

OFFICE OF THE CANTONMENT BOARD VARANASI**EMPLOYMENT NOTICE: DIRECT RECRUITMENT FOR THE POST OF DOCTOR, ASSISTANT TEACHER AND PUMP OPERATOR IN CANTT BOARD, VARANASI****APPLICATION THROUGH ONLINE SYSTEM ONLY BY USING Website: www.canttboardrecruit.org**

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

| Sl.No. / Post Code | Name of post | Number of Vacancies & Reservation. | | | | Minimum essential Edu. Qualification | Age (As on 07.03.2018) | Pay Scale | Mode of Selection |
|--------------------|------------------------------------|------------------------------------|----|-----|-------|--------------------------------------|---|---|----------------------|
| | | Category | | | | | | | |
| | | UR | SC | OBC | Total | | | | |
| 1. | Lady Doctor | 01 | 00 | 00 | 01 | MBBS (Gynecologist) | 18 - 32 Years | Entry Pay Scale - 56100-177500(L. level 10) | Interview |
| 2. | Resident Medical Officer | 01 | 00 | 00 | 01 | MBBS | 18 - 32 Years | Entry Pay Scale - 56100-177500(L. level 10) | Interview |
| 3. | Assistant Teacher (Primary School) | 00 | 01 | 01 | 02 | Graduate and 2 Years BTC/B.Ed | 18 - 25 Years (Relaxation : 03 years for OBC, 05 years for ST/SC) | Entry Pay Scale - 35400-112400(L. level 6) | Written Test |
| 4. | Pump Operator | 01 | 00 | 00 | 01 | Matric and 2 Years ITI (Electrical) | 18 - 25 Years | Entry Pay Scale - 19900-63200(Le vel 2) | Written & Skill Test |

2. **Age Limit**- Age limit as per existing rules under Cantonment Act is **18-32 years for post in Sl. No. 01 & 02 and 18-25 Years for post in Sl. No. 03 & 4.** Age relaxation for the reserved categories i.e. SC/ST/OBC/PWD/Cantt Board Employees 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.
3. **Application Fee:** Application fee will be Rs.200/- for all Candidates except SC/ST/ PWD Categories, as non-refundable to be paid through online payment mode via application software only.

Mode of Applications: 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

| | |
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| Commencing date for Submission of Online Application | : 15.02.2018, 00:00 Hrs |
| Last date of receipt of application | : 07.03.2018, 17:00 Hrs |
| Last Date to print the filled application | : 07.03.2018, 17:00 Hrs |

4. **Admit-Card / Call letter for Interview/Written/Skill Test:** -Applications will be scrutinized and only eligible candidates would be intimated online at web site/portal www.canttboardrecruit.org the date, time and venue for conduct of interview / skill test/ written test

Further, the admit card will be generated for eligible Candidates, which can be downloaded by the candidates and the interview / skill/written test will be conducted on the date, time and venue mentioned on admit card.

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 interview / skill test and written test if any.



5. **Mode of Selection:** Selection will be subject to the performance of candidate in the under mentioned tests:- Interview/Written test is qualifying in nature. Only those candidates who qualify in written test will be intimated on our website / portal www.canttboardrecruit.org and further permitted to appear in skill 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 subsequent tests.**

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

(b) **Written Test- Answers to the questions will have to mark on OMR Answer sheet.**

6. **ELIGIBILITY CRITERIA:**

- (i) The candidate must be a citizen of India.
(ii) The candidate must fulfill the educational qualification, age etc. as stipulated in this advertisement.

7. **RESERVATION BENEFITS:**

- (i) Reservation benefits will be available to the SC/OBC/PWD/Cantt Board Employees 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/PWD/Cantt Board Employees will not be entertained and their applications will be considered against Un-reserved (UR) category vacancies, if eligible otherwise.



8 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 applicant can apply through Online only.** No application will be entertained after last date & time. Administration will not be responsible for any server failure.
- (c) No TA / DA will be paid to the candidates for appearing for the Interview / Skill Test & written test.
- (d) 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.
- (i) The appointing authority has full discretion to fix minimum qualifying/cut off marks for selection in Different Categories in order to achieve qualitative selection and to Recruit the best talent available.
- (ii) 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.
- (iii) 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.
- (iv) Candidates may not apply for more than one application.



9. **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, Varanasi 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.
- (c) Caste Certificate (wherever applicable)
- (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.

10. **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.

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

- (a) Medical Fitness Test.
- (b) Verification of Character and Antecedents.
- (c) Verification of SC/ OBC/ PWD/ Cantt Board Employee status
- (d) Verification of Educational qualification certificate & Experience Certificate.
- (e) Verification of all Certificates/documents from issuing authority.



12. HOW TO APPLY FOR THE POST :

(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. File size of photographs should be between 20 - 40KB and file size for signature should be between 10 - 20KB (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.

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

(f) Candidates are required to apply ONLINE at www.canttboardrecruit.org between 15.02.2018 to 07.03.2018. 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 Varanasi 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 candidate 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 | 200/- |
| 2 | OBC | 200 /- |
| 3 | SC/ST/PWD | No Fees |

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

(10) Age relaxation for SC / OBC/ PWD/Cantt Board Employees 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 | 15.02.2018, 00:00 Hrs |
| Last Date of submitting Online application | 07.03.2018, 17:00 Hrs |
| Last Date to print the filled application | 07.03.2018, 17:00 Hrs |

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

(14) 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.

(20). Candidate having both BTC and B.Ed Certificate may choose to enter either BTC/B.Ed in ANY OTHER INFORMATION

13 IMPORTANT INSTRUCTIONS

1. The decision of CEO/Cantonment Board, Varanasi 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, Varanasi.
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, Varanasi 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 Interview / Skill & Written test will be updated through the website www.canttboardrecruit.org. The candidates are advised to check the website regularly.



14. 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) 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 Interview / 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.



(vi) 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 appropriation 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 center as no arrangements for keeping any security of these items would be available at the centers.

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

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

Rajeev Kumar
(RAJEEV KUMAR)

Chief Executive Officer
Cantonment Board Varanasi

