

NATIONAL DEFENCE ACADEMY KHADAKWASLA, PUNE-411023

**GENERAL INSTRUCTIONS : ELIGIBILITY TEST, WRITTEN TEST &
INTERVIEW
FOR THE POST OF LOWER DIVISION CLERK
(FOR SHORTLISTED CANDIDATES ONLY)**

1. Refer your Online application in response to this Academy advertisement published in 'Employment News' and local news papers on 19 Sep 2015.
2. You are required to report for the document verification and recruitment test for **the post of Lower Division Clerk at 0800 hrs 28 JANUARY 2016 at Kondhwa Gate** of this Academy. There will be short listing of candidates at each stage of selection process. Please note that you will be **permitted to appear for Written Test only on the basis of scrutiny of all essential original documents and on passing the eligibility test of typing on computer.** Thereafter, further shortlisted candidates based on the merit of written test will be permitted for the Interview.
3. Please bring the following documents alongwith you:-
 - (a) Your e-acknowledgement / printout of Online Application Form duly pasted with colored photo as specified (without attestation).
 - (b) Your valid photo Identity proof and it's two photocopies (i.e. Aadhar Card or PAN Card or Pass Port or Driving Licence or Voter Card etc) and four recent colored photographs of size 4.5 x 3.5 cm.
 - (c) All the original certificates/documents and their two photocopies, in support of your Age, qualifications, Caste status and experience etc and also the relevant documents in case you are an Ex-serviceman or Physically Handicapped Person (Disability Certificate issued by Medical Board, specifying percentage and sub-category of disability), failing which you shall not be allowed to appear in selection test.
 - (d) **Black Ball Point Pen** and writing pad for written examination. Please note that no such stationary will be provided at the time of examination.
4. **Duration of all selection tests and interview can be 5 days or more and you have to make your own arrangements for lodging/boarding outside NDA during the test/interview.**
5. No Mobile / Electronics Gadgets will be permitted inside the campus.
6. You are requested to visit our website nda.nic.in regularly for updates. Any change in schedule of examination / interview will be updated on this website.
7. **In case you do not fulfill any of the requirements of the post as given in the advertisement, you need not to report and your candidature will automatically be treated as cancelled.**
8. Your candidature is provisional subject to fulfilling all laid down criteria.

9. Schedule of document verification is as under :-
- (a) Date - 28 JANUARY 2016
 - (b) Reporting Time – 0800 h
 - (c) Reporting place – Kondwa Gate, NDA Khadakwasla, Pune

By Order of Appointing Authority