

OFFICE OF THE CANTONMENT BOARD JALANDHAR

EMPLOYMENT NOTICE: DIRECT RECRUITMENT FOR THE POST OF SAFAIWALAS IN CANTT BOARD, JALANDHAR

APPLICATION THROUGH ONLINE SYSTEM ONLY BY USING Website: www.canttboardrecruit.org

ONLINE Applications are invited from eligible Indian Citizen / Candidates for the under mentioned posts in Cantonment Board, Jalandhar Cantt in the pay scales as given below :-

Sl.No. / Post Code	Name of post	Number of Vacancies & Reservation.					Minimum essential Edu. Qualification	Mode of Selection	Remarks
		Category			Total (including PH)				
		UR	SC	OBC	Total	*PH(PwD)			
1	Safaiwala	55	40	59	154	(02-HH & 03 OH)	8 th Class Pass or equivalent qualification, from recognised School Edu. Board.	Physical / Skill & Literacy /written Test.	*Post is identical as suitable for OA, OL & HH.

*Post is identical as suitable for **OA**- one Arm, **OL**-one leg (persons with 40 percentage of degree of disability) and **HH**-hard of hearing (hearing impairments with sixty decibels or more in the better ear in the conversational range).

- 2. Pay Scale – PB-1 Rs 4900-10680 +1650 (Grade Pay) with initial pay Rs 6950/-&other allowances as per State Govt.**
- 3. Age Limit–** Age limit as per existing rules under Cantonment Act is **18-25 years** and age relaxation for the reserved categories for i.e. SC/ST, OBC, and Handicap& Ex-servicemen is as per existing rules and instructions of the Central Govt. The age limit as on last date of receipt of application will be considered.
- 4. Application Fee:** Application fee will be Rs.500/- for General Candidates and Rs.250/- for candidates of Reserved Categories (except handicap)as non-refundable to be paid through online payment mode via application software only.

Mode ofApplications: ONLINE APPLICATIONs only, complete in all respect will be accepted. Any application form **received** from any other source etc shall not be entertained and will be summarily rejected.

Note - Application which are incomplete in any respect, not accompanied by requisite photographs, Signature or not properly filled are liable to be summarily rejected. No correspondence in this regard would be entertained by the Department

Commencing date for Submission of Online Application	:	11.12.2017.
Last date of receipt of application	:	10.01.2018

- 5. Admit-Card / Call letter for Physical / Skill Test:** -Applications will be scrutinized and only eligible candidates would be intimated online at web site/portal www.canttboardrecruit.orgthe date, time and venue for conduct of Physical / Skill Test & Literacy /written test

Further, the admit card will be generated for eligible Candidates, which can be downloaded by the candidates and the physical test / skill test which is qualifying test, will be conducted on the date, time and venue mentioned on admit card of each and candidates who qualify the physical / skill test will be considered for Literacy/written test.

Candidates are required to visit our website / portal www.canttboardrecruit.org regularly to check any information or any amendments or updates regarding said recruitment and time schedule for physical test / skill test and written test if any.

6. **Mode of Selection:** Selection will be subject to the performance of candidate in the under mentioned tests:-
(a) Qualifying Tests. Physical test/trade test will be qualifying in nature. Only those candidates who qualify in physical/trade test will be intimated on our website / portal www.canttboardrecruit.org and further permitted to appear in written test.

Candidates will be disqualified immediately on failing to qualify any of the event and will not (WILL NOT) be permitted to appear in next physical event / subsequent tests or written test.

(a) Final selection and merit will be based on written test **(The written test on the subject will be of Multiple Choice objective types of questions having duration of One Hour.** Date, Time & Venue for Physical / Skill test and Written test will intimated on our website www.canttboardrecruit.org **in due course of time.**

(b) At the time of Physical / Skill & Written Test, the candidates must bring proof of Date of Birth and Identity proof and recent passport size photographs with him / her.

(c) Written Test- Marks obtained in written test will have 100% weightage in preparing the final merit list. - Written test will comprise of Multiple Choice Objective type of questions and will be in Hindi (Except English Test). Answers to the questions will have to mark on OMR Answer sheet. Minimum cut off marks in aggregate will be 50%. In other words Candidate scoring minimum 50% or above marks will only be considered in merit list.

7. ELIGIBILITY CRITERIA:

(i) The candidate must be a citizen of India.

(ii) The candidate must fulfil the educational qualification, age, experience etc. as stipulated in this advertisement.

8. RESERVATION BENEFITS:

(i) Reservation benefits will be available to the SC/OBC/Physically Handicapped & other special category candidates in accordance with the instructions/orders/circulars issued from time to time by the Govt.

(ii) Candidates who wish to be considered against reserved vacancies and /or to seek age relaxation, **must be in possession of relevant certificate issued to them by the competent/notified authority (in prescribed format) on or before the closing date of application;** otherwise their claim for SC/OBC/Physically Handicapped/Ex-servicemen & other special category will not be entertained and their applications will be considered against Un-reserved (UR) category vacancies, if eligible otherwise.

(iii) The OBC candidates must be in possession of non-Creamy layer certificate, along with his/her caste certificate issued, on or before the **closing date of application.**

(iv) A Candidate belonging to SC/OBC who is selected on the same standard as applied to general category candidates and who appears in the general merit list is treated as own merit candidates. Such candidate is adjusted against unreserved point of the reservation roster. Only such SC/OBC candidates who are selected on the same standard as applied to general candidates shall not be adjusted against reserved vacancies. In other words, when a relaxed standard is applied in selecting a SC/OBC candidates, they are to be counted against reserved vacancies. Such candidates would be deemed to be unavailable for consideration against unreserved vacancies.

(v) An Ex-serviceman who has already secured employment under the Central Government or its autonomous/local bodies, can avail of the benefit of reservation as ex-serviceman for any subsequent employment. However, to avail of this benefit, an ex-serviceman as soon as he/she joins any civil employment should give self-declaration/undertaking to the concerned employer about the date-wise details of application for various vacancies for which he/she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies wherever reservation is applicable to the ex-servicemen.

9. AGE RELAXATION FOR HANDICAP AND EX-SERVICEMAN:

Sr.No.	Categories	Age Relaxation in addition to age limit mentioned under point 03 of this advertisement.
1	Schedules Caste / ST	05 years
2	OBC	03 years
3	Physical Handicap (General)	10 years
4	PH + SC/ST	15 years
5	PH + OBC	13 years
6	Ex-Serviceman Group D Posts	Period of Military service plus three (3) years
7	Disabled Defence services personnel (Group 'D')	38 years (43 years for SC , 40 years for OBC)
8.	Persons who had ordinary been domiciled in the State of Jammu and Kashmir during the period 1.1.1980 to 31.12.1989.	Upper age limit relaxable by five years subject to maximum number of chances permissible under relevant rules.

(Note: - This will be regulated as per DOPT Guidelines.)

I. In case of PH, relaxation in age-limit shall be applicable irrespective of the fact whether post is reserved or not, provided the post is identified suitable for persons with disabilities.

II. If a person with disability is entitled to age relaxation by virtue of being a Departmental Candidate concession to him/her will be admissible either as a person with disability or as a Departmental Candidate whichever may be more beneficial to him/her.

10. GENERAL CONDITIONS:-

(a) *The services of the appointed candidate / person will be governed under Cantt Fund Servant Rules, 1937 and pension rules amended from time to time by the Central Govt. which are applicable to employees of Cantt Boards.*

(b) The post is provisional but likely to be permanent.

(c) **The applicant can apply through Online only.** No application will be entertained after **10.01.2018**. Administration will not be responsible for any server failure.

(d) No TA / DA will be paid to the candidates for appearing for the Physical/ Skill Test & written test .

(e) Department reserves the right to postpone/cancel/suspend/terminate the recruitment process without any prior notice/assigning any reason at any stage. No correspondence would be entertained in this regard.

(iii) The appointing authority has full discretion to fix minimum qualifying/cut off marks for selection in Different Categories i.e. UR/SC/OBC/PH/EXSM in order to achieve qualitative selection and to Recruit the best talent available.

(iv) If there are two or more candidates in the same category having equal marks in the examination, the candidate older in age will get preference.

(v) The appointing authority shall draw a reserve panel/waiting list in addition to the number of candidates selected as per the notified vacancies. The reserve panel/waiting list shall be valid for a period of one year from the date of declaration of result and the vacancies arising due to: non-acceptance of the offer of appointment, candidates not joining the post after acceptance of appointment or the candidates not being found eligible for appointment after verification of documents/ certificates or due to resignation of selected candidates within one year of joining the post, shall be filled up from this reserve panel/waiting list.

(vi) Candidates may not apply for more than one application.

11. Documents required at the time of Scrutiny of documents along with Online generated Applications:

After considering the merit list the shortlisted candidates will be called for verification / scrutiny of documents. The following original Documents/certificates and one set of self-attested copies along with hard copy of print out of online application are to be produced at that time:-

The original Documents as mentioned below of the shortlisted candidates, will be checked & verified at Cantt Board Office, Jalandhar Cantt and further, the appointing authority will undertake an exercise of verification of character and antecedents of the Candidates.

The appointment will be provisional and subject to verification of Character and antecedents of the Candidate. Photocopies of following self-attested documents should accompany the application forms:

- (a) Computer generated Application form duly signed by the candidate.
- (b) Certificate of date of birth.
- (b) Caste Certificate (wherever applicable)
- (c) One self-addressed envelopes affixed Rs.22/- postal stamp & Blank envelop affixed Rs 25/- postal stamp.
- (d) Two latest coloured passport size photographs.
- (e) Certificates of requisite Academic qualification with detail marks.

Candidates must carry the Originals & photo copies of all the above documents for verification while appearing for scrutiny of documents.

It may be noted that document verification is just another stage in the selection process. Merely being called for Verification of documents does not indicate that his/her name will also appear in the final merit list. Candidature of candidate may be cancelled at any stage of recruitment in case violation of necessary instruction/conditions/eligibility.

The vacancies advertised are provisional and liable to vary. Decision of the competent appointing authority would be final with regard to all matters connected with the recruitment including reserve the right to cancellation of recruitment process at any stage and no correspondence in this regard will be entertained.

12. Rejection. The following acts/omission would render a candidate/application disqualified/rejected.

- (a) Not meeting/Qualifying/Passing the laid down Mandatory Educational Qualification/ Standards/Test.
- (b) Furnishing of false, inaccurate or tampered information.
- (c) Obtaining support for his candidature through unfair means.
- (d) Impersonation by any person.
- (e) Submitting fabricated / false documents.
- (f) Making statements which are incorrect or false or suppressing material information.
- (g) Resorting to any other irregular or improper means in connection with his candidature for the selection.
- (h) Improper/ incomplete filling of application form.
- (j) More than one application submitted for the same post.

13. Selection will also be subject to the following condition:-

- (a) Medical Fitness Test.
- (b) Verification of Character and Antecedents.
- (c) Verification of SC and OBC status (Belonging/Not Belonging to creamy layer)
- (d) Verification of Educational qualification certificate & Experience Certificate.
- (e) Verification of all Certificates/documents from issuing authority.

14. HOW TO APPLY FOR THE POST OF SAFAIWALAS:

- (1) **(a) Before applying, the Candidates are advised to go through this advertisement carefully in detail for determining their eligibility as per laid down criteria for the post.**
- b) Candidates will be required to complete the Online Application Form, the instructions for which are available at the above mentioned site. The time cap to fill complete online application will be 30 minutes.
- c) Before starting the filling up of online application, the candidate must have his/her photograph and signature duly scanned in the jpg format in such manner that each file should not exceed **60KB**. However, it must not be less than **25 KB** in size for the photograph and **10 KB** for the signature (also see guidelines for uploading photograph and signature image).
- d) The online application form can be filled upto the last date of Advertisement for the post after which the link will be disabled.
- (b) The admission at all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions.
- (c) Candidates are required to apply ONLINE at www.canttboardrecruit.org between 11.12.2017 to 10.01.2018. No other means / mode of application will be accepted. Candidates are required to have valid e-mail identification and active mobile number.
- (2) For submission of application , visit the website at www.canttboardrecruit.org and click on 'New User Registration'
- (a) Select Jalandhar from drop down option in the Cantt Board.
- (b) Select the Post to apply from the drop down option.
- (c) Enter your Mobile Number (working) and click on get OTP.
- (d) You will receive the OTP on your mobile.
- (e) Thereafter, fill the OTP and validation code (CAPTCHA) and click on submit.
- (3) The procedure / steps for filling up of applications online is briefed below;
- STEP 1: Submission of Applicant's details.
- STEP 2: Uploading of scanned Photograph and Signature.
- STEP 3: Payment of application fee online (if applicable)
- (4) The application shall be treated complete only if all the three mandatory Steps (Step-1, Step-2 and Step-3) are completed successfully.
- (5) In case candidates is not able to submit fee by closing date, or the application is otherwise is incomplete, his / her candidature will summarily be rejected.
- (6) Applicant can view the Application details from the already Registered User section available on the home page by providing Application Number and Email ID. Applicant is required to ensure that Photograph & signature is visible and Fee status changed to Paid otherwise application will be treated as incomplete and summarily rejected.
- (7) Checklist : Following Document(s) should be kept handy before applying online ;
- a) Credit Card / Debit Card / Bank details.
- b) Scanned image of Photograph (JPG format, size between 20-40 KB)
- c) Scanned image of Signature (JPG format, size between 10-20 KB)
- (8) Application Fees : The applicants shall pay the Application Fees at the rates indicated in the Table below through **ONLINE** payment mode via application software only;

S.No.	Category	Fees in Rs.
1	General	500/-
2	Scheduled Caste	250 /-
3	OBC	250/-
4	Ex-Serviceman	250/-
5.	Handicap	Nil

- (9) Age limit will be reckoned as on the last date for receipt of online application.

(10) Age relaxation for SC / OBC / Ex-serviceman & Handicap candidates will be admissible as per the existing Govt. Orders.

(11) Only online applications will be accepted. Application form received from any other source/incomplete applications shall not be entertained and will be summarily rejected ;

(12)

Date of Opening on Online Application	11.12.2017
Last Date of submitting Online application	10.01.2018

(13) For further details and online application. Please log on to our Website :

www.canttboardrecruit.org or www.cbjalandhar.org.in

(14) The Vacancies advertised are provisional and likely to be permanent. Decision of the Competent Authority would be final with regards to all matters connected with the Recruitment including cancellation of recruitment process at any stage and no Correspondence in this regard will be entertained.

(15) After submitting the Online Application, the candidates are required to preserve the Print out of the finally submitted Online Application for the post Applied for.

(16) The Candidates are advised to submit the Online Application well in advance without waiting for closing date.

(17) Neither the Print out nor any document should be sent to this office while Applying for the post.

(18) Applicants should avoid submitting multiple applications for said post.

(19) The Candidates are advised to check the website at regular intervals.

15 IMPORTANT INSTRUCTIONS

1. The decision of CEO/Cantonment Board, Jalandhar in all matters relating to acceptance or rejection of an application, eligibility / suitability of a candidate shall be final and binding for all the candidates.
2. The candidates should have a valid email ID and a working mobile number for applying for the examination. The applicants are advised not to change the email ID or Mobile number during the process of recruitment. They are also advised not to give mobile number / email Id of any unknown person to avoid any complication.
3. After the examination details regarding marks obtained by each candidate will be put up on the website of the Cantonment Board, Jalandhar.
4. The applicant can login at any time on the portal i.e. www.canttboardrecruit.org using his/her application number at any time to check any update regarding the examination.
5. The admit cards of provisionally eligible candidates will be uploaded on the website www.canttboardrecruit.org. The candidates will have to download the admit cards from there only as no hard copy of admit card will be sent to the applicants by post or by email.
6. Any doubts / clarifications regarding the application can be cleared from the office of the Cantonment Board, Jalandhar on any working day between working hours.
7. The candidates are advised to visit the website regularly to be in touch with any information / updation regarding the examination.
8. Any corrigendum / changes regarding the examination will only be notified through the website www.canttboardrecruit.org and no other medium of giving information to candidates will be incorporated.
9. The exact date of the Physical / Skill & Written test will be updated through the website www.canttboardrecruit.org. The candidates are advised to check the website regularly.

16. **GENERAL INSTRUCTIONS FOR CANDIDATES**

- (i) The Appointing authority makes provisional selection of the candidates on the basis of information provided in the application and documents/certificates provided by the candidate at the time of scrutiny and subsequently, the Appointing Authority verifies and satisfies itself about the authenticity of documents/certificates and eligibility as per the Recruitment Rules before finally appointing the candidates. Therefore, the provisional selection of a candidates confers on him/her no right of appointment unless the Appointing Authority is satisfied after such inquiry as may be considered necessary that the candidate is suitable in all respect for appointment to the post.
- (ii) The services of the selected candidates on appointment will be governed by the provisions of Cantt Fund Servant Rules 1937 as amended from time to time, Cantonments Act and Govt. Instructions issued from time to time.
- (iii) The candidate should not have been convicted by any court of law. Also No Disciplinary/Vigilance case should be contemplated/pending against the candidates already serving in Govt.Organisations.
- (iv) The vacancies advertised are provisional and likely to be permanent. In case the vacancy position is reduced to any number, the Board is not liable to compensate the applicant for any consequential damage/ loss.
- (v) The appointing authority / Board reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment.
- (vi) The appointing authority reserves the right to cancel a part of or entire process of examination or a part of it due to administrative reasons(s) and in case of unfair means, cheating or other irregularities/malpractice noticed by the appointing authority. The appointing authority also reserves the right to cancel or set up a new examination centre and divert the candidates to appear at that examination centre if required.
- (vii) No correspondence in regard to the appointment will be entertained.
- (viii) No representation on any grounds for non-appearance for the test/interview etc. by the candidates will be entertained and his/her candidature will not be considered in such an eventuality.
- (ix) TA/DA will not be admissible for attending tests/interview as the case may be.
- (x) The appointing authority reserves the right to cancel any centre of exam and ask the candidates of that centre to appear at another centre. No request for change in date, time and centre of exam will be accepted under any circumstances.
- (xi) The candidature of the candidate to the Physical / Skill test and written Examination is entirely provisional and subject to the outcome of any direct/ decision/order/pronouncement of court of Law and mere issue of Admit Card or appearance at Examination does not entitle him/her to any claim for the post.
- (xii) The OMR Answer Sheet, which must be handed over to the invigilator after completion of Examination as mentioned therein.
- (xiii) The candidates should scrupulously follow the instructions given by the Centre In charge, Invigilators and all examination functionaries at every stage of exam. If a candidate violates the instructions, his /her candidature will be cancelled.
- (xiv) The candidate will sign on the Admit Card at the prescribed space in the presence of invigilators & thereafter the invigilator will also sign on the Admit Card at the prescribed space. The candidate is also required to sign on the attendance sheet and OMR Sheet in the presence of Invigilator. The Invigilator shall also sign on the same at the prescribed space.
- (xv) The OMR Answer Sheets will be collected by the Invigilator immediately after expiry of prescribed time for Examination and will be handed over to the Centre In charge.
- (xvi) After the examination is over, the candidate should hand over the OMR Answer Sheet to the Invigilator before leaving the room. Any candidate who does not return the OMR Answer Sheet or is found attempting to take the OMR Sheet outside the examination hall or pass on the OMR Answer Sheet to someone else inside

the examination hall will be disqualified and the appointing authority may take further appropriate action against him/her as per rules. Question papers may be taken by the candidates.

(xvii) The appointing authority reserves the right to cancel or modify the advertisement or part of it at any stage. The number of vacancies is provisional and subject to change (increase or decrease).

(xviii) Use of Calculator, Laptop, Palmtop, other Digital/electronic Instrument/ Mobile/ Cell phone, Paper etc. is/are not allowed. In case of any candidate caught found to be in possession of any gadgets/instrument, he/she would be debarred from the examination and legal proceedings can also be initiated against the candidates.

(xix) Candidates are advised not to bring any of the above gadgets in the examination centre as no arrangements for keeping any security of these items would be available at the centres.

(xx) **Candidates are required to visit our website www.canttboardrecruit.org regularly to check the latest updates, corrigendum, Downloading of Admit Card, Time & Date Schedule for Physical/ Skill & Written Test and other information regarding recruitment process.**

17. All the applicants are required to be present well in advance time on the date, time & venue before the commencement of Physical / skill and written test. Any delay in presence will be marked as absent.


Chief Executive Officer
Jalandhar Cantonment Board
(MEENAKSHI LOHIA) I.D.E.S.