

**CANTONMENT BOARD OFFICE, JAMMU CANTT**  
**EMPLOYMENT NOTICE**

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

Cantonment Board, Jammu invites online applications from eligible candidates for the appointment to the following post in the Cantonment Board Office, Jammu Cantt.

Sr. No.	Name of Post	Pay scale	Qualification	Reservation status				
				UR	SC	ST	OBC	*PH(PwD)
1.	Safaiwalas	4440-7440 + GP 1300	Minimum 8 <sup>th</sup> class passed	11	-	4	7	1

\*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).

The online applications can be submitted wef 17th April 2018 upto 16<sup>th</sup> May 2018.

**Note**

- 1) Cantt Board Jammu is a municipal body under the control of Govt of India, Min. of Defence, but the pay scales and emoluments are at par with the J&K State employees. Medical, pensioner benefits etc are 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 16.05.2018 (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) Application fee will be Rs.500/- for general candidates and Rs.250/- for OBC candidates as non refundable to be paid through online payment mode via application software only. 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 the post would be intimated online at web site/portal [www.canttboardrecruit.org](http://www.canttboardrecruit.org).
- 7) As per Govt instructions no interview will be conducted. Skill test will be conducted.
- 8) Candidates/applicants having passed 8<sup>th</sup> Std.from respt.schools instead of any Board exam and further passed 10<sup>th</sup> Board exam are required to furnish detail of minimum qualification of 8<sup>th</sup> std.while applying online,by obtaining school certificate of 8<sup>th</sup> standard or certificate on school letter head duly signed by Principal/Headmaster of respective schools under prescribed proforma mentioned below and later submitted at the time of scrutiny of documents if short listed

“It is certified that (Name of candidate/applicant) S/o (father name) was bonafide student of this school and passed 8<sup>th</sup> class in (year of passing)scoring (marks obtained/total marks). His/her date of birth as per this school record is (date of birth).”

- 9) Candidates are advised to check the website regularly for any update.
- 10) Canvassing of any kind by any candidate shall render the application liable to be rejected automatically.
- 11) The last date of receipt of application is 16.05.2018. 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.
- 12) All the government rules will be applicable.

No.CBJ/Adv./2017-18/ 31-34  
Dated 12 April, 2018

  
Chief Executive Officer  
Jammu Cantt

Copy to:-

1. The Employment Officer  
Employment Exchange, Jammu
2. The Employment News  
Ministry of Information & Broadcasting  
VII Floor, Soochna Bhavan, CGO, Complex  
Lodhi Road, New Delhi-110003
3. National Career Service,  
Sharam Shakti Bhawan Rafi Marg  
New Delhi
4. Pritam Advertising Agency, Jammu - for publishing the advertisement in  
Amar Ujala and Daily Excelsior

## HOW TO APPLY FOR THE POST OF SAFAIWALAS

- 1) 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.
- 2) The admission at all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions.
- 3) Candidates are requested to apply Online at [www.canttboardrecruit.org](http://www.canttboardrecruit.org) between 17.04.2018 to 16.05.2018. No other means/mode of application will be accepted. Candidates are required to have valid e-mail identification and active mobile number.
- 4) On the [www.canttboardrecruit.org](http://www.canttboardrecruit.org) website, under the New User Registration:-
  - a) Select Jammu 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.
- 5) 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)
- 6) The application shall be treated complete only if all the three mandatory Steps (Step 1, Step 2 and Step 3) are completed successfully.
- 7) 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.
- 8) 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 and signature is visible and Fee status changed to paid otherwise application will be treated as incomplete and will be rejected.
- 9) Checklist: Following documents should be kept handy before applying online
  - a) Credit card/Debit card/Bank details
  - b) Scanned image of Photograph (JPG format, size between 20-40KB)

c) Scanned image of Signature (JPG format, size between 10-20 KB)

10) 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.250/-

11) Age relaxation:

S.No.	Category	Age relaxation in addition to age limit mentioned under S.No.2 of this adv.
1.	Schedule Caste/ST	05 years
2.	OBC	03 years
3.	Physical Handicap(Unreserved/General)	10 years
4.	PH +SC/ST	10 years
5.	PH +OBC	13 Years
6.	Ex-Servicemen/ Group D posts	Period of Military service plus three years
7.	Disabled Defence Services personnel (Group D )	38 years (43 years for SC, 40 years for OBC)

12) Age limit will be reckoned as on the last date of receipt of online application.

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

14) 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 on online application	<b>17.04.2018</b>
Last date of submitting online application	<b>16.05.2018</b>

- 15) For further details and online application, please log on to our Website: [www.canttboardrecruit.org](http://www.canttboardrecruit.org).
- 16) 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.
- 17) **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.**
- 18) The candidates are advised to submit the Online application well in advance without waiting for the closing date. 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.
- 19) Applicants should avoid submitting multiple applications for said post.
- 20) Neither the print out nor any document should be sent to this Board at the time of applying for the post.

## IMPORTANT INSTRUCTIONS

1. The decision of CEO/Cantonment Board Jammu in all matters relating to acceptance or rejection of an application, eligibility /suitability of a candidate shall be final and binding for all candidates.
2. The candidates should have a valid E-mail ID and a working mobile number for applying for the examination. The applicants are advised not to change E-mail 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 complication.
3. After the examination, details regarding marks obtained by each candidate will be put up on the website of the Cantonment Board, Jammu. ([www.cbjammu.org](http://www.cbjammu.org)).
4. The applicant can login at any time on the portal i.e [www.canttboardrecruit.org](http://www.canttboardrecruit.org) using his/her application number at any time 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](http://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 applicants by post or by e-mail.
7. Any doubt /clarifications regarding the application can be cleared from the office of the Cantonment Board Jammu 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](http://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](http://www.canttboardrecruit.org) and [www.cbjammu.org.in](http://www.cbjammu.org.in). The candidates are advised to check the website regularly.