

# Central Employment Exchange

Advt. No. 06 /2025

Applications are invited from eligible Indian nationals for the following post within 60 days from date of advertisement in Employment News & Rozgar Samachar in the prescribed format (Annexure) given at the end of advertisement. Applications received after due date shall not be considered.

| Sl. No. | Name of the post                 | Classification                                                  | Pay Scale                                                                                     | No. of Vacancies |    |     |    |       | Normal Age                                      |
|---------|----------------------------------|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------|------------------|----|-----|----|-------|-------------------------------------------------|
|         |                                  |                                                                 |                                                                                               | UR               | ST | OBC | SC | Total |                                                 |
| 1.      | Navigational Assistant Grade III | General Central Service Group 'C' Non-Gazetted, Non-Ministerial | PB-1 (5200-20200) plus GP 2800(Pre-revised) Revised Level-5 (29,200-92,300) in the Pay Matrix | 04               | -  | -   | -  | 04*   | 18-27 Years (Relaxable as per Govt. guidelines) |

\* Out of 4 UR vacancies, 01 is reserved for PwD Category. 02 for Ex-Servicemen EDUCATIONAL AND OTHER QUALIFICATION REQUIRED FOR DIRECT RECRUITMENT:

- Essential:** Candidates should possess the following:
  - Diploma in Electronics or Telecommunication or Electronics and Communication or Electrical and Electronics Engineering from an institution recognized by Central Government or State Government.
- AGE LIMIT:**
  - The age limit for candidates shall be between 18 to 27 years.
- The lower and upper age limit indicated will be reckoned as on closing date. The actual date of determining the age limit shall be the closing date for receipt of applications from candidates in India and not closing the date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh, Division of Jammu & Kashmir State, Lahaul and Spiti district and Pargi Sub-Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep) which is seven-day extension.
- The upper age limit relaxation for other categories like Physically Handicapped candidates, Government Servants or Ex-Servicemen etc. will be as per the applicable Rule of Govt. of India for the recruitment) to the post as on closing date, on submission of requisite certificates in prescribed proforma as per Annexure-2/3 (as applicable) issued by competent authority.
- For Govt. servants it is up to 40 years in accordance with instructions or orders issued by the Central Govt. from time to time.
- No category based age relaxation will be allowed to OBC/SC/ST candidates as applying against unreserved vacancies.
- HOW TO APPLY:**
  - The application form at as per Annexure-1 (which can be downloaded from the above website) should be filed by the candidate in his / her own handwriting with blue/black ball point pen (not in pencil, four art pen or gel pen) dated and signed. Only international nomenclature i.e. 1, 2, 3 etc. should be used. The application form should be filed strictly observing all the instructions given in the Employment Notice. The candidate should affix his / her normal signature in the application form. Application signed in capital / spaced out letter will be treated as invalid.
  - The candidate's Name, Address with the Code, Date of Birth, Father's Name and nearest PO/Post Station should be written legibly in English in bold CAPITAL LETTERS.
  - Photographs:** One recent (not earlier than three months from the date of application) colour photograph of size 3.5 cm x 3.5 cm with clear visibility of face and a portion of shoulder should be pasted on the application form in the space provided. The background of the photo with white or light colour is more preferable. The face should be at the center of the photograph. The eyes shall be clearly visible in photo. Photo with Cap/Lens, photos taken head covered with clothes (except which is related to religious wear) photos with goggles, and photos with partial visibility of face are not accepted. Those who are using spectacles for vision correction should take the photo wearing the spectacles. Xerox copy of photograph is not permitted. The candidate should sign in the space provided in the box below photograph. One identical extra colour photograph should be enclosed with the application, indicating candidate's name and category on the reverse of the photograph. Candidate may note that the Director of Lighthouses and Lightships (DLL) may reject at any stage for pasting old/undifferent photograph on the application or for any significant variations between photographs pasted in the application and the actual physical appearance of the candidate.
- Applications which are not in prescribed format, illegible, incomplete, unsigned, signed in capital letters, without colour photo of candidate and the application received after closing date of Centralized Employment Notice are liable to be rejected.
- The envelope containing the application should be clearly super-scribed "Application for the post of Navigational Assistant Grade-III, Employment Notice No. 01/2025 Category (UR).
- GENERAL INSTRUCTIONS**
  - Before applying for the post, the candidate should ensure that he / she fulfil all the eligibility norms. The candidate should have the requisite Educational / Technical qualification from recognized University / Institute as on the closing date of application. Those awaiting results of the final examination need not apply.
  - Candidate may apply online only and should fill up the application in his / her own handwriting and must sign at the prescribed places. Application should be in good quality A-4 size paper using one side only. Employment News or any Newspaper cutting should not be used as application. The candidates purchasing printed application form from the market should ensure that it conforms to the prescribed format published in the Employment Notice. The candidate can also download the application format from the website. The candidates who submit application, should send their application sufficiently in advance before the closing date. The DLL will not be responsible for any postal delay/missing delivery at any stage of the selection process.
  - The candidates are required to sign in the prescribed places provided in Application Form. The signature on Application Form, Information Sheet, Answer Sheet, Question Booklet, and other places should be identical. The signature must be in running hand and not in block capital or disguised letters. Signature at the time of application, written examination and document verification in different style or language may result in cancellation of candidature.
  - Candidate should note that the Date of Birth as recorded in the Matriculation / Higher Secondary School Examination Certificate or an equivalent Certificate, as or the

- date of submission of application will only be accepted.
- The number of vacancies indicated in the Employment Notice is provisional and may increase or decrease depend upon the actual needs of the administration. The administration reserves the right to cancel the notified vacancies at any stage and at any time at the discretion and such decision will be final and binding on all.
- The candidates who fulfill the requirements as per Recruitment Rule shall be called for written examination. All unsuccessful candidates shall be eliminated at this stage and will not be allowed to appear for further selection process. Only successful candidates shall be called for next stage of selection process to trade test and certificate verification.
- Date of written examination will be intimated to the candidates by post. Centre for Examination will be indicated on the admit card. The Examination Centre will not be changed under any circumstance. The authority will not be responsible for any delay arising delivery of call letters. The candidates are advised to visit the website from time to time.
- The candidates who are successful in the written examination will be called for trade test.
- Employment on initial appointment will be minimum in the pay band plus other allowances as applicable at that time only.
- All the candidates irrespective of community may be considered against UR vacancies.
- Candidate who wishes to seek age relaxation must submit requisite certificate from the competent authority.
- Candidates belonging to OBC / SC / ST who fulfill required qualification / technical qualification can apply against UR vacancies. They will, however have to compete with the UR candidates. No age relaxation will be allowed to such SC/ST/OBC candidates.
- The person with disabilities (i) III, (ii) OH- OA, OC, ON, AA, LV, LC or combination of (i) & (ii) can also apply for the post against UR category and submit necessary certificate as per Annexure 2 issued by Competent Authority.
- Final selected candidates are exposed to serve at Directorate or any Lighthouse station including remote and island locations and liable to be transferred anywhere in India (including Andaman & Nicobar / Lakshadweep Islands) away from the headquarters.
- Ex-Servicemen and the persons with disabilities cat. who apply and the post is not reserved for Ex-Servicemen Person with Disabilities category.
- ENCLOSURES:**
  - The following enclosures as applicable to each individual candidate should be firmly attached along with the application in given order:
    - Application form in prescribed format (as given in Annexure-1)
    - One copy of identical passport size colour photograph firmly attached to the application (apart from one copy pasted in the application).
    - Self attested copy of Matriculation / Higher Secondary School Examination Certificate or an equivalent Certificate indicating date of birth.
    - Self attested copy of educational and / or technical qualification prescribed for the post.
    - Self attested copy of the mark list of educational and / or technical qualification.
    - Disability Certificate by persons with disabilities in prescribed format for appointment of posts under Govt. of India (as given in Annexure-2)
    - NO OBJECTION CERTIFICATE from the Competent Authority if already employed in Central Govt Department.
    - Self attested copy of Discharge Certificate, Ex-Servicemen Book, Identity Card for Ex-Servicemen clearly mentioning the reason of discharge and other details.
    - Self attested Photostat copy of medical certificate in case of candidate claiming age relaxation (as given in Annexure-2).
  - INVALID APPLICATION:**
 Candidates are required to read all the instructions thoroughly before applying and sending their application to the DLL. Their applications are likely to be rejected on one or more of the following reasons:
    - Applications received before the date of publication of the Notification and application received after the closing date of Centralized Employment Notification.
    - Application not in prescribed format.
    - Application without signature or signature done in capital letters or different type of signature at different places of the application.
    - Application which are illegible and incomplete.
    - Copy of requisite certificate not enclosed.
    - Self attested copy of Certificate of date of birth i.e. Matriculation / High School Exam or equivalent certificate.
    - Self attested copy of Educational and / or technical qualification prescribed for the post.
    - Self attested copy of Discharge certificate of Ex-Servicemen Candidate.
    - Self attested copy of Disability certificate for persons with disabilities.
    - Do not possess the prescribed qualification for the post on the date of application.
    - Over aged or under aged or Date of Birth not filled or wrongly filled.
    - Applications without colour photos or photo with cap, wearing goggles, disguised, unrecognizable or scanned or Xerox copy.
    - More than one application in single envelope.
    - Any other irregularities which are considered invalid.

(vi) **SERVING EMPLOYEES:** Candidates serving in any Central Government Department should apply through proper channel or should apply directly to the DLL with NO OBJECTION CERTIFICATE from the employer to avoid delay. The last date of receipt of application will not be extended on account of any delay in transmitting the application by the concerned office. Advance copy of the application without NO OBJECTION CERTIFICATE will not be entertained. Application received after closing date and time will also not be accepted.

(vii) **SELECTION CRITERIA FOR THE POST:**

The candidates shall be required to undergo a written examination which shall be multiple choice question type of maximum 100 questions each carrying one mark from General Knowledge/Aptitude test (numerical aptitude/ qualitative aptitude/ quantitative aptitude/ reasoning etc.) and technical questions of Diploma level.

The candidates meeting educational and other qualification criteria shall be called for written examination. The successful candidates from written test will be eligible for further selection process, i.e. trade test which shall be of qualifying in nature. The candidate who qualifies in the trade test will be considered for final selection on the basis of their merit in the written examination.

The detailed syllabus for written examination is available on departmental website [www.dgl.gov.in](http://www.dgl.gov.in) recruitment. Examination procedure and Syllabus.

(ix) **MISCELLANEOUS:**

- The online Employment Notice along with all Annexure will also be available on the website [www.dgl.gov.in](http://www.dgl.gov.in) and [www.ncs.gov.in](http://www.ncs.gov.in). Candidates may print the application form along with annexure on A4 paper and can be used for sending application to Director.
- All enclosures should be in English or Hindi only. Where certificates are not available in English/Hindi, self-attested translated version (in English/Hindi) should be enclosed. The application without the requisite enclosures will be rejected. Any of the above enclosures sent separately will not be entertained.
- The Director reserves the right to reject the candidature of any applicant at any stage of the process of recruitment, if any irregularities / deficiency is noticed in the application.
- The center for examination allotted by the Director will be final and binding. Director reserves the right to conduct additional written examination/document verification at any stage. Director also reserves the right to cancel part or whole of any recruitment process at any stage without assigning any reason therefor.
- The decision of the Director in all matters relating to eligibility, acceptance or rejection of the application, penalty for false information, mode of selection, conduct of written examination, allotment of written examination center, selection, allotment of posts to selected candidates etc. will be final and binding on the candidate and no enquiry or correspondence will be entertained by the Director in this regard.
- Candidates finally selected are liable to be posted anywhere in India.
- The Director is not responsible for any inadvertent error.
- Any legal issues arising out of this Centralized Employment Notice shall fall within the legal jurisdiction in Kochi Kerala only.
- In the event of any dispute about interpretation, the English version will be treated as final.
- DISSEMINATION / SUPPRESSION OF FACTS / WARNING:**
  - No candidate should attempt impersonation or take the help of any impersonator at any stage of the selection process.
  - Any material suppression of facts or submitting forged certificate / caste certificate by a candidate for securing eligibility and / or obtaining privileges shall lead to rejection of his/her candidature for the particular requirement for which he/she is applied for and legal action can be initiated if warranted.
  - Any candidate found using unfair means in the examination or sending someone else in his/her place to appear the examination will be liable to be prosecuted by lodging FIR.
  - Furnishing of any false information or deliberate suppression of any information at any stage will render the candidate disqualified and debarred from appearing any selection or examination for appointment in any other Government service and if appointed, the service of such candidate is liable to be terminated.

- (x) WARNING**
  - Beware of louts and job racketeers trying to deceive for false promises of securing job either through influence or by use of unfair and unethical means. Director has not appointed any agent(s) or center(s) for action on its behalf. Candidates are warned against any such claims being made by third persons. Candidates are advised purely as per merit. Please beware of unscrupulous elements and not fall in their trap. Candidates attempting to influence Director directly or indirectly, shall be disqualified and legal action can be initiated against them.

## APPLICATION FOR THE POST OF NAVIGATIONAL ASSISTANT GRADE III

Fill up application in capital letters in own handwriting except signatures in places indicated & where it should not be in capital letters. Candidates are advised to go through the instructions before the submission of application. (All applications must be submitted in A-4 size good quality paper only)

- Name of Candidate :
- Father/Mother / Husband Name:
- Address :
- Permanent Address:
- Nearest Railway Station:
- Contact Mob.
- E-mail:

- a) Community (Tick 'X') UR ☐ SC ☐ ST ☐ OBC ☐ Community certificate to be submitted in the form as per prescribed Annexure as applicable.
- b) If OBC please state whether belonging to Minor Yes ☐ No ☐ Community:
- c) If Minority, indicate community:
9. Gender (Tick 'X') Female ☐ Male ☐
10. Religion : Hindu ☐ Muslim ☐ Christian ☐ Others ☐
11. Date of Birth (DD/MM/YYYY):
12. Age as on Closing Date Years  Months  Days
13. Are you (i) Govt. Employee: Yes ☐ No ☐  
(ii) Ex-Servicemen : Yes ☐ No ☐  
(iii) Physically Handicapped : Yes ☐ No ☐  
(iv) YES ☐ HH ☐ OA ☐ OL ☐ DW ☐ AA ☐ LV ☐ LC ☐
14. Mable Mark of Identification on Body:
15. Qualification: (Fill in only those qualifications prescribed for the posts applied for)

| (a) Academic                 | Qualification | University / Board | Year of Passing | Subjects | Marks % |
|------------------------------|---------------|--------------------|-----------------|----------|---------|
| SSC/X/Matric                 |               |                    |                 |          |         |
| Higher Secondary / XII Inter |               |                    |                 |          |         |

| (b) Technical | Qualification | University / Board | Year of Passing | Discipline | Marks % |
|---------------|---------------|--------------------|-----------------|------------|---------|
| Diploma       |               |                    |                 |            |         |
| Others        |               |                    |                 |            |         |

16. Details of Apprenticeship/ Work Experience (previous & present employment) in chronological order starting from present position backwards (Attach separate sheet, if required).

| Name & Address of Employer | Designation & Scale | Date from | Date to |
|----------------------------|---------------------|-----------|---------|
|                            |                     |           |         |

| 17. Ex-Servicemen (Ex-SM) | Date of Enrolment | Date of Attestation | Date of Discharge | Length of Service |
|---------------------------|-------------------|---------------------|-------------------|-------------------|
|                           |                   |                     |                   |                   |

| 18. Do you seek age relaxation (Tick 'X' in appropriate box) | Central Govt Employee | Ex-SM | PWD |
|--------------------------------------------------------------|-----------------------|-------|-----|
|                                                              |                       |       |     |

- Document attached in proof of: Indicate (X) in relevant boxes indicated below :
  - ☐ Matric/SSLC Certificate (for DOS proof)
  - ☐ Qualification Certificate
  - ☐ Work list
  - ☐ Discharge Certificate for Ex-SM
  - ☐ Disability Certificate PWD
  - ☐ Community Certificate (for SC/ST/OBC)
  - ☐ No Objection Certificate (for Govt / PSU employees)
- Selected minimum time for joining:

- Have you ever been detained in police custody? Or convicted by Court of Law? Or any criminal case is pending or contemplated by court of law? If any of this is Yes give complete details thereof on separate paper.
  - Yes ☐
  - No ☐
- Declaration:
 

I hereby declare that all the statements made by me in the application are true and complete to the best of my knowledge and belief and nothing has been concealed or suppressed. I also understand that in case, any of my statement is found untrue during any stage of recruitment or thereafter, shall disqualify me for the post and I shall be liable for any action under the statutes and any services are liable to be terminated without giving any notice or reason therefor.

Date :   
Place :   
Signature of the Candidate

The form of certificate to be produced by Physically Handicapped candidates applying for appointment to posts under the Government of India

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL  
Date :   
Certificate No.   
CERTIFICATE OF DISABILITY  
Recent Photograph of the candidate showing the disability duly attested by the Chairperson of the Medical Board

This is certified that Shri/Smt./Kum. .... son/daughter of .... Shri .... age .... sex .... identification mark(s) .... is suffering from permanent disability of following category: A. Locomotor or Cerebral Palsy: (i) BL-Both legs affected but not arms (ii) BA-Both arms affected (a) Impaired reach (b) Weakness or grip (iii) BLA-Both legs and both arms affected (iv) OL-One leg affected (right or left)