

**INDIAN COAST GUARD**  
**(RECRUITMENT OF ENROLLED FOLLOWERS- MALE CANDIDATES ONLY**  
**LAST DATE FOR RECEIPT OF APPLICATION – 10 MAY 2025)**  
**FOR (DAMAN & DIU, DADRA AND NAGAR HAVELI ONLY)**

1. Applications are invited only from **Male** Indian Citizens with domicile of (Daman & Diu, Dadra and Nagar Haveli only) possessing educational qualification and age as prescribed below for the recruitment for the post of Enrolled Follower (Sweeper/Safaiwala) in Indian Coast Guard, an Armed Force of the Union.

<b>Type of Post</b>	<b>Vacancy</b>	<b>Educational Qualification</b>	<b>Age</b>
Enrolled Follower (Sweeper/Safaiwala) (Group 'C' Non Gazetted)	UR- 01 OBC- 01	Matriculation or Industrial Training Institute (ITI) or equivalent from Board or Education recognized by Central/State Govt.	<b>UR Candidate should be born between 31 Jan 2000 to 30 Jan 2007</b> (both dates inclusive). Upper age limit relaxable upto 03 years for OBC.

\***UR**- Un-Reserved

\***OBC**- Other Backward class

2. **Description of duties**

(a) Post is of Sweeper/Safaiwala and duties includes maintaining hygiene, sweeping, Mopping, cleaning of drains, cleaning of toilets, maintenance of septic tank/sewer lines/Bathrooms onboard Indian Coast Guard Ships, Shore establishment premises.

(b) Post is transferable anywhere in India (Mainland/Islands) subject to exigencies of the service.

3. **Physical Standards** Following are the requirement of physical standards:-

(a) **Height.** Minimum height requirement is 157 cms (which may be reduced up to 5 cms in the case of Nagaland, Mizoram, Meghalaya, Arunachal Pradesh, Manipur, Tripura, Garhwal/Kumaon, Sikkim, local tribals of Andaman & Nicobar Islands and upto 2 cms in case of candidates from Lakshadweep, mainland settlers in Andaman & Nicobar for candidates joining the Coast Guard).

(b) **Chest.** Should be well proportioned. Minimum expansion 5 cms.

(c) **Weight.** Proportionate to height and age ( $\pm$  10% acceptable).

(d) **Eye Sight.** 6/60 (Better) 6/60 (Worse) without glasses. 6/9 (Better) 6/24 (Worse) with glasses.

4. **Recruitment Procedure** The following selection procedure will be followed for recruitment of Enrolled Followers: -

(a) **Document verification (Pass/Fail)** Following Original documents (also 02 self-attested photo copies) will be checked during the documents verification on examination day:-

- (i) Matriculation (10<sup>th</sup>) or equivalent Certificate  
or  
ITI Certificate (if applicable).
- (ii) Age proof certificate (Birth Certificate or 10<sup>th</sup> certificate with date of birth) Unserved candidates are to be born with date of birth between **31 Jan 2000 to 30 Jan 2007** (both dates inclusive) and three years age relaxation in case of OBC candidates would be admissible as per existing Govt rules.
- (iii) Caste certificate (if applicable) issued by the competent authority (As per **Enclosure II** to this letter). Failure to produce caste certificate as per attached format for appointment for the post of Govt. of India will lead to cancellation of candidature.
- (iv) Domicile Certificate of **(Daman & Diu, Dadra and Nagar Haveli)**.
- (v) 10 passport size photographs with sky blue background.
- (vi) Duly filled application form for the post of Enrolled Follower as per **Enclosure I** to this letter.
- (vii) If you are working in any Govt. Organisation, please bring "**No Objection Certificate (NOC)**" from appropriate Competent Govt. Authorities. (If applicable)
- (viii) Character certificate as per **Enclosure IV** to this letter (Character certificate is not required with application but the character certificate is required when appearing for written test). Hence, candidates are directed to prepare the character certificate without waiting for the call letter.
- (ix) Any one of Proof of Photo ID like Aadhar Card or PAN Card or Voter ID Card. The proof of Photo ID card name and other details has to match with all the other certificates and documents submitted for documents verification. Any Mismatch in any document submitted will lead to cancellation of candidature.
- (x) Ink signed call letter sent for written test and selection process.

**Note:-** Failure to produce any original documents as mentioned above will lead to cancellation of candidature. The name of the candidate and other particulars like father's name, date of birth etc. has to be same in all the documents mentioned above like 10<sup>th</sup> mark sheet, caste certificate, employment exchange registration detail and age proof certificate. The common reason for rejection in document verification is at **Encl V of the advertisement.**

(b) **Written Test.** All eligible candidates shall appear in a written test (50 Marks) comprising of General knowledge and General English (level of 10<sup>th</sup> standard). The duration of written test is one hour. The pass marks will be 50% for the General and OBC candidates and 45% for SC/ST candidates. Only those who qualify in the written test will appear in the "Professional Skill Test".

(c) **Professional Skill Test (PST).** The PST will be of Qualifying/Not qualifying nature ('Q/NQ'). The skill test shall consist of following activities and one shall qualify in each activity,

<b><u>SL</u></b>	<b><u>Activity</u></b>
(i)	Sweeping
(ii)	Mopping
(iii)	Cleaning of drains
(iv)	Cleaning of toilets
(v)	Maintenance of septic tank / sewer lines

(d) **Physical Fitness Test (PFT).** All those candidates who have qualified both in the Written Test and Professional Skill Test will have to qualify the Physical Fitness Test (PFT) on the same day or on the next day. The PFT will be of qualifying nature ('Q/NQ'). The standards for PFT are laid down below:-

- (i) One mile /1.6 Km run – Within 07 minutes
- (ii) 20 Squat ups (Uthak Baithak)
- (iii) 10 Push ups

(e) **Medical Standards** Candidates who qualify in written, PST and PFT will be subjected to a medical examination as per medical standards for Indian Coast Guard.

(f) **Body Tattoo** Permanent body tattoos are not permitted on any part of the body. However, certain concessions are permitted to candidates belonging to tribal areas communities as declared by the Govt. of India. For other candidates, permanent body tattoos are only permitted on inner face of forearms i.e. from inside of elbow to the wrist and on the reverse side of palm/back (dorsal) side of hand.

5. **Pay Scale.** Rs. 21700/- 69100/- (Pay Level-03) and HRA, DA, Transport Allowance, Medical facilities and other applicable allowances as per central govt. rule.

6. In case of any injury/ accident occurred during the test and PFT/PST Government will not be held responsible for any compensation/allowance.

7. Two sets of self-attested photo copies of Aadhar card, educational/ technical certificate, domicile, OBC certificate (as per Govt. format & not more than three years old) and SC/ST certificate (if applicable) (as per Government format) alongwith ten passport size photographs with blue background (other than affixed on form) should be attached with application. Candidates are to be in possession of all Original documents at the time of Recruitment/ Written examination.

8. Selection of candidates is as per order of merit depending on their performance in Written Exam, PST/PFT and Medicals Fitness.

9. **How to apply** The application is to be submitted on a A4 size paper typed/ hand written as per format enclosed. The envelope containing the application must be superscribed as **"APPLICATION FOR THE POST OF ENROLLED FOLLOWER"** (in capital letters) and application should be sent by ordinary post to **The President, (EF Recruitment Board), Indian Coast Guard Air Station Daman, Airport Road, Nani Daman- 396210 before closing date of Application (10 May 2025)**. Self-attested photo copies of following documents to be attached with the application form (**Encl. I**):-

- (i) Matriculation (10<sup>th</sup>) or equivalent Certificate  
or  
ITI Certificate (if applicable).
- (ii) Age proof certificate (Birth Certificate or 10<sup>th</sup> certificate with date of birth) Unreserved candidates are to be born with date of birth between **31 Jan 2000 to 30 Jan 2007** (both dates inclusive) and three years age relaxation in case of OBC candidates would be admissible as per existing Govt rules.
- (iii) Caste certificate (if applicable) issued by the competent authority (As per **Enclosure II** to this letter). Failure to produce caste certificate as per attached format for appointment for the post of Govt. of India will lead to cancellation of candidature.
- (iv) Domicile Certificate of **(Daman & Diu, Dadra and Nagar Haveli )**.
- (v) If you are working in any Govt. Organisation, please bring **"No Objection Certificate (NOC)"** from appropriate Competent Govt. Authorities. (If applicable)
- (vi) Any one of Proof of Photo ID like Aadhar Card or PAN Card or Voter ID Card. The proof of Photo ID card name and other details has to match with all the other certificates and documents submitted for documents verification. Any Mismatch in any document submitted will lead to cancellation of candidature.
- (vii) 04 passport size photographs with sky blue background. Candidate to write his name and date of birth in the back side of the photograph.

**Note:-** Failure to submit any of the above documents with the application send by post will result in not issuing the call letter for selection process to the candidate. The issue date of all the document submitted in the application has to be on or before 10 May 2025. The common reasons for not issue of call letter to applicants are placed at **Encl. III**

10. Examination Centre: **Coast Guard Public School, Tatrakshak Vihar, Dalwada, Nani Daman, Daman- 396210.**
11. Last date of receipt of application **10 May 2025.**
12. Indian Coast Guard reserve the right to cancel the recruitment process at any time.

**CAUTION :-**

- (a) Candidate should sent only one application. The candidature of candidate will be cancelled if, multiple applications are applied by the candidate in responsible to this advertisement.
- (b) Selection in the Coast Guard is fair and on merit only. Candidates should not fail prey to unscrupulous person/s posing as recruitment agent/s and complaint against such person/s candidates must approach the Regulating officer, Indian coast Guard (ICGAS Daman, Phone No.- 02602405813)



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

This is certify that ..... S/o of  
.....

village..... District/ Division .....  
In the..... State belongs to the Community  
which is recognized as Backward Class under:

- (a) Govt. of India, Ministry of Welfare, resolution No. 12011/ 68/ 93 – BCC (C) dated 10th Sep 1993, published in the Gazette of India Extra ordinary Part-I, section-I, dated the 13th 1993, \*\*
- (b) Govt. of India, Ministry of Welfare, resolution No. 12011/ 9/ 94 – BCC dated 19th Oct 1994, published in the Gazette of India Extra ordinary Part-I, section-I, No. 163, dated the 20th Oct 1994.

Shri ..... and/ or his family ordinarily reside (s) in  
the..... District/ Division of the State.

This is also to certify that he/ she does not belong to the person/ section  
(Creamy layer) mentioned in column 3 of the schedule to the Govt. of India,  
Department of Personnel and Training O. M. No. 36002/ 22/ 93 – Estt. (SCT),

Date.....

Seal.....

District Magistrate  
Deputy Commissioner etc.

**Common reasons of rejection during document verification for issue of call letter**

**Common reasons of rejection during document verification for issue of call letter for recruitment of EF are as follows:**

- (a) Name of candidate in the application is not as per Class 10<sup>th</sup> certificate or ITI certificate, as per employment registration, OBC Certificate and any other certificate as submitted in the application.
- (b) Date of Birth of candidate in the application is not as per Class 10<sup>th</sup> certificate, or ITI certificate as per employment registration, OBC Certificate and any other certificate as submitted in application.
- (c) Father Name of candidate in the application is not as per Class 10<sup>th</sup> certificate or ITI certificate, OBC Certificate and any other certificate as submitted application.
- (d) Non submission of self-attested of photo copies of documents in the application form as per advertisement.
- (e) Expired Caste certificate {OBC (Non-creamy layer)}.
- (f) OBC (Non- creamy layer)/ certificate not as per format promulgated in the advertisement (EF post) for "appointment to the posts under Government of India".
- (g) Educational document issued by unauthorized board/ university.
- (h) Wrong Category (OBC (non-creamy layer)/ UR) mentioned in application form by the candidate and not duly supported with documents.
- (i) Application without signature and thumb impression.
- (j) Application without photograph.
- (k) Not meeting the age and education criteria as mentioned in the advertisement for the said post.
- (l) Receipt of application after the closing date.
- (m) Mismatch in the candidate's name, Father's Name, Mother's Name, Date of Birth and the details as submitted in application.
- (n) Any other discrepancy/ mismatch in Certificates and information in the application form.
- (o) Any false declaration in the application.
- (p) Any directive as mentioned in advertisement not met by the candidate.



**CHARACTER /PRE-VERIFICATION CERTIFICATE**

1. It is certified that Shri/Miss/Mrs .....  
Son of Shri..... Caste .....  
Resident of .....  
Tehsil .....  
District.....State.....  
Whose signatures /Thumb impression is appended below, is known to me  
for..... the past years. To the best of my knowledge and belief :-

- (a) He bears a good moral character
- (b) He has not been convicted by any civil court
- (c) He has never been imprisoned
- (d) He has not been dismissed from any Government service
- (e) He has not been serving in the Army/ Navy/Air Force / Territorial Army or Police

2. It is further certified that he is not related to me.

(Signature of the Officer with his office Seal)

Place.....

Date .....

Signature /left hand thumb impression of prospective recruit

**Note:** To be signed by any of the following :-

- (a) District Police/Revenue Official
- (b) Headmaster/Principal of recognised school/ college
- (c) Block development Officer/ Post Master/ Panchayat Inspector/ Village Sarpanch/ Pradhan
- (d) Armed Forces Commissioned officer (Active list)

**Common reasons of rejection during document verification at all Stages of Recruitment**

Common reasons of rejection during document verification at all Stages of Recruitment of EF are as follows:

- (a) Name of candidate in the application is not as per Class 10<sup>th</sup> certificate or ITI certificate, as per employment registration, OBC Certificate and any other certificate as submitted in the application.
- (b) Date of Birth of candidate in the application is not as per Class 10<sup>th</sup> certificate, or ITI certificate as per employment registration, OBC Certificate and any other certificate as submitted in application.
- (c) Father Name of candidate in the application is not as per Class 10<sup>th</sup> certificate or ITI certificate, OBC Certificate and any other certificate as submitted application.
- (d) Non submission of required original documents.
- (e) Expired Caste certificate {OBC (Non-creamy layer)}.
- (f) OBC (Non- creamy layer) certificate not as per format promulgated in the call letter (EF post) for "appointment to the posts under Government of India".
- (g) Educational document issued by unauthorized board/ university.
- (h) Wrong Category (OBC (non-creamy layer)/ UR) mentioned in application form by the candidate and not duly supported with documents.
- (j) Photograph in the application form does not match with the candidate appearing for the examination.
- (k) Signature in the application does not match at the time of written examination and further stages of verification at designated exam centre.
- (l) Not in possession of application and call letter.
- (m) Not meeting the age criteria as mentioned in the advertisement for the said post.
- (n) Non-reporting on the day/ time of examination.
- (p) The issue date of all the document on or before 10 May 2025.
- (q) Mismatch in the candidate's name, Father's Name, Mother's Name, Date of Birth and the details as submitted in application.
- (r) Any other discrepancy/ mismatch in Certificates and information in the application form.
- (s) Any false declaration in the application.
- (t) Any directive as mentioned in advertisement not met by the candidate.
- (u) Candidate not in possession of Domicile Certificate of (Daman & Diu, Dadra and Nagar Haveli).