



HEADQUARTERS WESTERN NAVAL COMMAND, MUMBAI

SOORJI VALLABH DAS MARG,
BALLARD PIER, MUMBAI – 400001
TEL – 02222751215
EMAIL: CDR.RKNAGAR@NAVY.GOV.IN

Invites Application for the post of DIRECTOR, NAVAL MARITIME ACADEMY (NAMAC)

- Dynamic and motivated individuals {retired Executive Branch officer, not below the rank of Cmde}, of Indian Navy. He should hold a Master's ticket (DGS Order 5 of 2013) and should have undergone the under-mentioned modular courses at NAMAC:-

Basic Courses

- (i) Personal Survival Techniques (PST)
- (ii) Personal Safety and Social Responsibilities (PSSR)
- (iii) Fire Prevention and Fire Fighting (FPFF)
- (iv) Elementary First Aid (EFA)
- (v) General Operators and Certificates for GMDSS
- (vi) Radar Observer Simulator Course (ROSC)
- (vii) Automatic Radar Plotting Aid (ARPA)
- (viii) Ship Security Officer (SSO)
- (ix) Electronic Chart Display & Information System (ECDIS)

Advanced Courses

- (i) Advanced Fire Fighting (AFF)
- (ii) Proficiency in Survival Craft and Rescue Boats (PSCRB)
- (iii) Medical First Aid (MFA)
- (iv) Radar, ARPA and Navigation Simulator Course (RANSCO)
- (v) Medical Care Course (MC)
- (vi) Ship Maneuvering Simulator (SMS)
- (vii) Vertical Integration Course for Trainers (VICT)

- Inclusive of all allowances, selected officer will be paid a consolidated salary of **Rs 1,30,914/-** (One Lakh Thirty Thousand Nine Hundred Fourteen) per month **till 30 Sep 2025**. An increase of 5% in the salary will be admissible **wef 01 Oct 2025** for next one year, i.e. **Rs 1,37,460/-** (One Lakh Thirty Seven Thousand Four Hundred Sixty) per month, w.e.f 01 Oct 2025.
- Suitable accommodation may be provided at Mumbai subject to the availability in the eligible accommodation pool, by following the Other Terms and Conditions of Headquarters, Western Naval Command (HQWNC).

Interested candidates may forward an 'Application. The Qualitative Requirements (QRs) and Terms & Conditions (T & Cs) of the offer are available on the Naval website with URL as "<https://indiannavy.nic.in/navy/desa/document-repository>"

(a) Application sent by REGD/ SPEED POST are to be clearly superscribed in bold capital letters on the envelope as "**Application for the Post of Director, NAMAC**" and addressed to:

**The Command Training Officer
Headquarters, Western Naval Command, Ballard Pier,
Near Tiger Gate, Naval Dockyard, Mumbai 400 001**

(b) Applications (neat & legible scanned copies) sent by Email are to be addressed to "cdr.rknagar@navy.gov.in" with the subject line "**Application for the Post of Director, NAMAC**".

(c) The last Date for receipt of Application at HQWNC is **25 Jul 2024**
(Applications sent by any other means OR if forwarded to any other address will not be accepted)

TERMS AND CONDITIONS

APPOINTMENT – DIRECTOR NAVAL MARITIME ACADEMY

1. The term and conditions of your employment are specified in the succeeding paragraphs for which the Union of India bear no liability whatsoever.

Functional Representative

2. You will function under the administrative control of Chairman, Managing Committee, NAMAC and will be responsible for: -

- (a) Planning and implementation of training schedule in close coordination with all other agencies involved.
- (b) Cost effective conduct of training.
- (c) Providing guidance and other assistance to various Naval Authorities for establishing similar training courses at other locations including assistance in obtaining the associated approvals and certificates from DG Shipping and other concerned authorities as applicable.
- (d) You are also to diligently carryout the directive that may be issued from time to time by the Chairman, managing committee, NAMAC.
- (e) The entire management and accounting of all funds and other properties placed under your control as Director NAMAC, Mumbai in accordance with the instructions promulgated separately by the Chairman, managing committee through various orders/ instructions.

3. In addition you will abide by the various orders issued by the Command vide WENGOs 05/2024 as amended from time to time.

Terms of Employment

4. Your appointment is on an ad-hoc temporary basis for 24 months w.e.f 01 Oct 24 to 30 Sep 2026. Further, extension of tenure will be considered at the discretion of the Chairman, Managing Committee, NAMAC, Mumbai on an assessment of your performance. Your employment may be terminated at any time prior to expiry of the fixed period without assigning any reason thereof, in such an event, you will not claim or be entitled to any vested right in the said appointment.

Notice for Termination of Employment

5. In case it is decided, for any reasons whatsoever, to terminate this employment prior to the completion of the normal tenure mentioned at para 4 above, a formal notice of three months is to be given by either party. However, in case of any disciplinary/ financial misconduct your services will be terminated without any notice at the discretion of the managing committee, NAMAC.

Pay and allowances

6. Inclusive of all allowances, you will be paid a consolidated salary of Rs 1,30,914/= (One Lakh thirty thousand nine hundred fourteen) per month till 30 Sep 2025. An increase of 5% in the salary will be admissible **wef 01 Oct 2025**, i.e. Rs 1,37,460/= (One Lakh thirty seven thousand four hundred sixty) per month.

Married Accommodation

7. Married accommodation will be provided from the Navy's available accommodation pool under administrative control of the Flag Officer Commanding-in-Chief, Western Naval Command, at Mumbai as decided by him. You will be personally liable for timely payments of electricity, water, conservancy and other administrative charges associated with the use of the married accommodation provided to you.

Leave

8. You will be eligible for earned leave as well as casual leave as follows: -

(a) Earned Leave. You will be eligible for earned leave at the scale of 2 ½ days for each calendar month of service completed for the renewed period of appointment, this leave cannot be accumulated or carried forward to the next calendar year. However, a maximum of ten days of un-availed leave may be encashed on a pro-rata basis of consolidated salary stated at Para 6 above.

(b) Casual Leave. You will be eligible for a maximum of ten days of casual leave during one calendar year of renewed employment. This leave can neither be accumulated nor encashed.

Leave Travel Allowance

9. You will be provided two economy class airfare once a year to your home station and back or to any other destination within the cost of two economy class airfare to home station and back as leave travel allowance. You are preferably to fly with the low cost Airlines concession to reduce liability to NAMAC.

Transport

10. A suitable vehicle will be provided only for official work as per provisions to be promulgated by the Flag Officer Commanding-in-Chief, Western Naval Command, Mumbai as applicable to an officer of the rank of Captain (IN).

Working Hours

11. The daily working routine will be dictated by the requirements of the training courses to be conducted and various other aspects of the functional responsibilities assigned to you as outlined in para 2 above. The details for the working routine and closed holidays applicable to you will be governed by the schedule of the courses at NAMAC.

Telecommunication Facilities

12. Necessary telecommunication facilities will be provided at your place of work. A telephone will also be provided at the married accommodation provided to you. Details regarding the utilization of these facilities and the monetary limits will be promulgated by the Flag Officer Commanding-in-Chief, Western Naval Command, Mumbai.

Medical

13. In the event of sickness, you may avail of medical treatment as applicable to retired naval officer through INHS Asvini. Medical expenses for treatment at civil hospital, if recommended by INHS Asvini, will be subject to a ceiling of half a month's salary, which may be utilised in a cycle of four years effective from your date of appointment. This will be applicable to you and your spouse only.

Temporary Duty Moves

14. Your moves on duty away from Mumbai will be with prior approval of Flag Officer Commanding-in-Chief, Western Naval Command, Mumbai who will also provide the necessary funds for such moves as applicable to officers of the rank of Captain (IN).

Discipline and Conduct

15. You will be required to conform to the highest standards of discipline and conduct throughout your tenure of employment. Any act of indiscipline insubordination, breach of secrecy, will entail civil/ criminal proceedings and /or termination of your contact.

16. Due to organisational requirements, the Flag Officer Commanding-in-Chief Western Naval Command, Mumbai may designate suitable subordinate authorities to exercise functional and administrative control, on his behalf over your employment.

17. You are requested to acknowledge receipt of this letter and the acceptance of the terms and conditions as stated above.

QUALITATIVE REQUIREMENTS (QRs) – APPOINTMENT OF DIRECTOR, NAMAC

1. The QRs for selecting a suitable officer for the post of Director, NAMAC is governed by following: -

- (a) Directorate General of Shipping (DGS) order no 05/2013 dated 15 Mar 2013.
- (b) Western Naval Command General Orders, WENGO 05/2024

2. The Qualitative Requirements (QRs) for Director, NAMAC are as follows: -

- (a) A retired officer of the Indian Navy, not below the rank of Cmde (X)
- (b) The Officer should hold a Certificate of Competency (CoC) as Master FG (Foreign Going) iaw DGS order no 05/2013 dated 15 Mar 2013 and should have qualified in the following modular courses:-

Basic Courses

- (x) Personal Survival Techniques (PST)
- (xi) Personal Safety and Social Responsibilities (PSSR)
- (xii) Fire Prevention and Fire Fighting (FPFF)
- (xiii) Elementary First Aid (EFA)
- (xiv) General Operators and Certificates for GMDSS
- (xv) Radar Observer Simulator Course (ROSC)
- (xvi) Automatic Radar Plotting Aid (ARPA)
- (xvii) Ship Security Officer (SSO)
- (xviii) Electronic Chart Display & Information System (ECDIS)

Advanced Courses

- (viii) Advanced Fire Fighting (AFF)
- (ix) Proficiency in Survival Craft and Rescue Boats (PSCRB)
- (x) Medical First Aid (MFA)
- (xi) Radar, ARPA and Navigation Simulator Course (RANSCO)
- (xii) Medical Care Course (MC)
- (xiii) Ship Maneuvering Simulator (SMS)
- (xiv) Vertical Integration Course for Trainers (VICT)

(c) The Officer should have commanded a ship/ submarine in the rank of Cdr/ Capt, when the platform under officer's command should have been operational for a period of not less than 06 months.

(d) The Officer should be well versed with DGS issued "Training, Examination and Assessment Program" (TEAP) Manual, which provides the necessary guidelines and details of the Training courses, sea-going services and examination.

(e) At the time of appointment as Director, NAMAC, the officer should preferably be 65 years of age or below so as to be able to maintain the continuity at the post for at least 05 years by seeking renewal of appointment every 02 years, at a discretion of HQWNC. The upper age limit for a Director remains 70 years, iaw DGS regulations.