

COAST GUARD HEADQUARTERS
National Stadium Complex
New Delhi-110001

1. Indian Coast Guard invites applications from willing and eligible candidates for filling up following posts on deputation (ISTC) basis for an initially period of 02 years:-

(A) (a) **Name of Post. Senior Civilian Staff Officer (Logistics)** (General Central Service Group 'A', Gazetted, Non-Ministerial) in Level-12 (Rs. 78800-209200) in the pay matrix.

(b) **No. and place of posting** : (03)*, Chennai, Paradip, Porbandar, Kochi and Port Blair (*Subject to Change)

(c) **Eligibility**

Officers under the Central or State Governments or Union Territories or Statutory or Autonomous Organisations or Universities or Public Sector Undertaking or Semi-Governments or Recognised Research Institute:-

(i) (aa) Holding analogous posts on a regular basis in the parent cadre or department;

OR

(ab) With five years' service in the grade rendered after appointment thereto on a regular basis in posts in level-11 in the pay matrix or equivalent in the parent cadre or department;

AND

(ii) Possessing the following educational qualification and experience: -

Essential:

(aa) Degree of a recognised University or Institute; and

(ab) Diploma in Material Management or any Diploma with Material Management as a subject from a recognised university or institute; and

(ac) Ten years' supervisory experience in a Store administration and accounting of a Stores in Central or State Government or Statutory or Autonomous Organisation or Public Sector Undertaking or University or Banks.

(B) (a) **Name of Post. Civilian Staff Officer (Logistics)** (General Central Service Group 'A', Gazetted, Non-Ministerial) in Level 11 (Rs. 67700-208700) in the pay matrix.

(b) **No. and place of posting** : (12)*, Chennai, Mumbai, Porbandar, Paradip, Kochi and Port Blair (* Subject to Change).

(c) **Eligibility**

Officers under the Central Government or State Government or Union Territories or Statutory or Autonomous Organisations or Universities or Public Sector Undertaking or Semi Governments or recognised Research Institute:-

(i) (aa) Holding analogous posts on a regular basis in the parent cadre or department;

OR

(ab) With five years' service in the grade rendered after appointment thereto on a regular basis in posts in level-10 in the pay matrix or equivalent in the parent cadre or department;

AND

(ii) Possessing the following educational qualification and experience: -

(aa) Degree of a recognised University;

(ab) Diploma in Material Management or any Diploma with Material Management as a subject from a recognised university or Institute;

AND

(ac) Five years' experience in Store Administration and accounting of store in Central Government or State Government, Autonomous or Statutory Organisation, Public Sector Undertaking or University or Banks.

(C) (a) **Name of Post. Assistant Director (Official Language)** General Central Service, Group 'A', Gazetted, Non-Ministerial in Level-10 (Rs. 56100-177500) in the pay matrix.

(b) **No. and Place of Posting:** (03)*, Kolkata, Mumbai, Ratnagiri and Tuticorin (*Subject to Change)

(c) **Eligibility**

Officers from the Central Government or State Governments or Union territories:

(i) (aa) holding analogous posts on regular basis in the parent Cadre or Department;

OR

(ab) with three years' service in the grade rendered after appointment thereto on a regular basis in posts in level-7 in the pay matrix (Rs. 44900-142400) or equivalent in the parent cadre or department ; and

(ii) Possessing the following educational qualifications and experience:-

Essential:

(aa) Master's degree of a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's degree of a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's degree of a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's degree of a recognised University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;

OR

Master's degree of a recognised University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level; **and**

(ab) Three years experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central or State Governments or autonomous body or statutory organisations or Public Sector Undertakings or Universities or recognised research or educational institutions;

OR

Three years experience of teaching in Hindi and English or research in Hindi or English under Central or State Governments or autonomous body or statutory organisations or Public Sector Undertakings or Universities or recognised research or educational institutions.

Desirable:

Studied one of the languages other than Hindi included in the 8th Schedule of the constitution at 10th level from a recognised board.

- (D) (a) **Name of Post. Section Officer** (General Central Service, Group "B", Gazetted, Ministerial) in the Pay Band-2, Rs. 9300-34800/- with Grade Pay of Rs. 4800/- (Revised pay Level-8 in the pay matrix).

(b) **No. and Place of Posting:** (07)*, Chennai, Vizag, Ratnagiri, Karwar, Mayabandar, Port Blair, Okha, Vadinar, Kolkata and Frezerganj (*Subject to Change).

(c) **Eligibility**

Officers under the Central Government:-

(i) (aa) Holding analogous posts on regular basis in the parent cadre/ department;

OR

(ab) With five years regular service in the grade rendered after appointment thereto on a regular basis in the Pay Band-2, Rs. 9300-34800/- with Grade Pay of Rs. 4200/- (Revised pay Level-6 in the pay matrix) in the parent cadre or department;

AND

(ii) Possessing three years experience in administration, establishment and accounts matters.

(E) (a) **Name of Post. Civilian Gazetted Officer (Logistics)** (General Central Service Group 'B', Gazetted, Non-Ministerial) in Level-7 (Rs. 44900-142400) in the pay matrix.

(b) **No. and place of posting** : (08)*, New Delhi, Kolkata, Paradip and Porbandar (* Subject to Change).

(c) **Eligibility**

Officers under the Central Government or State Government or Union Territories or Statutory or Autonomous Organisation or Universities or Public Sector Undertaking or Semi Governments or Recognised Research Institute:-

(i) (aa) Holding analogous posts on a regular basis in the parent cadre or Department;

OR

(ab) With five years' service in the grade rendered after appointment thereto on a regular basis in posts in level-6 in the pay matrix or equivalent in the parent cadre or department;

AND

(ii) Possessing the following educational qualification and experience: -

(aa) A Bachelor's degree of a recognised University or Institute;

(ab) Diploma in Material Management or any Diploma with Material Management as a subject from a recognised university or Institute;

AND

(ac) Three years experience in Store Administration and Accounting in a Central Government or State Government department or Public Sector Undertaking.

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

(b) **No. and place of posting** : (02)*, Ratnagiri, Karwar, Minicoy, Mayabandar, Pipavav and Frezerganj (*Subject to change)

(c) **Eligibility**

Officers under the Central Government or State Governments or Union territories or Statutory or autonomous organisations or Universities or Public Sector Undertakings or Semi-Governments or recognised Research Institute:-

(i) (aa) Holding analogous posts on regular basis in the parent cadre or department;

OR

(ab) With six years service in the grade rendered after appointment thereto on a regular basis in posts in Level-5 in the pay matrix or equivalent in the parent cadre or department;

OR

(ac) With ten years service in the grade rendered after appointment thereto on a regular basis in posts in level-4 in the pay matrix or equivalent in the parent cadre or department;

AND

(ii) Possessing the following educational qualification and experience: -

Essential:

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

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

OR

(aa) Bachelor degree in Economics or Commerce or Statistics or Business Studies or Public Administration as a subject from a recognised University or Institute; or

(ab) Diploma in Material Management or Warehousing Management or Purchasing or Logistics Public Procurement from recognised University or Institute.

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

(G) (a) **Name of Post: Store Keeper Grade-I** (General Central Service Group 'C', Non-Gazetted, Non-Ministerial) in Level-4 (Rs. 25500-81100) in the pay matrix.

(b) **No. and place of posting:** (03)*, Chennai, Okha, and Bhubaneswar (*Subject to Change).

(c) **Eligibility:** Person serving under the Central Government:-

(i) (aa) Holding analogous post on regular basis

OR

(ab) with eight years regular service in level-2 in the pay matrix;

AND

(ii) Three years experience in handling stores and keeping accounts in a store of a Government department or Public Sector Undertakings.

2. The departmental Officers/personnel in the feeder category who are in the direct line of promotion will not be eligible for consideration for appointment on deputation or absorption. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.

3. Period of deputation (including Short-Term Contract) including period of deputation (including Short-Term Contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government shall ordinarily not to exceed 04 years for the posts of SCSO(Log) & CSO(Log) and 03 years for the posts of AD(OL), Section Officer, CGO(Log), FoS & Store Keeper Grade-I. The maximum age limit for appointment by deputation (including Short-Term Contract) shall not be exceeding 56 years as on the closing date of receipt of application. The officers selected will be governed by instructions contained in DoP&T OM No. 6/8/2009-Estt. (Pay II) dated 17th June, 2010 as amended from time to time.

4. Applications in the prescribed proforma (available on Indian Coast Guard website at www.indiancoastguard.gov.in) alongwith the complete and upto-date ACR/APAR dossiers (or attested photocopies of the ACRs/ APAR for the last 05 years) in respect of the officers/ individuals who could be spared in the event of selection may be sent to **Directorate of EP, CP, OA&R, {for SCSO(CP)} Coast Guard Headquarters, National Stadium Complex, New Delhi-110001** within 60 days from the date of publication of advertisement in the Employment News dated 14-20 Sep 2024. Applications received after the last date or without the ACRs/APAR as stated above or otherwise found incomplete will not

be considered. While forwarding the applications, the certificate appended thereto may also be verified.

5. The departments will also be required to confirm that in the event of selection, the officers/ individuals concerned will be relieved of their duties.

BIO-DATA PROFORMA

1. Name and Address (in Block letters) :
(alongwith contact No.)
2. Date of Birth (in Christian era) :
3. Date of retirement under :
Central Govt. rules
4. Educational Qualifications :
5. Post & Place for which applied :Post: Place:
6. Date of publication of Advt. in the :
Employment News
7. Whether Educational & Other :
Qualifications required for the post
are satisfied (if any qualification has
been treated as equivalent to the one
prescribed in the rules, state the
authority for the same)

	Qualifications/ Experience required	Qualifications/ experience possessed by the applicant
Essential	(a)	
	(b)	
Desirable	(a)	
	(b)	

8. Please state clearly whether in the light of :
entries made by you above, you meet the
requirement of the post.
9. Details of employment in chronological order :
(enclose a separate sheet duly authenticated by
your signature, if the space below is insufficient).

Office/Instt./ Orgn.	Post Held	From	To	Pay Level & Cell in the pay matrix/Pay Band & Grade Pay (pre-revised)	Nature of duties

10. Nature of present employment i.e. Ad-hoc or :
temporary or quasi-permanent or permanent

11. In case the present employment is held on deputation/ contract basis, please state. :
- (a) The date of initial appointment :
 - (b) Period of appointment on deputation :
 - (c) Name of the parent office/Organisation to which you belong :
12. Additional details about present employment. Please state whether working under :-
- (a) Central Government :
 - (b) State Government :
 - (c) Autonomous Organisation :
 - (d) Govt. undertaking :
 - (e) Universities :
13. Are you in revised Pay Level? :
If yes, give the date from which revision took place and also indicate the pre-revised Pay Band and Grade pay
14. Total emoluments per month now drawn. :
15. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient. :
16. Whether belongs to SC/ST/OBC : :
17. Remarks :

Date :

Signature of the candidate

TO BE FILLED BY EMPLOYER

1. It is certified that the information furnished by Shri/Ms _____ has been checked as per the service record of the individual and found correct.
2. No disciplinary / vigilance case is pending / contemplated against Shri / Ms _____ .
3. No minor or major penalties imposed on Shri / Ms _____ during the last 10 years. The integrity of the officer/individual is beyond doubt.
4. In the event of the selection of Shri/ Ms _____ he/she will be relieved of his/her duties in the office.
5. Photocopies of ACRs/APAR (duly attested by a Group 'A' officer) of Shri / Ms. _____ for the last five years are enclosed.

Dated :

Name :
Designation :
Telephone No.:
Office Seal :