



**INDIAN COAST GUARD**  
**DIRECTORATE OF RECRUITMENT**  
**C-1, PHASE-2, INDUSTRIAL AREA**  
**SECTOR – 62, NOIDA, UP – 201309**

**RECRUITMENT OF FOREMAN OF STORES**

<b>Application Start date</b>	<b>06 Dec 25</b>
<b>Last date of receiving of applications</b>	<b>20 Jan 26</b>

1. Indian Coast Guard invites applications in the prescribed format as given at **Annexure-I** from eligible Indian citizens for filling up the following vacancies through Direct Recruitment: -

1.1 Name of Post: Foreman of Stores, General Central Service, Group 'B', Non-Gazetted, Non-ministerial in Pay Level-6 in the pay matrix (Rs. 35400-112400/-).

1.2 Category-wise no. of vacancies:

<b>Ser No.</b>	<b>Category</b>	<b>No. of Vacancy</b>
		<b>a.</b>
1	Economically Weaker Sections (EWS)	1
2	Scheduled Castes (SC)	1
<b>Total</b>		<b>2</b>

1.3 Place of Posting: 01 post in Odisha, West Bengal and 01 post in A&N islands.

**Note :**

1. The vacancies shown above are tentative and may change as per service requirement.
2. The place of appointment may also vary as per service requirement.
3. **Applicants, if selected are liable to serve anywhere in India.**

2. Eligibility Criteria:

2.1 Educational Qualification and Experience

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

AND

Experience: 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 Institutions or Bank or in a private sector organisation listed on the Stock Exchange of India.

OR

Bachelor degree in Economics or Commerce or Statistics or Business Studies or Public Administration from recognised University or Institute or Diploma in Material Management or Warehousing Management or Purchasing or Logistics Public procurement from recognised University or Institute

AND

Experience: Two years' 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 Institutions or Bank or in a private sector organisation listed on the Stock Exchange of India."

## 2.2 Age Limit and Age Relaxations:

2.2.1 Not exceeding 30 years

2.2.2 Relaxable by 05 years for SC candidates against reserved vacancies.

2.2.3 Relaxable for Government servants upto five years in accordance with the instruction or orders issued by the Central Government.

Note:- The age limit will be calculated as on the closing date for submission of application i.e. **20 Jan 26**.

## 3. Duties of Foreman of Stores:-

3.1 Custodian of Store house.

3.2 Supervision of staff working under him.

3.3 Assisting Superior officer for audit of ledger/folio and liaison with audit authority.

3.4 Inventory control of all the items in store house and disposal of scrap.

3.5 Supervising handling system for issue and receipt of stores in warehouse for efficient and effective material management.

4. **How to Apply.** Application form should be filled either in English or Hindi as per the prescribed format given at **Annexure-I**. The application with duly affixed self-attested colour photograph should be accompanied by Xerox copies of the documents listed below, duly self-attested with name and date. No original certificates are to be forwarded along with the application form.

4.1 Aadhar card

4.2 Matriculation or equivalent marksheet and certificate

4.3 UG/PG/Diploma marksheet and certificate as per the essential eligibility mentioned at para 2 above.

4.4 Latest Category Certificate {SC /EWS} for reserved category candidates.

4.5 Experience Certificate as mentioned at para 2 above.

4.6 NOC from the employer for candidates presently serving in any government organization (if applicable).

4.7 Two latest passport size colour photographs.

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

**Note:-**

1. The date of issue of all the above documents is to be on or prior to closing date of application i.e **20 Jan 26**.

2. The candidates falling under reserved category are to produce category Certificate as per prescribed format for appointment to the post under Government of India. Formats are placed at Annexures-II and III.

3. EWS certificate should be valid for current Financial Year.

5. The duly filled application with all the necessary attachments as per para 4 above should be sent to the following address by ordinary post only within 45 days from the date of publication of the advertisement, i.e. till **20 Jan 26**, No receipt of application by hand or by courier.

**The Director General, {For PD (Rectt)}**  
**Coast Guard Headquarters,**  
**Directorate of Recruitment,**  
**C-1, Phase II, Industrial Area,**  
**Sector-62,Noida,**  
**U.P. – 201309**

## 6. Mode of Selection

6.1 **Scrutiny of Applications.** All the applications received from the candidates will be scrutinised subject to the eligibility criteria and necessary documents as mentioned above and only the candidates whose applications are shortlisted will be issued with admit card. The admit card of the shortlisted candidates will be sent by post in the envelope enclosed with the application. Further, a list of the shortlisted candidates will be published on Indian Coast Guard website.

6.2 **Document Verification.** All the shortlisted candidates issued admit card will undergo document verification. Candidates will be required to bring their original documents and self-attested photocopies (02 Sets) of the same as per the directives/ instructions given in their admit cards. All the documents should be issued prior closing date of application i.e **20 Jan 26**.

6.3 **Written Examination.** All the shortlisted candidates will undergo written examination on the basis of educational qualification prescribed for the post. The written examination will be pen-paper based. The question paper (bilingual) for written examination will consists of 80 objective type questions with one mark for each correct answer and there will be no negative marking. The detailed syllabus, pattern of written examination and marking scheme for question paper is given at succeeding paragraphs.

6.4 Exact Date/time and venue of written examination will be communicated on the admit card issued to the candidates. Exam centers will be in Kolkata and Port Blair, candidate can choose the center in the application form.

6.5 Merit list will be prepared strictly based on merit position as per marks obtained in written examination and will be published on the Indian Coast Guard website alongwith necessary instructions.

7. The syllabus and number of questions per subject for the written examination is as follows:-

### 7.1 Syllabus for the written examination.

7.1.1 **Mathematics**:- Mathematical Simplification, Ratio and Proportion, Interest, Profit, Loss and Percentage, Work, Time, Speed and Distance, Simple Mensuration, Measures of Central Tendency (Average, Median and Mode) etc.

7.1.2 **English**:- Passage, Preposition, Correction of sentences, Change active to passive/passive to active voice, Change direct to indirect/indirect to direct, Verbs/Tense/Non Finites, Punctuation, Substituting phrasal verbs for expression, Synonyms and Antonyms, Meanings of difficult words, Use of adjectives, Compound preposition.

**7.1.3 General Awareness:-** Geography: Soil, Rivers, Mountains, Ports, Inland, Harbours, Culture and Religion, Freedom Movement, Important National Facts about India, Heritage, Arts and Dance, History, Defense, Wars and neighbours, Awards and Authors, Discoveries, Diseases and Nutrition, Current Affairs, Languages, Capitals and Currencies, Common Names, Full Forms and Abbreviations, Eminent Personalities, National Bird/Animal/Sport/Flower/Anthem/ Song/ Flag/Mountains, Sports: Championships / Winners /Terms / Number of Players, General Science etc.

**7.1.4 Reasoning:-** Spatial, Numerical Reasoning & Associative Ability, Logical Reasoning, Sequences, Spellings Unscrambling, Coding and Decoding, Seating arrangement, Blood-Relation, Inequality, Decision making, Input-Output.

**7.1.5 Questions related to the post:-**Standard practices followed in supply chain management, procedures and equipment used in the receipt, storage, requisitioning and disbursement of supplies and materials, maintenance of ledgers for stores and connected documents etc.

**7.2 Pattern of Written Examination.** The number of questions per subject for the said post is as follows:-

Ser No.	Subject a.	No. of Question b.	Total Marks c.	Duration d.	Passing Marks e.
1.	Mathematics (Arithmetic)	15	15	01 Hour	EWS-40
2.	Mental Ability/ Reasoning	15	15		SC -36
3.	General Awareness	15	15		
4.	English	15	15		
5.	Questions related to the post	20	20		
<b>Total</b>		<b>80</b>	<b>80</b>		

## 8. Important Instructions to Candidates:-

8.1 Before applying for the post, the candidate should ensure that he/she fulfills the eligibility and other norms mentioned in the advertisement. Furnishing of wrong/false information will lead to disqualification and ICG will not be responsible for any consequence of furnishing of such wrong/false information.

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

- 8.3 It is mandatory that the envelope containing the application should be clearly superscribed in BOLD letters with notation “**APPLICATION FOR THE POST OF FOREMAN OF STORES**” and also the category for which they applied for viz. **EWS/SC**. Applications without these notations will be summarily rejected.
- 8.4 **Applications with the following deficiencies will be summarily rejected:-**
- 8.4.1 Incomplete applications.
- 8.4.2 Applicants found overaged on the last day of receipt of applications as per advertisement.
- 8.4.3 Overwriting/cuttings/corrections/incorrect information according to enclosures.
- 8.4.4 Photographs not affixed.
- 8.4.5 Photocopies of self-attested documents listed at para 04 above not found enclosed.
- 8.4.6 **A separate blank envelope with Rs. 50/- postal stamp (pasted on the envelope) addressed to themselves, not enclosed with the application.**
- 8.5 Candidates working in government departments are to forward their application through proper channel only before the due date of receipt of application alongwith NOC issued by concerned authority.
- 8.6 SC candidates are entitled for 2<sup>nd</sup> Class rail/bus fare by shortest route as per Government rules and the same will be reimbursed at the venue of written examination on submission of tickets. The above concessions are not admissible to those Scheduled Castes candidates who are already in Central/State Government service or whose centre is less than 30 km from the place of residence.
- 8.7 Mere appearance/qualifying in the written examination does not confer any right on the candidate to claim for appointment unless he/she fulfills the eligibility criteria.
- 8.8 Candidates are advised to visit Indian Coast Guard website i.e. **[www.indiancoastguard.gov.in](http://www.indiancoastguard.gov.in)** on a regular basis for important updates regarding the said recruitment.

(Raman Kumar)  
Commandant  
Directorate of Recruitment  
Indian Coast Guard



**Annexure-I**

**INDIAN COAST GUARD  
DIRECTORATE OF RECRUITMENT  
C-1, PHASE-2, INDUSTRIAL AREA  
SECTOR – 62, NOIDA, UP – 201309**

**Affix a  
recent  
Passport  
Size  
Photograph**

**APPLICATION FOR THE POST OF FOREMAN OF STORES  
(GROUP 'B' NON-GAZETTED) FOR THE VACANCY YEAR 2025**

1. Name of the Applicant (in block letters):
2. Date of Birth (in Christian era):
3. Father's Name :
4. Permanent Address :
5. Correspondence Address (with Pin Code) :
6. Aadhaar No. :
7. 7.1 Educational Qualifications:

<b>Ser No.</b>	<b>Examination Passed</b>	<b>Year of Passing</b>	<b>Division/ Percentage Marks</b>	<b>Name of University/ Board</b>
	a.	b.	c.	d.

7.2 Years of Experience (in relevant field) :

8. Gender (Male/Female) :

9. Category Applied:-

EWS  SC

10. Identification Marks:-

10.1 \_\_\_\_\_

10.2 \_\_\_\_\_

11. Are you a Government Employee? Yes/No. \_\_\_\_\_

If Yes, please furnish the following details:-

Name & Address of the Organization a.	Central/ State/ Public Sector Undertakings b.	Name of the post held & Pay Scale c.	Date Joining of the Service d.	Date Leaving of the service e.

12. List of Documents forwarded alongwith the application (as per applicability):

Ser No.	TITLE OF DOCUMENT a.	DATE OF ISSUE OF CERTIFICATE b.
1.	Matriculation Mark sheet & Certificate	
2.	Intermediate Marksheet & Certificate	
3.	Diploma Marksheet (each year/semester) & Certificate	
4.	Graduation Marksheet (each year/semester) & Certificate	
5.	Post-Graduation Marksheet (each year/semester) & Certificate	
6.	Experience Certificate	
7.	Category Certificate {EWS/OBC (Non creamy layer) / SC/ST}	
8.	NOC from Employer	
9.	Aadhaar card	
10.	Two recent passport size photographs	
11.	Blank Envelope with Rs. 50 postal stamp pasted on it	-----



13. E-mail:

14. Mobile:

15. Exam Centre: Kolkata  Port Blair

### DECLARATION BY THE CANDIDATE

1. I hereby declare that all statements made in the application form are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any point of time, my candidature/appointment may be cancelled/terminated without any notice. I also declare that I am a citizen of India by birth/domicile.

2. I have informed my head office/department in writing that I am applying for the post. NOC enclosed (wherever applicable).

Left Hand Thumb Impression



Place:

Date:

Signature of the applicant

**PRESCRIBED PROFORMAE**

**Proforma-I**

**The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India**

This is to certify that Shri/Shrimati/Kumari\* .....  
son/daughter\* of ..... of village/town\*  
..... in District/Division\*  
..... of the  
State/Union Territory\* ..... belongs to the..... caste/tribe\* which is  
recognised as a Scheduled Caste/Scheduled Tribe\* under:—

@ The Constitution (Scheduled Castes) Order, 1950 @ The  
Constitution (Scheduled Tribes) Order, 1950  
@ The Constitution (Scheduled Castes) Union Territories Order, 1951 @ The  
Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the  
Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of  
Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the  
Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram  
Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu  
(Reorganisation) Act, 1987.]

@ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956  
@ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as  
amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976  
@ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962 @  
The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962 @ The  
Constitution (Pondicherry) Scheduled Castes Order, 1964  
@ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967  
@ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 @  
The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 @ The  
Constitution (Nagaland) Scheduled Tribes Order, 1970  
@ The Constitution (Sikkim) Scheduled Castes Order, 1978 @ The  
Constitution (Sikkim) Scheduled Tribes Order, 1978  
@ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989 @  
The Constitution (SC) Order (Amendment) Act, 1990  
@ The Constitution (ST) Order (Amendment) Act, 1991  
@ The Constitution (ST) Order (Second Amendment) Act, 1991  
@ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002 @  
The Constitution (Scheduled Castes) Order (Amendment) Act, 2002  
@ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act,  
2002  
@ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have  
migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati\*.....  
Father/Mother ..... of  
Shri/Shrimati/Kumari ..... of village/town\*  
..... in  
District/Division\*..... of the State/Union  
Territory\*..... who belongs to the caste/tribe\* which is recognised as a  
Scheduled Caste/Scheduled Tribe in the State/Union Territory\* of .....  
issued by the ..... dated .....

% 3. Shri/Shrimati/Kumari\*..... and/or\* his/her\*  
family  
ordinarily resides in village/town\*..... of..... District/Division\*  
of the State/Union Territory\* of.....

Signature.....  
\*\*Designation.....

(With Seal of Office)  
State/Union Territory\*

Place: .....

Date: .....

\*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

\*\*List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

†(not below of the rank of 1st Class Stipendiary Magistrate).

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

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

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

Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

**Proforma-II**

Annexure-III

**INCOME & ASSET CERTIFICATE TO BE PRODUCED  
BY ECONOMICALLYWEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

VALID FOR THE YEAR \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Recent  
passport  
size  
attested  
photograp  
hof

Signature with Seal of  
Office \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_

\* Note 1 : Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\* Note 2 : The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\* Note 3 : The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

COMPETENT AUTHORITY TO ISSUE INCOME & ASSET  
CERTIFICATE FOR EWS CANDIDATE

1. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as given below, shall only be accepted as proof of candidate's claim as belonging to EWS: -
  - (a) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner.
  - (b) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.
  - (c) Revenue Officer not below the rank of Tehsildar.
  - (d) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
2. The Officer who issues the certificate would do the same after carefully verifying all relevant documents following due process as prescribed by the respective State/UT.
3. The crucial date for submitting income and asset certificate by the candidate will be the closing date for receipt of application for the post as advertised by the Indian Coast Guard.
4. Any certificate other than prescribed format and issued by any authority other than those mentioned in Para-1 above will lead to disqualification of candidate in Indian Coast Guard.