

# **NATIONAL DEFENCE ACADEMY**

## **NDA KHADAKWASLA, PUNE - 411023**

### **ELIGIBILITY CRITERIA**

#### 1. **Educational Qualification / Age Required for the Posts.**

<b>Post</b>	<b>Age</b>	<b>Educational Qualification required</b>
Chemical Assistant (Museum and Archives)	Between 18 to 30 years	(a) B.Sc. with Chemistry as main subject from a recognized University. (b) Five years experience of working from a recognized Organization or Undertaking in Chemistry Laboratory or Museum or Archives. (c) Knowledge of store keeping.
Lower Division Clerk	Between 18 to 27 years	(a) 12 <sup>th</sup> Class pass from a recognized Board or University; and (b) <b>Skill Test</b> : A typing Speed of 35 wpm in English or 30 wpm in Hindi on computer. <i>(Time allowed 10 Minutes) (35 wpm and 30 wpm correspond to 10500 Key Depressions Per Hour / 9000 Key Depressions Per Hour on average of 5 key depression for each word)</i>
Draughtsman	Between 18 to 27 years	(a) 12 <sup>th</sup> Class or equivalent from a recognized Board or University; and (b) Diploma in Draughtsman-ship of a minimum duration of two years from a recognized Institute. <b>OR</b> (a) Industrial Training Institute Pass Certificate as Draughtsman from a recognized Institute. (b) Two years experience from a recognized Organization or Undertaking in the trade
Compositor-cum-Printer	Between 18 to 25 years	(a) 12 <sup>th</sup> Class or equivalent from a recognized Board or University; and (b) Two years experience from a recognized Organization or Undertaking in the trade.
Cook	Between 18 to 25 years	(a) 12 <sup>th</sup> Class or equivalent from a recognized Board or University; and (b) Two years experience from a recognized Organization or Undertaking in the trade. <b>OR</b> (a) Industrial Training Institute Pass Certificate as Cook from a recognized Institute. (b) Two years experience from a recognized Organization or Undertaking in the trade
Carpenter	Between 18 to 25 years	(a) 12 <sup>th</sup> Class or equivalent from a recognized Board or University; and (b) Two years experience from a recognized Organization or Undertaking in the trade. <b>OR</b> (a) Industrial Training Institute Pass Certificate as Carpenter from a recognized Institute. (b) Two years experience from a recognized Organization or Undertaking in the trade
Civilian Motor Driver (Ordinary Grade)	Between 18 to 27 years	(a) 12 <sup>th</sup> Class or equivalent from a recognized Board or University. (b) Must possess the civilian driving license for heavy vehicles. (c) Two years experience from a recognized Organization or Undertaking in driving heavy vehicles.

Fireman	Between 18 to 27 years	<p><u>Essential</u> :-</p> <p>(a) Matriculation or equivalent examination from a recognized Board.</p> <p>(b) Must possess the civilian driving license for heavy vehicle.</p> <p>(c) Certificate of minimum six months duration in use and maintenance of first aid, firefighting appliances and Tractor fire pumps from recognized Organization or Undertaking.</p> <p>(d) Must be physically fit and capable of performing strenuous duties and must have passed the test specified in Note below.</p> <p><u>Desirable</u> :-</p> <p>One year experience in the trade.</p> <p><u>Note</u>- (Test as to physical fitness etc.)</p> <p>1. Height without shoes : 165 cms. <i>Provided that concession of 2.5 cms in height shall be allowed for members of the Scheduled Tribes.</i></p> <p>2. Chest : Un-expanded – 81.5 cms.</p> <p>3. Chest : On-expansion – 85 cms.</p> <p>4. Weight : 50 Kg (Minimum)</p> <p>5. Endurance Test : (i) Carrying a man (Fireman lift 63.5 kg to a distance of 183 mtrs within 96 seconds) (ii) Clearing 2.7 meters wide ditch landing on both feet (long jump) (iii) Climbing 3 meter vertical rope using hands and feet.</p>
Technical Attendant – Baker & Confectioner	Between 18 to 25 years	<p>Industrial Training Institute Pass Certificate in Baker and Confectioner from a recognized Institute.</p> <p><b>OR</b></p> <p>(a) Matriculation pass or equivalent examination from a recognized Board / Institute.</p> <p>(b) At least one year experience of working as Baker and Confectioner from a recognized Organization.</p>
Technical Attendant – Book Binder	Between 18 to 25 years	<p>Industrial Training Institute Pass Certificate in Book Binder from a recognized Institute.</p> <p><b>OR</b></p> <p>(a) Matriculation or equivalent examination from a recognized Board / Institute.</p> <p>(b) At least one year experience of working as Book Binder from a recognized Organization.</p>
Technical Attendant – Boot Repairer	Between 18 to 25 years	<p>Industrial Training Institute Pass Certificate in Boot Repairer from a recognized Institute.</p> <p><b>OR</b></p> <p>(a) Matriculation or equivalent examination from a recognized Board / Institute.</p> <p>(b) At least one year experience of working as Boot Repairer from a recognized Organization.</p>
Technical Attendant – Printing Machine Opnr	Between 18 to 25 years	<p>Industrial Training Institute Pass Certificate in Printing Machine Operator from a recognized Institute.</p> <p><b>OR</b></p> <p>(a) Matriculation or equivalent examination from a recognized Board / Institute.</p> <p>(b) At least one year experience of working as Printing Machine Operator from a recognized Organization.</p>
Technical Attendant – Cycle Repairer	Between 18 to 25 years	<p>Industrial Training Institute Pass Certificate in Cycle Repairer from a recognized Institute.</p> <p><b>OR</b></p> <p>(a) Matriculation or equivalent examination from a recognized Board / Institute.</p> <p>(b) At least one year experience of working as Cycle Repairer from a recognized Organization.</p>
Multi Tasking Staff – Office & Training	Between 18 to 25 years	<p>Matriculation pass or equivalent from a recognized Board / Institute.</p>

## **GENERAL TERMS & CONDITIONS**

### **2. Age Relaxation.**

- (a) Relaxation of upper age limit of 5 years for posts reserved for SC/ST is admissible and 3 years for posts reserved for OBC is admissible.
- (b) Age relaxation for Physically Handicapped, Ex- Servicemen and Central Government Servants is applicable as per the Government orders.
- (c) No age relaxation is admissible to SC/ST/OBC candidates who apply against unreserved posts.
- (d) No age concession is admissible to the Sons, Daughters and Dependents of Ex-Servicemen.

### **3. Reservation.**

- (a) SC/ST/OBC Candidates who have applied against reserve categories are required to submit a valid certificate regarding their caste status.
- (b) OBC candidates are required to submit a valid certificate regarding his/her having Non-Creamy Layer status issued by competent authority. Reservation will be applicable to such OBC candidates who do not fall under the Creamy Layer status.
- (c) Candidates selected under PH/Ex-Serviceman quota will be placed first and adjusted against the respective category i.e. SC/ST/OBC/UR.

### **4. Physically Handicapped Persons.**

- (a) Only such persons would be eligible for reservation in services/posts who suffer from **40% or more** of relevant disability. A person who wants to avail benefit of reservation is required to submit the 'Permanent' disability certificate issued by a Medical Board duly constituted by the Central or State Government.
- (b) A Medical Board consisting of at least 3 members, out of which, at least one member shall be a Specialist from the relevant field.

5. **Syllabus.** Questions on General Intelligence and Reasoning will be non-verbal considering the functions attached to the post. Questions on Numerical Aptitude and General English up to the level of minimum educational qualification prescribed for each post will be such that an average matriculate will be in a position to answer them comfortably (Std X or XII or Graduate as applicable, with subjects English, Math, Science etc.) Questions on General awareness will also be of similar standard.

6. **Short Listing.**

- (a) If the number of applications received in response to the advertisement is large, the Commandant, National Defence Academy Khadakwasla reserves the right to restrict the number of candidates to a reasonable limit on the basis of percentage of marks obtained in the prescribed minimum essential qualification, number of which may be upto ten times or more than the number of posts in each category in this advertisement for selection tests and upto 4 times or more for the Skill Test/interview.
- (b) The applications accepted on scrutiny will be shortlisted based on the essential qualifications/experience required and shortlisted candidates will only be called for test. All selection tests will be conducted at NDA Khadakwasla, Pune.
- (c) On completion of written and trade test, candidates will be shortlisted for interview, based on their performance in written and trade test.
- (d) Candidates should note that no extra weightage will be given for any additional higher qualifications other than the prescribed minimum qualification or experience which also does not vest any right in a candidate for being called for Test/Interviews.
- (e) For the post of 'Multi Tasking Staff-Office & Training' only those candidates shall be called for interview who have cleared their skill test.

## INSTRUCTIONS

### 7. General.

- (a) The candidates applying for the post '**Multi Tasking Staff–Office & Training**' to note that the Appointing Authority may choose to place the candidate selected for Multi Tasking Staff for the duties of Safaiwala / Groom / Cadet Orderly / Fatiguelman / Masalchi / Mess Waiter / Chowkidar / Groundsman / Mali / Storeman / Messenger / Distributer / Sail Maker / Tindal / Dozer Driver / Laboratory Attendant / Workshop Attendant / Library Attendant / Gallery Attendant Trade (MTS) at the Academy.
- (b) Those working in Government Establishments, Public Sector Undertakings and Autonomous Bodies should only apply online after obtaining NOC from their establishment, with a certificate that no disciplinary action is contemplated / pending against them and they have no objection in releasing them in case of selection.
- (c) **The following acts/omissions would render a candidate / application to be disqualified at any stage of selection procedure :-**
- (i) **Furnishing of false, inaccurate or tampered or dubious information.**
  - (ii) **More than one application submitted by the candidate for the same post.**
  - (iii) **Any other deemed irregularity or reason as observed by the Board of Officers.**
  - (iv) **Obtaining support for his/her candidature through unfair means.**
  - (v) **Canvassing on application forms in any and/or bringing in any influence, political or otherwise will entail disqualification.**
  - (vi) **In case the candidate is found using unfair means or adopting any malpractice at any stage of selection process.**
  - (vii) **If underage or overage on closing date of application.**
  - (viii) **If the candidate not found to possess the essential qualification.**
  - (ix) **If the candidate already working in the Government establishment, has not attached the NOC from the concerned establishment with the acknowledgement at the time of reporting to academy for the selection procedure.**
- (d) Academy reserves the right not to fill up all the posts, if it so desires. The number of vacancies indicated above may vary i.e. increase or decrease at any stage during the course of recruitment.

- (e) **Candidates who have applied for different posts and shortlisted for more than one post, are required to choose to appear for only one post for the selection test.**
- (f) No TA/DA is admissible. Duration of the selection tests can be 2 to 5 days or more. Candidates will make their own arrangement for lodging/boarding during the test/interview.
- (g) **Some unscrupulous elements may approach you with the assurance of procuring appointment for you through illegal gratification. You must not fall prey to such false assurance or exploitation and must not entertain or encourage such elements in any way. National Defence Academy shall not be responsible in any manner whatsoever if a candidates succumbs to such tactics by anybody at any stage. It is emphasized and reassured that selection test and exercise will be done on merit only in a transparent manner.**
- (h) This academy strives to have a workforce that reflects gender balance and women candidates are encouraged to apply.
- (j) The scrutiny of all requisite documents will take place in respect of shortlisted candidates. If any of the documents are found 'Not In Order' at any stage during the recruitment process or even after, the issue of appointment letter or the candidature of such candidates or their appointment will be rendered null and void and they will be liable for prosecution.

**8. Documents To Be Brought For Verification By Shortlisted Candidates For Selection Tests.**

- (a) Print out of the e-acknowledgement of online application and a valid photo Identity proof.
- (b) Four recent self attested colored photographs of size (4.5 X 3.5 cm).
- (c) Original Certificates and Statement of Marks along with two photocopies pertaining to minimum educational qualifications required for the posts *i.e.* ITI / 10<sup>th</sup> / 12<sup>th</sup> / Graduation as the case may be.
- (d) Higher Education Certificates/Degree Certificate/Statement of Marks, if any.
- (e) Certificates / documents pertaining to Date of Birth and Experience.
- (f) Certificate/Documents in support of claim of SC/ST/OBC/PH/Ex-S.
- (g) OBC candidates must bring valid Non-Creamy layer Certificate issued by competent authority. (Please note that OBC Caste certificate and Non-creamy layer certificate should be submitted separately).
- (h) Ex-Serviceman candidates are required to bring Discharge Certificate.
- (j) A 'No Objection Certificate' from working Establishment, if working with Central/State Govt.

1. **Only online application will be accepted.** Candidates need NOT send any application printouts or certificates or copies to NDA by post.
2. The last date for submission of online application is **21 days** from the date of publication of the advertisement in 'Employment News'.
3. The Application Form will be available on website **ndacivrect.org** only for **21 days** from the date of publication the advertisement.
4. Candidate must carefully read all the Instructions, eligibility criteria, General Terms & conditions which are available on website **ndacivrect.org and nda.nic.in** before filling up the Application Form. Application NOT conforming to the format given in the website will not be accepted.
5. The details filled in the online application by the candidate should be correct; failing which candidature of the applicant will be treated as null and void at any stage of recruitment. The onus is on the candidate to prove that all the information provided/ submitted by him/her in the application is true.
6. Options once exercised in the ONLINE application shall be final and no request for change shall be entertained. Candidates should ensure that their Name, Father's Name, Date of Birth should exactly match as recorded in Matriculation or equivalent certificate. Any deviation found during document verification will lead to cancellation of candidature and also to debarment.
7. Candidate is required to submit the ONLINE Application Form and take a **print-out of the e-acknowledgement** for future reference.
8. **Mere submission of online application(s) does not entitle candidates to be called for test/interview. Depending on the number of applications received, the number of candidates will be restricted for the test/interview based on the marks obtained in the prescribed minimum qualification for the post(s) the number of which may be up to 10 times or more than the number of posts in each category in this advertisement for written test and upto four times or more for skill test/interview. The decision of appointing authority regarding selection/rejection will be final.**
9. Short-listed candidates will be intimated later on email / SMS for reporting for selection test. The candidates must bring their e-acknowledgement duly photo pasted along with all the essential original documents and valid Photo ID (viz. Aadhar Card, PAN Card, Pass Port, Driving Licence, Voter Card etc.).
10. Candidates are advised to keep their mobile and valid e-mail active which is mentioned in online application form, during the entire recruitment process as important messages will be sent by email/SMS which will be deemed to have been read by the candidates.
11. **To avoid last minute rush, candidates are advised in their own interest to submit ONLINE application much before the closing date since there may be a possibility of inability / failure to log on to the website on account of heavy load on the internet or website jam during last days.**
12. **NDA does not accept any responsibility for the candidates for not being able to submit their application within the last days on account of aforesaid reasons or any other reason.**