

## INSTRUCTIONS FOR THE USE OF GUIDE TO NAVY TRADES IN EMPLOYMENT EXCHANGES

1. **Introduction:** In 1945 DGE&T brought out a Guide giving civil equivalents of Navy Trades for assisting Employment Exchanges in rendering effective assistance in placement of ex-servicemen. The Guide was revised in 1966 and subsequently in 1985, incorporating the latest changes. Since 1985 many new trades have been introduced and many changes in existing trades have also been taken place in the contents of Navy occupations. Training has undergone structural changes, accordingly the Navy Trades have been reorganized and occupations have been redefined commensurate with the employability in service. The National Classification of Occupation (NCO) Code published in 1968, further, revised in 2004 on the pattern of International Standard Classification of Occupation (ISCO) 1988. It has therefore become necessary to provide to the employment exchanges, a fresh Guide giving civil equivalents of Navy Trades.
  
2. **Principle of Equation:** In the Present 'Guide', an attempt has been made to identify civil equivalents of all individual Navy trades taking into consideration while identifying the equivalent Trades:
  - (i) Job contents of Trades in the Navy.
  - (ii) Nature, Type and length of Training received by Navy Personnel.
  - (iii) Educational and Technical attainment of Navy Personnel.
  - (iv) Occupational suitability of Navy tradesmen for particular civil occupation and employability in civilian trades.
  - (v) Aspirations of Navy personnel in view of their rank and position in the Navy.
  
3. **How to use the Guide:** As an aid to Employment Officers in registering ex- Serviceman and matching the against particular civilian vacancies, the Guide contains definitions of individual Navy Trade in each group giving its job contents, highlighting to the extent possible job performance of comparable civilian Trades.
  
4. Against each Navy trade generally, more than one civil equivalent occupation(s) have been given. Thus against an Navy Trade a list of all civil occupations is given for which an ex serviceman belonging to a particular trade could be considered suitable and qualified. The Employment Officer may consider the ex-serviceman for registration for any of these occupations subject to his choice.
  
5. In most branches of the Indian Navy, there are four or five grades of workmen. The Artificer Branches are graded as Chief 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Class, Rank of Chief and 1<sup>st</sup> Class in the Artificer Branches are suitable as Foreman or Chargeman/Supervisor in their civil trade. In the remaining branches e.g. Seaman, Gun Layer, Signal etc. chief Petty Officer, Petty Officer, Gunner Instructor, Gun Layer 1<sup>st</sup> Class, Chief Yeoman of Signals, Yeoman of Signals, are suitable as Foreman/Chargeman or in other supervisory capacities.

6. Chief Petty Officer, Petty Officer, Leading Seaman & Seaman 1<sup>st</sup> class besides being eligible for civil trades for which specifically equated, will also be eligible for registration in general trade/ trades given in Appendix(A).
7. It may be emphasized that an ex-serviceman of a particular class, by virtue of his long years of services and experience in the trade in the Navy is generally capable of performing jobs involving a higher skill than what his navy categorization may suggest. Employers generally trade-test applicants for skilled jobs and it is hoped that they would find that an ex-serviceman worth considering for higher jobs than what is given in his discharge certificate.
8. Ex-Servicemen who have received diversified training and acquired experience in several trades in the service would be eligible for consideration against several civilian trades. Naturally a Class 1 tradesman may not only be considered against vacancies appropriate to his class but also against vacancies for which 2 and 3 tradesman are eligible.
9. It is important ascertain at the time of registration interview what trade ( Branch of the Service and /or non-substantive rate) the sailor was actually engaged in, what his highest paid rate, acting rank was at the time of release/discharge. The work “rate” or “rating” in the Indian Navy is used for “ rank” in other services and is not to be confused with rate of pay.
10. Trade Certificate issued to ex-serviceman will give the personal service details of the individual.
11. The Guide does not cover officer cadre; Officers by virtue of their position, would be eligible for employment in civil life for executive, administrative or managerial posts and they should be registered for such jobs.
12. An index has also been given in the Guide listing Navy Trades in an alphabetical order giving against each trade, equivalent civilian occupation(s).
13. Ex-Servicemen coming to Employment Exchanges need individual treatment both in matters of determining the occupations for which they should be registered a the occupations for which they should be sponsored. The Guide, if used with imagination, could be of assistance. The guide and Index should not be used mechanically.