# CANTONMENT BOARD, AMRITSAR, PUNJAB

## EMPLOYMENT NOTICE

CBA-2/2017-2018/580                                    Dated-  25  Oct, 2017

Cantonment Board, Amritsar invites online applications from eligible candidates for the recruitment of Teachers, Clerks, Pump Attendant and Safaiwalas. Online applications for the posts can be submitted through website of Cantonment Board, Amritsar i.e. www.cbamritsar.org.in (under "Recruitment" Tab). The detailed procedure to apply online for the posts can be obtained from the above said website.

| Sr. No. | Name of post | Pay Scale | Reservation Status | | | | |
|---|---|---|---|---|---|---|---|
| | | | UR | SC | ST | OBC | PH |
| 1. | Clerks | 10300-34800 + 3200 Grade Pay | 01 | - | - | 01 | - |
| 2. | Safaiwalas | 4900-10680 + 1650 Grade Pay | 32 | 19 | - | 14 | - |

| Sr. No. | Name of post | Qualification |
|---|---|---|
| 1. | Clerk | 1.Bachelor Degree from a recognized university<br>2. At least one hundred and twenty hours course hands on experience in use of personal computer or information technology in office Productivity applications or Desktop Publishing applications from a Govt. recognized institution or a reputed institution which is I.S.O 9001 certified<br>**OR**<br>Possesses a computer information Technology course equivalent to "O" Level certificate of department of electronics' Accreditation of computer course (DOEACC) of Govt. of India.<br>**AND**<br>3. Minimum typing speed in English must be 40 WPM and in Hindi must be 30 WPM. A skill test will be conducted in this regard. |
| 2. | Safaiwala | Minimum 8th class passed |

The online applications can be submitted online w.e.f. 27.10.2017 upto 26.11.2017. The applications can be submitted through website of Cantonment Board, Amritsar i.e. www.cbamritsar.org.in (under "Recruitment" tab). The detailed procedure to apply online for the posts can be obtained from the above said website.

**NOTE:-**

1) Cantonment Board, Amritsar is a local body under the control of Govt. of India, Min. of Defence, but the pay scales and emoluments are at par with the Punjab Govt. employees. Medical, pensioner benefit etc. as per Central Govt. rules. Candidates will have to undergo medical test as per applicable govt. rules.

2) Age limit between 18 to 25 years as on 26.11.2017, (Age relaxation for reserved category candidates as per Govt. rules).

3) No TA/DA will be paid for journey for taking the test and joining the post and in case of selection, candidate will be required to join immediately.

4) Fee of Rs. 500/- only should be paid for applying to the post through the website. No other form of payment shall be accepted. No payment is required from SC, ST & Physically handicapped persons.

5) The appointing authority shall be at the liberty to reject any incomplete/unsuitable application without assigning any reason.

6) The dates for written test for all posts will be uploaded on website on 26.11.2017.

7) As per Govt. instructions no interview will be conducted. Skill test of qualifying nature will be conducted.

8) Candidates are advised to check the website regularly for any update.

9) Canvassing of any kind by any candidate shall render the application liable to be rejected automatically.

10) The last date of receipt of application is 26.11.2017. Application received after the last date will not be entertained. The Cantonment Board will not be responsible for any internet delays. No offline applications will be entertained.

11) All the government rules will be applicable.

**Chief Executive Officer**
**Amritsar Cantt**

Copy to:-

1. The Employment Officer
   Employment Exchange
   Amritsar

2. The Editor,
   Employment News,
   Ministry of Information & Broadcasting
   VII Floor, Soochna Bhavan, C.G.O. Complex,
   Lodhi Road, New Delhi-110003

3. National Career Service,
   Shram Shakti Bhawan Rafi Marg,
   New Delhi-110001

4. M/s Soni Advertisers,     }   For publishing the advertisement
   Hall Gate,                }   in 'Punjab Kesari' and 'The Tribune'
   Amritsar.                 }

## PROCEDURE TO APPLY ONLINE FOR THE POST OF CLERKS AND SAFAIWALAS

i.   Before applying, Candidates are advised to go through this advertisement carefully in detail for determining their eligibility as per laid down criteria for the post.

ii.   The admission at all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions.

iii.   Candidates are requested to apply ONLINE at www.canttboardrecruit.org between 27.10.2017 to 26.11.2017. No other means/mode of application will be accepted. Candidates are required to have valid e-mail identification and active mobile number.

iv.   On the www.canttboardrecruit.org website, under the 'New User Registration':-
   a.   Select Amritsar from drop down 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.

v.   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)

vi.   The application shall be treated complete only if all the three mandatory Steps (Step1, Step2 and Step3) are completed successfully.

vii.   In case candidate is not able to submit fee by closing date, or the application is otherwise incomplete, his/her candidature will summarily be rejected.

viii.   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 make sure that Photograph & signature is visible and Fee status changed to Paid otherwise application will be treated as incomplete and summarily rejected.

ix.   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)

x.　Application Fees: The applicants shall pay the Application Fee at the rates indicated in the Table below through online payment mode via application software only:

| S.No | Category | Fees |
|------|----------|------|
| 1. | SC/ST | Nil |
| 2. | General | Rs. 500/- |
| 3. | OBC | Rs. 500/- |

xi.　Age Relaxation :

| S.No | Category | Maximum Age |
|------|----------|-------------|
| 1. | SC | 30 years |
| 2. | OBC | 28 years |
| 3. | Ex-Serviemen (Unreserved/General) | 28 years |
| 4. | Ex-Serviemen (SC) | 33 years |
| 5. | Ex-Serviemen (OBC) | 31 years |
| 6. | Cantt Board employee (Unreserved/General) | 40 years |
| 7. | Cantt Board employee (SC) | 45 years |
| 8. | Cantt Board employee (OBC) | 43 years |

xii.　Age limit will be reckoned as on the last date for receipt of online application.

xiii.　Age relaxation for SC/OBC candidates will be admissible as per the existing Govt. orders.

xiv.　Any type of relaxation (if available for Ex-serviceman, Cantt Board Employee) will be loaded at Point 4. choose valid option at **Point 4.Select to avail reservation for (if any).**If you have not selected any option at point 4 then Criteria will be applicable as per your category i.e GEN, SC , ST or OBC.

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

| | |
|------|------|
| Date of Opening of Online Application | 27.10.2017 |
| Last Date of submitting online application | 26.11.2017 |

xvi.　For further details and online application, please log on to our Website: www.canttboardrecruit.org or www.cbamritsar.org.in.

xvii.　The vacancies advertised are provisional and liable to vary. Decision of the Competent Authority would be final, with regard to all matters connected with the recruitment including cancellation of recruitment process at any stage and no correspondence in this regard will be entertained.

xviii. **After submitting the Online Application, the candidates are required to preserve the print out of the finally submitted Online Application for each post applied for.**

xix. The candidates are advised to submit the Online Application well in advance without waiting for the closing date.

xx. Neither the print out nor any document should be sent to this board at the time of applying for the post.

xxi. Applicants should avoid submitting multiple applications for one post. However, if due to any unavoidable circumstances any applicant submits multiple applications, then he/she must ensure that the last application shall be entertained by the Board.

xxii. **The syllabus for the post of the clerk will be uploaded on the website shortly. Candidates are advised to check the website at regular intervals.**

# IMPORTANT INSTRUCTIONS FOR CANDIDATES

1. The decision of CEO/Cantonment Board, Amritsar 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, Amritsar.

4. The applicant can login at any time on the portal i.e. www.canttboardrecruit.org using his/her application number at anytime to check any update regarding the examination.

5. Any Govt employee/Cantt Board employee applying for the post should apply after obtaining due NOC from HOD.

6. 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.

7. Any doubts/clarifications regarding the application can be cleared from the office of Cantonment Board, Amritsar Cantt on any working day between working hours.

8. The candidates are advised to visit the website regularly to be in touch with any information/updation regarding the examination.

9. 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.

10. The exact date of the examination will be updated through the website www.canttboardrecruit.org and www.cbamritsar.org.in. The candidates are advised to check the website regularly.

11. The syllabus for the post of the clerk will be uploaded on the website shortly. Candidates are advised to check the website at regular intervals.