

REPORTING INSTRUCTIONS
FOR CANDIDATES APPEARING FOR FINAL SELECTION BOARD (FSB)
AT COAST GUARD SELECTION BOARD (CGSB)

(Candidates are requested to read these Instructions thoroughly
and abide by these during appearing for FSB)

1. **History.** Coast Guard Selection Board, NOIDA is located at C-Block, Phase-II, Industrial Area (Near Indus Valley Public School), Sector-62, NOIDA (U.P), PIN- 201309 (available on Google Maps). NOIDA is part of the National Capital Region (NCR) of India which is the acronym for the New Okhla Industrial Development Authority. NOIDA came into administrative existence on 17 April 1976. NOIDA is located in Gautam Budh Nagar district of Uttar Pradesh state. NOIDA has emerged as a hot spot for IT and IT-enabled services industry with many large companies setting up their businesses here. It is becoming the preferred destination for educational institutes and services sectors in various domains such as banking, financial services, insurance, pharma, auto, fast-moving consumer goods and manufacturing. During February, cold weather is expected at Noida and appropriate clothing need to be catered.

2. **Reporting.**

(a) You are required to report at the main gate of CGSB NOIDA as per the time and date mentioned in Call-up letter sent on your personal e-mail through C-DAC email.

(b) Carry the **Original certificates and documents as mentioned at Para 9** of these instructions. Any deficiency in these documents shall result in rejection and no plea in this regard will be entertained. Decision of CGSB shall be final in this regard. verification of documents and filling up of requisite documents will be carried out on the day of reporting.

(d) All **COVID guidelines mentioned at Para 17/** Govt. guidelines are to be complied with.

3. **Approaches to NOIDA (Distances from CGSB).**

(a) **By Air.** Indira Gandhi International Airport (35 Km) is the nearest Airport from NOIDA. Pre-Paid Taxi, DTC bus and Airport metro is available from the airport.

(b) **By Rail.** NOIDA has major railway stations in vicinity which are connected to all parts of the country. Some nearby railway stations are New Delhi (19 Km), Old Delhi (24Km), Hazrat Nizamuddin (15 Km), Anand Vihar (08Km) and Ghaziabad (14Km).

(c) **By Bus.** Important Inter State Bus Terminus (ISBT) are situated at Anand Vihar (08 Km; near Anand Vihar rly stn.), Kashmiri Gate (23km; near Old Delhi rly stn.) and Sarai Kale Khan (14Km; near Nizamuddin rly stn.).

(d) NOIDA is well connected by Metro and DTC buses from Delhi. The DTC bus routes are given in www.dtcbusroutes.in. The Metro Routes are given in www.delhimetrorail.com. The **nearest metro station from the Selection Board is "NOIDA Sector 62"** on the **Blue line Metro route**. It originates from Dwarka Sector and terminates at NOIDA Electronic City. Electrical Rickshaw as well as Auto can be hired from NOIDA Sector 62 (1.5Km). The prominent landmarks near the CGSB include the C-DAC and Indus Valley Public School.

4. **Testing.** The testing duration of Final Selection Board (FSB) is **five** days excluding the day of arrival. The test comprises of Psychological Test, Group Task and Interview. The Group Task and Interview schedule will be intimated to the candidates after the completion of the Psychological test. The schedule for the day will be intimated at 0830 hrs every day. Board conference will be held on the final day of the FSB after which results will be announced.

5. **Boarding and Lodging.**

(a) Free boarding and lodging will be provided only for the period of FSB at the Selection Board.

(b) No lunch will be provided by the Selection Board on the day of reporting.

(c) The candidates recommended in FSB have to make own arrangement for their boarding and lodging for Initial Medicals (minimum 01 week duration).

(d) Though, mosquito nets are being provided in dormitories, **candidates are requested to carry personal mosquito repellent creams/ liquids** to prevent mosquito bites during their stay at CGSB.

6. **Discipline.**

(a) Candidates to report at the Main Gate. **No vehicles are permitted inside the CGSB premises.**

- (b) Candidates shall adhere to laid down timings strictly.
 - (c) Candidate shall not visit testing areas after testing hours.
 - (d) The conduct of the candidates, both within the Selection Board as well as when visiting outside areas, should be appropriate.
 - (e) Photography of any area within CGSB complex is STRICTLY PROHIBITED.
 - (f) Interaction of any kind is NOT PERMITTED with any service/ civilian staff during stay at CGSB, other than the CGSB staff.
 - (g) Any contravention of above orders or any act of indiscipline will invite immediate cancellation of candidature on disciplinary grounds. **Cases of serious breach of discipline and conduct will be handed over to police and FIR will be registered accordingly.**
7. **Mobile Phone.** Candidates are not permitted to use mobile phones during their stay at the Selection Board. Mobile phone will be deposited on reporting at the Board and returned back on completion of the FSB.
8. **Cash and Valuables.** A maximum of Rupees One thousand in addition to travelling expense may be carried. You are advised not to carry any valuables. Safe custody of cash and valuables, if any, will be the sole responsibility of the candidate.
9. **Documents Required.** Following **original certificates/ documents** must be brought at the time of reporting at this Board: -
- (a) Matriculation and Intermediate/ 10+2 or three Years Diploma or equivalent qualification mark sheets and passing certificates.
 - (b) Original/ Provisional degree certificate from the University/Institution and marks sheet of all the years/semesters. Candidates who have **completed their degree prior to 2019 should be in possession of original degree** issued by the university. For candidates whose results have been announced within three months from date of FSB and are not in possession of Original/ Provisional degree, may submit the **original Non-issue of Degree Certificate from the University/ College**, as per promulgated format (also given at **Page 9** of these instructions). Such candidates, if Recommended in FSB, shall be required to **submit the Original/ Provisional degree certificate to Dte of Recruitment, Indian Coast Guard on publishing of the Final Merit List.**

(c) **Candidates appeared in the final year** or final semester exam and awaiting results should not have any present back papers and shall provide the requisite certificate from University/ College, as per promulgated format (also given at **Page 10** of these instructions). Such candidates should **submit provisional or original degree certificate to Dte of Recruitment, Indian Coast Guard by 15 Nov 22, failing which their candidature will be cancelled without any further notice.**

(d) Candidates having **Integrated Post-Graduation** are also eligible provided they should have a certificate issued by the respective Institution/ University, certifying that the candidate has passed the qualifying Degree (with Percentage/Class) as a part of the Integrated Post Graduation Course and the candidate is eligible for award of Graduation Degree. The candidate has to upload the certificate carrying Name, Father's name, Date of Birth, Registration Number/ Roll No. during the registration.

(e) **CPL** duly validated by DGCA for GD (CPL-SSA) entry.

(f) **SC/ST** Certificate.

(g) **OBC-NCL** (Non-Creamy Layer) certificate **issued for Central Govt** jobs is **ONLY** valid).

(f) **EWS Certificates** valid for Financial Year 2021-22 (prior applying for Asst Comdt post) as well Financial Year 2022-23.

(g) In case original certificates/ documents have been submitted for higher studies/ jobs, you have to bring the original **Bonafide cum Custodian Certificate** as per format (given at **Page 11** of these instructions) on original letterhead (signed by Principal/ HOD/ Registrar of Educational Institute or Head of the organization)

(h) **Proof of Identity** with photograph should be same as declared in the Application Form. No other Identity Proof shall be entertained.

(j) **Character certificate issued not more than six months** from the date of reporting for FSB and issued by Headmaster/ Principal of recognised School/ College, District Police/ Revenue Officials, BDO/ Panchayat Inspector/ Village Pradhan/ Armed forces Commissioned Officer (active list) or any Gazetted Officer.

(k) **Risk cum No-claim Certificate duly signed by the Parent/ Guardian** as per format at **page number 12** of these instructions.

(l) Original NCC 'C' Certificate (Army/Navy/Air force Wing), as applicable.

- (m) Any other certificate of importance in support of data being filled in PIQ forms at time of arrival, as appropriate, may also be submitted. (Optional).
- (n) **Ten** copies of latest passport size photographs with blue background.
- (p) E-Admit card and FSB Call-up letter.
- (q) Other documents/ certificates, if specifically **mentioned on Admit cards during verification in the PSB.**

Note. (i) Candidates to carry at least ONE set self-attested copies of all the certificates and mark sheets mentioned above.

(ii) All candidates having **CGPA/CPI** should bring **percentage conversion formula** from their university. Without conversion formula you will not be allowed to appear in FSB.

10. **Travelling Allowance (TA).**

(a) **Travel Allowance.** To & Fro travelling fares by AC III/Chair Car or actual normal bus fare by shortest route (only from the current or permanent address mentioned in E-admit card) to the candidates appearing first time in FSB will be reimbursed on production of original tickets only. The SC/ST candidates will be reimbursed II class railway/ bus fare for FSB irrespective of the number of appearances.

(b) No re-imbursement of rail/ bus fares/ reservation-cum-sleeper charges will be permitted in the absence of original tickets.

Note. Candidates to bring three sets self-attested copies of E-admit card, Caste Certificate and tickets for reimbursement of Travel Charges.

11. **Compensation.** Government is not responsible for any compensation to the candidates or to their guardians/heirs for injuries sustained by them during the period of testing.

12. **Correspondence.** All correspondence to the board should have your Roll No./Type of the Entry/Batch number and full postal address along with your registered e-mail id and contact number.

13. **Service Personnel Only.** In case you are already serving in the Coast Guard/Army/Navy/Air Force/Para Military/ Central/ State Govt./ PSU, you shall be in possession of **NOC** from your organisation. All service personnel to carry a set of uniform.

14. **Dress Code.** Formal dress is required for attending the Interview and Psychological Test. **White PT dress** (Sports shoes, White socks, White T-shirt with collar and White shorts) **is required for Group Task.** Female candidates may bring appropriate white PT Dress. You are advised to bring sports dress with non-marking sports shoes, in case you want to avail the sports facility at Coast Guard Sports complex of CGSB.

15. **Medical Facilities.** The basic first aid is available at the Selection Board. In the event of any candidate requiring emergency medical referral, he shall be referred to the closest Govt./ Private medical hospital. The **medical expenses are to be borne by the candidates/ guardian/ parents in such eventualities.**

16. **Medical Examination.**

(a) You should be physically fit and free from ailment or any health problem which may hamper your performance during the selection process. In your own interest you are advised to undergo a preliminary medical check-up for wax in ears, refractory error of eyes, fungal infections of skin, eosinophilia, knock knee and flat foot, vision defect etc. or any other diseases prior reporting for FSB.

(b) **Special Medical Board (SMB).**

(i) In case you are recommended in FSB, you shall be required to undergo SMB at Army Base Hospital at Delhi Cantt. Post completion of FSB Conference on Fri, the RECOMMENDED candidates are required to fill the forms for SMB. Thereafter, **the medicals generally commence on ensuing Wednesday/ dates promulgated by BHDC/ AFCME (for Pilots) and continues at least for a week.**

(ii) Candidates are to ensure that they appear for medicals on the designated date, failing which their candidature for Asst Comdt selection may be cancelled. Candidates need to stay under their own arrangement during the medicals.

(c) **Appeal Medical Board (AMB).** In case you are found unfit in the SMB, you are eligible for AMB within 42 days from the date of approval of the SMB. Candidates desirous for AMB are required to prepare a MRO of Rs 40/-. The original MRO receipt is required to be retained by the candidates and to be submitted at the time of medical board at the concerned Command Hospital. The duplicate copy of MRO along with copy of request for AMB is to be forwarded to Directorate of Recruitment, Coast Guard Headquarters within seven(07) days of completion of SMB.

(d) **Review Medical Board (RMB)**. In case you are found unfit even in the AMB, a final appeal i.e. RMB application has to be submitted within 24 hours of approval of the AMB. Grant of RMB is at the discretion of the Medical Authorities.

17. **Important Instructions for COVID-19.**

(a) All candidates shall meet the requirements (including UP- state for FSB) of the respective states before their due date of reporting for the CGSB batch. The guidelines followed by various states in respect of passengers travelling by various modes of transport should be checked prior commencing the journey.

(b) Candidates should be in possession of either of following:-

COVID negative lab report from an ICMR accredited laboratory report signed within 72hrs of reporting at CGSB

OR

Double dose COVID Vaccination Certificate.

(c) The candidate shall have Arogya-Setu App installed in his mobile phone prior to leaving home station for CGSB. Screen shot printout of having green status on the said App is to be taken prior leaving home and the same will be scrutinised on arrival at CGSB.

(d) The candidates will not travel from any containment zones.

(e) A candidate if found to have any symptoms should not move from the home station. If such a candidate reports to the CGSB, he will be returned back during medical screening on arrival.

(f) Candidate should follow social distancing and other COVID protocols while travelling in train/taxi/ or any other mode of transport.

(g) The candidate should carry hand sanitizers/ soap, face masks/ face shields and pair of gloves.

(h) Candidate should **get their own water bottles** (hot & cold as required), for carrying drinking water while staying at CGSB.

(j) Candidates are advised to carry own bedsheets/ Quilts and adequate clothing for their stay of 05 days, as **no laundry facilities** are available due to COVID-19.

(k) Candidate are advised to ensure that they do not carry any medication with them including any generic medicine. Any medical assistance required will be provided at selection centre.

(l) **Nobody would be allowed to leave the CGSB** premises for any documentation or getting photograph or for any other reason till completion of FSB.

(m) Entry on Day-1 will be permitted if all above instructions have been followed.

(n) The temperature of candidates will be monitored twice a day during their stay. If found symptomatic, the candidates will be referred to the nearest COVID hospital and **all related expenditure shall be borne by the candidate/guardian/parents.**

18. **Contact Number and Email.** For any query please contact following telephone/email:

- (a) Telephone - 0120 – 2975722 (Between 0900 h to 1730 h)
- (b) Tele Fax - 0120 – 2975721 (Between 0900 h to 1730 h)
- (c) E-mail - cgsb-noida@indiancoastguard.nic.in

Note:

1. **Request for change in date of FSB will NOT BE ENTERTAINED.**

2. The Indian Coast Guard reserves the right to cancel the candidature of any candidate if found ineligible due to educational qualification or not having correct caste certificate or not fulfilling other eligibility criteria etc. during subsequent scrutiny/verification of antecedents.

TO WHOM SO EVER IT MAY CONCERN
(FOR NON-ISSUE OF DEGREE CERTIFICATE)

UNIVERSITY/COLLEGE LOGO

NAME OF UNIVERSITY /COLLEGE

(UNIVERSITY/COLLEGE ADDRESS)

This is to certify that :-

(a) Shri/Ms. (Candidate name) _____ Son/Daughter of
(father's name) _____ date of birth _____ has passed
(name of degree) _____ Examination held in the year _____
having Roll No. _____. He/She has scored _____
marks out of _____ marks and was placed in _____ division.

(b) The candidate is eligible for issue of aforesaid degree. The Degree
Certificate of the above mentioned candidate will be released in due course of
time.

Date: _____

Signature

Place:

(Registrar/Controller of University or
Principal of College)

College/University/Organization
Round Stamp

TO WHOMSOEVER IT MAY CONCERN
(FOR THE CANDIDATES APPEARED IN FINAL YEAR/SEMESTER
DEGREE EXAMINATION AWAITING RESULT)

This is to certify that:-

(a) Shri/Ms. (candidate name) _____ Son/Daughter of (Father's name) _____ Date of Birth _____ has appeared in Final Semester/Final Year _____ of (name of degree) _____ conducted on _____ (Date) having Roll No. _____. The result will be declared by _____.

(b) The Degree certificate of the aforementioned candidate will be issued subsequent to declaration of the result.

Date:

Signature

Place:

Principal of College or Registrar/Controller of University

College/University/Organization
Round Stamp

UNDERTAKING BY THE CANDIDATE

I _____ (Name/PSB roll no/DOB) son/daughter of _____ (Father's name) undertake to submit the Final year/Final Semester Marksheet alongwith Original/Provisional degree Certificate to Dte of Rectt. By 15 Nov 22, provided meeting eligibility criteria as per the advertisement, failing which my candidature shall be cancelled without giving any further notice.

Date:

Signature

Place:

Candidate (Full Name/Roll No)

BONAFIDE CUM CUSTODIAN CERTIFICATE

**CERTIFICATE FOR CANDIDATES WHO HAVE SUBMITTED THEIR ORIGINAL
CERTIFICATES AND MARK SHEETS FOR PURSUING HIGHER STUDIES OR FOR
VERIFICATION TO THEIR PRESENT EMPLOYER**

(this certificate is required on the original letter head of institute)

1. Certified that Mr. _____ S/o Shri _____ is a bonafide student/ employee of _____ (Name of College/ University/ Organization and presently studying/ employed in _____ (name of the Course/ Department to be mentioned). The following certificates and mark sheets in original in respect of the above individual have been deposited with this college/ university/ organization for verification purpose: -

- (a)
- (b)
- (c)

2. It is further certified that photostat copies of the above documents have been verified and attested by the undersigned.

Place: (Signature of Principal/ Registrar of the College/
Date: University with stamp)

OR

(Signature of the Head of Organization where
employed with stamp)

**College/University/Organization
Round Stamp**

RISK CUM NO CLAIM CERTIFICATE
FOR CANDIDATES APPEARING IN FINAL SELECTION BOARD (FSB)
AT COAST GUARD SELECTION BOARD (CGSB), NOIDA

I (Name) father/guardian of (Name of candidate) who is a candidate for GD/ Tech/ GD(W)/ CPL-SSA/ GD(Law) entry in Indian Coast Guard hereby certify that I fully understand that my son/ daughter/ ward will attend the Final Selection Board (FSB) including process of Interview/ Psychological Test/ Group Task with my full and free consent and at my own risk and that I or my son/ daughter/ ward shall not be entitled for retest for the same course and shall neither be entitled to claim any compensation or other relief from the Government in respect of any injury or disability which my son/ daughter/ ward may sustain in the course of the Selection process during the FSB or his/ her stay at the CGSB or while using military transport or due to any reasons, whether due to his own negligence or the negligence of any other person or otherwise.

Address of Father/ Guardian: _____

Place: _____

Signed On _____ (Date) of _____ (Month) of _____ (Year)

(Signature of Father/ Guardian)