

**OFFICERS TRAINING ACADEMY (OTA), ST. THOMAS MOUNT, CHENNAI- 600 016**

**(UNDER MINISTRY OF DEFENCE)**

1. Application is invited from the candidates possessing Matriculation pass or equivalent from a recognized Board or Institution (compulsory for all posts) or higher qualification mentioned against the post from a recognized board or institution for the Group 'C' posts as per eligibility criteria enumerated below :-

Sl No	Post	Eligibility Criteria (Essential) (Group 'C' posts)	Vacancy Reserved for	Age limit (year)
<b>Basic Pay Rs.25,500/- in Pay Level 4 as per 7<sup>th</sup> CPC</b>				
(a)	Librarian Grade III	(a) Degree of a recognized University or equivalent. (b) Degree or equivalent Diploma in Library Science of a recognized University or Institution.	01 - UR	21 to 30
<b>Basic Pay Rs.19,900/- in Pay Level 2 as per 7<sup>th</sup> CPC</b>				
(b)	Lower Division Clerk	(a) 12 <sup>th</sup> class pass from a recognized Board or University. (b) English typing @ 35 words per minute on computer.	03- UR 01-UR(LDCE) 01 -OBC(ESM)	18 to 25 Ref para 2(d) Ref Para 2 (f)
(c)	CMD (Ordinary Grade)	(a) Matriculation pass or equivalent from a recognized Board or Institution. (b) Must possess the civilian driving license for heavy vehicles and have two years experience of driving such vehicles.	04 - UR 01-UR(ESM) 02 -OBC 01 - SC	18 to 27 Ref Para 2 (f) 18 to 30 18 to 32
(d)	Cook	(a) Matriculation pass or equivalent from a recognized Board or Institution. (b) Must have knowledge of Indian Cooking and proficiency in trade.	06 - UR 01- EWS* 02- OBC 01 - SC	18 to 25 18 to 28 18 to 30
(e)	Painter	(a) Matriculation pass or equivalent from a recognized Board or Institution. (b) Certificate in the trade from a recognized Institution .	01 - UR	18 to 27
<b>Basic Pay Rs.18,000/- in Pay Level 1 as per 7<sup>th</sup> CPC</b>				
(f)	Groundsman	(a) Matriculation pass or equivalent from a recognized Board or Institution. (b) Must be conversant with the duties of Groundsman.	04 - UR 01-UR(OH) 02 -OBC(ESM) 01 - SC	18 to 25 Ref Para 2 (e) Ref Para 2 (f) 18 to 30
(g)	Fatiguman	(a) Matriculation pass or equivalent from a recognized Board or Institution. (b) Must be conversant with the duties of Fatiguman with one year's experience..	02- UR 02- UR(ESM) 01 -OBC	18 to 25 Ref Para 2 (f) 18 to 28
(h)	Tailor	(a) Matriculation pass or equivalent from a recognized Board or Institution. (b) Certificate in the trade from a recognized Institution.	01 - UR	18 to 27
(j)	Multi Tasking Staff (MTS)	(a) Matriculation pass or equivalent from a recognized Board or Institution. (b) Conversant with the duties of Multi Tasking Staff with one year's experience in the trade.	06- UR 01- EWS* 01-UR(HI) 03-UR(ESM) 04 -OBC 02 - SC 01 - ST	18 to 25 Ref para 2(e) Ref para 2(f) 18 to 28 18 to 30
(k)	Masalchi	(a) Matriculation pass or equivalent from a recognized Board or Institution. (b) Must be conversant with the duties of Masalchi.	02 - UR	18 to 25
(l)	Mess Waiter	(a) Matriculation pass or equivalent from a recognized board or Institution. (b) Must be conversant with the duties of Mess Waiter with one year's experience in the trade.	01 - UR	18 to 25
(m)	Cadet Orderly	(a) Matriculation pass or equivalent from a recognized Board or Institution. (b) Must be conversant with the duties of Cadet Orderly	04 - UR 02- UR** 01 - EWS* 02-UR(ESM) 01- OBC 02 - OBC** 01 - SC	18 to 27 Ref para 2(g) 18 to 27 Ref para 2(f) 18 to 30 Ref para 2(g) 18 to 32
(n)	Dhobi	(a) Matriculation pass or equivalent from a recognized Board or Institution. (b) Must be able to wash military/civilian cloths thoroughly well.	03 - UR	18 to 25
(o)	Groom	(a) Matriculation pass or equivalent from a recognized Board or Institution. (b) Conversant with the duties of Groom.	01 - UR (ESM)	Ref para,2(f)

2. **Notes:** (a) The number of vacancies as also the number of reserved vacancies is provisional and may decrease, but not increase according to the requirement of this Academy.  
 (b) **SC/OBC/ST** candidates will be given age relaxation only for the post, if reserved against them.  
 (c) \* **EWS**. Production of an Income and Asset Certificate as per prescribed format as given in Annex-I of DoPT OM No 36039/1/2019-Estt(Res) dated 31 Jan 2019 issued by a competent Authority. (www.rrcps.nic.in)  
 (d) **LDCE**. Limited Departmental Candidate with 5 years regular service and with level-1. Max age for eligibility for exam 40 years.  
 (e) **PH (OH/HI)**. 10 years age relaxation is applicable to the PH candidates for any post from upper age limit, (i.e. 25/27 years old as applicable) (13 years for OBC and 15 years for SC/ST)  
 (f) **ESM**. Age relaxation is applicable to the ESM candidates applying for any post, such as actual age minus total years of service rendered minus three years. In addition, age relaxation as applicable to the post reserved for the community.  
 (g) **\*\* Cadet Orderly : 02 UR ; 02 OBC vacancy reserved for women candidates.** Age relaxation for appointment of widows, divorced and women judicially separated from their husband who were not remarried allowing age concession upto the age of 35 years (up to 40 years for Member of SC/ST).

3. The applicant meeting all eligibility criteria and age as on last date for receipt of application should send application neatly typed in A4 paper **essentially mentioning** the below mentioned details :-

<p>(a) Post applied for.          (b) Ref Newspaper name and date of advertisement.          (c) Candidate name (in Block letters) (as written in 10<sup>th</sup> Certificate).          (d) Fathers name &amp; Full postal address with pin code for communication.          (e) *Date of birth (as per 10<sup>th</sup> Certificate).          (f) Age as on last date of receipt of application (Day/ Month/ Year).          (g) *Community (GEN/SC/ST/OBC).          (h) Religion/Nationality/**Nativity of Candidate.          (j) *Person with Disabilities (mention percentage/type of disability)          (k) *If Ex-Serviceman, name of Arms, Rank/Trade, date of enrolment, discharge, total army service and pension details.</p>	<p>(l) *If EWS, Production of an Income and Asset Certificate as per prescribed format.          (m) *Details of academic/technical &amp; professional qualification with division and year of passing (starting from 10<sup>th</sup> standard onwards if any).          (n) *Experience if any.          (o) Declaration stating that I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being false/incorrect or ineligibility being detected before or after any test my candidature will stand automatically cancelled.          (p) Write details of documents enclosed.          (q) Applicant's name and signature with date.</p>
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4. **All copies of relevant certificates (\*attach proof as applicable) including 10<sup>th</sup> pass certificate in support of the application duly self attested and three recent passport size photographs duly self attested (one pasted on the top of the application) must compulsorily be enclosed along with application.** PH candidates must attach medical certificate issued by Medical Board and ESM must enclose 'certificate of discharge from services'/if in service, NOC from CO unit. UR candidates must enclose only Crossed Indian Postal Order of Rs. 50/- (non refundable) in favour of "The Commandant, OTA, Chennai".

5. The super scribed envelope mentioning the posts containing application and all enclosures in support of para 3 and 4 above by ordinary post should reach at the following address on or before 05 Feb 2021 at 1500 hours : **"THE COMMANDANT, OFFICERS TRAINING ACADEMY, ST. THOMAS MOUNT, CHENNAI - 600 016"**.

6. Benchmarked candidates who fulfill all above eligibility criteria will be called for the written test to be conducted in four subjects i.e. General Intelligence & Reasoning, General awareness, General English, Numerical aptitude (all objective multiple choice type). After the written test, shortlisted candidates will undergo skill test and candidates from Para 1 (f) to 1(o) above will undergo physical tests in addition. Date and time of the written test will be intimated later.

7. **Application which is incomplete in any respect will be summarily rejected and applications received after the due date 05 Feb 2021 will not be accepted from the postal authority.** It is emphasised and reassured that the selection test and exercise will be done on merit only in a transparent manner. Candidates must not fall prey to such false assurance or exploitation and must not entertain or encourage such elements in any way. This Academy will not be responsible for postal delay and the decision of the Commandant, OTA, Chennai pertaining to any query will be final.

Establishment Officer  
for Commandant

Note : 1. **Denote.** UR - Unreserved, Gen-General, SC - Scheduled Caste, ST- Scheduled Tribe, OBC - Other Backward Classes, ESM - Ex-Serviceman. PH-Physically Handicapped, OH-Orthopedically Handicapped, HI-Hearing impaired , EWS-Economically Weaker Section Ref - Refer to.  
 2. **One candidate must send only one application.** If he is desirous of applying for more posts, he should mention the name of all posts at appropriate place in the same application (see para 3 (a) and 5 above).

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