# APPOINTMENT

## National Defence Academy, Khadakwasla, Pune – 411 023

Applications are invited from Indian nationals to fill up the following Group 'C' vacancies including Backlog Vacancies through direct recruitment:-

| Ser No | Post | Pay Scale of the post | Un-Reserved (Gen) | Reserved for | | | Total Posts | Out of total posts, reserved for | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | SC | ST | OBC | | PH | Ex-S |
| 1. | Lower Division Clerk | Pay Band-1 (Rs.5200-20200) and Pay Matrix Level-2 (GP 1900/-) | 03 | 00 | 02 | 02 | 07 | 00 | 00 |
| 2. | Statistical Assistant | Pay Band-1 (Rs.5200-20200) and Pay Matrix Level-5 (GP 2800/-) | 01 | 00 | 00 | 00 | 01 | 00 | 00 |
| 3. | Ground Superintendent | Pay Band-1 (Rs.5200-20200) and Pay Matrix Level-4 (GP 2400/-) | 01 | 00 | 00 | 00 | 01 | 00 | 00 |
| 4. | Cook | Pay Band-1 (Rs.5200-20200) and Pay Matrix Level-2 (GP 1900/-) | 02 | 00 | 00 | 01 | 03 | 00 | 00 |
| 5. | Painter | Pay Band-1 (Rs.5200-20200) and Pay Matrix Level-2 (GP 1900/-) | 01 | 00 | 00 | 00 | 01 | 00 | 00 |
| 6. | Fireman | Pay Band-1 (Rs.5200-20200) and Pay Matrix Level-2 (GP 1900/-) | 01 | 00 | 00 | 00 | 01 | 00 | 00 |
| 7. | Technical Attendant – Cycle Repairer | Pay Band-1 (Rs.5200-20200) and Pay Matrix Level-1 (GP 1800/-) | 00 | 01 | 00 | 00 | 01 | 00 | 00 |
| 8. | Technical Attendant – Book Binder | Pay Band-1 (Rs.5200-20200) and Pay Matrix Level-1 (GP 1800/-) | 00 | 00 | 00 | 01 | 01 | 00 | 00 |
| 9. | Multi Tasking Staff-Office & Training | Pay Band-1 (Rs.5200-20200) and Pay Matrix Level-1 (GP 1800/-) | 31 | 00 | 00 | 19 | 50 | 02-LV 02-HH | 06 |
| | Total posts | | 40 | 01 | 02 | 23 | 66 | 04 | 06 |

(SC = Scheduled Caste, ST = Scheduled Tribe, OBC = Other Backward Class, UR = Unreserved (General), PH = Physically Handicapped, Ex-S = Ex-Serviceman, *LV = Low Vision, HH = Hearing Handicap*)

(NOTE : Male candidates are preferred for posts mentioned at Ser No. 6 to 7)

**Multi Tasking Staff-Office & Training (Ser No 9)** is required to perform the duties of Safaiwala / Groom / Cadet Orderly / Fatigueman / Masalchi / Mess Waiter / Chowkidar / Groundsman / Mali / Storeman / Messenger / Distributer / Sail Maker / Tindal / Dozer Driver / Laboratory Attendant / Workshop Attendant / Library Attendant / Gallery Attendant as chosen by the appointing authority.

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1. **Only online application will be accepted.** Candidates **NOT TO SEND** any application printouts or certificates or copies to NDA by post.

2. The Application Form will be available on website **www.ndacivrect.gov.in** and the last date for submission of online application is **21 days** from the date of publication of the advertisement in 'Employment News'.

3. Candidate must carefully read all the Instructions, eligibility criteria, General Terms & conditions which are available on website **www.ndacivrect.gov.in** before filling up the Application Form.

4. 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.

5. 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.

6. Candidates are required to upload scanned copies of ID Proof (Aadhar Card, PAN Card etc.), latest passport size colour Photograph and Std 10th Passing Certificate issued by recognized Board duly scanned (maximum upto 80 kbs only).

7. Candidate is required to submit the Online Application Form and take a **print-out of the application form and e-acknowledgement** for future reference.

8. **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 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. The decision of appointing authority regarding selection/rejection will be final.**

9. Short-listed candidates will be intimated later on by email / SMS for reporting for selection test. The candidates must bring print out of their application form duly photo pasted along with all the essential original documents and valid Photo ID (viz. Aadhar Card, PAN Card, Passport, Driving Licence, Voter Card etc.) which has been uploaded at the time of submission of online application.

10. Candidates are advised to keep their mobile and valid e-mail mentioned in online application form active 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.**

13. **Selected/appointed candidates are required to serve in NDA at least for a period of 15 years. No compassionate ground postings or applications for outside employment will be entertained till completion of 15 years service at NDA.**

14. Departmental candidates also have to submit online application and may be allowed to compete along with other candidates for appointment to Group 'C' higher posts up to the age of 40 years in case of general candidates and relaxation as applicable for reserve vacancies.

15. 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.