



सीमाशुल्क (निवारक) आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CUSTOMS (PREVENTIVE)
 पाँचवी मंज़िल, कैथोलिक सेंटर, ब्रॉडवे, कोचिन - 682031
5TH FLOOR, CATHOLIC CENTRE, BROADWAY, COCHIN - 682031

E-mail: estt.ccpcochin@gov.in / cusprevhq.ker@nic.in Phone: 0484-4569401/2354056

RECRUITMENT NOTIFICATION

Sub: Applications are invited for filling up posts in Group 'C' (Non-Gazetted/Non-Ministerial) Cadre in Customs Marine Wing in Office of the Commissioner of Customs (Preventive), Cochin.

Applications in the prescribed format are invited from medically fit/eligible Indian National candidates for recruitment to the following Group 'C' Non-Gazetted (Non-Ministerial) posts in Customs Marine Wing in the jurisdiction of Office of the Commissioner of Customs (Preventive) Commissionerate, Cochin:

Sl. No.	Name of the post with Pay Band	No. of Vacancies	Age Limit	Education Qualification (Essential & Desirable)
1.	Tradesman Level – 2 In the pay matrix (Rs. 19,900- 63,200) of 7 th CPC	03 (UR – 01, OBC – 01, & SC – 01)	Not more than 25 years (Relaxable for Govt. servants by 5 years in accordance with the instructions or order issued by the Central Government.)	Essential: - i) I.T.I certificate in Mechanic/Diesel/Fitter/Turner/Welder/ Electrician /Instrumental/Carpentry. ii) X th Class or equivalent. iii) 2 years' experience in Engineering/Automobile/ Ship Repair organization. Desirable: - i) Experience in FRP* Lamination and repair work. (*Fibre class Re- enforce plastic) ii) First-aid/Fire fighting/ Industrial safety course.
2.	Seaman Level – 1 in the Pay Matrix (Rs. 18,000- 56,900) of 7 th CPC.	11* (UR-4, EWS – 1, OBC-1, SC-3, & ST-2)	18 to 25 years (Relaxable upto 35 years in the case of Govt. servants in accordance with the instructions or order issued by the Central Government.)	Essential: - i) X th Class pass or equivalent. ii) Three years' experience in sea going mechanized vessel with two years in helmsman and seamanship work. Desirable: - Certificate of Competency as "Mate of fishing Vessel" issued by Marine Mercantile Department.
3.	Greaser Level – 1 in the Pay Matrix (Rs.	04 (UR – 1,	18 to 25 years (Relaxable upto 35 years in the case of Govt. servants in accordance	Essential: - i) X th Class pass or equivalent. ii) Three years' experience in sea going mechanized vessel on main and

	18,000- 56,900) of 7 th CPC.	EWS -1, SC-1, & ST – 1)	with the instructions or order issued by the Central Government.)	auxiliary machinery maintenance. Desirable: - Certificate of Competency as “Engine driver of fishing vessel” issued by Marine Mercantile Department.
4.	Senior Store Keeper Level – 5 in the Pay Matrix (Rs. 29,200-92,300) of 7 th CPC	01 (UR-1)	Not more than 30 years (Relaxable for Govt. servants by 5 years in accordance with the instructions or order issued by the Central Government.)	Essential:- i) X Class or Equivalent ii) Minimum 8 years’ experience in Storekeeping automobile/ Engineering Accounting and procurement duties of Engineering and General Stores. Desirable:- i) XII th or equivalent ii) Should have held a responsible storekeeping post. iii) Should possess knowledge of Typing/drafting/noting in English/Hindi. iv) Certificates in fire fighting / Industrial safety / First aid course.

*1 vacancy reserved for Ex-serviceman.

Note: For the posts of Greaser and Seaman, the departmental candidates who have rendered at least 03 years continuous service under the Central Government are allowed the age relaxation upto the age of 40 years (45 years for SC/ST) subject to usual condition that the Group ‘C’ posts (Greaser and Seaman) to which direct recruitment is being made are in the same line or allied cadres and that a relationship could be established that service rendered in the post will be useful for efficient discharge of the duties in other categories of posts.

The work of above-mentioned posts has been mentioned in detail which is as under: -

1. Description of duties of TRADESMAN	
I.	To do work in workshop/stores, store yards, and department vessels/craft.
II.	To assist Artisan in the repair and maintenance of all machinery/equipment sent for repairs in the workshop by respective Boat Engineers/Boat in charge.
III.	To clean and maintain all equipment, machinery, and spares & tools held in their section.
IV.	Any other duties assigned by the superior authorities.
2. Description of duties of SEAMAN	
I.	To assist Tindal/Sukhani for maintenance and upkeep of boat anchors, anchor handling, fitment, ropes and fenders.
II.	He will carry out daily maintenance and cleaning of decks, wheelhouse and living space.
III.	He will carry out normal helmsman watch keeping, lookout/guarding duties at sea and security duties in harbour during day and night posting.
IV.	He is to assist all the staff in general duties, cleaning and pumping out bilges and evolution.
V.	He is to assist in carrying out the regular quarterly/half-yearly/bottom maintenance of hull, lowering and hoisting of vessel, thoroughly scrubbing, cleaning and application anti-faulting paint.
VI.	Any other duties assigned by the superior authorities.
3. Description of duties of GREASER	
I.	To assist Engine Driver/Launch Mechanic for cleaning of the machinery and equipment in machinery compartment.
II.	He will carry out daily maintenance routines on main and auxiliary machinery of the craft.
III.	He will carry out constant watch keeping duties on running main and auxiliary machinery while at sea and harbour.
IV.	He will assist Engine Driver/Launch Mechanic in maintenance and repair of main and auxiliary machinery, equipment and upkeep of spare/tools.
V.	Any other duties assigned by the superior authorities.

4. Description of duties of SENIOR STORE KEEPER	
I.	To hold and receive the store in his custody duly inspected by respective engineer.
II.	He is to review spares position and requirement of critical spares regularly and initiate timely procurement and certify on the reverse of the bill for their receipt and accounting.
III.	He is to maintain proper account / records of receipt and dispatch and make proper entries in the ledger for issue of stores to outstation formation and workshop on their demand.
IV.	He is responsible for preservation of stores, arrange the store as per laid down instructions and cleanliness of entire store section.
V.	He is to prepare store returns as per the instructions & procedure laid down.
VI.	He is to maintain proper level of inventory for spares and equipments.
VII.	He is to ensure for safety and security of store section against pilferage and fire hazard.
VIII.	He is to utilise Assistant Storekeepers, Tradesmen and Unskilled Industrial Workers working under him effectively for maintenance and cleanliness of spares / equipment held in the store.
IX.	He is to prepare annual stock taking as and when ordered and muster all spares / equipment held in the store as per instructions in force.
X.	He is to assist in clearing local consignment or consignment received from foreign supplier by Air or by Sea.
XI.	Any other duty assigned by superior officer.

Note: Upper age relaxation to:

Schedule Cast/Schedule Tribe	05 years against the reserved posts as on closing date
Other Backward Class (not creamy layer)	03 years against reserved posts as on closing date.
Central Govt. Civilian employees	Age relaxation is as mentioned against the respective post in respect of employees who have rendered not less than 3 years regular and continuous service as on closing date.
Ex-Serviceman	03 years beyond the upper age limit after deduction of the military service rendered from the actual age as on closing date.

Note: - Age limit shall be counted as on closing date of receipt of the applications.

General Conditions:-

01. The experience certificate must contain period with dates, name of the post held, nature of work done, registered vessel name, its registration no. and the payroll certificate/salary slips etc issued by the employer.
02. The selection of the candidates will be based on **written examination**, the candidates who fulfil the eligibility criteria will be called for Written examination and Physical Endurance test (PET) (Swimming) as the case may be and also subject to medical fitness.
03. Recent passport size photograph pasted on the application must be duly signed by the applicant. Ensure that face should be clearly visible. The appearance of a candidate in the examination should be as per the photograph in the application form.
04. Travelling Allowance will not be paid for written exam/Physical Endurance Test (PET) & (Swimming)/Document verification.
05. Candidates with higher qualifications may also apply.
06. Serving Government candidates should apply through proper channel with a certificate from the Head of Department that no disciplinary/vigilance case is pending against them.

07. Canvassing in any form will be a disqualification and candidature of such candidates is liable to be summarily rejected.
08. Incomplete or unsigned application and applications received without photographs or proper enclosures or received after due date will be summarily rejected.
09. Candidates who wish to be considered against reserved vacancies or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format when such certificates are sought by concerned Indenting Department/Organizations at the time of document verification. Otherwise, their claim for SC/ST/OBC/EWS/ESM category will not be entertained and their candidature will be cancelled.
10. Candidates are cautioned that they must ensure that they belong to the category as filled in the application form and are able to prove the same by furnishing the requisite certificate from the competent authority when such certificates are sought by concerned Indenting Departments/Organizations at the time of document verification, failing which their candidature will be cancelled. If a candidate is rejected by Indenting Department/Organization for non-furnishing of the requisite certificate in support of the category filled in the application form, the candidate will be solely responsible for the same and the department will not have any responsibility. Any grievance received in this regard in any form like Post, Fax, Email, by hand, etc shall not be entertained by the department and will be summarily rejected.
11. Crucial date for claim of SC/ST/OBC/EWS status or any other benefit viz, reservation, age-relaxation, etc., where not specified otherwise, will be the closing date for receipt of online application i. e. **15.12.2025**.
12. A Person seeking appointment on the basis of reservation to OBCs must ensure that he possesses the caste/community certificate and does not fall in creamy layer on the crucial date.
13. A person seeking appointment on the basis of reservation to EWS must ensure that he possesses the Income & Asset certificate valid for the financial year 2025-2026 issued on the basis on income for the financial year 2024- 2025 in accordance with the DoP&T OM No. 36039/1/2019-Estt(Res) dated 31.01.2019.
14. Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examination conducted by the department in case they fraudulently claim SC/ST/OBC/EWS/ESM status or avail any other benefit.
15. Mere submission of application will not confer any right on the applicant to be called for written test.
16. There is **no application fee**.
17. The Department reserves its right to accept or reject the candidature of any applicant and/or to cancel the recruitment at any stage without assigning any reason whatsoever.
18. **The Department reserves the right to increase/decrease in number and category of any post.**
19. Any dispute in regard to this recruitment, dispute redressal will be subject to Court/Tribunals having jurisdiction over Kochi.
20. The selected candidates are liable to be posted anywhere in the jurisdiction of The Commissionerate of Customs (Preventive), Kochi.
21. The advertisement and applications form, educational qualification and terms & conditions are available on the Departmental website <https://cenexcisekochi.gov.in>. Candidates should frequently check the website provided above for any important announcements, updates, or additional instructions.
22. **Separate application should be submitted for each post.** The envelope (28 cms x

13cms) containing the application must be super-scribed in bold letter as **'APPLICATION FOR MARINE WING POST – CUSTOMS (PREVENTIVE) COMMISSIONERATE, KOCHI** and also indicate the **POST APPLIED FOR** and **CATEGORY** at the left side corner of the envelope.

23. The Application form in the prescribed format with relevant attached photocopies of educational qualification, proof of Age, Category, essential and desirable certification etc. wherever necessary and four unsigned passport size photographs and two self-addressed unstamped envelopes of 25 cms x 12 cms are to be sent by **Ordinary post** addressed to:

**The Additional Commissioner of Customs (Establishment),
OFFICE OF THE COMMISSIONER OF CUSTOMS (PREVENTIVE),
5TH FLOOR, CATHOLIC CENTRE, BROADWAY, COCHIN – 682031
EMAIL ID - estt.cepcochin@gov.in**

24. Closing date for receipt of the Application forms:

The Application forms complete in all respect must reach **on or before – 15.12.2025** through ordinary post. Applications received after the closing date or incomplete in any respect shall be summarily rejected and no communication in respect of rejected forms shall be entertained. This office shall not be responsible for any postal delays.

(Note: Application sent by Courier/in person will not be accepted.)

25. This office reserves the right to extend the last date for submission of application, if required.


Additional Commissioner
Customs (Preventive) Commissionerate, Cochin - 31

APPLICATION FORM FOR MARINE WING POST

PASSPORT SIZE
PHOTO (TO BE
SELF
ATTESTED)

Roll No.

(For office use)

1. Name of the Post applied for: _____.

2. Name of the applicant (as recorded in school leaving certificate). In Hindi or English (BLOCK LETTERS ONLY)

3. Father's Name (Hindi or English) (BLOCK LETTERS ONLY)

4. Mother's Name (Hindi or English) (BLOCK LETTERS ONLY)

5. Address for correspondence (BLOCK LETTERS ONLY)

PIN CODE:

***Attach the address proof**

6. Permanent Address (BLOCK LETTERS ONLY)

PIN CODE:

7. Mobile no.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

8. Aadhar no.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

9. Email ID (BLOCK LETTERS ONLY):

_____@_____

10. (a) Date of Birth:

Date	Month	Year

(b) Age as on closing date of application:

Year		Month		day	

11. Gender:

12. Employment Exchange Registration no. if registered:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

13(a): State/City/Branch of Employment Exchange registered with (if Registered):

PIN CODE:														

13. Educational Qualification and Experience:

(a) Essential

Sr. no.	Name of Exam/Experience	Year of Passing/Length of service	Certificate issuing Authority	Remarks

(b) Desirable, if any:

Sr. no.	Name of Exam/Experience	Year of Passing/Length of service	Certificate issuing Authority	Remarks

14. Category-specify the category-SC/ST/OBC/GEN

15. If Ex-serviceman seeking age relaxation-(Put Tick Mark if applicable)

If Central Government/Civilian Employee seeking age relaxation (Put Tick mark if applicable)

☐

16. Details of service rendered by Central Government/Civilian/Ex-Serviceman:

Ministry/ Department/ Office	Date of Appointment	Length of Service	Date of Discharge	Details of Last Unit/Corps.

I hereby declare that:

- (a) I have read all the provision in the notification carefully and hereby undertake to abide by them.
- (b) All the statements made in this application are true, complete and correct to the best of my knowledge and belief.
- (c) I fulfil all the condition of eligibility regarding age limits, educational qualification, desirability etc. prescribed in the notification.
- (d) I hereby declare that there is no police case/criminal case against me pending in any court/courts.

I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected or after my selection, my appointment is liable to be cancelled summarily.

Place:

Date:

(Signature of the Candidate)

- Application without signature of the candidate and application incomplete in any aspect will be rejected.

List of Self attested copies of required documents to be attached with application: -

Sr.no	Documents Name	Tick (✓ / ✕)
I	Xth Class or Equivalent Certificate	
II	Xth Class or Equivalent Marksheet	
III	Experience Certificate	
IV	Age Proof	
V	Aadhar Card	
VI	Permanent Address Proof	
VII	Caste Certificate if applicable (SC/ST/OBC)	
VIII	EWS Proof if applicable	
IX	Proof of Ex-serviceman	
X	Proof of Central Government/Civilian Employee	
XI	Mercantile Maritime Board Certificate	
XII	Any other documents	