

(r) Academy reserves the right not to fill up any or all the post(s), if it so desires. The number of vacancies indicated in the advertisement may vary i.e. increase/ decrease/ cancelled at any stage during the course of recruitment.

(s) Candidates, who have applied for different posts and are shortlisted for more than one post, shall required to choose anyone post to appear for the selection test. Option exercised once shall be final and binding on the candidate. No representation in this regard shall be entertained.

(t) The responsibility to decide the category/ post for which the candidate would like to appear for selection test will be choice of the applicant himself.

(u) No TA/DA is admissible. Duration of the selection tests can be 4 to 6 days or more. Candidates will make their own arrangement for the lodging/ boarding during the selection tests.

(v) Candidates reporting late i.e. after the reporting time specified for examination will not be permitted to take the examination.

(w) 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 candidate 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.

(x) The scrutiny of all requisite documents will take place in respect of shortlisted candidates. If any of the documents are found 'Not In Order' or any deviation found in documents uploaded and original document at any stage during the recruitment process, or even after the issue of provisional selection letter/ appointment letter, the candidature of such candidates or their appointment will be rendered null and void and they will be liable for prosecution.

2. **Eligibility.**

Ser No	Post	Age	Educational Qualification/ Technical Qualification required
(a)	Lower Division Clerk	18-27 Yrs	(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 (<i>Time allowed 10 Minutes</i>) (<i>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>).

Ser No	Post	Age	Educational Qualification/ Technical Qualification required
(b)	Painter	18-25 Yrs	(a) 12th Class or equivalent from a recognized Board or University; and (b) Two years experience from a recognized Organization or Undertaking in the trade. OR (a) Industrial Training Institute (ITI) pass Certificate as Painter from a recognized Institute. (b) Two years experience from a recognized Organization or Undertaking in the Trade.
(c)	Draughtsman	18-27 Yrs	(a) 12th 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. OR (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
(d)	Civilian Motor Driver (OG)	18-27 Yrs	(a) 12th 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.
(e)	Compositor-Cum-Printer	18-25 Yrs	(a) 12th Class or equivalent from a recognized Board or University and (b) Two years experience from a recognized Organization or Undertaking in the trade
(f)	Cinema Projectionist Gde-II	18-25 Yrs	(a) 12th Class or equivalent from a recognized Board or University and (b) Two years experience from a recognized Organization or Undertaking in the trade.
(g)	Cook	18-25 Yrs	(a) 12 th Class or equivalent from a recognized Board or University; and (b) Two years experience from a recognized Organization or Undertaking in the trade. OR

Ser No	Post	Age	Educational Qualification/ Technical Qualification required
			(a) Industrial Training Institute (ITI) pass Certificate as Cook from a recognized Institute. (b) Two years experience from a recognized Organization or Undertaking in the Trade.
(h)	Blacksmith	18-25 Yrs	(a) 12th Class or equivalent from a recognized Board or University and (b) Two years experience from a recognized Organization or Undertaking in the trade.
(i)	Fireman	18-27 Yrs	<p>Essential:-</p> (a) Matriculation or equivalent examination from a recognized Board. (b) Must possess the civilian driving license for heavy vehicle. (c) Certificate of minimum six months duration in use and maintenance of first aid, fire fighting appliances and Tailor fire pumps from recognize Organization or Undertaking. (d) Must be physically fit and capable of performing strenuous duties and must have passed the test specified in note below. <p>Desirable:- One year experience in the Trade.</p> <p>Note:- (Test as to physical fitness etc)</p> 1. Height without shoes–165Cms. Provided that concession of 2.5 Cms in height shall be allowed for members of the Scheduled Tribes. 2. Chest: Un-expanded - 81.5 Cms 3. Chest: On-expansion - 85 Cms 4. Weight : 50 Kg (minimum) 5. Endurance Test :- (i) Carrying a man (Fireman lift 63.5 Kg to a distance of 183 Meters within 96 seconds. (ii) Clearing 2.7 Meters wide ditch landing on both feet (long jump). (iii) Climbing 3 meters vertical rope using hands & feet.

Ser No	Post	Age	Educational Qualification/ Technical Qualification required
(j)	Technical Attendant - Baker & Confectioner	18-25 Yrs	Industrial Training Institute Pass Certificate in Baker and Confectioner from a recognized Institute. OR (a) Matriculation pass or equivalent examination from a recognized Board / Institute. (b) At least one year experience of working as Baker and Confectioner from a recognized Organization.
(k)	Technical Attendant - Cycle Repairer	18-25 Yrs	Industrial Training Institute Pass Certificate in 'Cycle Repairer' from a recognized Institute. OR (a) Matriculation or equivalent examination from a recognized Board/ Institute. (b) At least one year experience of working as Cycle Repairer from a recognized Organization.
(l)	Multi Tasking Staff - Office & Training (MTS-O&T)	18-25 Yrs	Matriculation pass or equivalent from a recognized Board/ Institute.

3. 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-Serviceman and Central Government Servants is applicable as per the Government Orders on the subject.
- (c) No age relaxation is admissible to SC/ST/OBC candidates who apply against un-reserved posts.
- (d) No age concession is admissible to the Sons, Daughters and Dependents of Ex-Serviceman.
- (e) Age relaxation to all persons who had ordinarily been domicile in the state of Jammu and Kashmir during the period from 01 Jan 1980 to 31 Dec 1989 will be permissible for 5 Years.