

**OFFICERS TRAINING ACADEMY, CHENNAI**  
(UNDER MINISTRY OF DEFENCE)

1. Recruitment to the Group 'C' posts are hereby announced :

Ser No	Pay Scale (PB-1)	Post, No. of Post and Reservation (Group C)	Eligibility criteria
(a)	Rs. 5200-20200 GP : 2400/-	<b>Computer Assistant – 01 UR</b> - Certificate in Computer Application from ITI or National Council for Vocational Training of minimum 1 year duration	
		<b>Draughtsman Grade III - 01 SC</b> -Diploma in Draughtsmanship of a minimum duration of 2 years.	
		<b>Artist – 01 UR</b> - Diploma in Drawing and Painting from Institute of Arts or 3 years experience & knowledge of drawing figures, sketches & diagrams.	
(b)	Rs. 5200-20200 GP : 1900/-	<b>Sand Model Maker – 01 UR</b> - Diploma in General Drawing Arts or Certificate in Draughtsman-ship civil from ITI or National Council of Vocational Training or 3 years experience in the relevant trade.	
		<b>Civilian Motor Driver (Ord Gde) – 01 UR</b> - Must possess the civilian driving licence for heavy vehicles and have two years experience of driving such vehicles.	
		<b>Cook – 01 OBC</b> - Must have knowledge of Indian Cooking and proficiency in trade.	
(c)	Rs. 5200-20200 GP : 1800/-	<b>Lady Cadet Orderly – 01 UR, 01 OBC</b> - Women only	
		<b>Mess Waiter – 01 UR, 01 SC, 01 OBC</b> - Six months experience in the trade.	
		<b>Groom – 01 SC, 01 OBC</b> - Conversant with the duties of Groom.	
		<b>Safaiwala – 02 UR, 01 SC, 01 OBC</b> -	
		<b>Messenger – 01 UR, 01 SC</b> - Desirable : Training in basic and Refresher Courses in Home Guards' and Civil Defence.	
		<b>Fatiguesman – 01 UR, 01 OBC</b> -Conversant with the duties of fatiguesman with one year experience in the trade.	
		<b>Dhobi – 01 UR</b> - Must be able to wash Military / Civilian clothes thoroughly well.	
<b>Groundsman – 01 OBC</b> - Must be conversant with the duties of Groundsman.			

2. Application with three recent passport size photograph one duly pasted in plain paper giving complete Bio-Data, including **date of birth, age, community, Nationality, Academic/Technical qualifications** and other relevant information supported with copies of certificates duly attested by Gazetted Officer is invited from **Matriculation or equivalent (compulsory for all the above posts)** qualified candidate with the age limit of **18-27 years** as on last date for receipt of application (relaxable for 03 years for OBC and 05 years for SC/ST).

3. A written test will be conducted in four subjects i.e. General Intelligence & Reasoning, General awareness, General English, Numerical Aptitude (all Objective Multiple Choice Type) for the shortlisted candidates. Date and time of written test will be intimated later.

4. Unreserved candidates (UR) must enclose Crossed Indian Postal Order of Rs. 50/- (non-refundable) in favour of "**The Commandant, OTA, Chennai**".

5. The superscribed envelope mentioning the posts containing application and attested copies should be sent through **ordinary post only to :**

**THE COMMANDANT  
OFFICERS TRAINING ACADEMY  
ST. THOMAS MOUNT  
CHENNAI – 600 016**

6. Last date of receipt of application is **21 days from the date of publication of Advertisement.**

7. Application which is incomplete and received after the due date will be summarily rejected.

Establishment Officer

Note : UR – Unreserved, SC – Scheduled Caste, OBC – Other Backward Classes

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