INDIAN COAST GUARD

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

RECRUITMENT OF GROUP 'B' CIVILIAN PERSONNEL - 2026

Application Start date	**19 Sep 26**
Last date of receiving of applications	**03 Nov 26**

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: -

Name of Post and Classification a.	**Level in Pay Matrix** b.	**No. of posts /category** c.	**Qualification** d.	**Age Limit** e.	**Place where vacancy exists** f.
Foreman of Stores, (General Central Service, Group 'B', Non-Gazetted, Non-ministerial)	Level-6	**04** (02-UR, 01-ST, 01-EWS)	1 Master Degree with Economics or Commerce or Statistics or Business Studies or Public Administration from recognised University or Institute. AND 2 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 in the Stock Exchange of India. OR 1 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 2 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."	**Minimum Age**-18 years **Maximum Age**-30 years	Karwar, Minicoy, Pipavav & Bhubaneswar

Note:

1. The vacancies shown above are tentative and may change as per service requirement.
2. The place of appointment/posting may also vary as per service requirement.
3. **Applicants, if selected are liable to serve anywhere in India in mainland or Andaman & Nicobar/Lakshadweep islands.**

2. **Age Relaxation**: Relaxable by 05 years for ST candidates against reserved vacancies. 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 last date for submission of application.

3. **Nature of Duties**:

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.
3.6 Any duties related to store and service.

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 Aadhaar card.

4.2 Matriculation or equivalent mark sheet and certificate.

4.3 UG/PG/Diploma mark sheet and certificate as per the essential eligibility mentioned at para 1 above.

4.4 Latest Category Certificate (ST/EWS) for reserved category candidates.

4.5 Experience Certificate as mentioned at para 1 above.

4.6 NOC from the employer for candidates presently serving in any government organization (if applicable). NOC is considered essential for candidates applying from Govt. services. Candidates who are failing to produce NOC would be liable to be rejected and their candidature will be cancelled prior issuing the appointment letter.

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 **03 Nov 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 only.

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 till **03 Nov 26**. Dispatching of application by hand or by courier will not be considered for recruitment.

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 verified and found correct 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 **www.indiancoastguard.gov.in**.

6.2 **Document Verification**. All the shortlisted candidates issued with admit card will undergo document verification on the day of examination. Candidates will be required to bring original documents mentioned in admit card. **All the documents should have been issued on or prior to the last date of submission of application i.e. 03 Nov 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 in succeeding paragraphs. However, the syllabus provided is indicative and not exhaustive. Indian Coast Guard reserves the right to include questions of a standard commensurate with the technical requirements of the post, even if not explicitly detailed, to ensure a high standard of competitive selection.

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 at **New Mangalore** and **Bhubaneswar**. However, the same may be changed due to administrative/technical reasons.

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 along with necessary instructions.

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

7.1 **Syllabus for the written examination**.

7.1.1 **Mathematics**: - Mathematical Simplification, Ratio and Proportion, Interest, Profit & Loss, 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, Currencies, Common Names, Full Forms and Abbreviations, Eminent Personalities, National Bird/Animal/Sport/Flower/Anthem/Song/Flag, Sports: Championship /Winners /Terms/Number of Players and 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 are 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	UR/EWS -40
2	Mental Ability/ Reasoning	15	15		ST-36
3	General Awareness	15	15		
4	English	15	15		
5	Questions related to the profession	20	20		
	Total	**80**	**80**		

8. **Important Instructions to Candidates: -**

8.1 Before applying for the post, the candidates should ensure that they fulfill the eligibility and other norms mentioned in the advertisement. Furnishing of wrong/false information will lead to disqualification of candidature and ICG will not be responsible for any consequence of furnishing of such wrong/false information and legal action.

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 notification.

8.3 It is mandatory that the envelope containing the application should be clearly super-scribed in BOLD letters with notation "**APPLICATION FOR THE POST OF FOREMAN OF STORES**" and also the category under which they applied for. Applications without these notations will be summarily rejected.

8.4 **Applications with the following deficiencies will be summarily rejected**: -

8.4.1 Incomplete application.

8.4.2 Applicant found overaged on the last day of receipt of application as per advertisement.

8.4.3 Overwriting/cutting/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 along with NOC issued by concerned authority.

8.6 ST candidates are entitled for 2nd 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 original tickets. The above concessions are not admissible to those Scheduled Tribes candidates whose centre is less than 30 km from the place of residence or who are already in Central/State Government service.

8.7 Mere appearance/qualifying in the written examination does not confer any right for the candidates to claim appointment unless they fulfill the eligibility criteria.

8.8 Candidates should not have been arrested, convicted or have pending criminal case in any court of law. Candidates facing criminal proceedings/facing police investigation post registration of FIR against them are debarred from applying in response to this advertisement. No criminal case or police investigation after lodging of FIR should be pending against the candidate in any court of law.

8.9 Candidates are advised to visit Indian Coast Guard website i.e. **www.indiancoastguard.gov.in** on a regular basis for important updates regarding the said recruitment.

(Rakesh Kumar)
Commandant
Joint Director (Rectt)
Directorate of Recruitment
Indian Coast Guard

Annexure-I

Affix a recent Passport Size Photograph

INDIAN COAST GUARD

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

APPLICATION FOR THE POST OF GROUP 'B' NON-GAZETTED CIVILIAN PERSONNEL FOR THE VACANCY YEAR 2026

NAME OF POST APPLIED FOR _____

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:

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

7.2 Years of Experience (in relevant field):

8. Gender (Male/Female) :

9. Category Applied: -

EWS ☐ ST ☐ UR ☐

(Tick (✓) any one option)

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 of Joining the Service** d.	**Date of Leaving the service** e.

12. Are you involved in any punishment/disciplinary case in the service or any criminal case ongoing in any court of law? Yes/No

If Yes, please provide the details_____

13. List of documents forwarded along with the application (as per applicability):

Ser No.	**TITLE OF DOCUMENT** a.	**DATE OF ISSUE OF CERTIFICATE** b.
1	Matriculation Mark sheet & Certificate	
2	Intermediate Mark sheet & Certificate	
3	Diploma Mark sheet (each year/semester) & Certificate	
4	Graduation Marks heet (each year/semester) & Certificate	
5	Post-Graduation Mark sheet (each year/semester) & Certificate	
6	Experience Certificate	
7	Category Certificate (EWS/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	----------

14. E-mail:

15. Mobile:

16. Exam Centre: New Mangalore ☐ Bhubaneswar ☐

(Tick (✓) any one option)

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 aforesaid post/NOC enclosed (Tick wherever is applicable).

Left Hand Thumb Impression



Place:

Date: Signature of the applicant

Annexure II

PRESCRIBED PROFORMA

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

1. This is to certify thatShri/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 hri/Shrimati*.....Father/Mother of Shri/Shrimati/Kumari ..... of village/town* ..... in District/Division*..... of the State/UnionTerritory*..... 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 Section20 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 ECONOMICALLY WEAKER 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 photograph

Signature with Seal of Office_____

Name: _____

Designation _____

* Note 1: Income covered from 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 AUHORITY 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 thanthose mentioned in Para-1 above will lead to disqualification of candidate in Indian Coast Guard.