

**INSTRUCTIONS TO CANDIDATES SHORTLISTED FOR FINAL MEDICALS AT
INS CHILKA – NAVIK (DB) 01/2020 BATCH**

1. All candidates shortlisted for Final Medicals of Navik (DB) 01/2020 batch are to report at INS Chilka on 13 Oct 2020 at 0600 hrs. Post reporting at INS Chilka candidate will undergo COVID – 19 protocol conducted by INS Chilka and Document Verification. The candidature will be cancelled if the candidate fails to produce the requisite documents as per the call up letter issued for Final Medical Examination.
2. The broad schedule for Final Medical Examination is as follows: -

Ser	Event	Date	Remarks
(a)	COVID -19 protocol	13 Oct 2020	Para 3 to 9 relevant.
(b)	Document Verification	13 Oct 2020	Para 10 relevant.
(c)	Quarantine at INS Chilka/ Govt. Hospital or as decided by INS Chilka	13 Oct 2020 – 26 Oct 2020	Para 11 to 15 relevant.
(d)	Biometric and Final Medical Examination at INS Chilka	27 – 28 Oct 2020	Para 16 relevant.
(e)	Appeal Medicals at INHS Kalyani for those candidates declared Ty Unfit during medicals at Ser. (d)	To be completed within the time period as directed by INS Chilka	Para 17 relevant.

Note: - A detailed algorithm for scheme of events regarding Quarantine/ Medicals planned at INS Chilka is placed at **Enclosure 1**.

COVID – 19 Protocol to be followed by Candidates

3. **Travel advisory.** All candidates to follow 'travel advisory' during travel as placed at **Enclosure-2**.
4. **COVID-19 Negative Laboratory Report.** All candidates are to submit a negative RT-PCR laboratory report of COVID-19 from Govt/ ICMR accredited laboratory (Report should be dated not earlier than 96 hours prior to 13 Oct 2020 (reporting date at INS Chilka)).
5. **Self-Declaration and Undertaking by Candidates.** All candidates will provide self-declaration certificate incorporating exposure, travel information and declare that the candidates does not have any symptoms of respiratory illness at the time of reporting and are not under any medication. The detailed proforma for self-declaration regarding medical condition of the candidate is placed at **Enclosure-3**. Candidates will be also give an undertaking as per **Enclosure-4**. All candidates to provide signed copies of **Enclosure 3 & 4** on reporting at INS Chilka.
6. **Aarogya Setu App.** Candidates will have Aarogya Setu app installed in their phones prior to leaving home station for Chilka. Screen-shot of green status on the said app will be taken prior to leaving home station. The same will be checked at the time of reporting at INS Chilka.

7. **Screening During Reporting.** Candidates are to report at screening station at or near the entrance of INS Chilka. Candidates to maintain the COVID – 19 protocol by maintaining the social distancing wearing mask and cleaning hands frequently or using sanitizer. Scrutiny team will scrutinize the lab test report, self-declaration form, screenshot of Aarogya Setu app and check the temperature using hand held, non-contact thermal recorder.

8. **Recruits Particular Sheet.** Candidates are to forward the 'Recruits Particular Sheet' before 09 Oct 20 as per format placed at '**Enclosure 5**' on email to cgcell-chilka@indiancoastguard.nic.in. The Recruits Particular Sheet is to be given in excel format.

9. **Rapid Antigen Detection Test (RADT).** Individuals who have not obtained negative laboratory report more than four days old or have findings (**contact history or symptoms**) in self-declaration form or have **fever** will be subjected to Rapid Antigen Detection Test.

(a) **Positive by RADT.** The candidates with positive test result would be referred to nearest Govt. facility/ COVID Care Centre of INS Chilka for isolation. On discharge they would undergo the Induction Medical Examination.

(b) **Negative by RADT.** The candidates with negative test result would be **isolated in a separate dormitory** for 14 days. On completion of Isolation they would undergo the Induction Medical Examination.

10. **Scrutiny of Documents.** Post COVID – 19 screening, a detailed scrutiny of all documents will be carried out at the main gate of INS Chilka on 13 Oct 2020. Candidates are to bring original and self-attested Xerox copies of documents as mentioned in call up letter. The list of documents required are placed at **Enclosure 6**. The common causes for rejection in document verification are placed at **Enclosure 7**. **The candidates who fail in document verification will be returned back on 13 Oct 2020 without Final Medical Examination/ Quarantine period.**

11. **Quarantine.** The candidates will undergo a 14 days period of quarantine as per COVID-19 protocol. All COVID-19 preventive measures like wearing Face Masks, frequent hand wash and maintain social distancing to be followed during quarantine period. **There are no lodging facilities available near the enrolment venue. Candidates are advised not to come accompanied by their Parents/ Guardians while reporting for enrolment at INS Chilka.**

12. **Messing charges.** The candidates will have to pay for meals during the quarantine period. The candidates are advised to bring ₹ 3000/- (Rupees three thousand only) for messing during quarantine period. Candidates are advised not to bring more than ₹ 5500/- (₹ 2500/- to cater for normal expenditures and approx. ₹ 3000/- for messing during quarantine period).

13. **Luggage and Reception Area Decontamination.** Candidates to ensure all luggage and personal belongings is disinfected thoroughly prior entering INS Chilka for quarantine.

14. **Provision of Masks.** All candidates are to bring/carry 15 masks before entering the quarantine at INS Chilka. Wearing of masks will be compulsory at all times.

15. **Symptomatic during Quarantine.** Candidate detected with symptoms or fever during quarantine would be subjected to RADT.

(a) **Positive by RADT.** The candidates with positive test result would be referred to nearest Govt. facility/ COVID Care Centre of INS Chilka for isolation. On discharge they would undergo the Induction Medical Examination.

(b) **Negative by RADT.** The candidates with negative test result would be **isolated in a separate dormitory** for 14 days. On completion of Isolation they would undergo the Induction Medical Examination.

(c) **Close contacts of Positive Quarantined Candidates.** Contact tracing will be conducted for positive candidates and the high risk contacts will be quarantined for a period of 07 additional days or 14 days total, whichever is later. The candidates will be tested by RADT after this period for further quarantine if required.

Note: - The decision of INS Chilka will be final and binding on all candidates regarding the quarantine period due to COVID – 19 protocol. No appeal will be entertained on this account. The candidates are to strictly comply with instructions given by INS Chika during quarantine period.

CONDUCT OF INDUCTION/ RECRUITMENT MEDICAL EXAMINATION

16. **Induction Medical Examination.** Asymptomatic candidates post quarantine period of 14 days i.e. on 27 Oct 20 and other candidates post discharge from Isolation Facility are to undergo Induction Medical Examination. Candidates found unfit will be issued appeal medical referral notice for appeal at INHS Kalyani, Vishakhapatnam.

17. **Referral and Appeal Medical Examination.** The Appeal Medical Examination would be held at INHS Kalyani within a period (generally 12 to 21 days) as decided by INS Chilka. The candidate has to bear travel and other charges from INS Chilka to INHS Kalyani, Vishakhapatnam.

18. The candidates were earlier issued call up letter for reporting at INS Chilka on 17 Apr 2020. However, the candidates were directed not to report on 17 Apr 2020. The candidates are being issued with another call up letter (by speed post) with date of reporting as 13 Oct 2020.

19. The candidates have to mandatorily produce at least 01 ink signed call up letter issued by Coast Guard among the following: -

Call up letter for Final Medical Examination at INS Chilka with date of reporting as 17 Apr 2020.

OR

Call up letter for Final Medical Examination at INS Chilka with date of reporting as 13 Oct 2020.

20. In case the candidate has not received any of the 02 ink signed call up letter mentioned at para 19, then the same can be collected by the candidate after 05 Oct 2020 (between 1500 hrs. to 1700 hrs.) on producing E-admit card and photo ID card (any one of Aadhar card, voter ID card, driving license, passport, college id card) from the respective Recruitment Zone of the candidate.

RECRUITMENT OFFICE (NORTH ZONE) ADDRESS

THE DIRECTOR
DIRECTORATE OF RECRUITMENT
COAST GUARD RECRUITMENT CENTRE,
C-1, PHASE-2, INDUSTRIAL AREA, SECTOR-62,
(NEAR INDUS VALLEY PUBLIC SCHOOL)
NOIDA, UTTAR PRADESH – 201309
E-MAIL ADDRESS - dte-rect@indiancoastguard.nic.in

RECRUITMENT OFFICE (WEST ZONE) ADDRESS

THE REGIONAL RECRUITMENT OFFICER
COAST GUARD REGION (WEST)
WORLI SEA FACE
MUMBAI- 400 030
E-MAIL ADDRESS - rrto-west@indiancoastguard.nic.in

RECRUITMENT OFFICE (EAST ZONE) ADDRESS

THE REGIONAL RECRUITMENT OFFICER
COAST GUARD REGION (EAST)
NEAR NAPIER BRIDGE
CHENNAI
TAMIL NADU-600 009
E-MAIL ADDRESS - rrto-east@indiancoastguard.nic.in

RECRUITMENT OFFICE (NORTH EAST ZONE) ADDRESS

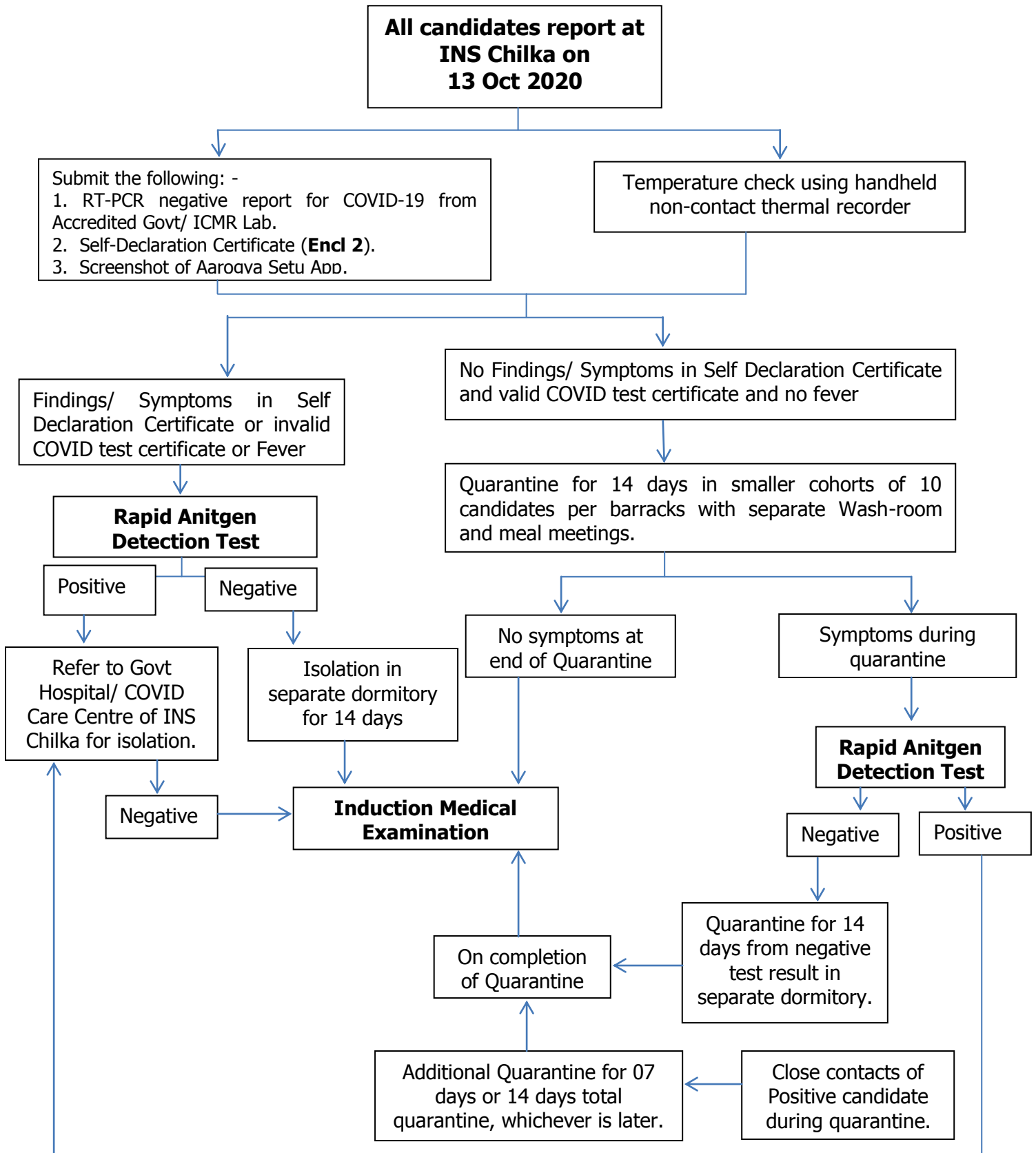
THE REGIONAL RECRUITMENT OFFICER
COAST GUARD REGION (NORTH EAST)
6TH FLOOR SHRACHI BUILDING
NEW TOWN, RAJARHAT, KOLKATA – 700161
E-MAIL ADDRESS - rrto-ne@indiancoastguard.nic.in

RECRUITMENT OFFICE (NORTH WEST ZONE) ADDRESS

THE REGIONAL RECRUITMENT OFFICER
COAST GUARD REGION (NORTH WEST)
UDHYOG BHAVAN, BLOCK-11 & 12, SECTOR -11
GANDHINAGAR – 382010
E-MAIL ADDRESS - rrto-nw@indiancoastguard.nic.in

**Encl 1 to Instructions to candidates shortlisted for
Final Medicals at INS Chilka – Navik (DB) 01/2020 Batch**

**ALGORITHM FOR SCHEME OF EVENTS PRIOR TO INDUCTION MEDICAL EXAMINATION
FOR NAVIK (DB) 01/2020 BATCH**



Note: - The decision of INS Chilka will be final and binding on all candidates regarding the quarantine period due to COVID – 19 protocol. No appeal will be entertained on this account. The candidates are to strictly comply with instructions given by INS Chika during quarantine period.

**Encl. 2 to Instructions to candidates shortlisted for
Final Medicals at INS Chilka – Navik (DB) 01/2020 Batch**

TRAVEL ADVISORY

1. Follow the simple public health precautions at all time: -

Do's

- (a) Maintain personal hygiene and physical distancing of one meter from others.
- (b) Practice frequent hand washing with soap and water, particularly after touching frequently touched surfaces. Carry hand sanitizers.
- (c) Cover nose and mouth with handkerchief/ tissue while sneezing and coughing or to sneeze in the inner side of your elbow and not to cough into the palms of hands. Throw used tissues into closed bins immediately after use.
- (d) Use Face Mask when out in public. Wearing of Face Mask is compulsory at all time during travel and to carry 15 Face Masks.
- (e) Maintain a safe distance (one meter) from persons during interaction, especially with those having flu-like symptoms. Minimize contact with other travelers.
- (f) Check for respiratory symptoms. If unwell (fever, difficulty in breathing and coughing), visit nearest civil/ service medical facility.
- (g) Carry adequate packed food including fruits and water for the duration of the journey. Minimize use of public toilets/ urinals.
- (h) If using waiting room during travel, then sanitize the armrest and seat using sanitizer and tissue.

Don'ts

- (a) Shake hands.
- (b) Have a close contact with anyone, if experiencing cough and fever.
- (c) Touch eyes, nose and mouth.
- (d) Sneeze or cough into palm of hands.
- (e) Spit in public.
- (f) Travel unnecessarily during 14 days of onset of travel to Chilka, particularly to any affected region.
- (g) Participate in large gatherings during 14 days of onset of travel to Chilka, including sitting in groups at canteens.
- (h) Visit gymnasium, clubs and crowded places such as shopping malls, festivals, etc during 14 days of onset of travel to Chilka.

**Encl. 3 to Instructions to candidates shortlisted for
Final Medicals at INS Chilka – Navik (DB) 01/2020 Batch**

SELF DECLARATION FORM

1. Name :
2. Roll No. :
3. Do you currently have or had any of the following symptoms in past 07 days?

(a) Fever	Yes	No
(b) Sore Throat	Yes	No
(c) Cough	Yes	No
(d) Running Nose	Yes	No
(e) Breathing difficulty	Yes	No
4. Did you meet/ have contact with any confirmed COVID-19 person in the past 14 days?
Yes No
5. Did you have any history of domestic or international travel in the past 14 days? (Other than travel from home station to Chilka)
Yes No
6. I declare that I am under no medication.
7. I declare that the statements made by me are true to my knowledge.

(Signature of Individual)

Place:

Date:

**Encl. 4 to Instructions to candidates shortlisted for
Final Medicals at INS Chilka – Navik (DB) 01/2020 Batch**

UNDERTAKING

1. I.....Roll No.....son ofresiding at a candidate for recruitment into Indian Coast Guard as NVK (DB) for batch 01/2020 do hereby state and declare as follows :
2. I have no COVID-19 symptoms. I fully understand that my travel to selection centre at..... is voluntary and I or my parents. Guardian shall not be entitled to claim any compensation or retest for the same recruitment or any other relief from the government if I get infected with COVID-19 during my transit or during my stay at.....INS Chilka.
3. I, voluntarily agree to undergo institutional quarantine for 14 days or specific period as decided by competent medical authority prior to induction at INS Chilka. During this period I shall adhere to all COVID protocols mandated by Indian Navy/ Indian Coast Guard/ Government as promulgated from time to time. **I am liable to be proceeded with administrative/ punitive actions under the prescribed law for any non-adherence to quarantine protocol.**
4. In consideration of the Union of India having called me to appear for recruitment in Indian Coast Guard, I undertake and agree that neither I nor my heirs nor my executors nor administrators will make any claim against the Union of India in respect of any loss or injury to me including injury resulting in my death which may suffer during the period of quarantine and I understand and agree that no compensation will be paid by the Union of India or by an officer or men of the Indian Navy/ Indian Coast Guard or any person in the service of the Union of India in respect of any such loss or injury or death and I further agree so as to bind myself, my heirs, my executors and administrators to indemnify the Union of India, any officer or men of the Indian Navy/ Indian Coast Guard and any person in the service of the Union of India, against any claim which may be made by any third party against the Union of India, arising out of any act or default on the part of myself in connection with quarantine.
5. In case my candidature is rejected view my failure to meet stipulated criteria for selection, for whatsoever may be the reasons, I hereby acknowledge that neither INS Chilka nor government of India shall be liable for any damages or monetary compensation.
6. I also acknowledge that no compensation/ damage shall be payable to me by Indian Navy/ Indian Coast Guard/ Govt of India for any illness/ injury sustained during the period of quarantine at INS Chilka.

Signature of Candidate

Name.....

Date.....

(Countersigned)

Signature.....

Name of Father/ NOK.....

Date.....

**Encl 6 to Instructions to candidates shortlisted for
Final Medicals at INS Chilka – Navik (DB) 01/2020 Batch**

LIST OF DOCUMENTS

1. Candidates are to bring the following documents with the call letter for document verification at INS Chilka: -

(a) The candidates have to mandatorily produce at least 01 ink signed call up letter (along with 03 xerox copies) issued by Coast Guard among the following: -

Call up letter for Final Medical Examination at INS Chilka with date of reporting as 17 Apr 2020.

OR

Call up letter for Final Medical Examination at INS Chilka with date of reporting as 13 Oct 2020.

(b) **E-admit card** – 04 copies.

(c) Blue back ground colour passport size photographs – 30 nos.

(d) **Domicile certificate** - (one copy original & 10 self-attested photo copy).

(e) **Class 10 mark sheet & certificate** - (one copy original & 10 self-attested photo copy).

(f) **Photo ID Card** (any one of adhar card, voter ID card, driving license, passport, college id card) - (one copy original & 03 photo copy).

(g) **SC/ST/OBC (non-creamy layer)/EWS certificate** as per Govt. of India format if you belong to this category - (one copy original & 10 self-attested photo copy) (format available on ICG website).

(h) **Parental willingness certificate** - (one copy original & 03 photo copy) (format available on ICG website).

(j) **Police verification certificate** - (one copy original & 03 photo copy) (duly countersigned by SP office) (format available on ICG website).

(k) **Family particular certificate** - (one copy original & 03 photo copy) (format available on ICG website).

(l) **Attestation form** – 03 copies (original) (format available on ICG website).

(m) **Character certificate** - (one copy original & 03 photo copy) (format available on ICG website).

(n) **Willingness certificate** - (one copy original & 03 photo copy) (format available on ICG website).

List of Documents required as per COVID – 19 Protocol.

- (p) Negative **RT-PCR** laboratory report of COVID-19 from Govt/ ICMR accredited laboratory (Report should be dated not earlier than 96 hours prior to 13 Oct 2020).
- (q) **Self Declaration** as per **Enclosure 3.**
- (r) **Undertaking** duly signed by the candidate and his parents as per **Enclosure 4.**
- (s) **Recruits Particular Sheet** as per **Enclosure 5.**

Documents required for opening bank account at INS Chilka if inducted in ICG after clearing final medical.

- (t) **Aadhar card** - (one copy original & 10 photo copy).
- (u) **PAN card** - (one copy original & 10 photo copy).

- NOTE:** -
- (i) Documents from serial (a) to (s) are mandatory for appearing in Final Medical Examination at INS Chilka. Aadhar card and PAN card will be required to open bank account if the candidate clears the final medical examination at INS Chilka.
 - (ii) Candidates are directed to prepare documents from serial "(g) to (n)" and "(q) to (s)" by downloading from ICG recruitment website without waiting for receipt of call letter by speed post.

**Encl 7 to Instructions to candidates shortlisted for
Final Medicals at INS Chilka – Navik (DB) 01/2020 Batch**

**COMMON REASONS FOR REJECTION DURING DOCUMENTS VERIFICATION AT THE
EXAMINATION CENTRES**

1. Name of candidate in the e-admit card/ application is not as per 10th certificate.
2. Date of Birth of candidate in the e-admit card/ application is not as per 10th certificate.
3. Father Name of candidate in the e-admit card/ application is not as per 10th certificate.
4. Candidate Name and Father Name in all required documents (OBC/ SC/ ST/ EWS and Photo ID Card as given in application are not as per class 10th certificate.
5. Non submission of required original documents.
6. Expired Caste/ EWS / OBC (non creamy layer) certificate.
7. OBC (non creamy layer) certificate not as per Central Govt. format.
8. Educational document issued by unauthorised board/ university.
9. Wrong Category (SC/ ST/ OBC (non-creamy layer)/ EWS/ UR) mentioned in application form by the candidate and not duly supported with documents.
10. The marks for each subject and the aggregate percentage mentioned in the application not matching with the supporting documents submitted by the candidates. Thereby, leading to false information in the application form. False information in application leads to cancellation of candidature.
11. Photograph in the application form does not match with the candidate.
12. Signature in the application/ e-admit card does not match at the time of written examination at designated exam centre.
13. Not in possession of original valid proof of identity such as passport, driving license, Aadhar card, Voter I-Card, Pan Card, College ID Card.
14. Not in possession of E-admit card.
15. Not meeting the age criteria as mentioned in the advertisement for the said post.
16. Mismatch of your biometric with written examination record/ Aadhar.
17. Non reporting on the day/ time of Final Medical Examination i.e. 0600 hrs on 13 Oct 2020.
18. The Xerox copy of document submitted during written test/ PFT not matching with the original documents submitted during document verification at INS Chilka.