicing Forms, Aircraft Ledgers, Master Job cards, Job cards and other technical related aircraft documents.
- (e) Preparation of aircraft handing over report to the repair agency and acceptance of aircraft.
- (f) Robbing and cannibalization of aircraft equipment from one aircraft to another aircraft.

3. Material/Warehouse Management

- (a) Designing, implementing and monitoring effective procurement schedules along with finalising the specifications of the spares / equipments and establishing / forecasting the quality & quantity limits for effective inventory control.
- (b) Forecasting and reviewing the inventory requirement.
- (c) Handling the storage' preservation of aircraft/equipment including servicing during storage and packing / transportation of inventory. Inspecting and clearing substitute material component / equipment.
- (d) Overseeing the store management and maintaining reduced inventory levels.
- (e) Maintaining the stock of material without any variance by conducting perpetual stock verification and documentation.
- (f) Controlling the inventory, thereby ensuring minimum downtime of aircraft / equipment.
- (g) Short Time Storage & Long Time Storage of aero engine, equipment and aircraft.
- (h) Preparation of ARD (Annual Review of Demand).

4. Quality Assurance & Control

- (a) Ensuring adherence to quality standards and maintaining all aviation technical related documents.
- (b) Identifying areas of quality failures and taking steps to rectify the system.

- (c) Practicing quality standards with key emphasis on improving quality and cost benefits.
- (d) Inspecting the serviced work carried out on aircraft /equipment, thereby ensuring compliance of standard operating procedures.
- (e) Ensure all aviation practices have been strictly followed and updated time to time with latest instructions issued by manufacturers/technical authorities.
- (f) Investigate cause of aircraft incident/accident/component failure and issued remedial measures to avoid those.
- (g) Periodical review of technical instructions and analyse implementation of latest system on aircraft and requirement of aircraft/aero engine modifications.
- (h) Health monitoring of aero engine, equipments and aircraft.
- (j) Review of aircraft job cards.
- (k) Review the servicing schedule of Ground Support Equipments and second line servicing equipments.

Skill Set

IT SKILL : MS Office (MS Excel, MS Word, Power Point and all types of office automation tools).

LANGUAGE : Hindi and English or in some cases one regional

EXTRA CURRICULAR ACTIVITY : Troop Games and Cultural Activities.

D.	AREA OF EXPOSURE
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- (a) Overseeing operation and maintenance of advanced aircraft airframe, aero-engine and engineer systems.
- (b) Formulating practical repair schemes in case of battle damage repair to aircraft and equipment of Airframe, Aero engine and associated mechanical equipments.
- (c) Identifying and rectifying complex defect on airframe and engine system.
- (d) Adept at handling aircraft sheet metal and composite work, with extensive knowledge in undertaking manufacturing of non flight critical components using industrial equipment.
- (e) Carrying out Non destructive testing on aircraft structure and engine parts using advanced techniques.
- (f) Organising and supervising the detached operation. Handling cargo loading and unloading while carrying various detachments and other survival operation.
- (g) Overseeing the store management and maintaining reduced inventory levels, using management system software.

- (h) Maintaining the stock of material without any variance by conducting stock verification and documentation.
- (j) Imparting on job instruction to trainees in developing various aircraft maintenance skills.
- (k) Carrying out the duties of flight inspector and supervisor in preparing the aircraft for routine and operation sorties.
- (l) Looking after the calibration, testing/tuning of various gauges and equipment in workshops.
- (m) In-Charge Aircraft Maintenance Control Organisation, Air Store, Battery Shop, Instrument Shop and Technical Library.
- (n) Investigating technical team member of aircraft incident/accident.
- (p) Member for review of technical instructions, job cards and servicing schedule of Ground support equipments.
- (q) In-charge Crash and Salvage team and Tool Control.
- (r) Team in-charge of aircraft handing over/acceptance.
- (s) Training in-charge
- (t) In-charge Second Line Servicing engineering Shop
- (u) Technical Quality audit Team member.

EMPLOYABILITY COMPETENCY OF EX- COAST GUARD EPAIR ELECTRICAL BRANCH

A.	BRANCH SPECIALISATION
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1. Aircraft Maintenance Management

- (a) Planning, organising, and administration of flight servicing and routine servicing of aircraft held in Squadrons, Ships or Air stations. Organising and supervising operations and maintenance of ground support and ground powered vehicles used in aircraft servicing work.
- (b) Supervising the aircraft handling and movement, including specialised operations such as jacking & lifting on shore & afloat.
- (c) Planning and effecting preventive maintenance schedules of various aircraft and aircraft equipment/ instrument.
- (d) Proactively identifying areas of obstruction/ breakdowns.
- (e) Executing cost saving and energy saving techniques/measures and modifications to achieve substantial reduction in O&M expenditures and work within the budget.
- (f) Preparing failure analysis, preventive, predictive and breakdown reports for minimizing downtimes by providing quick turnaround responses and efficient solutions.
- (g) Conducting a statistical analysis of failure/ breakdown of systems.
- (h) Highly skilled in:
 - (i) Functional testing and defect rectification of aero engines, control systems and air frames, aircraft systems, hydraulic and pneumatic systems etc.
 - (ii) Non-Destructive Testing or systems using methods such as eddy current and X-Ray.
 - (iii) Ultrasonic Testing.
- (j) Formulating the alternative servicing / repair procedures. Skilled in tool control procedures.
- (k) Trained in salvage of crashed aircraft.

2. Aircraft Administration

- (a) Recording and certifying the servicing and maintenance work, including forecasting and preparation of statistical data.
- (b) Writing reports and preparation of technical instructions & publications.

- (c) Organising and supervising a technical library consisting of aircraft publications, Technical Instructions and reference books.
- (d) Administering the operations of the Aircraft Maintenance Control Organisation (AMCO), Safe custody of aircraft log books, log cards, Servicing forms, Aircraft Ledgers, Master Job cards, Job cards and other technical related aircraft documents.
- (e) Preparation of aircraft handing over report to the repair agency and acceptance of aircraft.
- (f) Robbing and cannibalization of aircraft equipment from one aircraft to another aircraft.

3. Material/Warehouse Management

- (a) Designing, implementing and monitoring effective procurement schedules along with finalising the specifications of the spares / equipments and establishing / forecasting the quality & quantity limits for effective inventory control.
- (b) Forecasting and reviewing the inventory requirement.
- (c) Handling the storage' preservation of aircraft/equipment including servicing during storage and packing / transportation of inventory. Inspecting and clearing substitute material component / equipment.
- (d) Overseeing the store management and maintaining reduced inventory levels.
- (e) Maintaining the stock of material without any variance by conducting perpetual stock verification and documentation.
- (f) Controlling the inventory, thereby ensuring minimum downtime of aircraft / equipment.
- (g) Short Time Storage & Long Time Storage of aero engine, equipment and aircraft.
- (h) Preparation of ARD (Annual Review of Demand).

4. Quality Assurance & Control

- (a) Ensuring adherence to quality standards and maintaining all aviation technical related documents.
- (b) Identifying areas of quality failures and taking steps to rectify the system.

- (c) Practicing quality standards with key emphasis on improving quality and cost benefits.
- (d) Inspecting the serviced work carried out on aircraft /equipment, thereby ensuring compliance of standard operating procedures.
- (e) Ensure all aviation practices have been strictly followed and updated time to time with latest instructions issued by manufacturers/technical authorities.
- (f) Investigate cause of aircraft incident/accident/component failure and issued remedial measures to avoid those.
- (g) Periodical review of technical instructions and analyses implementation of latest system on aircraft and requirement of aircraft/aero engine modifications.
- (h) Health monitoring of aero engine, equipments and aircraft.
- (j) Review of aircraft job cards.
- (k) Review the servicing schedule of Ground Support Equipments and second line servicing equipments.

Skill Set

IT SKILL : MS Office (MS Excel, MS Word, Power Point and all types of office automation tools).

LANGUAGE : Hindi and English or in some cases one regional

EXTRA CURRICULAR ACTIVITY : Troop Games and Cultural Activities.

B.	AREA OF EXPOSURE
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- (a) Overseeing operation and maintenance of advanced aircraft electrical, instruments, flight control and navigational systems.
- (b) Identifying and rectifying complex defect on airframe and engine system.
- (c) Establishing.
 - (i) Workshop test benches for servicing air electrical components using CRETE and STTE equipments.
 - (ii) Battery work shop and servicing/maintenance of various aircraft and domestic batteries.
- (d) Carrying out testing of printed circuit board of aircraft electrical equipments
- (e) Carrying out Non destructive testing on aircraft structure and engine parts using advanced techniques.

- (f) Organising and supervising the detached operation. Handling cargo loading and unloading while carrying various detachments and other survival operation.
- (g) Overseeing the store management and maintaining reduced inventory levels, using management system software.
- (h) Maintaining the stock of material without any variance by conducting stock verification and documentation.
- (j) Imparting on job instruction to trainees in developing various aircraft maintenance skills.
- (k) Carrying out the duties of flight inspector and supervisor in preparing the aircraft for routine and operation sorties.
- (l) Looking after the calibration, testing/tuning of various gauges and equipment in workshops
- (m) In-Charge Aircraft Maintenance Control Organisation, Air Store, Battery Shop, Instrument Shop and Technical Library.
- (n) Investigating technical team member of aircraft incident/accident.
- (p) Member for review of technical instructions, job cards and servicing schedule of Ground support equipments.
- (q) In-charge Crash and Salvage team and Tool Control.
- (r) Team in-charge of aircraft handing over/acceptance.
- (s) Training in-charge
- (t) In-charge Generator Bay and Second Line Servicing Electrical Shop
- (u) Technical Quality audit Team member.

EMPLOYABILITY COMPETENCY OF EX- COAST GUARD EPAIR RADIO BRANCH

A.	BRANCH SPECIALISATION
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1. Aircraft Maintenance Management

- (a) Planning, organising, and administration of flight servicing and routine servicing of aircraft held in Squadrons, Ships or Air stations. Organising and supervising operations and maintenance of ground support and ground powered vehicles used in aircraft servicing work.
- (b) Supervising the aircraft handling and movement, including specialised operations such as jacking & lifting on shore & afloat.
- (c) Maintaining Ground support Equipment and Ground powered Vehicles used in aircraft servicing work.
- (d) Planning and effecting preventive maintenance schedules of various aircraft and aircraft equipment/ instrument.
- (e) Proactively identifying areas of obstruction/ breakdowns.
- (f) Executing cost saving and energy saving techniques/measures and modifications to achieve substantial reduction in O&M expenditures and work within the budget.
- (g) Preparing failure analysis, preventive, predictive and breakdown reports for minimizing downtimes by providing quick turn around responses and efficient solutions.
- (h) Conducting a statistical analysis of failure/ break down of systems.
- (j) Highly skilled in:-
 - (i) Functional testing and defect rectification of radar, communication equipments, navigational equipments, GPS and other associated aircraft systems such as transmitter, beacons, RADAR etc.
 - (ii) Non-Destructive Testing or systems using methods such as Dye penetrant, eddy current and X-Ray.
 - (iii) Ultrasonic Testing.
 - (iv) Tool control procedures.
 - (v) Salvage of crashed aircraft.

- (k) Formulating the alternative servicing / repair procedures.
- (l) Trained in salvage of crashed aircraft.

2. Aircraft Administration

- (a) Recording and certifying the servicing and maintenance work, including forecasting and preparation of statistical data.
- (b) Writing reports and preparation of technical instructions & publications.
- (c) Organising and supervising a technical library consisting of aircraft publications, Technical Instructions and reference books.
- (d) Administering the operations of the Aircraft Maintenance Control Organisation (AMCO), Safe custody of aircraft log books, log cards, Servicing Forms, Aircraft Ledgers, Master Job cards, Job cards and other technical related aircraft documents.
- (e) Preparation of aircraft handing over report to the repair agency and acceptance of aircraft.
- (f) Robbing and cannibalization of aircraft equipment from one aircraft to another aircraft.

3. Material/Warehouse Management

- (a) Designing, implementing and monitoring effective procurement schedules along with finalising the specifications of the spares / equipments and establishing / forecasting the quality & quantity limits for effective inventory control.
- (b) Forecasting and reviewing the inventory requirement.
- (c) Handling the storage preservation of aircraft / equipment including servicing during storage and packing / transportation of inventory. Inspecting and clearing substitute material component / equipment.
- (d) Overseeing the store management and maintaining reduced inventory levels.
- (e) Maintaining the stock of material without any variance by conducting perpetual stock verification and documentation.
- (f) Controlling the inventory, thereby ensuring minimum downtime of aircraft / equipment.

(g) Short Time Storage & Long Time Storage of aero avionics, equipment and aircraft.

(h) Preparation of ARD (Annual Review of Demand).

4. Quality Assurance & Control

(a) Ensuring adherence to quality standards and maintaining all aviation technical related documents.

(b) Identifying areas of quality failures and taking steps to rectify the system.

(c) Practicing quality standards with key emphasis on improving quality and cost benefits.

(d) Inspecting the serviced work carried out on aircraft /equipment, thereby ensuring compliance of standard operating procedures.

(e) Ensure all aviation practices have been strictly followed and updated time to time with latest instructions issued by manufacturers/technical authorities.

(f) Investigate cause of aircraft incident/accident/component failure and issued remedial measures to avoid those.

(g) Periodical review of technical instructions and analyse implementation of latest system on aircraft and requirement of aircraft/aero avionics modifications.

(h) Health monitoring of aero avionics, equipments and aircraft.

(j) Review of aircraft job cards.

(k) Review the servicing schedule of Ground Support Equipments and second line servicing equipments.

Skill Set

IT SKILL : MS Office (MS Excel, MS Word, Power Point and all types of office automation tools).

LANGUAGE : Hindi and English or in some cases one regional

B.	AREA OF EXPOSURE
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- (a) Overseeing operation and maintenance of advanced aircraft avionics, communication and navigational equipments and GPS.
- (b) Identifying and rectifying complex defect on air radio equipments.
- (c) Establishing workshop test benches for servicing air radio components using CRETE and STTE equipment.
- (d) Carrying out testing of printed circuit board of aircraft radio equipments.
- (e) Organising and supervising the detached operation. Handling cargo loading and unloading while carrying various detachments and other survival operation.
- (f) Overseeing the store management and maintaining reduced inventory levels, using management system software.
- (g) Maintaining the stock of material without any variance by conducting stock verification and documentation.
- (h) Imparting on job instruction to trainees in developing various aircraft maintenance skills.
- (j) Carrying out the duties of flight inspector and supervisor in preparing the aircraft for routine and operation sorties.
- (k) Assisting external agencies in incorporation modification of avionics system on aircraft.
- (l) Looking after the calibration, testing/tuning of various gauges and equipment in workshops.
- (m) In-Charge Aircraft Maintenance Control Organisation, Air Store, Instrument Shop and Technical Library.
- (n) Investigating technical team member of aircraft incident/accident.
- (p) Member for review of technical instructions, job cards and servicing schedule of Ground support equipments.
- (q) In-charge Crash and Salvage team and Tool Control.
- (r) Team in-charge of aircraft handing over/acceptance.

- (s) Training in-charge.
- (t) In-charge of Second Line Servicing Radio Shop.
- (u) Technical Quality audit Team member.

EMPLOYABILITY COMPETENCY OF EX- COAST GUARD EP

AIR PHOTO BRANCH

A.	BRANCH SPECIALISATION
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1. Facility Management
 - (a) Managing and executing various photography requirements of the service
 - (b) Monitoring and forwarding timely returns & reports, pertaining to photography section.
 - (c) Photography Briefings and Documentation and classification of photography
 - (d) Maintaining and updating regularly of Photography equipment.

2. Office Administration
 - (a) A competent professional with extensive experience in managing the entire gamut of general administration activities.
 - (b) Played a key member in establishing new offices/ units and implementing standard operating procedure to run an office.
 - (c) Adept at interpreting rules and regulations pertaining to photography section its applications and matters related to general administration.
 - (d) Well conversant with all types of correspondence and have the ability to communicate with outside agencies effectively and independently.
 - (e) Possess thorough knowledge of all office automation tools.

3. Public Relation
 - (a) A competent professional with various aspects relations and matters of Coast Guard Service.
 - (b) Possess effective public relations skills and have the competency to deal with Officers/ Enrolled Personnel regarding their entitlements in connection with pay and allowances.
 - (c) Liaison with other outside agencies as Personal Assistant to Commanding Officer in small units/ships.

4. Financial and Cash Management
 - (a) Competent individual, with skills in handling cash (Public/ Non Public) effectively.
 - (b) Accountable for maintaining accounts pertaining to public / non public funds existing in Coast Guard, preparing Balance sheets of Non-Public Funds and looking after the expenditure in disbursement of payment to the Coast Guard personnel.

5. Documentation

- (a) Handling the entire correspondence of the organisation including confidential, secret mails and their proper distribution in an office set up.
- (b) Maintaining records for all incoming/outgoing mails and document.
- (c) Maintaining files of all policy matters, administrative orders and monitoring their proper utilization.
- (d) Maintaining and updating personal records of service personnel systematically and its retrieval systems.
- (e) Preparing and verifying claims of service personnel regarding pay & allowances.
- (f) Regularly updating office files and records.

6. Knowledge Domain

- (a) Possess thorough knowledge in different types of Photography which include external, internal, copying, macro, micro, wildlife and aerial.
- (b) Handling and maintenance of photography equipment.
- (c) Thorough knowledge of Corel Video Studio and Adobe Photoshop.

7. Personnel Management

- (a) Supervising 20-30 subordinates for smooth functioning of secretariat / Photography office of Indian Coast Guard Ship & establishment.
- (b) Training 5-10 subordinates and grooming them to nurture in service environment.
- (c) Influencing people to maintain service decorum.

Skill Set

IT SKILL	:	MS Office (MS Excel, MS Word, Power Point and all types of office automation tools).
LANGUAGE	:	Hindi and English or in some cases one regional
TYPING SKILLS	:	Expert in typing in English and Hindi.
EXTRA CURRICULAR ACTIVITY	:	Troop Games and Cultural Activities.

B.	AREA OF EXPOSURE
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- (a) Effectively leading a team of 20-30 subordinates.
- (b) Demonstrated proficiency in MS Office and working knowledge of computers.
- (c) Handling the preparation of Income Tax Returns as well as the preparation and scrutiny of Balance Sheets.
- (d) Preparing and maintaining Cash Accounts as per budgeted parameters.
- (e) Supervising the maintenance of Service Books of Enrolled Persons.
- (f) Proficient in Secretarial Duties, including:-
 - (i) Handling Correspondence and Mail of the entire organization.
 - (ii) Accurately typing 30 - 40 words per minute.
 - (iii) Handling sensitive and classified correspondence.

EMPLOYABILITY COMPETENCY OF EX- COAST GUARD EPMETROLOGY BRANCH

- | | |
|----|-----------------------|
| A. | BRANCH SPECIALISATION |
|----|-----------------------|
1. Facility Management
 - (a) Prepare of Meteorological reports like METARs, SPECIs, Met T-3, Met T-10 SIGMET, AIREPs etc.
 - (b) Monitoring and forwarding timely returns & reports, pertaining to meteorology.
 - (c) Provide assistance for various Meteorological Briefings and Documentation for Air operations to Met Officers.
 - (d) Maintaining and updating regularly of met instruments.
 2. Office Administration
 - (a) A competent professional with extensive experience in managing the entire gamut of general administration activities.
 - (b) Played a key member in establishing new offices/ units and implementing standard operating procedure to run an office.
 - (c) Adept at interpreting rules and regulations pertaining to meteorological reports, its applications and matters related to general administration.
 - (d) Well conversant with all types of correspondence and have the ability to communicate with outside agencies effectively and independently.
 - (e) Possess thorough knowledge of all office automation tools.
 3. Public Relation
 - (a) A competent professional with various aspects relations and matters of Coast Guard Service.
 - (b) Possess effective public relations skills and have the competency to deal with Officers/ Enrolled Personnel regarding their entitlements in connection with pay and allowances.
 - (c) Liaison with other outside agencies as Personal Assistant to Commanding Officer in small units/ships.
 4. Financial and Cash Management
 - (a) Competent individual, with skills in handling cash (Public/ Non Public) effectively.

(b) Accountable for maintaining accounts pertaining to public / non public funds existing in Coast Guard, preparing Balance sheets of Non-Public Funds and looking after the expenditure in disbursement of payment to the Coast Guard Persons.

5. Documentation

(a) Handling the entire correspondence of the organisation including confidential, secret mails and their proper distribution in an office set up.

(b) Maintaining records for all incoming/outgoing mails and document.

(c) Maintaining files of all policy matters, administrative orders and monitoring their proper utilization.

(d) Maintaining and updating personal records of service personnel systematically and its retrieval systems.

(e) Preparing and verifying claims of service personnel regarding pay & allowances.

6. Knowledge Domain

(a) Possess thorough knowledge of surface synoptic observation, upper air observation, Meteorological forecast, reports, briefing, aviation hazards etc.

(b) Handling and maintenance of various instruments and modern met equipment.

7. PersonsManagement

(a) Supervising 20-30 subordinates for smooth functioning of secretariat / Met Office of Indian Coast Guard Ship & establishment.

(b) Training 5-10 subordinates and grooming them to nurture in office environment.

(c) Influencing people to maintain office decorum.

Skill Set

IT SKILL : MS Office (MS Excel, MS Word, Power Point and all types of office automation tools).

LANGUAGE : Hindi and English or in some cases one regional

TYPING SKILLS : Expert in typing in English.

EXTRA CURRICULAR ACTIVITY : Troop Games and Cultural Activities.

B.	AREA OF EXPOSURE
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- (a) Effectively leading a team of 20-30 subordinates.
- (b) Demonstrated proficiency in MS Office and working knowledge of computers.
- (c) Handling the preparation of Income Tax Returns as well as the preparation and scrutiny of Balance Sheets.
- (d) Preparing and maintaining Cash Accounts as per budgeted parameters.
- (e) Supervising the maintenance of Service Books of Enrolled Persons.
- (f) Proficient in Secretarial Duties, including:-
 - (i) Handling Correspondence and Mail of the entire organization.
 - (ii) Accurately typing 30 - 40 words per minute.
 - (iii) Handling sensitive and classified correspondence.

EMPLOYABILITY COMPETENCY OF EX- COAST GUARD EPSEFETY EQUIPMENT BRANCH

A.	BRANCH SPECIALISATION
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1. Aircraft Operations

(a) Installation of Safety and Survival equipment in aircraft, reporting failures and defects of Safety Equipment and undertaking remedial actions for repair and rectification, custody and amendments of all relevant publications and managing Aircraft operations, encompassing Ground Handling, Taxing, Towing, and Securing Aircraft on land in bad weather.

(b) Knowledge of the principles of Aircraft salvage.

2. Safety Operations/Fire Fighting and NBCD

(a) Ensuring availability of fully operational, serviceable and reliable equipment during flight for escape and survival during emergencies.

(b) Formulating and implementing safety systems and managing overall safety operations of the aircraft.

(c) Ensuring the safety of the goods stored in the aircraft. Leading the safety cell to analyse the causes and reduce accidents, fire accidents and increase awareness towards maintenance of safe working conditions.

(d) Supervising the fire fighting operation on board ships and establishments.

(e) Conducting evacuation drill at random.

(f) Elementary knowledge in nuclear warfare and preventive action for

3. Material/Warehouse Management

(a) Handling demand, procurement of spares.

(b) Providing effective link between manufacturing unit and higher administrative authority.

(c) Keeping a track of the incoming/ outgoing material from the store.

(d) Maintaining records/ documents for the movement of material.

Skill Set

IT SKILL : MS Office (MS Excel, MS Word, Power Point and all types of office automation tools).

LANGUAGE : Hindi and English or in some cases one regional

B.	AREA OF EXPOSURE
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Operations Management

- (a) Organizing & planning servicing, maintenance and packing Parachutes, Life Rafts, SAR equipments including Flying Clothing.
- (b) Executing assigned task in scientific method and effectively available resources.
- (c) Organising & executing fire fighting, nuclear warfare exercise on board ship & establishment.
- (d) Planning preventive action for minimizing risk of causality.
- (e) Proficient in all kind of fire situation having line experience and deep knowledge in chemistry of fire.
- (f) Providing first aid & medical assistance and capable of post accident management skills including counseling of ill affected.

Technical Support / Safety/ Quality Assurance

- (a) Rendering technical support for
 - (i) Safety Equipment Sections
 - (ii) Parachute Section
 - (iii) Management of man power for packing, inspection & repair of the various types of parachutes.
 - (iii) Planning & coordinating with Aerial Delivery Research & Development Establishment for evaluation test.
 - (v) Life Raft Section
 - (vi) Planning & executing of packing, servicing, repairing of all types of aircraft's, Ship's Life Raft and survival aids as per international regulation SOLAS & MMD India (Marine Mercantile Department).
 - (vii) Servicing & repairing of air droppable life raft and its fitment on board ship.
 - (viii) Organizing hydraulic pressure test, corrosion test of the various types of CO2 gas cylinder used in life raft.
 - (ix) Flying Clothing Section
 - (x) Servicing, repairing & inspecting life preserver, oxygen mask, flying overall, helmet, anti 'G' suit and other flying clothing.

- (xi) Periodic inspection of flying clothing.
 - (xii) Imparting training on UW escape on HUET (Helicopter Under water Escape Training).
 - (xiii) Formulation of ASE (Authorised Scale of Equipments) of newly inducted aircraft / SE/FC items.
- (b) Ensuring the highest degree of safety in maintenance of all items.
 - (c) Undertaking evaluation, modification of inducted Safety Equipments.
 - (d) Inspecting the quality of equipment as per the specification.
 - (e) Managing & organising the manpower of life raft workshop as per MMD and ISO regulation.

EMPLOYABILITY COMPETENCY OF EX- COAST GUARD EP
COOK BRANCH

A.	BRANCH SPECIALISATION
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1. Management of Food & Beverage outlets
 - (a) Monitoring daily operations of the Food & Beverage outlets to ensure that food is presented and served efficiently.
 - (b) Organising and managing various events and parties.
 - (c) Responsible for seamless operations with the desire to accomplish a Guest satisfaction Index.
2. Budgeting/Cost Accounting/Documentation
 - (a) Preparing and monitoring food and beverage budgets.
 - (b) Preparing balance sheets for audit purposes and up keeping all records pertaining to billing.
 - (c) Maintaining appropriate documentation for cost and inventory control.
3. Inventory, Equipment & Quality Control
 - (a) Assessing projected inventory for seamless coordination of catering supplies.
 - (b) Tracking inward and outward movement of inventory.
 - (c) Conducting regular physical audit of inventories of various supplies.
 - (d) Ensuring a high equipment uptime for operational effectiveness.
 - (e) Monitoring stringent adherence to quality & hygiene standards.
4. Personnel Management
 - (a) Supervising 20-30 subordinates for smooth functioning of secretariat / Ship's Office of Indian Coast Guard Ship & establishment.
 - (b) Training 5-10 subordinates and grooming them to nurture in office environment.
 - (c) Influencing people to maintain office decorum.

B.	AREA OF EXPOSURE
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- (a) Effectively leading a team of 20-30 subordinates.
- (b) Managing the entire kitchen operations in Indian Coast Guard Ships, thereby providing food to officers within very limited space and in difficult sea conditions.
- (c) Comprehensive practical training in fire fighting and survival techniques as well as aspects concerning to safety and security.

EMPLOYABILITY COMPETENCY OF EX- COAST GUARD EP
STEWARD BRANCH

A.	BRANCH SPECIALISATION
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1. Management of Food & Beverage outlets
 - (a) Monitoring daily operations of the Food & Beverage outlets to ensure that food is presented and served efficiently.
 - (b) Organising and managing various events and parties.
 - (c) Responsible for seamless operations with the desire to accomplish a Guest satisfaction Index.
2. Budgeting/Cost Accounting/Documentation
 - (a) Preparing and monitoring food and beverage budgets.
 - (b) Preparing balance sheets for audit purposes and up keeping all records pertaining to billing.
 - (c) Maintaining appropriate documentation for cost and inventory control.
3. Inventory, Equipment & Quality Control
 - (a) Assessing projected inventory for seamless coordination of catering supplies.
 - (b) Tracking inward and outward movement of inventory.
 - (c) Conducting regular physical audit of inventories of various supplies.
 - (d) Ensuring a high equipment uptime for operational effectiveness.
 - (e) Monitoring stringent adherence to quality & hygiene standards.
4. Personnel Management
 - (a) Supervising 20-30 subordinates for smooth functioning of secretariat / Ship's Office of Indian Coast Guard Ship & establishment.
 - (b) Training 5-10 subordinates and grooming them to nurture in office environment.
 - (b) Influencing people to maintain office decorum.

B.	AREA OF EXPOSURE
----	------------------

- (a) Effectively leading a team of 20-30 subordinates.
- (b) Managing the entire Ward Room operations in Indian Coast Guard Ships/ Establishments, thereby providing food to Officers within very limited space and in difficult sea conditions.
- (c) Comprehensive practical training in fire fighting and survival techniques as well as aspects concerning to safety and security.

EMPLOYABILITY COMPETENCY OF EX- COAST GUARD EP
MUSICIAN BRANCH

A.	BRANCH SPECIALISATION
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1. Management of Musical Events

- (a) An instrumentalist who performs on the primary musical instruments.
- (b) Studying and interpreting music, ability to perform as a soloist.
- (c) Researching, learning and practicing new pieces of music.
- (d) Fully conversant with musical subjects such as Elements of music.
- (e) Well versed with the composition of a military band.

2. Team Management

- (a) Independently managing the stand during band concert, band display and private band engagement.
- (b) Capable of performing in ensemble.

3. Security Management

- (a) Planning and monitoring security arrangements for factory/office involving preparation of security plans and deployment of security personnel, implementing stringent security/measures to establish and maintain high security standards.
- (b) Arranging security of equipments, men and material.
- (c) Conversant in safety management, fire fighting techniques and first aid.
- (d) Enforcing and maintaining effective security arrangements and disciplinary norms for smooth running of a large organization.

4. Training and Development

- (a) Managing the orientation, training, career development and deployment of band.
- (b) Enforcing and maintaining discipline and upholding the dignity of the military band.
- (c) Organising training programme and collective training sessions for elevating skills productivity of employees.

5. Event Management

(a) Organising and coordinating various events (Band concert, band displays, service ceremonials and private band engagements).

(b) Implementing disciplinary norms and standards for minimizing violations of rules and regulations.

B.	AREA OF EXPOSURE
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1. Personnel Management

(a) Managing all departmental activities, supervising and maintenance of leave records.

(b) Counseling and resolving grievances of departmental employees to maintain a healthy work environment and facilitating employee satisfaction.

(c) Handling performance appraisal process and identifying scope of enhancing professional growth of employees.

2. Subordinate Officer (Musician)

(a) An SO who has qualified the advance musician course which covers Elements of Music and Harmony, Instrumentation, Aural perception, Conduction and basic usage of Music Software on computer.

(b) Capable of conducting band at various band engagements viz. Service Ceremonials, Private band engagements and Band displays.

(c) Imparting training to the band and holding classes of theory of music as instructor.

(d) Maintaining the Band Store and Music Library.

3. Leadership Qualities

(a) Chief responsibility pertains to developing leadership qualities of Enrolled Personnel.

(b) Focus is on maintaining discipline among subordinates and leading efforts for planning.

(c) Organising and executing various service tasks.

EMPLOYABILITY COMPETENCY OF EX- COAST GUARD ENROLLED FOLLOWER

A. BRANCH SPECIALISATION

1. Skill Set
 - (a) Supervising the Hygienic conditions of officers, men and living accommodation of around 500 boarders.
 - (b) Functioning as a Sanitary Inspector, with experience in Indian Coast Guard ships, within very limited space & in difficult area conditions.
 - (c) Trained in Comprehensive practical training in fire fighting, survival techniques, all aspects concerning to safety and security.
2. Maintenance of Hygienic Conditions (Living Spaces)
 - (a) Maintaining effective hygienic conditions of office premises and surroundings in establishments.
 - (b) Maintaining roads, gardens and plants.
 - (c) Experience in maintaining hygienic conditions onboard ship i.e. Living spaces, in order to boost the morale of ships company at high seas.
3. Assistance to Shipwright Artificer as HMP/VMP
 - (a) Assisting the Shipwright Artificer onboard ships as an active member of Hull Maintenance Party (HMP) and Ventilation Maintenance Party (VMP).
 - (b) Carrying out timely structure repairs, periodic routines of deck machineries as HMP member in order to arrest further deterioration of defects.
 - (c) Attending routine cleaning of ventilation trunks mushrooms and air-conditioning out lets for ensuring clean air to the inhabitants in ship as an active member of VMP.
4. Plumbing of Sanitary System
 - (a) Looking after repair piping drainage defects and clears chocked pipes of living spaces in ship, thereby ensuring a perfect hygienic condition in ship.
 - (b) Looking after the repair and maintenance of fresh water and seawater piping's running in living spaces on board ship.
5. Ship Husbandry

- (a) Experience in:
 - (i) Surface preparation of corroded steel plates by manual chipping and using power tools
 - (ii) Application of paint to prohibit further deterioration of plates in ships as per instructions of relevant authorities.

6. Habitability

Ensuring clean habitable conditions in living spaces by assisting Shipwright for periodic maintenance of Ventilation and Air Conditioning system in ships.

7. Fire fighting and Damage Control

- (a) An active member of fire fighting, damage control and casualty evacuation party onboard ship.
- (b) Extensive knowledge in preventive activities during NBC warfare, which minimizes casualties.

B.	AREA OF EXPOSURE
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1. Operations/ Maintenance

- (a) Adhering to the pre defined quality standards.
- (b) Maintaining the hygienic condition of
 - (i) Accommodation complex.
 - (ii) Living spaces of common areas.
- (c) Functioning as:
 - (i) Sanitary & Hygienic maintainer.
 - (ii) Asst. to Shipwright in maintenance of Ships Sanitary System
 - (iii) Identifying scope & planning the Sewage Treatment operations.
 - (iv) Responsible for waste management and prevention of communicable diseases.

2. General Administration, Security & Commercial Affairs

- (a) Assist in preparation of various events / functions (ship's anniversaries, family picnic etc.)
- (b) Carrying out the security duties for safety of stores, ensuring timely availability of essential cleaning gears.

- (c) Adequate experience of carrying out security sentry duties for safety of equipment, working space, men and material.
- (d) Experienced in restoring 'Internal Security' in aid to Civil Authorities.
- (e) Interacting with various departments for ensuring various facilities & enhance overall efficiency.