

CANTONMENT BOARD AMBALA

**EMPLOYMENT NOTICE: DIRECT RECRUITMENT FOR THE POST OF
ASSISTANT ELECTRICIAN**

**APPLICATION THROUGH ONLINE SYSTEM ONLY BY USING WEBSITE/PORTAL:
www.canttboardrecruit.org**

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

Post	No. of vacancies	Pay Scale (As per State Govt. of Haryana)	Age limit (Age as on 28.10.2018)	Minimum Education
1	2	3	4	5
Assistant Electrician	01 (GEN)	5200-20200 +GP 2400	18- 25	(i) ITI certificate in the trade of Electrician. (ii) Hindi/Sanskrit upto Matric.

2. **Age Limit**– Age limit as per existing rules under CFSS 1937 is 18-25 years (**age as on 28.10.2018**) and age relaxation for Ex-servicemen who has put in not less than 6 months continuous service under the Armed Forces of the Union, shall be allowed to deduct the period of such service from his actual age and if the resultant age does not exceed 25 years by more than 3 years, shall be deemed to satisfy the conditions regarding age limit. **The age limit as on last date of receipt of application will be considered.**

3. **Application Fee:** Application fee will be Rs.500/-(non refundable) for candidates (except only for Ex-Serviceman) to be paid **through online payment mode via above said application software only.**

MODE OF APPLICATIONS: Online Applications only, complete in all respect will be accepted.

Any application form received from any other source shall not be entertained and will be summarily rejected.

Commencing date for Submission of Online Application	: 29.09.2018
Last date of receipt of online application	: 28.10.2018
Last date to take printout of filled application	: 28.10.2018
Download of Admit Card	To be intimated on Website/Portal

Note - Applications which are incomplete in any respect, not accompanied by requisite photographs, Signature, essential qualification or without requisite fee or not properly filled are liable to be summarily rejected. **No correspondence in this regard would be entertained by the Department.**

4. **Admit-Card / Call letter for Written Test:** -Applications will be scrutinized and only eligible candidates would be intimated online at website/portal www.canttboardrecruit.org about the date, time and venue for conduct of Written Test. Further, the admit card will be generated online for eligible Candidates, which can be downloaded by the candidates.

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 written test.

5. **Mode of Selection:** Selection will be subject to the performance of candidate in the under mentioned tests:-

(a) Final selection and merit will be based on written test (**The written test will be of 85 marks on the subject of Multiple Choice objective types questions having duration of 1 & half Hours and Skill test will be of 15 marks** Date, Time & Venue for Written test will be intimated on our website/portal

www.canttboardrecruit.org in due course of time.

(b) At the time of Written Test, the candidates must bring proof of Testimonials, Date of Birth and Identity proof and recent passport size photographs with him / her along with Admit Card.

(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 questions and will be in Hindi & English. Answers to the questions will have to be marked on OMR Answer sheet.

(d) **PENALTY FOR WRONG ANSWERS:**

Candidates should note that there will be penalty (**negative marking**) for wrong answers marked by a candidate in the Objective Type Question Papers.

6. **ELIGIBILITY CRITERIA:**

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

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

7. **GENERAL CONDITIONS:-**

(a) *The services of the appointed candidate / person will be governed under Cantt Fund Servant Rules, 1937, Cantonments Act, 2006 and pension rules as amended from time to time by the Central Govt. are applicable to employees of Cantt Boards.*

(b) The post is provisional for a period of **2 years (i.e. on probation)** & thereafter permanent subject to satisfactory services.

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

(d) No TA / DA will be paid to the candidates for appearing for the 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) 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.

(iv) 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.

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

8. **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, Ambala 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) Two latest coloured passport size photographs.
- (d) 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 vacancy 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.

9. **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.
- (i) More than one application submitted for the same post.
- (j) Recommendation of any kind will be a disqualification for the post.

10. **Selection will also be subject to the following conditions:-**

- (a) Medical Fitness Test.
- (b) Verification of Character and Antecedents.
- (c) Verification of Ex-Serviceman Certificate/Discharge Book.
- (d) Verification of Educational qualification certificate & Experience Certificate.
- (e) Verification of all Certificates/documents from issuing authority.

11. **HOW TO APPLY ONLINE FOR THE POST OF ASSISTANT ELECTRICIAN:**

- (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 gap 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.
 - d) The admission at all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions.
 - e) Candidates are required to apply ONLINE at www.canttboardrecruit.org between **29.09.2018 to 28.10.2018**. No other means / mode of application will be accepted. **Candidates are required to have valid e-mail identification and active mobile number and there should not be any change for contacting by this office.**

- (2) For submission of application, visit the website/portal at www.canttboardrecruit.org and click on 'New User Registration'
 - (a) Select **Ambala** 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 to 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 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) For further details and online application. Please log on to our Website/Portal :
www.canttboardrecruit.org
- (9) 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.
- (10) 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.
- (11) **The Candidates are advised to submit the Online Application well in advance without waiting for closing date.**
- (12) Neither the Print out nor any document should be sent to this office while Applying for the post.
- (13) Applicants should avoid submitting multiple applications for said post.

12. IMPORTANT INSTRUCTIONS

1. The decision of CEO/Cantonment Board, Ambala 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, Ambala.
4. The applicant can login at any time on the website/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, Ambala on any working day between working hours.
7. The candidates are advised to visit the website regularly to be in touch with any

information / upation 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 Written test will be updated through the website www.canttboardrecruit.org. The candidates are advised to **check the website regularly**.

13. 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, 2006 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 reason (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 written test. 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 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 written test and 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 instrumental/Mobile/Cell Phone, Paper etc 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.

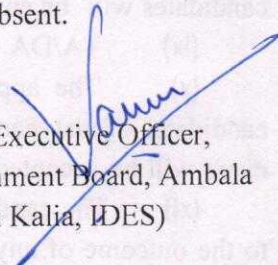
(xix) Candidates are advised not to bring any of the above gadgets in the examination centre as no arrangements for keeping any security of these items would be available at the centers.

(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 written test and other information regarding recruitment process.

(xxi) **SYLLABUS FOR WRITTEN EXAMINATION:**

- Technical Questions related to electrical.
- Current events of national importance.
- Basic understanding of functioning of Cantonment Boards.
- General Science.
- Logical reasoning and analytical ability.
- General mental ability.

14. All the applicants are required to be present well in advance time on the dated & venue before the commencement of written test. Any delay in presence will be marked as absent.


Chief Executive Officer,
Cantonment Board, Ambala
(Varun Kalia, IDES)