

Government of India Ministry of Defence

Recruitment of Lower Division Clerk for 1066, 1068 and 1190 DSC Platoons attached to National Defence Academy, Khadakwasla, Pune – 411023

Applications in typed form/computer printout on **A4 size paper (NOT TO BE HANDWRITTEN EXCEPT SIGNATURE)** as per the prescribed format provided in website www.nda.nic.in are invited from the citizens of India and from such other persons declared eligible by Ministry of Home Affairs, Government of India, for filling posts in specified Group 'C' category in 1066, 1068 and 1190 DSC Platoons attached to NDA Khadakwasla, Pune – 411023 through direct recruitment as listed below. The application duly completed in prescribed format, may be sent by post to '**The Commandant, National Defence Academy, PO NDA Khadakwasla, Pune – 411023**' upto 1300 h of the closing date. The last date for the application to reach the above address is **21 days** from the date of publication of this advertisement in 'Employment News'. No application will be accepted by hand or any other sources. Applications received before the publication of Advt or after closing date will not be entertained. The envelope (27 x 12 cm) containing the application **must be superscripted in bold letters on the top as "APPLICATION FOR THE POST OF LOWER DIVISION CLERK UNDER (SC/UR(GEN)/PH-HH)** (Strike out whichever is not applicable) **CATEGORY, PUBLISHED VIDE ADVT DATED ___/___/2016"**.

Post	Age	Educational Qualification Required	Pay Band and Grade Pay of the post	Category			Total Posts
				UR (Gen)	UR (HH)	SC	
Lower Division Clerk	18 to 25 years	(a) 12 th Class pass from a recognized Board or University, and (b) Skill Test : A typing Speed of 35 wpm in English or 30 wpm in Hindi on computer. Time allowed 10 Minutes (35 wpm and 30 wpm corresponding to 10500 Key Depressions Per Hour / 9000 Key Depressions Per Hour on average of 5 key depressions for each word).	Pay Band-1 (Rs. 5200-20200) with Grade Pay of Rs. 1900/-	01	01	01	03

(UR = Unreserved (Gen), SC = Scheduled Caste, PH = Physically Handicapped, HH = Hearing Handicapped)

- The Application Form will be available on website www.nda.nic.in only for **21 days** from the date of publication of this advertisement.
- Candidate must carefully read all the Instructions, eligibility criteria, General Terms & conditions which are published and available on website www.nda.nic.in before filling up the Application Form. Application NOT conforming to the format given in the website will not be accepted.
- The details filled in the application form 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.
- Options once exercised in the application form 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 debarment.
- Candidate is required to send the Application Form alongwith the photocopies of requisite documents.
- Mere submission of application(s) does not entitle candidates to be called for test. Depending on the number of applications received, the number of candidates will be restricted for the skill/written test based on the marks obtained in the prescribed minimum educational qualification for the post, the number of which will be decided by the Board of Officers/competent authority. The decision of appointing authority regarding selection/rejection will be final.**
- Short listed candidates will be intimated later for reporting for selection tests. The candidates must bring two copies of their recent coloured photograph and all the essential original documents and valid Photo ID (Aadhaar Card, PAN Card, Pass Port, Driving Licence or Voter Card) along.
- Appointing Authority does not accept any responsibility for the candidates for not being able to send their application by the due date on account of aforesaid reasons or any other reason.**
- Gen Terms & Conditions.** Candidates to read Gen Terms & Conditions carefully before filling the forms. The same shall be available on website www.nda.nic.in with effect from the day of publication of advertisement.
- All communication to candidates shall be through Email and SMS only. Candidates are required to keep Email ID and Mobile No quoted in application active throughout and fill up correct details in application form.**

Government of India Ministry of Defence

Recruitment of Lower Division Clerk for 1066, 1068 and 1190 DSC Platoons
attached to National Defence Academy Khadakwasla, Pune – 411023

GENERAL TERMS & CONDITIONS

1. Age Relaxation.

- (a) Relaxation of upper age limit of 5 years (18 to 30 years) for the post reserved for SC is admissible.
- (b) Age relaxation for Physically Handicapped (Hearing Handicapped) 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.
- (e) Age relaxation to all persons who had ordinarily been domicile in the state of Jammu & Kashmir during the period from 01 Jan 1980 to 31 Dec 1989 will be permissible for 5 years.

2. Reservation. SC Candidates who have applied against reserve category are required to submit a valid certificate regarding their caste status.

3. Physically Handicapped Persons.

- (a) Only such persons would be eligible for reservation who suffer from **40% or more** of hearing disability for PH (HH) category. 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.
- (c) Candidate under PH (HH) quota will be adjusted in Unreserved category only. PH (HH) category candidates belongs to SC/ST/OBC may apply for the post reserved for HH who will be considered for 'UR' category.

4. Syllabus. A common pattern of Syllabus/ Procedure for Written Examination / typewriting test in the recruitment of Lower Division Clerk is enumerated as under :-

(a) Written Examination: The written examination will consists of the following tests:-

(i) General Intelligence and Clerical Aptitude	- 25 Marks	} 100 2 hours
(ii) English Language	- 25 Marks	
(iii) Numerical Aptitude	- 25 Marks	
(iv) General Awareness	- 25 Marks	

Note : The questions in all the four tests will be "Objective-Multiple-Choice-Type". Candidates will be required to qualify in each of the four tests separately. Minimum qualifying marks in each of the four tests will be 09 (nine) having aggregate of 40 marks in overall tests.

(b) Typing Test: The typewriting test will be a qualifying test only. The typewriting test will consist of one paper on running matter of 10 minutes duration. Qualifying speed for typing test is not less than 35 words per minutes in English or not less than 30 words per minute in Hindi typewriting.

5. **Short Listing.**

- (a) If the number of applications received in response to the advertisement is large, appointing authority or 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 12th class.
- (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 skill test (eligibility test in typing) and written test candidates will be shortlisted based on their performance in written 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.

6. **Selection Procedure.**

(a) A select panel equal to the number of vacancies notified and based on the performance of candidates will be drawn up. Candidates on the select panel will be offered an appointment subject to medical fitness on medical examination and other satisfactory requirements before actual appointments. The reserve panel will be applicable strictly as per merit only.

(b) Date of tests will be communicated to all eligible shortlisted candidates.

7. **Enclosures** The following enclosures are to be firmly stitched alongwith the application form :-

(a) Self attested photocopies of certificates / documents as mentioned in the Application Form (Annexure) including caste certificate.

(b) Certificates/ documents which are in language other than in Hindi or English, should be translated into Hindi or English and enclosed alongwith the self attested Xerox copies of originals.

(c) Two passport size photograph (not older than 01 month) without wearing cap and goggles/coloured glasses should be enclosed with name and father's/ husband's name written on reverse. Do not put any mark or signature on the photograph. Photograph should be similar to the one on application.

(d) Birth Certificate issued by appropriate authority or Matric Certificate issued by Board or equivalent.

(e) NOC from the employer, if already employed.

(f) Envelope of size 24x11 cm with Postal Address and Pin Code duly affixed with Postal Stamp of Rs 40/-

INSTRUCTIONS

8. General.

- (a) The candidates applying for the post must note that the DSC terms and engagement of service will have to be adhered to as per Instructions from DSC Records Office and Central Civil Services Rules.
- (b) Those working in Government Establishments, Public Sector Undertakings and Autonomous Bodies should only apply through proper channel alongwith the 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. Advance applications will not be considered. A no objection certificate from the Establishment should be enclosed with the application.
- (c) **The following acts/omissions would render a candidate/ application to be disqualified at any stage of selection procedure:-**
 - (i) **Application not in prescribed format or incomplete or unsigned or undated or improperly filled or hand written or without signed declaration.**
 - (ii) **Furnishing of false, inaccurate or tempered or dubious information.**
 - (iii) **More than one application submitted by the candidate for the same post.**
 - (iv) **If not subscribed with the name of the post/category applied for or incorrect name of the post on the envelope.**
 - (v) **Any other deemed irregularity or reason as observed by the Board of Officers.**
 - (vi) **Obtaining support for his/her candidature through unfair means.**
 - (vii) **Canvassing on application forms in any and/or bringing in any influence, political or otherwise will entail disqualification.**
 - (viii) **In case the candidate is found using unfair means or adopting any malpractice at any stage of selection process.**
 - (ix) **If underage or overage on closing date of application.**
 - (x) **If the candidate not found to possess the essential qualification.**
 - (xi) **If the candidate already working in the Government establishment, has not forwarded the application through proper channel with NOC from the concerned establishment.**
 - (xii) **Applications received before or after due date (even due to postal delay) will be rejected summarily and no correspondence will be entertained in this regard.**

- (d) Candidates should specifically note that the late delivery of test/examination intimation due to postal delay (such as envelopes wrongly or incomplete addressed, delivered elsewhere etc) will not be entertained and no correspondence will be made in this regard.
- (e) Appointing Authority 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.
- (f) No TA/DA is admissible. Duration of the selection tests can be 1 or 2 days or more. Candidates will make their own arrangements for lodging/boarding during the test.
- (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. Appointing Authority or Commandant NDA shall not be responsible in any manner whatsoever if a candidate succumbs to such tactics by anybody at any state. 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 candidates should ensure that he/she fulfils the eligibility and other criteria before applying for the post. Appointing authority reserve the rights to reject the application not fulfilling the requisite criteria at any stage of recruitment. Even if erroneously appointed, such candidates shall be liable to termination from service.
- (k) 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.
- (l) The last date for receipt of applications from candidates in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Laddakh sub-division of Jammu & Kashmir State, Lahaul and Spiti Dist of Pangi sub-division of Himachal Pradesh, Andman & Nicobar Islands and Lakshdweep shall be 28 days from the date of publication of this Advertisement in 'Employment News'.
- (m) Any change in the policy or deviation in the present recruitment rules will take effect with the date of issue to these orders.

FORMAT FOR APPLICATION

(Please read the General Terms & conditions carefully and fill the application accordingly. Any deviation from the same will disqualify the candidate)

**APPLICATION FOR THE POST OF LOWER DIVISION CLERK
IN 1066, 1068 AND 1190 DSC PLATOONS ATTACHED TO
NATIONAL DEFENCE ACADEMY, PO : NDA KHADAKWASLA, PUNE-411023**

To,
THE COMMANDANT,
NATIONAL DEFENCE ACADEMY
PO : NDA KHADAKWASLA
PUNE-411023

Applied under Category (please type YES against applicable category)	
UR(GEN)	
SC	
UR (PH)	

Self attested
recent
coloured
Photograph
(4.5 x 3.5 cm)

Date of publication of Advt : _____ / _____ 2016 in Employment News

1.	Name in Full (in Block letters as given in Matriculation certificate)	First Name										
		Middle Name										
		Surname										
		Male		Female		Married		Unmarried				
2.	Father's/Husband's Name (in Block letters)											
3.	Postal Address with Pin Code (Same on attached envelope)											
4.	(a) Date of Birth (As per school certificate)	DD			MM			YYYY				
	(b) Age as on last date of closing of application	Years			Months			Days				
5.	Whether physically Handicapped	Type YES/NO in box		If yes, type OH/HH/VH in Box		Percentage of disability		%				
6.	Whether belongs to SC/ST/OBC	Type YES/NO in box		If yes type SC/ST/OBC in box								
	If yes, please mention the caste/community											
	Religion											
	State of origin											
7.	Educational Qualification and Technical Qualification											
8.	Overall Percentage of Marks scored in all subjects of 12 th Std (Combined)											
9.	Experience if any(attach photocopy of certificates)											
10.	Typing Speed	English		wpm	Hindi		wpm					
11.	Particulars of copies of documents attached	(a)										
		(b)										
		(c)										
		(d)										
12.	Declaration :	I hereby certify that there is no criminal case pending against me. All the statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information/document being found false/ incorrect/ not in order or ineligibility being detected before or after the test, I shall be held responsible and my candidature will automatically stand cancelled.										

Date : / / 2016

Place :

(Signature of the candidate)