

**GUJARAT MARITIME BOARD**  
**SAGAR BHAVAN**  
**SECTOR 10-A, OPP. AIR FORCE STATION**  
**GANDHINAGAR**

Detailed instructions with reference to Advertisement No. 01/2016-17

URL: <https://ojas.gujarat.gov.in> and <https://gmbports.org>

Online application forms in prescribed format are invited from candidates fulfilling the eligibility criteria as mentioned in the said advertisement through the OJAS Website (<https://ojas.gujarat.gov.in>) between 10/02/2017 (12:00 hrs) to 09/03/2017 (up to 23:59 hrs) to select candidates for different offices under the administration and control of Gujarat Maritime Board, Gandhinagar. The information and particulars of category-wise posts of Class 2 and Class 3 is as follows:

Sr. No.	Designation	Scheduled Caste		Scheduled Tribe		Socially & Educationally Backward Class		Non reserved		Total
		Total Posts	Reserved for Women	Total Posts	Reserved for Women	Total Posts	Reserved for Women	Total Posts	Reserved for Women	
01.	Deputy Exec. Engineer (Elec.) (Class - 2)	00	00	01	00	00	00	00	00	01
02.	Asst. Engineer (Civil) (Class - 2)	03	00	05	01	10	03	25	08	43
03.	Asst. Engineer (Mech.) (Class - 2)	00	00	01	00	04	01	06	01	11
04.	Asst. Engineer (Elec.) (Class - 2)	00	00	00	00	01	00	05	01	06
05.	Addl. Asst. Engineer (Civil) (Class - 3)	00	00	04	01	00	00	04	01	08
06.	Additional Asst. Engineer (Mech.) / Dredging Supervisor (Class - 3)	00	00	00	00	00	00	04	01	04

**NOTE:**

- a) 1 Post of the Assistant Engineer (Civil) is reserved for the candidates who have locomotor disability O.A. (One Arm affected) or O.L. (one leg affected) or Hearing Impairment (H.H.) having disablement of 40% or more and up to 100%.
- b) The reserved candidates can make application for unreserved category, but the norms of the selection will be applied as per unreserved category.
- c) In Case if no female candidate/s is available / qualified for the post reserved for women, then that post can be allotted to the male candidate/s.

- d) For the total posts of unreserved category and from amongst them, the posts reserved for the female candidates; as well as for the total posts reserved for socially and educationally backward class, scheduled caste and scheduled tribes, and from amongst them, the posts reserved for the female candidates, the selection on the posts reserved for the female candidates thereof shall be made on the basis of marks obtained in selection process by the candidates of respective categories and also women candidates of that category and on the basis of qualifying standard prescribed by the board keeping in view to maintain efficiency of respective cadre/service.

(1) EDUCATIONAL QUALIFICATION, PAY SCALE & EXPERIENCE :

- Deputy Executive Engineer (Electrical)
  - ➔ Unless already in service of Gujarat Maritime Board or Government of Gujarat be not more than 35 years and less than 21 years age.
  - ➔ Possess a degree in electrical engineering or in electrical and mechanical engineering of a recognized university or an equivalent or higher qualification recognized by Government.
  - ➔ Have been regularly engaged for 4 years in case of graduates out of which at least 2 years must have been spent in the practical work in an electrical or mechanical engineering workshop or a electrical power station provided that preference will be given to candidate having a fair knowledge of overhead distribution Electrical works operation of electrical cranes and experience in estimating.
  - ➔ Pay Scale: Pay Band Rs. 9300 – 34800, Grade Pay Rs. 5400/- (PB-2).
- Assistant Engineer (Civil)
  - ➔ Should possess a degree in Engineering (Civil) obtained from any of the Universities or institutions established or incorporated by or under the Central or state Act in India; or any other educational institutions recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act, 1956.
  - ➔ Pay scale: Pay Band Rs. 9300 – 34800 Grade Pay Rs. 4600/- (PB-2).
- Assistant Engineer (Mechanical)
  - ➔ Should possess a degree in Engineering (Mechanical) obtained from any of the Universities established or incorporated by or under the Central or a State Act in India; or any other educational institutions recognized as such as declared to be deemed as a University under section 3 of the University grants Commission Act, 1956.

- ➔ Pay scale: Pay Band Rs. 9300 – 34800, Grade Pay Rs. 4600/- (PB-2).
- Assistant Engineer (Electrical)
- ➔ Should possess a degree in Electrical Engineering obtained from any of the Universities established or incorporated by or under the Central or State Act in India; or any other educational institution recognized as such or declared to be deemed as University under section 3 of the University Grant Commission Act 1956; or possess an equivalent qualification recognized by the Government.
- ➔ Pay scale: Pay Band Rs. 9300 – 34800, Grade Pay Rs. 4600/- (PB-2).
- Additional Assistant Engineer (Civil)
- ➔ Should possess a Diploma in Engineering (Civil) obtained from Technical Examination Board or any of the Universities established or incorporated by or under the Central or a State Act in India; or any other educational institution recognized as such or declared to be deemed as University under section 3 of the University Grants Commission Act, 1956 or possesses an equivalent qualification recognized by the Government.
- ➔ As per above, graduate degree in Civil Engineering is not considered as valid for applying for this post. Hence, the candidates who have directly obtained the graduate degree in civil engineering will not be eligible for applying for this post.
- ➔ Under the provisions of Resolution No. KHRCH/2002/57/Z/1 dated 16/2/2006 and 29/4/2010 of the Finance Department and as prescribed in the Resolution No. KHRCH/2002/57(Part-2)/Z-1 dated 20/10/2014, for the first five (5) years appointment shall be given on fixed pay as per govt. norms Thereafter, upon completion of satisfactory service of 5 (five) years, the appointment shall be given in the regular prevailing Pay Band of Rs. 9300-34800, Grade Pay Rs. 4400 (PB-2).
- Additional Assistant Engineer (Mechanical) / Dredging Supervisor:
- ➔ Should possess a Diploma in Engineering (Mechanical) or diploma in (Automobile) obtained from Technical Examination Board or any of the Universities established or incorporated by or under the Central or a State act in India; or any other educational institution recognized as such or declared to be deemed as University under section 3 of the University Grants Commission Act, 1956.
- ➔ As per the above, graduate degree in Mechanical Engineering or Automobile Engineering is not considered as valid for applying for this post. Hence, the candidates who have directly obtained the graduate degree in Mechanical

Engineering or Automobile Engineering will not be eligible for applying for this post.

- ➔ Under the provisions of Resolution No. KHRCH/2002/57/Z/1 dated 16/2/2006 and 29/4/2010 of the Finance Department and as prescribed in the Resolution No. KHRCH/2002/57(Part-2)/Z-1 dated 20/10/2014, for the first five (5) years appointment shall be given on fixed pay as per govt. norms. Thereafter, upon completion of satisfactory service of 5 (five) years, the appointment shall be given in the regular prevailing Pay Band of Rs. 9300-34800, Grade Pay Rs. 4400 (PB-2).

For all the aforementioned posts : (1) the candidate must possess the basic knowledge of computer application as prescribed in the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967. The candidate should possess the certificate/marksheet obtained from any training institution for the basic knowledge of the computer according to the Government Resolution No. CRR-10-2007-120320-G.5 dated 13/8/2008 of the General Administrative Department of Government of Gujarat; or (2) shall possess certificate obtained from the Government recognized University or the Institution for computer as one of the subjects; or (3) shall have passed the examination of Std. 10 and Std. 12 with computer as one of the subjects.

The candidate can make application even if he does not possess such certification at the stage of making the online Application. However, if selected, the candidate would have to submit such certificate before the final appointment without fail, otherwise such candidate will not be entitled for the appointment.

(2) Adequate knowledge of Gujarati and/or Hindi language.

(3) PROBATION PERIOD:

- ➔ Deputy Executive Engineer (Electrical), Assistant Engineer (Civil), Assistant Engineer (Mechanical) and Assistant Engineer (Electrical) shall have the probation period of 2 (two) years.
- ➔ For the first five (5) years, Additional Assistant Engineer (Civil) and Additional Assistant Engineer (Mechanical) / Dredging Supervisor shall be given appointment on fixed pay basis.

(4) AGE LIMIT:

As per the Notification No. GS-33-2015-CRR-11-2008-282323-G.5 dated 06/10/2015 of the General Administration Department, Government of Gujarat, the age limit shall be as follows:

- a) For the post of Deputy Executive Engineer (Electrical), Assistant Engineer (Civil), Assistant Engineer (Mechanical), Assistant Engineer (Electrical), the maximum age limit of 35 years would be considered.
- b) For the posts of Additional Assistant Engineer (Civil), Additional Assistant Engineer (Mechanical) / Dredging Supervisor, the maximum upper age limit shall be 33 years.
- c) The benefit in upper age limit obtained from the aforesaid notification for the candidates of Scheduled Caste, Scheduled Tribes, Socially & Educationally Backward Class, women, candidates with physical disablement and Ex Servicemen shall get over and above age relaxation benefit as per below mentioned norms.
- d) Age shall be calculated considering the last date of accepting the application.
- e) In the advertisement, the upper age limit is mentioned, wherein the following relaxation will be given, however considering all the relaxation, in no case the maximum relaxation in age limit would not exceed 45 years for the post of class 2 and for the post of class 3 the maximum relaxation in age limit would not exceed 43 years.

1.	Scheduled Caste, Scheduled Tribes and Socially and Educationally Backward Class candidates originally from Gujarat.	Five years
2.	Women candidates of general category	Five years
3.	Women candidates from Scheduled Caste, Scheduled Tribe and Socially and Educationally Backward Class originally from Gujarat.	10 years. This relaxation includes the relaxation of five years given to the female candidates.
4.	Ex-Servicemen, E.C.O., S.S.C.O.	Five years in addition to the services rendered in the army.
5.	Candidates with physical disablement: Candidates having movement disability of O.A. (One Arm affected) or O.L. (one leg affected) or Hearing Impairment (H.H.) with physical disablement of 40% or more, but upto 100% would be entitled to get relaxation of maximum 10 years, on submission of medical certificate from medical board. Apart from this, applications from any other disabled persons will not be accepted.	
6.	The employees of the Government of Gujarat, serving the Government of Gujarat for 6 continuous months	1. For the post of Deputy Executive Engineer (Electrical), the upper age limit will not apply for the candidate

	on permanent basis or on temporary basis and such employees who have their first appointment within the age limit as mentioned in the advertisement of the post.		working in Gujarat Maritime / Govt. of Gujarat.
		2.	If experience is not prescribed as one of the qualifications and a Government servant appointed to a post requiring a medical, engineering, veterinary or agriculture degree or diploma and who applied for any such post, the upper age limit shall not apply.
		3.	If experience is not prescribed as one of the qualifications in the advertisement, Govt. servant who are working on the post from which an employee can be promoted to the post so advertised, be entitled to relaxation of 5 years, or to the extent of equal number of years for which service has been put in by him, whichever is less.
7.	The candidate having specialized qualification and / or experience shall be given the relaxation at the discretion of Board.		

**NOTE:**

- a) In personal interview (wherever applicable), as per the directions/norms of the Board and considering the category wise number of posts, the guidelines mentioned below would have to be followed:

Total posts	The number of candidates to be called for personal interview out of the total post
01	06
02	08
03	10
04 or more	3 times of the total posts

- b) Final selection of the candidates will be done on the basis of marks secured by the candidate in both competitive written examination and personal interview for which the weightage would be respectively 75% and 25% of the marks obtained.
- c) In the event where percentage of marks is not given by the University, the candidates of such University should produce formula/method of calculation

of percentage, at the time of interview/document verification or when the same is asked by the Board.

- d) The candidates having qualification from Foreign University should produce necessary documents /proof regarding the recognition/equivalence of their degree in India, at the time of interview/ document verification or when the same is asked by the Board.

(5) THE GENERAL PROVISIONS FOR THE ADVERTISEMENT –

- (i) Nationality of the candidate: (a) Indian citizen; or (b) citizen of Nepal or (c) citizen of Bhutan (d) inhabitant of Tibet who came to India before 1<sup>st</sup> January, 1962 with an intention of permanent settlement in India or; (e) Person of Indian origin who came to India with an intention of permanent settlement and has migrated from Pakistan, East Pakistan (Bangladesh), Burma (Myanmar), Sri Lanka, Kenya, Uganda, the countries of east Africa, Joint Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia or Vietnam. But in case of the candidates falling in sub clause (b) (c) (d) and (e), the Government should have issued character certificate.

NOTE: In the case of the candidates where Domicile certificate is required but not submitted, the application form of such candidates will be taken into consideration by the Board and if recommendation is made for his/her appointment, then appointment will be given by the Board on submission of Domicile certificate issued by the Government.

(ii) FILLED APPLICATION FORMS:

- (a) If application is to be made for more than one post, then for each post the application should be made separately along with the fees to be deposited separately for each application.
- (b) The application without fees will not be accepted.
- (c) If no posts are shown in the advertisement for the reserved category candidates, then such candidates can apply for unreserved posts for which the norms for unreserved category would be applicable.
- (d) If the candidates of reserved category are applying for the posts of unreserved category, then they shall not have to pay the application fees.
- (e) If in the advertisement there is no reservation in that category for the female candidate/s, then also the female candidate/s can make application in the concerned category.
- (f) In the advertisement, when among the total posts of the concerned category some of the posts are reserved for the female candidate/s, it should not be

considered that the other remaining posts are reserved for the male candidate/s only. On the said posts, males as well as females can make application and selection of male as well as female candidate/s can be considered. (As for example, out of total 10 posts, 3 posts are reserved for the female candidates but for the remaining 07 posts also the female candidates can be selected.)

- (g) In the advertisement if the posts are reserved for the female candidates only, then also in the concerned category the male applicant can make application, because if the female candidate is not available then selection of male candidates for the said posts can be considered. But the posts which are reserved for the female candidates and on the said posts if the female candidates get selected on all the posts/particular number of posts, then they will be considered first and if no female candidate is not selected or if lesser number of female candidates are selected, then in that proportion, the male candidates will be taken into account. (As for example, total 10 posts are reserved for the female candidates and 08 female candidates are selected, then on the remaining 02 posts, male candidates can also be selected).

(iii) DATE OF BIRTH :

- (a) For the evidence of the Birth Date, the Board shall accept and consider only the SSCE certificate issued by the S.S.C. Board. However, if the candidate believes that wrong date of birth has been mentioned in the said certificate, then a certificate issued by a competent authority stating the correct age shall have to be provided. In the said certificate, the authorized authority should have specifically stated that he/she has examined the original certificate of S.S.C. Board/its examination/birth certificate and after verifying the documents presented before him, the correct birth date of candidate is \_\_\_\_\_. The decision of the Board whether to accept or to reject the age certificate produced by the candidate would depend upon his/her credibility.
- (b) The birth date mentioned by the candidate in the application form cannot be changed later, due to any reason.

(iv) EDUCATIONAL QUALIFICATION:

- (a) The applicant should possess the required educational qualification as mentioned in the advertisement on the last date of acceptance of the application.
- (b) The candidate should have obtained the educational qualification from an approved university / institute.
- (c) The candidate must produce self-certified copies of the mark sheets (all years/semesters) issued by recognized University / Institution and



degree certificates. The certificate issued by the Principal of the college shall not be accepted.

- (d) The claim and right of the candidate that the educational qualification may be accepted at temporary level will not be accepted.
  - (e) If the candidate claims and believes that he/she possess the qualification equivalent to the qualification mentioned in the advertisement then orders/authorization regarding the same must be provided.
- (v) **EXPERIENCE:**
- i. The applicant should possess the required experience as mentioned in the advertisement on the last date of acceptance of the application.
  - ii. If no provision is made in the advertisement then the experience will be considered from the date of obtaining necessary qualification till the last date of acceptance of the application.
  - iii. The candidate shall have to provide necessary certificate in support of the experience shown by the candidate in the application mentioning the period of experience (days, months, years), details of basic and total salary, nature of duty/details of the experience. Such certificate should be provided on the letter head of the organization with date and duly signed by the competent authority.
  - iv. After submission, the request to change/edit the experience certificate produced by the applicant will not be accepted. After making the application, additional/new certificates of experience will not be accepted.
  - v. The experience retrieved by the candidate through part time job, daily wage earner, apprenticeship, training, honorarium and invited faculty shall not be taken into consideration as valid experience.
- (vi) **SCHEDULED CASTE, SCHEDULED TRIBES AND SOCIALLY AND ECONOMICALLY BACKWARD CLASS:**
- (a) The candidates of scheduled caste, scheduled tribes and economically and socially back ward class originally belonging to Gujarat will only get the benefit of reserved category candidates.
  - (b) The candidate should invariably give details regarding its class among the scheduled caste, scheduled tribes and economically and socially backward class in the application form.
  - (c) If the candidate has not mentioned its reserved category in the concerned column of the application form then he/she would not be allowed to claim its benefit at a later stage.

- (d) The candidates of the socially and educationally backward class will not get the benefit of reservation if they are included in “creamy layer class”.
  - (e) The candidates of the Socially and Educationally Backward Class shall furnish the certificate as per the prescribed format Parishisht K (in Gujarati) as decided by the Social Justice and Empowerment Department vide Resolution dated 6/2/1996 regarding their non-inclusion in the creamy layer class. The said certificate should be issued by the competent authority on or after 1/4/2016.
  - (f) As the certificate of not inclusion in the creamy layer class is to be submitted with reference to the income of the parents, if there is any change in the income of the parents of the applicant at the time of submitting the certificate, then the applicant/candidate should make honest disclosure regarding such increase/decrease before the competent officer issuing the certificate. After having informed the competent authority, the decision taken by the competent authority will have to be informed to this office also. If any candidate/applicant would not voluntarily disclose such increase in income and hide the increase then benefits received by him/her would be liable to be cancelled and will be subject to legal proceedings by the Board.
  - (g) The married women candidates shall have to submit such certificate with reference to the income of their father and mother, if such candidates would have provided such certificate in reference to the income of their husband, then their application will be rejected.
  - (h) Instead of Parishisth-K, if the same would have been produced as Annexure-A (in English) then such application will be rejected because Annexure-A is for the service under the Government of India.
  - (i) If the candidate has not produced the certificate (Parishisth-K) , then their application would not be considered and also will not be considered for unreserved posts.
  - (j) As per the prevailing provisions of the Government, if the candidates from the reserved category gets selected with the candidates of the unreserved category in prescribed norms (i.e. age limit, qualifying experience, any other area more expanded than the area adopted for the unreserved category) through own merits without taking relaxation, then the same shall be considered as unreserved post.
  - (k) The details mentioned in the application regarding caste of the candidate will not be allowed to change later.
- (vii) **EX-SERVICEMEN:**
- (a) The ex-servicemen candidates will have to provide information in the application form.

- (b) The ex-servicemen candidates shall have to produce copy of the discharge book at the time of interview/document verification without fail.

(viii) **CANDIDATES WITH PHYSICAL DISABILITY:**

- (a) The candidates with physical disability shall have to provide details in the application form.
- (b) If in the advertisement, the reserved category for the physical disabled person is not mentioned, and if their physical disability can be considered suitable in accordance to the kind to the duties of the posts then they can make the application for the said advertisement and in such eventuality relaxation will be given in the age.
- (c) The candidate with physical disability shall have to produce the copy of the certificate bearing photograph of the candidate issued by the Superintendent of Government Hospital / Civil Surgeon / Medical Board according to the format prescribed by the circular no. 102008-469540-F-2 dated 1/12/2008 of the General Administration Department, without fail. If the copy of the certificate is not included, then the same will not be accepted later and the benefit as physical disabled candidate will not be given.

(ix) **FEMALE CANDIDATE:**

If suitable candidate/s is not available for the post reserved for female, then the said post can be allotted to the male candidate/s of the concerned category. If the candidate is eligible for inclusion in more than one option out of options of physical disability, female or widow, in such cases, the option in which she will be entitled to get more benefits will be applicable.

(x) **WIDOW CANDIDATE:**

- (a) If the candidate is a widow then in the application form "Yes" may be written against the said column "Yes" may be written without fail, or else "not applicable" shall be mentioned.
- (b) If the widow candidate is remarried, then against the said column in the application form "Yes" may be written without fail, otherwise "not applicable" shall be mentioned.
- (c) If the widow candidate has not married again and if she desires to obtain the benefit as widow candidate, then an affidavit regarding not married at the time of applying and at the time of appointment should be provided without fail.

- (d) According to the prevailing provisions of the Government, five percent will be added to the marks obtained by the widow candidate.
- (e) If any female candidate is not "widow" at the time of making application but after making the application or after the date of publication of the advertisement or at the stage pending in the recruitment process after receipt of application made by her, such female candidate will be given the benefit of "widow female candidate" from the pending stage only.

(xi) **NO OBJECTION CERTIFICATE.**

- (a) The employees of the Government of Gujarat / Semi Government / employees/officers of the Corporation/Company owned by the Government can directly apply with reference to the advertisement of the Board and intimation of the same invariably should be given by the candidate to his Department / Branch / Office within 7 days from the date of making the application. If employer of the candidate gives intimation of not permitting the candidate to make such application within thirty 30 days, then such application will be rejected and candidature will be cancelled.
- (b) If the candidate is in the service of the Central Government or in any service of the State Government, then "No Objection Certificate" of the Appointing Authority should be submitted.

(xii) **DISQUALIFIED/DEBARRED CANDIDATES:**

If the candidate is held disqualified by any office of the Gujarat Maritime Board / Other government / semi-government / government-owned institutions, then its particular should be mentioned in the application form. If disqualifying time of the candidate is ongoing, then the application of such candidate shall be liable to be rejected.

(xiii) **COMPULSORY RETIREMENT, DISMISSAL, TERMINATION:**

Earlier, if at any point, the candidate has been any point of time compulsorily retired, dismissed or suspended, termination from the Government Services / Services in the Board/Corporation/Company under the Government, then the details of the same shall have to be given in the application form.

(xiv) **IMPORTANT PROVISIONS :**

- (a) For the above mentioned posts, the appointment of the candidate shall be done through competitive written examination only for the class 3 candidates and for class 2 it shall be done through competitive written examination followed by

personal interview. In Competitive written examination candidate of general category must secure minimum 40 marks and candidate of reserved category must secure 35 marks. For class 2, the eligibility of the candidates for personal interview will be decided on the basis of the marks obtained and subsequent verification of the documents. The medium of the said examination will be decided by the Board or else the same shall be in Gujarati and English. The competitive written examination will be generally held in Ahmedabad/Gandhinagar and the candidates shall remain present at their own expenses.

- (b) Final selection of the candidates of class 2 will be done on the basis of marks secured by the candidate in both competitive examination and personal interview for which the weightage would be respectively 75% and 25% of the marks obtained.
- (c) During the competitive written examination, in the OMR sheet, there will be five options, A, B, C, D and E for answering questions. The fifth option "E" will be "not attended". If the candidates have kept all options blank (and not encoded) or false replies have been given, then for each such question negative marking would be 0.25. However, if the fifth option E "not attended" only has been encoded, then "0" mark will be deducted i.e. if only option "E" has been encoded, then for such question no negative mark will be deducted.
- (d) For the personal interview in direct recruitment, the minimum marks for the post of Class-2 for the non-reserved candidates shall be 50 marks out of 100 and for reserved class candidates it shall be 35 marks out of 100. The interview Committee will take into consideration the over-all performance of the candidate during the personal interview and the interview Committee will allot the marks considering the over-all performance of the candidate.
- (e) When the posts for candidates with physical disability is reserved then such candidates if are obtaining above mentioned minimum marks would be considered for the reserved post in concerned category. According to the advertisement for the reserved posts in these category, if candidates obtaining the said minimum marks are not available or are not in the enough numbers, then the selection will be made by decreasing 10% of the minimum marks to be obtained in concerned category.
- (f) For female candidates, the selection process will have to be followed after decreasing 10% of the minimum marks and after the personal interview, if female candidates are more than the reserved number of posts, then after inclusion of female candidates in the recommendation list, the remaining females will be considered in the waiting list. According to this provision, the minimum qualification standard for the non-reserved class female candidates will be 45 marks and 31 marks for the reserved class female candidate.

## (xv) PERSONAL INTERVIEW:-

- (a) As per Government Resolution No. PRCH-12015-1223-K dated 6/11/2015 for all the posts of Class – 3 and Class - 4 categories, the provision of personal interview in the selection process has been cancelled.
- (b) The personal interview for other posts (Class 2) will be taken at the Head Office of the Board at Gandhinagar, where the candidate would have to remain present at his own expenses.
- (c) The candidates belonging to the scheduled caste, scheduled tribes and unemployed candidates the annual income of whose mother and father is not taxable shall be entitled to get to and fro bus fare fixed by the Gujarat State Transport Nigam from their dwelling place to the place of personal interview. For this the candidate shall have to fill up the prescribed form on the day of the interview and produce it along with the original ticket.
- (d) On the day of personal interview, all the original certificate mentioned needs to presented in original. If the candidate/s will not produce the original certificate, then they shall not be eligible for the personal interview.

## (xvi) The following type of application shall be rejected (The said list is for an example and not complete in nature):

- (i) If the application is not filled as per online format.
- (ii) Details mentioned in the application are incomplete and inconsistent.
- (iii) Applicant has not signed or uploaded the passport size photograph.
- (iv) Application made online only through OJAS will be accepted, any other form in which Application has been sent like fax , Registered Ad, Courier or E-mail etc. will be rejected.
- (v) Complete fee has not been paid along with the application.
- (vi) If the candidates belonging to the category of Scheduled Caste, Scheduled Tribe, Socially and Economically Backward Class, Physically Handicap and Servicemen do not possess the certificate of that category.
- (vii) If the candidates belonging to Socially and Economically Backward Class, do not possess the non-creamy layer certificate as per Annexure K in Gujarati for the period as mentioned in the advertisement.
- (viii) Copy of Certificate of S.S.C.E issued by the S.S.C. Board as the evidence of the date of birth is not produced.
- (ix) If candidate has mentioned experience in application (based on which the candidature is decided) but has not submitted certification in this regard or the details such as period of experience, basic salary, Gross salary and type of experience are not mentioned in the documents submitted or when the same

is not on the letter pad of the organization wherein the candidate is associated.

(xvii) APPOINTMENT:

- (a) Before obtaining the regular appointment order, the candidate shall have to obtain the qualification of computer with regard to C.C.C+/C.C.C. or the equivalent examination as decided from time to time. The candidate not having such qualification shall be liable, not to be appointed.
- (b) If at any stage or time, the certificates submitted by the candidate to the Board in support of educational qualification / experience / age etc., will be found false then his candidature and appointment will be rejected and action against such candidate will be taken under the Indian Penal Code. Therefore, it is advised to the candidate that the certificate/s should be produced by them before the Board after verification with complete accuracy.
- (c) In each category the candidate will get selected as per the terms and conditions of appointing authority.

(xviii) MEASURES AGAINST CANDIDATES CONVICTED OF MISCONDUCT.

The candidates are warned that they do not show any kind of false information in the application form as well as should not hide necessary information, apart from this in any circumstances no amendment or tampering in the original documents and in its certified copies will be allowed or they should not produce any such tempered/forged documents. If in the same matter more than one documents are found or for any kind of inconsistencies or inaccuracies in its certified copies then specific clarification should be made for the said inconsistency. If any candidate was/is found guilty by the Board;

- (a) For obtain eligibility of candidature by any means;
- (b) To give examination by changing the name;
- (c) If work has been completed through any person by deceit.
- (d) Have submitted forged documents;
- (e) Have hide important matter or made false statement.
- (f) Have taken support of any irregular or unreasonable measures for their candidacy;
- (g) Have used any unauthorized element/equipment at the time of examination.
- (h) In the answer sheet, illicit language or inconsistent language including obscene words have been used;

- (i) To exhibit any kind of misconduct in examination hall, such as to copy from the answer sheet of any other candidate, guide, books, use of any slip with handwritten or printed literature, copying by way of communication or signing or to help other candidates in copying;
- (j) To harass or to inflict any kind of physical injury to the employee/person deputed by the Board to conduct examination;
- (k) For each and every provisions or any aforementioned provisions or go commit such act or get committed, directly or indirectly bringing the pressure on the Board, such candidate shall be liable for the following actions:
  - (i) Shall be held as disqualified candidate by the Board and / or
  - (ii) In any examination which may be conducted by the Board, any personal interview or for permanent or fixed period;
    - (a) For any examination/selection to be conducted by the Board and
    - (b) Would be held liable disqualified from any of the services of the State Government; and
  - (iii) If already in government service, then action against the breach of discipline in accordance with the appropriate regulations may be taken.
- (l) Before inflicting the prescribed punishment as aforementioned Board / Government / to the employee:
  - (a) In the charge sheet, specific allegation against him or with regard to the nature of the case;
  - (b) To produce in writing the defense statement – to produce the facts and
  - (c) With regard to punishment in the prescribed time period the opportunity will be provided to represent personally.

(xix) Online Application and fee payment:

In reference to the said advertisement the Board will accept only online application. The candidate can fill up the application form on the website <http://ojas.gujarat.gov.in> from dated 10/02/2017, 12:00 hrs to dated 09/03/2017, 23:59 hrs. For making the application the candidate shall follow the following steps. After receipt of the Confirmation Number only the same shall be accepted.

- (a) First of all visit the website <http://ojas.gujarat.gov.in>
- (b) Click on “Apply online”. By clicking button of (1) More Details and (2) Apply Now would be visible. First, the candidates should go through all the details of the advertisement by clicking on the “More Details” button and then click on the “Apply now” button.



- (c) By clicking on the posts of Deputy Executive Engineer (Electrical), Assistant Engineer (Civil), Assistant Engineer (Technical), Assistant Engineer (Electrical) Additional Engineer (Civil), Additional Assistant Engineer (Technical) / Dredging Supervisor, the details of the respective post can be seen.
- (d) By clicking on Apply online, Application Format can be seen. First of all in the Application Format the candidate may fill the "personal Details". [(\*)indicate mandatory fields] "in the "Personal Details" wherever the Mobile Number and email ID Number is required, the information of the same may be written such as if necessary the intimation can be given to the candidate by the Board.
- (e) After filing up of the "Personal Details" for filing up the Education Details the Click shall be made on the Education Details and required data to be filled.
- (f) "Click" on Additional Qualification, the Additional Qualification shall be filled in.
- (g) Click on Experience Details and Experience Details may be filled in.
- (h) Below the same in "Self-declaration" Yes / No may be clicked.
- (i) Now make "Click" on the Save and then your Data will be saved. Thereafter, Application Number of the candidate will be generated which shall be cautiously kept by the candidate and thereafter in reference to the said advertisement the same shall be mentioned in each and every correspondence with the Board.
- (j) If there is need of any rectification and amendment in your application form, then go to Edit Application. The said facility is available before confirming the application. After once the application is confirmed / thereafter the facility will not be available.
- (k) Now Click on the upper part of the page on Upload Photo, here you may type your Application Number and type your Birth Date. Then press enter key. Here the Photo and Signature is to be uploaded. (the size of the photo shall be 5 c.m. height and 3.6 width and the size of the signature shall be 2.5 c.m. height and 7.5 c.m. width and the size of which should not be more than 10 kb in .jpg format). Make a Click on "Browse" Button and select the .jpg format file to upload. Click on upload button and your Photo will be seen. The same procedure should be follow for signature upload.
- (l) Now Click on "Confirm Application" and type "Application Number" as well as Birth Date and thereafter on clicking OK, 2 buttons (1) Application Preview (2) Confirm Application will be seen. The candidate shall make a Click on "Application preview" and shall see the own application. If there is any necessity to make amendment in the application then Click on Edit Application and make amendment. After making Confirmation, no rectification or amendment is possible in the application. If no change required then click on Confirm the Application. After Clicking on Confirm Application the application of the candidate will be accepted online. Here "Confirmation Number" will be generated which is mandatory for the candidate to save for future course of action and all necessary communication in future. The print of Confirmed application form may be taken without fail.

## (m) Fees payment:

## (a) Application Fees:-

The candidates of general category would have to submit Rs. 100/- towards the application fee. Candidates of **reserved category only of Gujarat** are exempted from paying the application fee. But candidates of other states (except Gujarat) belonging to the **reserved category** would have to pay application fees as same as the general category.

The candidates can make the payment of fees mentioned above through any one of the following options:

## (b) In Post Office:

For depositing offline fees, take the print of the challan by clicking on "Print Challan" option. The copy of printed challan along with Rs. 100/- + postal charges should be deposited in the nearest computerized post office till **date 11/03/2017 within office hours**. The challan/receipt after making payment should be collected.

## (c) Online fee:

For depositing, click on "Print Challan", fill the particulars and then click on "Online Payment of Fee". Thereafter, select the appropriate options from the given options of "Net Banking of fee" or "Other Payment Mode and fill in further information as prompted. After depositing the fee, a prompt will confirm that your fee has been credited and e-receipt has been issued. If there are any errors in the process then on the screen it will be informed that your fee has not been deposited. Applicable bank charges would have to be borne by candidates. Dual payments will not be refunded in any case.

The said challan / e-receipt must be preserved by the candidate and the same shall be forwarded along with the application form and enclosures through Registered Post A.D. / Speed Post/in person, **when the same is called for by the Board**.

(d) The candidates belonging to Physically Handicap category and Ex-Servicemen category do not have to pay the application fees.

(e) The applications without application fee would be rejected. The candidates who would not have paid the requisite application fees would not be allowed to appear for the competitive examination/personal interview. The application fees should be only paid through post office or online. The application fees paid in form of cash, demand draft, Indian postal order or pay order would not be considered.

- (n) For each post, the candidate shall make only one application. Even if any candidate makes more than one application, then only the last confirmed application along with its prescribed fees paid shall be accepted and the earlier applications shall be rejected. The fees paid with the earlier applications will not be considered for the last confirmed application. If the applicant has not paid the prescribed fee in the last confirmed application, then for such candidate, the application with prescribed fee shall be considered as the last confirmed application. If the applicant has paid the fees with more than one application, then the same shall not be refunded.

It is specially made clear to the candidate, that during the verification of the certificates attached with the application form, if any candidate is found not possessing the qualification as per eligibility criteria of the Recruitment Rules of the said post or as per the provisions of the advertisement, then his candidature shall be rejected at any stage.

## (6) SELECTION PROCESS

For the selection on all the post mentioned in the advertisement of the Board, the candidate shall have to go through the competitive written examination. For the post of Class-3, after the competitive test, on the basis of merit, appointment will be given. For the Class-2, the merits of competitive written examination would be considered for the next level of competitive written examination/personal interview.

For written examination, the syllabus is mentioned below:

<b>Name of the Posts</b>	<b>Syllabus</b>
Deputy Executive Engineer (Electrical)	Syllabus of Degree level
Assistant Engineer (Civil/Mechanical/Electrical)	Syllabus of Degree level
Additional Assistant Engineer (Civil)	Syllabus of Diploma level
Additional Assistant Engineer (Mechanical)/Dredging Supervisor	Syllabus of Diploma level

### **Written examination:**

Optical Mark Reading (OMR) Question paper, Marks: 100, Time: 90 minutes.

NOTE: (i) The examination will consist of Multiple Choice Questions (MCQ) and answers will be marked on Optical Mark Reader (OMR) Sheet. (ii) Each question shall be of 01 (one) mark. (iii) The candidate will have to give the answers to all the questions. (iv) For wrong answer, 0.25 marks will be deducted from the marks obtained. (v) In the answers of each question one option "E" Not attempted" will remain if the candidate intends to not reply to some question then the said option can be selected and in the case of this selection, "Not

Attempted” negative marking will not be applicable. (vi) If from all the options no option is selected, then the deduction of 0.25 marks will be done from the marks obtained (negative marking).

- (7) At the time of interview/as an when ask by the Board the candidate should remain present with the following essential certificates/documents:

NAME OF THE POST: Deputy Executive Engineer (Electrical), Assistant Engineer(Civil), Assistant Engineer (Technical), Assistant Engineer (Electrical) Additional Engineer (Civil), Additional Assistant Engineer (Technical) / Dredging Supervisor) (The said list is prepared only to help the candidates. In the eventuality of interpretation, the provisions of the advertisement and Rules and Regulations of the Examination will be taken into consideration. )

01.	Copy of the online application form.
02.	The Certified Copy of S.S.C.E Board/Birth certificate, wherein the date of birth would have been mentioned (the School Leaving Certificate will not be accepted).
03.	If the candidate would have made change in the name, then copy of its evidence.
04.	Copy of the Certificate issued by the Competent Officer for socially and educationally backward class, scheduled caste and scheduled tribes.
05.	For Socially and Educationally Backward Class candidate, the Non Creamy Layer Certificate in Gujarati as per Parishisht “K” annexed with the advertisement.
06.	In relation to the educational qualification, the certified copy of mark sheets of all educational qualification.
07.	The Certified copy of the Certificate issued by the Competent officer (on the letter head of the establishment (i) Name of the post held; (ii) time period of experience; (iii) nature of experience; (iv) the information related pay and allowances shall be contained (if applicable).
08.	In the case of Government servant, at the time of personal interview, the copy of the No Objection Certificate in prescribed form shall be produced without fail, otherwise, no entry will be given in the personal interview. (As per the format prescribed by the Circular dated 8/11/1989 issued by the General Administration Department.)
09.	In the case of widows, the Affidavit that marriage has not been solemnized again shall be provided.
10.	Copy of discharged book in case of ex-service candidates.
11.	For candidates with physical disability, a copy of the certificate with photograph issued by the Superintendent of Government Hospital / Civil

	Surgeon / Medical Board according to the format prescribed by the circular no. 102008-469540-F-2 dated 1/12/2008 of the General Administration Department, without fail.
12.	Certificate of basic computer knowledge
13.	If the degree is obtained from foreign university then the evidence regarding its validity
14.	Proof regarding the fees paid by the candidates of the general category/outside Gujarat.
15.	Any other documents/certificates required in accordance to this advertisement
16.	Any relevant documents as per the requirement of appointing authority.

At this stage, specific attention of the candidates is drawn that from experience it is observed that proper care is not taken by the candidates while filing up the application form. Moreover, proper care is also not taken while submitting the attachments/ certificates/details along with the application form at the time of interview/when the same is called for by the Board. It is found that many times the required documents/certificates are not properly enclosed or the documents/certificates are not according to the instructions given in the advertisement. Due to this reasons, the applications have to be rejected by the Board. In order to avoid such incidence, proper care should be taken while filing up the online application form. Moreover, while submitting the application to the Board (when the same is asked for), proper care should be taken and verification should be done before submitting the attachments/ certificates, etc.

- (8) In eventuality of changes in the advertisement as well as cancellation of recruitment process, the competent authority of the Board shall have the complete right / authority to do so and the Board is not be bound to give any reasons for the same.
- (9) In case of any additional information/change in any terms and conditions with regard to this advertisement, the same will be uploaded on the GMB/Ojas website during the course of recruitment process. The candidates will not be informed individually about such information. The candidates are advised to visit the website regularly for any such changes/ information from time to time.

GENERAL MANAGER (HR)  
GUJARAT MARITIME BOARD  
GANDHINAGAR.

SPECIMEN OF NO OBJECTION CERTIFICATE:

NO.

DATED...

The Certificate prescribed in Circular No. FOA-1088-3940-G-2 dated 8/11/1989 of the General Administration Department.

C E R T I F I C A T E

This is to certify that Shri \_\_\_\_\_ has been working continuously in the Department from \_\_\_\_\_ on the post of \_\_\_\_\_.

(2). This is also to certify that, at the time when he was initially appointed in the Government for the post for which he had applied, he/she was within the upper age limit which was fixed for the post and his/her appointment was made by approved selection process on temporary / permanent basis.

(3). Name of the post \_\_\_\_\_ Class (\_\_\_\_\_) for which Shri / Shrimati /Ms. \_\_\_\_\_ has made the application, if the same is taken into consideration by Gujarat Maritime Board then this Department has no objection.

SIGNATURE OF HEAD OF DEPARTMENT

PLACE:

DATED:

TO:

SHRI.....

COPY FORWARDED TO: