

**NATIONAL DEFENCE ACADEMY, KHADAKWASLA, PUNE - 411 023**  
**EMPLOYMENT NOTICE**

Online applications are invited from Indian nationals to fill up the following Group 'C' vacancies (including backlog vacancies) through Direct Recruitment and the details are tabulated as under:-

Ser No	Post	Age	Pay Scale of the post (as per 7 <sup>th</sup> CPC Pay Matrix)	UR (Gen)	Reserved for				Total Posts	Out of total posts, reserved for	
					SC	ST	OBC	EWS		PwBD	ESM
1.	Lower Division Clerk	18 -27 yrs	PML - 2 (Rs.19900 -63200)	06	02	01	05	02	16	03 1-HH 1-OH (BL/OL) 1-MD	02
2.	Stenographer Gde-II	18 -27 yrs	PML - 4 (Rs.25500 -81100)	01	00	00	00	00	01	--	--
3.	Draughtsman	18 -27 yrs	PML - 4 (Rs.25500 -81100)	02	00	00	00	00	02	--	--
4.	Cinema Projectionist -II	18-25 yrs	PML - 2 (Rs.19900 -63200)	01	00	00	00	00	01	--	--
5.	Cook	18-25 yrs	PML - 2 (Rs.19900 -63200)	10	00	01	01	02	14	--	01
6.	Compositor-cum-Printer	18-25 yrs	PML - 2 (Rs.19900 -63200)	01	00	00	00	00	01	--	--
7.	Civilian Motor Driver (OG)	18 -27 yrs	PML - 2 (Rs.19900 -63200)	02	00	01	00	00	03	--	--
8.	Carpenter	18-25 yrs	PML - 2 (Rs.19900 -63200)	02	00	00	00	00	02	--	--
9.	Fireman	18-27 yrs	PML - 2 (Rs.19900 -63200)	02	00	00	00	00	02	--	--
10.	TA-Baker & Confectioner	18-25 yrs	PML - 1 (Rs.18000 -56900)	01	00	00	00	00	01	--	--
11.	TA-Cycle Repairer	18-25 yrs	PML - 1 (Rs.18000 -56900)	02	00	00	00	00	02	--	--
12.	TA-Printing Machine Optr	18-25 yrs	PML - 1 (Rs.18000 -56900)	01	00	00	00	00	01	--	--
13.	TA-Boot Repairer	18-25 yrs	PML - 1 (Rs.18000 -56900)	01	00	00	00	00	01	--	--
14.	Multi Tasking Staff-Office & Training (MTS-O&T)	18-25 yrs	PML - 1 (Rs.18000 -56900)	78	01	05	52	15	151	07 2-VI(LV), 1-HH, 1-OH (OL/OA), 3-MD	16
<b>Total posts</b>				<b>110</b>	<b>03</b>	<b>08</b>	<b>58</b>	<b>19</b>	<b>198</b>	<b>10</b>	<b>19</b>

(UR=Unreserved (General), SC=Scheduled Caste, ST=Scheduled Tribe, OBC=Other Backward Class, EWS=Economically Weaker Section, PwBD=Persons with Benchmark Disabilities, ESM=Ex-Serviceman, OH=Orthopedically Handicapped, BL=Both Legs affected but not arms, OL=One Leg affected, OA=One Arm affected, LV=Low Vision, HH=Hard of Hearing and MD=Multiple Disability)

**NOTE 1:-** This Academy strives to have a workforce which reflects gender balance and **FEMALE candidates** are encouraged to apply.

**NOTE 2:- Specified Duties for Multi Tasking Staff - Office & Training (Ser No 14 above).** The educational qualification for the post MTS-O&T is 10<sup>th</sup>/ Matriculation pass or equivalent and candidates are required to mandatorily perform the duties of Safaiwala / Groom (cleaning of horses & stables) / Cadet Orderly / Fatiguelman / Masalchi / Mess Waiter/ Chowkidar / Groundsman / Mali / Storeman / Messenger / Distributor / Sail Maker / Tindal / Dozer Driver / Laboratory Attendant / Workshop Attendant / Library Attendant/ Gallery Attendant etc as preferred by the Appointing Authority. **The candidates those are applying for the post of MTS-O&T in respective of their education qualification are to perform the duties of MTS-O&T as mentioned in this note.**

**NOTE 3:- Age Relaxation for posts reserved for SC/ST = 5 Years, for OBC = 3 Years and PwBD/ ESM as applicable.**

**NOTE 4:- Persons with Benchmark Disability.**

	Name of the Post	Reserve for PwBD
(i)	Lower Division Clerk (03)	01-MD (Multiple Disability) 01-OH(Orthopedically Handicapped) (ie. BL-Both Legs /OL-One Leg) 01-HH (Hearing Handicapped),
(ii)	Multi Tasking Staff- Office & Training (MTS-O&T) (07)	02-VI(Visually Impaired) (ie. LV-Low vision - Disability percentage between 40% to 80%) 01-HH (Hearing Handicapped), 01-OH(Orthopedically Handicapped) (ie. OL-One Leg /OA-One Arm) 03-MD (Multiple Disability)

### **INSTRUCTIONS FOR CANDIDATES.**

1. The Online Application Form need to be filled online on website <https://ndacivrect.gov.in> and the last date for submission is **21 days** from the date of publication of the advertisement in 'Employment News'.
2. Only online application will be accepted. Candidate is required to submit the Online Application Form and take a print-out of the Application Form for future reference. Candidates are requested **NOT TO SEND** any application printouts/ certificates/ copies to NDA by post.
3. Candidates must carefully read all the instructions, which are available on website <https://ndacivrect.gov.in> before filling up the Application Form.

4. 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 the last few days/hours.
5. NDA does not accept any responsibility for the candidates for not being able to submit their online application on account of aforesaid reasons or any other reason.
6. The details filled in the online application by the candidate should be correct; (ie name, caste/ category, marks/ percentage obtained etc) 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 online application is true.**
7. Mere submission of online application(s) does not entitle candidates to be called for selection test. Depending on the number of applications received, the number of candidates will be restricted for the selection test based on the marks obtained in the prescribed minimum educational qualification for the post(s), the number of which may be tentatively **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 based on written test marks.** The decision of appointing authority will be final in this regard.
8. Candidates requested to visit website and check mobile regularly for his/ her status with regards to short-listing of their names/ updates etc. **Only short-listed candidates will be intimated for selection tests.**
9. To avoid risk of COVID-19, candidates are advised to follow all instructions/ guidelines issued by the Central/ State government for preventive of COVID-19 from time to time.
10. Candidates who have been shortlisted for selection tests must have been double vaccinated. No candidate will be permitted without providing vaccination certificate at the entrance during the selection tests.
11. The appointing authority reserves the right not to fill up any or all the post(s), if it so desires. The recruitment process can be stopped at any stage without assigning any reason.

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