

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 :-

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

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 :-

- | | |
|--|---|
| (a) Post applied for. | (l) *If EWS. Production of an Income and Asset Certificate as per prescribed format. |
| (b) Ref Newspaper name and date of advertisement. | (m) *Details of academic/technical & professional qualification with division and year of passing (starting from 10 th standard onwards if any). |
| (c) Candidate name (in Block letters) (as written in 10 th Certificate). | (n) *Experience if any. |
| (d) Fathers name & Full postal address with pin code for communication. | (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. |
| (e) *Date of birth (as per 10 th Certificate). | (p) Write details of documents enclosed. |
| (f) Age as on last date of receipt of application (Day/Month/ Year). | (q) Applicant's name and signature with date. |
| (g) *Community (GEN/SC/ST/OBC). | |
| (h) Religion/Nationality/*Nativity of Candidate. | |
| (i) *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. | |

4. All copies of relevant certificates (*attach proof as applicable) including 10th 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

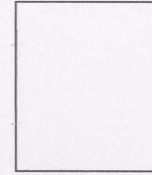
Note : 1. Denote. UR - Unreserved, Gen-General, SC - Scheduled Caste, ST- Scheduled Tribe, OBC - Other Backward Classes, ESM - Ex-Serviceman. PH-Physically Handicapped, OH-Orthopedically Handicapped, HI-Hearing impaired, EWS-Economically Weaker Section Ref - Refer to.
 2. One candidate must send only 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).

davp 10627/11/0001/2021

APPLICATION FORM**Appendix - I**

Application for the post of
Ref : Emp News paper.....Advertisement No..... Dated

To



1. Full Name (in Block letters)
2. Father's/Husband's Name (in Block letters)
3. Date of Birth (as per School Certificate)
4. Age as on last date of receipt of application: Years months days
5. Write Category to which you belong(enclose certificate on prescribed format)
6. Nationality
7. Religion.....
8. Address in full with PIN code and Mobile Number.....
9. Present Address: Village/ Mohalla/ House No
Post Office Tehsil Police Station
District State Pin Code
10. Permanent Address: Village/ Mohalla/ House No
Post Office Tehsil Police Station
District State Pin Code

11. Details of Academic/Technical & Professional Qualifications.

Name of the Exam Passed	Year of Passing	Name of Recognized University/Board of Examination	% of marks obtained	Division	Remarks

(Attested copies of certificate in support of above are to be enclosed)

12. Experience/if any (please attach certificate)
13. Whether Govt Servant, if yes, give details of office address, post held, Pay Scale and Date of entry in Govt Service

DECLARATION

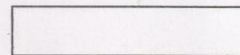
I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect or ineligibility being detected before or after the written test/trade test my candidature will stand automatically cancelled.

Signature of the Candidate

Name :

Encl: 1.Three Self-Attested Photographs

2. Postal Order/DD No & Date for Rs.50/-
3. Attested copies of certificate : (.....)sheets



(Left Thumb Impression of Male candidate
Right thumb impression in case of female candidate)

Appendix - II

Declaration by OBC Candidates only

(Similar endorsement should be given in caste certificates from the competent authority)

I.....Son/Daughter of Shri.....

Resident.....District.....State.....

hereby declare that I belongs to the..... community which is recognised as a backward class by the Government of India for the purpose of reservation in services as per orders applicable to the concerned State. It is also declared that I do not belong to persons /sections/(Creamy Layer)

Place:.....

Date:.....

(Signature of the candidate)

Name.....

Appendix - III

Government of
(Name & Address of the authority Issuing the Certificate)

INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No..... Date.....
VALID FOR THE YEAR.....

1. This is to certify that Shri/Smt/Kumarison/daughter wife of.....
Permanent resident ofVillage/street.....Post Office.....
District..... in the State/ Union Territory..... Pin code.....whose
photographs is attested below belongs to Economically Weaker Sections, since the gross annual income of his/her family is below Rs 8 lakhs (Rupees Eight Lakh only) for the financial year..... His/her family does not own or possess any of the following assets.

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq ft and above;
- III. Residential plot of 100 sq yards and above in notified municipalities;
- IV. Residential plot of 200 sq yards and above in areas other than the notified municipalities.

2. Shri/Smt/Kumari.....belongs to the.....caste which is not recognized as Scheduled Caste, Scheduled Tribe and other Backward Classes (Central List)

Recent
Passport size
attested
Photograph of
the applicant

Signature with Seal of Office.....

Name.....

Designation.....

Note 1: Income covered from all sources i.e. salary, agriculture business, profession etc.

Note 2: The term 'Family' for the purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

Note 3: The property held by a family in different locations or different places/ cities have been clubbed while applying the land or property holding test to determine EWS status.

Appendix - I

APPLICATION FORM

Application for the post of COOK
 Ref: Emp News paper EMP News Advertisement No. ↓ Dated 15-19 Jan. 2021

To The Commandant, dVAP1062711/0001/2021
Officer Training Academy,
St. Thomas Mount, Chennai - 600016

Now
Photo

1. Full Name (in Block letters) :- DEVA.R
2. Father's/Husband's Name (in Block letters) Ravi.S
3. Date of Birth (as per School Certificate) 10.05.1999
4. Age as on last date of receipt of application: 21 Years 8 months 15 days
5. Write Category to which you belong OBC (enclose certificate on prescribed format)
6. Nationality INDIAN
7. Religion HINDU
8. Address in full with PIN code and Mobile Number: 18/5, RAM NAGAR, THENI POST, THENI (DT) - 625523
9. Present Address: Village/ Mohalla/ House No. THENI, 18/5
 Post Office THENI Tehsil THENI Police Station THENI
 District THENI State TAMIL NADU Pin Code 625523
10. Permanent Address: Village/ Mohalla/ House No. THENI, 18/5
 Post Office THENI Tehsil THENI Police Station THENI
 District THENI State TAMIL NADU Pin Code 625523
11. Details of Academic/Technical & Professional Qualifications.

Name of the Exam Passed	Year of Passing	Name of Recognized University/Board of Examination	% of marks obtained	Division	Remarks
<u>SSLC</u>	<u>2014</u>	<u>State board</u>	<u>80.3%</u>	<u>-</u>	<u>-</u>
<u>HSC</u>	<u>2016</u>	<u>State board</u>	<u>76.5%</u>	<u>-</u>	<u>-</u>

(Attested copies of certificate in support of above are to be enclosed)

12. Experience/If any (please attach certificate) 2 years Cook At Theni hotel
13. Whether Govt Servant, if yes, give details of office address, post held, Pay Scale and Date of entry in Govt Service

DECLARATION

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 found false/incorrect or ineligibility being detected before or after the written test/trade test my candidature will stand automatically cancelled.

Signature of the Candidate
 Name: Deva.R

- Enc: 1. Three Self-Attested Photographs
 2. Postal Order/DD No. 1807 & Date 26.01.21 for Rs.50/-
 3. Attested copies of certificate: (SSLC, HSC) sheets



(Left Thumb Impression of Male candidate
 Right thumb impression in case of female candidate)

Nativity, Community, Adhar
Ration Card, TC, Experience)

(All are Xerox - Copy only)

