



**Headquarters, Coast Guard Region (NE), Synthesis Business Park,
6th Floor, Shrachi Building, Rajarhat, New Town, Kolkata - 700 161**

Date of Advertisement published in the Employment News	13 Sep 2025
Last date of receipt of applications	13 Oct 2025

1. Indian Coast Guard Region (NE), Kolkata invites applications in the prescribed format as given at Annexure-I from eligible Indian citizens for filling up the following vacancies by direct recruitment:-

1.1. 1.1.1. **Name of the Post:** (Store Keeper Grade-I, General Central Service, Group- C, Non- Gazetted , Non-Ministerial in Pay Level-4 in the pay matrix).

1.1.2. **Category - wise Vacancies:**

Ser No	Category a.	No. of Vacancy b.	Unit c.
1	UR (LD/OH)	01	CGASD Bhubaneshwar, Odisha

1.1.3. **Eligibility Criteria:**

Educational Qualification/Experience.

1.1.3.1. 12th pass from a recognised Board or University.

1.1.3.2. Two years experience in handling of Stores in any recognised firm or Central or State Government organisation or Public Sector Undertakings.

OR

1.1.3.1. Bachelor Degree with Commerce or Economics or Statistics or Business Studies or Public Administration as a subject from a recognised University or Institute.

1.1.3.2. One year experience in handling Stores from any firm or Central or State Government Organisation or Public Sector Undertakings.

1.1.4. **Age Limit and Relaxations.**

1.1.4.1. 18 to 25 years.

1.1.4.2. The upper age limit is relaxable by 10 (ten) years for candidates belonging to PwBD.

1.1.4.3. Relaxable for Government Servants upto 40 years in accordance with the instructions or orders issued by the Central Government.

1.2.1. **Name of the Post:** (Civilian Motor Transport Driver (Ordinary Grade), General Central Service, Group-C, Non- Gazetted, Non-Ministerial in Pay Level-2 in the pay matrix).

1.2.2. **Category wise Vacancies:**

Ser No	Category a.	No. of Vacancy b.	Unit c.
1	EWS	01	One each for ICGS Frazer ganj, West Bengal and CGDHQ-7, Paradip, Odisha
2	OBC	01	

1.2.3. **Eligibility Criteria:**

Educational Qualification/Experience.

1.2.3.1. Matriculation pass from a recognized Board or equivalent.

1.2.3.2. Must possess valid driving license for both heavy and light Motor Vehicles.

1.2.3.3. Should have at least two years' experience in driving Motor Vehicles, and

1.2.3.4. Knowledge of motor mechanism (should be able to remove minor defects in vehicles).

1.2.4. **Age Limit and Relaxations.**

1.2.4.1. 18 to 27 years.

1.2.4.2. The upper age limit is relaxable by 03 (three) years in respect of candidates belonging to Other Backward Classes (OBCs) against the reserved vacancy for OBC.

1.2.4.3. Relaxable for Government Servants upto 40 years and 43 years for OBC in accordance with the instructions or orders issued by the Central Government.

- 1.3. 1.3.1. **Name of the Post:** (*Lascar, General Central Service, Group-C, Non-Gazetted, Non-Ministerial in Pay Level-1 in the pay matrix*).

1.3.2. **Category wise Vacancies:**

Ser No	Category a.	No. of Vacancy b.	Unit c.
1	UR	01	CGDHQ-8, Haldia

1.3.3. **Eligibility Criteria:**

Educational Qualification/Experience.

1.3.1 Matriculation pass or its equivalent from recognized boards.

1.3.2 Three years' experience in service on Boat.

1.3.4. **Age Limit and Relaxations.**

1.3.4.1. 18 to 30 years.

1.3.4.2. Relaxable for Government Servants upto 40 years in accordance with the instructions or orders issued by the Central Government.

2. **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 alongwith the application form:-

2.1. Valid Photo ID proof (As mentioned in application).

2.2. Matriculation or equivalent Mark Sheet and Certificate.

2.3. 12th/UG/PG/ Diploma Mark Sheet and certificate as per the essential eligibility.

2.4. Latest Category certificate (OBC/EWS/PwBD) for reserved category candidates, as applicable.

2.5. Experience certificate, as applicable.

2.6. NOC from the employer for presently serving in any Govt organization (If applicable).

2.7. Two latest passport size colour photographs.

3. **Note:**

3.1. The date of issue of all the above documents is to be on or before to closing date of application i.e. 13 Oct 2025.

3.2. The candidates falling under OBC category are to produce category certificate as per prescribed format for appointment to the respective post under Govt of India as per the format placed at Annexures- II.

3.3. No original certificates are to be forwarded alongwith the application form.

3.4. If the Government employee is not able to obtain NOC from the employer within the stipulated time, he should forward any valid document proof or undertaking w.r.t. age relaxation alongwith the application for considering the eligibility for issuance of admit card only. However, NOC should be produced at the time of document verification prior written examination.

4. The duly filled application with all the requisite documents should be sent to the following address by **ordinary post only** within 30 days from the date of publication of the advertisement in the Employment News:-

Headquarters
Coast Guard Region (NE)
{for CSO(P&A)}
Synthesis Business Park
6th Floor, Shrachi Building
Rajarhat, New Town
Kolkata - 700161

5. **Mode of Selection.**

5.1. **Scrutiny of Applications.** All applications received from the candidates will be scrutinized subject to the eligibility criteria and necessary documents and the admit cards will be issued to the shortlisted candidates for document verification & appearing in the written examination.

5.2. **Document Verification.** All the shortlisted candidates will undergo document verification prior appearing in the written examination. Candidates will be required to bring their original documents and self - attested Xerox copies (02 sets) of the same as per the directives / instructions given in their admit cards.

5.3. **Written Examination.** All the shortlisted candidates will undergo written examination on the basis of educational qualifications prescribed for the post. The written examination will be pen- paper based for one hour duration. 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.

5.4. 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. If two candidates score same marks in written examination, then the candidate older in age will be higher in merit.

6. Questions on Numerical aptitude, Mental Ability/ Reasoning, General English and General Awareness will be matriculate/ 12th standard. The pattern of written examination is as follows:-

Subject	No. of Question	Total Marks	Duration	Passing Marks
Mathematics	20	20	01 Hour	UR/OBC – 40
General English	20	20		
General Awareness	20	20		
Mental Ability/ Reasoning	20	20		
Total	80	80		

Note:- The candidate applied to the post of **Civilian Motor Transport Driver(Ordinary Grade)**, and **Lascar** will also undergo a **Trade Test** on qualifying the written examination which is qualifying in nature.

7. Important Instructions to Candidates.

7.1. 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.

7.2. 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.

7.3. It is mandatory that the envelope containing the application should be clearly superscribed in BOLD letters with notation "**APPLICATION FOR THE POST OF _____**" and also the category for which they applied for viz. UR/EWS/OBC (Non Creamy Layer)/PwBD. Applications without these notations will be summarily rejected.

7.4. Applications with the following deficiencies will be summarily rejected:-

7.4.1. Incomplete applications.

7.4.2. Applicants found over aged on the last day of receipt of applications as per advertisement.

7.4.3. Overwriting/ cuttings/ corrections/ incorrect information according to enclosures.

7.4.4. Photographs not affixed.

7.4.5. Photocopies of self attested documents not found enclosed.

7.4.6. A separate blank envelope with Rs. 50/ - postal stamp (pasted on the envelope) addressed to themselves, not enclosed with the application.

7.4.7. Candidates working in Govt departments are to forward their application through proper channel only before the due date of receipt of application alongwith NOC issued by concerned authority.

7.4.8. SC/ST candidates are entitled for 2nd class rail / bus fare by Shortest route as per Govt 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/Scheduled Tribes candidates who are already in Central/ State Govt service.

7.4.9. 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.

7.4.10. Candidates appointment to a Group 'C' post are liable for all India transfer liability.

7.4.11. The number of vacancies and initial place of posting are liable to change due to any administrative reasons.

7.4.12. Candidates are advised to visit ICG website i.e. www.indiancoastguard.gov.in on a regular basis for important updates regarding the said recruitment.

7.4.13. Indian Coast Guard reserves the right to cancel the entire recruitment at any stage of the recruitment process without assigning any reasons.