

RECRUITMENT NOTIFICATION FOR OFFICERS TRAINING ACADEMY

TO OFFICERS TRAINING ACADEMY, GAYA (BIHAR) – 823005

Notification Number – 42568/Rect/Civ

19 Dec 2020

Applications from eligible candidates are invited for the posts as indicated below. Application form as per Appendix-I attached duly completed should reach the Officers Training Academy, Gaya (Bihar), PIN-823005, Gaya within 45 days from the date of publication of this advertisement :-

Ser No	Trade	No of vacancy	Vacancy pertains to							Pay Level and Pay Matrix	Age	Age relaxation	Qualification
			Vertical					Horizontal					
			UR	SC	ST	OBC	EWS	ESM	PWD				
01.	Cadet Orderly	13	04	02	01	04	02	01	01 (PH)	Pay Level-1 Pay Matrix- Rs 18000-Rs 56900	Between 18 to 27 years. (Relaxable upto 35 years for Govt Servant)	ESM-03 years + service render in Army/Navy/Air force PH- 10 Years OBC-03 years SC-5 years ST-5 years	(i) Matriculation pass or its equivalent from a recognized Board or institution.
02.	Grounds man	03	01	01	-	-	01	-	-	Pay Level-1 Pay Matrix- Rs 18000-Rs 56900	Between 18 to 25 years. (Relaxable upto 35 years for Govt Servant)	SC-05 years	(i) Matriculation pass or equivalent from a recognised Board. (ii) Must be conversant with the duties of Groundsman.
03.	Barber	01	01	-	-	-	-	-	-	Pay Level-1 Pay Matrix- Rs 18000-Rs 56900	Between 18 to 25 years. (Relaxable upto 35 years for Govt Servant)	-	(i) Matriculation pass or its equivalent from a recognized Board with proficiency in Barber's Trade Job. Desirable :- (ii) One year experience in the trade.

Ser No	Trade	No of vacancy	Vacancy pertains to							Pay Level and Pay Matrix	Age	Age relaxation	Qualification
			Vertical					Horizontal					
			UR	SC	ST	OBC	EWS	ESM	PWD				
04	Carpenter	02	02	-	-	-	-	-	-	Pay Level-2 Pay Matrix- Rs 19900-Rs 63200	Between 18 to 27 years. (Relaxable upto 35 years for Govt Servant)	-	(i) Matriculation pass or equivalent from a recognised Board or Institution. (ii) Certificate from Industrial Training Institute or National Council of Vocational Training in the trade; or Three years experience as a carpenter.
05	Cinema Projectionist	01	01	-	-	-	-	-	-	Pay Level-2 Pay Matrix- Rs 19900-Rs 63200	Between 18 to 25 years. (Relaxable upto 35 years for Govt Servant)	-	(i) Matriculation or its equivalent from a recognized Board. (ii) Diploma certificate in the trade.
06	Civil Motor Driver (Ordinary Grade)	08	03	01	01	02	01	-	-	Pay Level-2 Pay Matrix- Rs 19900-Rs 63200	Between 18 to 27 years. (Relaxable upto 40 years for Govt Servant)	OBC-03 Years SC-05 years ST-05 Years	(i) Matriculation. (ii) Must possess the Civilian Driving Licence for heavy vehicles and have two years experience of driving such vehicle.
07	Cook	14	06	02	02	03	01	01	-	Pay Level-2 Pay Matrix- Rs 19900-Rs 63200	Between 18 to 25 years. (Relaxable upto 40 years for Govt Servant)	ESM-03 years + service render in Army/Navy/ Airforce OBC-03 Years SC-05 years ST-05 Years	(i) Matriculation or equivalent (ii) Must have knowledge of Indian cooking and proficiency in trade.
08	Cycle Repairer	03	02	01	-	-	-	-	-	Pay Level-1 Pay Matrix- Rs 18000-Rs 56900	Between 18 to 25 years. (Relaxable upto 35 years for Govt Servant)	SC-05 Years	Matriculation pass or equivalent from recognised Board and fully conversant with his trade with atleast two years' experience in the trade.

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			Vertical					Horizontal					
			UR	SC	ST	OBC	EWS	ESM	PWD				
09.	EBR	01	01	-	-	-	-	-	-	Pay Level-1 Pay Matrix- Rs 18000-Rs 56900	Between 18 to 25 years. (Relaxable upto 35 years for Govt Servant)	-	(i) Matriculation pass or equivalent from recognised Board. (ii) Should be able to carry out all canvas, textile and leather repair and replacement of equipment and boots.
10	Groom	02	01	-	-	01	-	-	-	Pay Level-1 Pay Matrix- Rs 18000-Rs 56900	Between 18 to 25 years. (Relaxable upto 35 years for Govt Servant)	OBC-03 Years	(i) Matriculation pass or equivalent from recognised Board. (ii) Must be conversant with the duties of Groom.
11	Laboratory Attendant	01	01	-	-		-	-	-	Pay Level-1 Pay Matrix- Rs 18000-Rs 56900	Between 18 to 27 years. (Relaxable upto 35 years for Govt Servant)	-	(i) Matriculation from a recognized Board or Institution with science as a compulsory subject from a recognized school or Board.
12	Library Attendant	01	01	-	-		-	-	-	Pay Level-1 Pay Matrix- Rs 18000-Rs 56900	Between 18 to 27 years. (Relaxable upto 35 years for Govt Servant)	-	(i) Matriculation pass or equivalent from a recognised board or Institution.
13	Masalchi	02	01	01	-	-	-	-	-	Pay Level-1 Pay Matrix- Rs 18000-Rs 56900	Between 18 to 25 years. (Relaxable upto 35 years for Govt Servant)	SC-05 Years	(i).Matriculation pass or equivalent from recognized Board and should be conversant with the duties of Masalchi.

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			Vertical					Horizontal					
			UR	SC	ST	OBC	EWS	ESM	PWD				
14	MTS Chowkidar	11	04	02	01	03	01	01	-	Pay Level-1 Pay Matrix- Rs 18000-Rs 56900	Between 18 to 25 years. (Relaxable upto 35 years for Govt Servant)	ESM-03 years + service render in Army/Navy/Airforce SC-05 Years ST-05 Years OBC-03 Years	(i) Matriculation pass or equivalent from recognised Board. Desirable :- Conversant with the duties of the chowkidar with one years' experience in the trade.
15	MTS Gardener	03	01	01	-	01	-	-	01 (PH)	Pay Level-1 Pay Matrix- Rs 18000-Rs 56900	Between 18 to 25 years. (Relaxable upto 35 years for Govt Servant)	PH-10 Years SC-05 Years OBC-03 Years	(i) Matriculation pass or equivalent from recognised Board. Desirable :- Conversant with the duties of the Gardener with one years' experience in the trade.
16.	MTS Safaiwala	11	07	-	01	02	01	01	01 (HH)	Pay Level-1 Pay Matrix- Rs 18000-Rs 56900	Between 18 to 25 years. (Relaxable upto 35 years for Govt Servant)	ESM-03 years + service render in Army/Navy/Airforce ST-05 years, OBC-03 Years PH-10 Years	(i) Matriculation pass or equivalent from recognised Board. Desirable :- Conversant with the duties of the Safaiwala with one years' experience in the trade.
17	MTS Messenger	01	01	-	-	-	-	-	-	Pay Level-1 Pay Matrix- Rs 18000-Rs 56900	Between 18 to 25 years. (Relaxable upto 35 years for Govt Servant)	-	(i) Matriculation pass or equivalent from recognised Board. Desirable :- (ii) Conversant with the duties of the Messenger with one years' experience in the trade.

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			Vertical					Horizontal					
			UR	SC	ST	OBC	EWS	ESM	PWD				
18	Photostat Operator	01	01	-	-	-	-	-	-	Pay Level-2 Pay Matrix-Rs 19900-Rs 63200	Between 18 to 27 years. (Relaxable upto 35 years for Govt Servant)	-	(i) Matriculation from a recognised Board or Institution or Industrial Training Institute. (ii) Two years experience in operating Photostat machine.
19	Sanitary Overseer	01	01	-	-	-	-	-	-	Pay Level-1 Pay Matrix-Rs 18000-Rs 56900	Between 18 to 27 years. (Relaxable upto 35 years for Govt Servant)	-	(i) Matriculation pass or equivalent from a recognized Board or Institution. (ii) Two years experience in the line in handling unskilled labourers.
20	Storeman	01	01	-	-	-	-	-	-	Pay Level-1 Pay Matrix-Rs 18000-Rs 56900	Between 18 to 27 years. (Relaxable upto 35 years for Govt Servant)	-	(i) Matriculation pass or equivalent from a recognized Board or Institution. (ii) One years' experience as a storeman or store helper.
21	Supervisor Printing Press	01	01	-	-	-	-	-	-	Pay Level-4 Pay Matrix-Rs 25500-Rs 81100	Between 18 to 27 years. (Relaxable upto 35 years for Govt Servant)	-	(i) Intermediate. (ii) Two years experience in the relevant trade.
22	Tailor	01	01	-	-	-	-	-	-	Pay Level-1 Pay Matrix-Rs 18000-Rs 56900	Between 18 to 27 years. (Relaxable upto 35 years for Govt Servant)	-	(i) Matriculation pass or equivalent from recognised Board. (ii) One year experience as a tailor.
23	Washerman	02	02	-	-	-	-	-	-	Pay Level-1 Pay Matrix-Rs 18000-Rs 56900	Between 18 to 25 years. (Relaxable upto 35 years for Govt Servant)	-	(i) Matriculation pass or equivalent from recognised Board. (ii) Must be able to the wash military/civilian cloths thoroughly well.

1. **Note** :- Abbreviations used : UR – Unreserved, SC – Scheduled Caste, ST – Scheduled Tribes, OBC – Other Backward Castes, PWD- Person with Disability, PH – Physically handicapped, HH- Hearing Handicapped, EWS-Economically Weaker Section, ESM-Ex-servicemen.
2. **Place of Examination** - Officers Training Academy, Gaya (Bihar).
3. The candidates will be put through a selection process.
4. Written test / Trade Test for all categories will be intimated in call letter along with syllabus for examination.
5. **Important instruction to the candidate/Applicants:-**
 - (a) The closing date for receipt of applications from candidates in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Laddakh sub-division of Jammu and Kashmir State, Lahaul and Spiti District of Pangji Sub-division of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep shall be **52 days** from the date of publication of this advertisement.
 - (b) Dates of examinations will be intimated to the eligible candidates later on.
 - (c) Persons working in Central/State Govt/PSU must apply through proper channel alongwith the certificate from their establishment that no disciplinary action is contemplated/pending against them and that they have no objection in releasing them in case of selection.
 - (d) No GPF and DCRG scheme is admissible to the posts under Central Govt with effect from **01 Jan 2004**. The New Pension Scheme i.e. **Defined Contribution Pension Scheme** is compulsory for all Central Govt.
 - (e) Officers Training Academy, Gaya will not be responsible for any postal delay or failure.
 - (f) Vacancies may vary subject to the availability of post or change in PE.
 - (g) If the number of applications received in response to the advertisement is large, The Commandant, Officers Training Academy, Gaya reserves the right to restrict the number of candidates to 10% of total application recd for posts in each category in the advertisement after due approval of IHQ of MoD (Army) on the basis of percentage of marks obtained in the prescribed minimum essential qualifications.

- (h) The Candidates must clearly superscribe "Application for the post of – on the top of the envelope in Capital letters. The reserved category candidate including ex-servicemen and PWD should also write their category on the left hand corner of the envelope.
- (j) Ex-servicemen certificate should have been issued by the Competent Authorities. A copy of Discharge Certificate should also be enclosed.
- (k) Ex-servicemen candidate applying for the post under ex-servicemen category should also have to give an undertaking in the format given as per Appendix – II.
- (l) EWS candidate applying for the post under EWS category should also have to give a certificate in the format as per Appendix-III.
- (m) Candidates applying against a reserved post must enclose supportive documents viz caste certificate, disability certificate, EWS certificate, non-creamy layer certificate in case of OBC etc. in support of their claim of belonging to the reserved category. Only attested copies of certificates (from Gazetted Officer) in support of Educational Qualification/Technical Qualification, Experience, Caste, EWS certificate, date of birth, PH and ex-servicemen are to be enclosed with the application.
- (n) Incomplete or unsigned application and without Left/Right Thumb Impression or applications not accompanied by attested copies of certificates or application received at Officers Training Academy, Gaya after the last date of receipt of application or without additional photographs duly self-attested will be summarily rejected and no correspondence in this regard will be entertained.
- (o) The applications can be filled by the candidates either in English or Hindi.
- (p) Selection will be made as per existing rules and regulations applicable in the department.
- (q) Candidates whose application is found to be correct and who are eligible for written test and trade test will be called through call letters.
- (r) On final selection, the candidate will be liable for All India Service Liabilities.
- (s) No boarding or lodging/expenses on travelling for any post will be provided. Candidates must make their own arrangements.
- (t) Applications will be accepted only through Registered post or speed post. The application should be addressed to the Commandant Officers Training Academy, Gaya (Bihar), PIN – 823005. **No application will be accepted by hand or any other sources.**
- (u) Application form received after due date will not be accepted.
- (v) Call letter of the candidate will be forwarded to the address as mentioned by the candidate on envelope enclosed with application form.
- (w) One 12 x 18 cm self addressed envelope affixed with Rs. 25.00 postage stamp should be attached along with the application form.

6. The attested copies of following documents must be attached with application form:-
- (a) Educational certificate.
 - (b) Medical Certificate from a registered medical practitioner for physical standards.
 - (c) Caste Certificate
 - (d) Photocopy of Discharge certificate for Ex-Servicemen.
 - (e) Disability certificate for physically handicapped.
7. **Rejection.** The following acts/omission would render a candidate/application disqualified:-
- (a) Furnishing of false, inaccurate or tampered information.
 - (b) Improper filling of applications.
 - (c) More than one application submitted by the candidate.
 - (d) Any other reason as observed by the Board of Officers.
 - (e) Obtaining supports for his/her candidature through unfair means.
8. The crucial date for determining the age limit will be the closing date for receipt of applications from the candidates i.e. **45 days** from the date of publication of this advertisement and **52 days** for candidates in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Nagaland, Tripura, Sikkim, Laddakh sub-division of Jammu and Kashmir State, Lahaul and Spiti District of Pangi Sub-division of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep from the date of publication of this advertisement in Employment News.
9. The scrutiny of all requisite documents will take place. If any of documents are found "Not in Order" at any stage during the recruitment process or even after the issue of appointment letter, the candidature of such candidate (s) or their appointment will be rendered null and void and they will be liable for prosecution.

Caution for all Applicant

10. 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. It is emphasized and reassured that selection test and exercise will be done on merit only in a transparent manner.

11. Examination papers and their Distribution :-

Paper	Subject	No of Question	Marks	Duration of examination
Paper-I	General Intelligence & Reasoning (Objective Multiple Choice Type)	25	25	2 Hours
Paper-II	General Awareness (Objective Multiple Choice Type)	50	50	
Paper-III	General English (Objective Multiple Choice Type)	50	50	
Paper-IV	Numerical Aptitude (Objective Multiple Choice Type)	25	25	

The question papers of Written Test will be in bilingual i.e. English and Hindi. However, the questions on the portion of English Language subject will be in English Only.

Syllabus for examination :

- (i) **General Intelligence** : The question will be of 10th standard and would include questions of non-verbal type. The test may include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision marking, visual memory, discrimination, observation, relationship concepts, figure classification, arithmetical number series, non-verbal series. The test will also include question designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical function.
- (ii) **General Awareness** : The question will be of 10th standard. The question will be designed to test the ability of the candidate's general awareness of the environment around him/her and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected 10th standard educated person. The test will also include questions relating to India and its neighbouring countries especially pertaining to Sports, history, Culture, Geography, Economic Scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that ,they do not require a special duty of any discipline.
- (iii) **Numerical Aptitude** : This paper will include questions on problems relating to Number systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental Arithmetical Operation, Percentages, Ratio & Proportion, Averages, Interest, Profit and Loss, Discount, use of Table and Graphs, Mensuration, Time and Distance, Ration and Time, Time and Work etc.
- (iv) **English Language** : The question will be of 10th standard. Candidate's understanding the Basics of English Language, its vocabulary, grammer, sentence structure, synonyms, antonyms and its correct usage, etc. his /her writing ability would be tested.

APPLICATION FORM

OFFICERS TRAINING ACADEMY, GAYA (BIHAR) – 823005

Application for the post of

Ref : Newspaper.....Advertisement No.....

Dated

Paste a recent
passport size self
signed
photograph.

To,

The Commandant

1. Full Name (in Block Letter) : _____
(As written in SSC Certificate)
2. Father's/Husband Name (in Block Letters) : _____
3. Date of Birth _____
(As per the School Certificate)
4. Age as on last date of receipt of application.....Years.....months.....days.
5. Write category to which you belong :
6. Nationality _____.
7. Religion _____
8. Address and Pin code in full for communication with nearest Railway station _____

9. Present Postal 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 post held, Pay Scale and date of entry in Govt Service _____

14. Name of any Employment Exchange, with registration number & date _____

DECLARATION

I hereby declare that all the statement 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 being detected before or after the test/interview, my candidature will stand automatically cancelled.

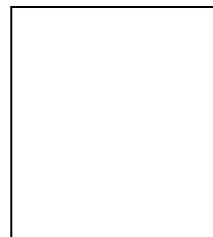
Dated: 2020

(Signature of the applicant)

Name:

Encl : 1. Two Self-Attested Photographs

2. Attested copies of certificate (_____) Sheets.



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

Declaration by OBC candidates only

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

"I _____ Son/Daughter of Shri _____ Resident
_____ District _____ State
_____ hereby declare that I belong 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 :

(Signature of the candidate)

(Name :

Date :

Appendix-II

FORM OF UNDERTAKING TO BE GIVEN BY CANDIDATE APPLYING FOR CIVIL POSTS UNDER EX-SERVICEMEN CATEGORY

I understand that, if selected on the basis of the recruitment/examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to EX-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-servicemen in regard to the recruitment covered by this examination, if I have at any time prior to such appointment secured any employment on the Civil side (including Public Sector Undertaking, autonomous Bodies/Statutory Bodies, Nationalised Banks, etc) by availing of the concession of reservation of vacancies admissible to Ex-Servicemen.

Place :

(Signature of Candidate)

Date :

Gvoernment of.....
(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No_____

Date_____

VALID FOR THE YEAR_____

This is to certify that Shri/Smt/Kumari_____ Son/daughter/wife of
_____permanent resident of
_____village/street_____Post Office_____
District_____in the State/Union Territory _____Pin Code_____ whose
photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of
his/her family** is below Rs 8 lakh (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 a
Scheduled caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with Seal of Office_____

Name_____

Designation_____

Recent Passport size
attested photograph of the
applicant

*Note 1 :. Income covered 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.