

**COAST GUARD HEADQUARTERS**  
**National Stadium Complex**  
**New Delhi-110001**

1. Indian Coast Guard invites applications from eligible candidates for filling up following post in Coast Guard Organisation on Direct Recruitment basis: -

- I. (a) **Name of Post.** **Foreman of Stores** (General Central Service Group 'B', Non-Gazetted, Non-Ministerial) in Level-6 in the Pay Matrix of Rs. 35400/-.
- (b) **No. and place of posting.** 06\* (UR-03, SC-01, ST-01 & OBC-01), Chennai(02), New Delhi(01), Jakhau(01), Bypore(01) & Mundra(01).

\* The number of vacancies are subject to variation.

(c) **Eligibility**

(i) Master Degree with Economics or Commerce or Statistics or Business Studies or Public Administration from recognized University or Institute;

(ii) 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**

(i) Bachelor Degree in Economics or Commerce or Statistics or Business Studies or Public Administration as a subject from a recognised University or Institute; Or

(ii) Diploma in Material Management or Warehousing Management or Purchasing or Logistics Public procurement from recognized University or Insitute.

(iii) Two years experience in handling stores and keeping accounts in store or a concern of Central Government or State Government or Statutory or Autonomous Organisation or Public Sector Undertaking or University or any recognised Institution or Bank or in a private sector organisation listed on the Stock Exchange of India.

(d) **Age Limit.** Not exceeding 30 years. (Relaxable for Government Servants upto 05 years' in accordance with the instructions or orders issued by the Central Government).

- II. (a) **Name of Post.** **Store Keeper Grade-I** (General Central Service Group 'C', Non-Gazetted, Non-Ministerial) in Level-4 in the Pay Matrix of Rs. 25500/-.

(b) **No. and place of posting.** 04\* (UR-02 SC-01 & OBC-01) New Delhi.

\* The number of vacancies are subject to variation.

(c) **Eligibility**

- (i) 12<sup>th</sup> Pass from a recognized Board or University;
- (ii) Two years experience in handling of Stores in any recognised firm or Central or State Govt organisation or Public Sector Undertakings.

**OR**

- (i) Bachelor Degree with Commerce or Economics or Statistics or Business Studies or Public Administration as a subject from a recognised University or Institute;
- (ii) One year experience in handling Stores from any firm or Central or State Government Organisation or Public Sector Undertakings.

(d) **Age Limit.** 18 to 25 years. (Relaxable for Government Servants upto 40 years in accordance with the instructions or orders issued by the Central Government).

2. **Written Test.** Short listed candidates will undergo a written test on the basis of educational qualifications prescribed for the post. The syllabus for written examination consists of General Knowledge, Arithmetic, General English, Mental Ability and experience related to the respective post.

3. **How to Apply.** The application should be filled, either in English or Hindi in the proforma available on Indian Coast Guard website at: [www.indiancoastguard.gov.in](http://www.indiancoastguard.gov.in) alongwith one passport size photograph and copies of the self attested documents pertaining to **Educational Qualifications, Experience, Caste Certificate etc.** should be sent by **Ordinary Post only** at the following address within 30 days from the date of publication of the advertisement in the Employment News. The incomplete application or without experience certificates/Educational Qualification Certificate will be summarily rejected.

The Director General {for SCSO(CP)},  
Coast Guard Headquarters, Directorate of Personnel,  
Room No. 20, National Stadium Complex,  
New Delhi-110 001

\*\*\*\*\*

→ AVP / 10119 / 11 / 0036 / 1819