

File No.16/X/18/2021

Date: 14/12/2021

CORRIGENDUM

CORRECTION OF RECRUITMENT PROCESS FOR THE POST OF LOWER DIVISIONAL CLERK (LDC).

Ref: This office earlier published notification No.16/X/03/L dated 19/11/2021, No.16/X/07/L dated 21/11/2021 and No.16/X/16/L dated 03/12/2021.

It is hereby notified that due to the supersession of CFSR 1937 by **Cantt Board Employees Service Rule 2021** w.e.f. 13/10/2021 and **shut down** of Cantonment Board recruitment portal canttboardrecruit.org following changes have been made in respect of submission of application for the post of Lower Divisional Clerk (LDC).

1. Candidates are required to apply through **Offline** mode as per details below:
2. Last date for submission of application through post is 31/01/2022 beyond which forms will not be accepted. The date for considering age limit will be same as previously mentioned 15/01/2022.
3. Age limit is changed from 18 yrs - 25 yrs to **21 yrs - 30 yrs as on 15/01/2022**. Relaxation in upper age limit for Physically Handicapped (PH), Ex-Servicemen (ESM) and Departmental Candidates are as under:

Category	Age limit	Remarks
Physically Handicapped (PH)	10 yrs relaxation in upper age limit	PH person should be in possession of medical certificate issued by CMO/Civil Surgeon of Govt Hospital certifying the disability. (A certificate of Physical fitness from a Registered Medical practitioner be submitted alongwith the application).
Ex Service Men (ESM)	Relaxations equal to Service rendered in the Army/Navy/Air Force plus three years	Services rendered be deducted from the actual age of the individual and if the resultant age does not exceed maximum age prescribed for the post by more than three years individual deemed to meet conditions regarding age limit.
Departmental Candidates	10 yrs relaxation in upper age limit	Departmental candidates are those who have rendered at least 3 years continuous service under Cantonment Board Lebong.

4. **Application Fee:** Application fee will be Rs.500/- (non refundable) for SC/ST/Female/PH candidates and 1000/- (non refundable) for all other candidates to be paid through online i.e. NEFT/RTGS to the following Bank Account:

Account Details:

Account No. 10833276296
Name of Account: LEBONG CANTONMENT FUND A/C
Name of Bank: State Bank of India (S.B.I.)
Branch: Darjeeling (00063)
IFS Code: SBIN0000063

5. HOW TO APPLY:

- a. The Prescribed Proforma of Application is given at the end of this Corrigendum notice. Applicants shall apply using the Proforma of Application without any addition/alteration or tampering to the prescribed Proforma of Application. Applications received not in prescribed Proforma shall be rejected without any further communication.
- b. Applicants are advised to submit the Recruitment Application well in advance without waiting for the closing date. Cantt. Board Lebong will not be responsible for any postal delay in delivery of the application. Applications received after due date will be summarily rejected and no communication in this regard will be entertained.
- c. Application Form along with all the enclosures must be sealed in one envelop.
- d. **“Application for the post of Lower Division Clerk”** must be written on the sealed envelope.
- e. Applications found incomplete in any manner will be rejected and no further communication in this matter shall be entertained by Cantt. Board Lebong.
- f. **The sealed envelope containing the Application and enclosures must be sent to the following address: The Chief Executive Officer, Cantonment Board Lebong, P.O. Lebong, Dist: Darjeeling, West Bengal, PIN- 734105.**

Applicants are advised to fill their correct and active e-mail addresses and mobile nos. in the application, as correspondence may be made by Cantt. Board Lebong through e-mail/mobile no. Any further updates including recruitment test/ Computer Eligibility test, etc. will be published only in the website of the Cantt. Board Lebong. <https://lebong.cantt.gov.in/recruitment/>. Therefore, applicants are advised to follow the official website regularly.

6. “WARNING”:

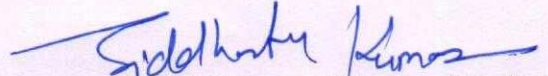
Applicants will be short-listed for recruitment test on the basis of the information provided by them in their application and documents submitted in support of the claim made in their application. Original documents will be examined only of those candidates who are selected for Merit List. Applicants must ensure that such information is true. If at any stage of the recruitment process or even thereafter at any time of recruitment/service any information given by applicant or any claim made by the applicant in his/her applications is found to be false, his/her candidature will be liable to be rejected.

7. DOCUMENTS/ CERTIFICATES TO BE ENCLOSED ALONGWITH APPLICATION FORM

The photograph pasted must be attested by a Govt. Gazetted Officer. Self-attested Photocopies of the following documents are to be enclosed along with the application form. The date of verification of Original documents will be intimated in due course.

- a. One Passport size photograph. Name of the Applicant must be written on backside of the photograph.
- b. One self-addressed envelope of 10 x 4 inch size (along with Pin code) for sending the Admit Card to the applicant.
- c. **Challan/ copy of NEFT/RTGS details should be attached** as a proof of Application Fee
- d. Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating Date of Birth in support of their claim of age.

- e. Degree/Diploma certificate along with marksheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of Degree/Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted. Submission of only Mark Sheets in support of claim for Degree or Diploma will not be considered.
 - f. Order/ letter in respect of equivalent Educational Qualifications claimed, indicating the Authority (with number and date) under which it has been so treated, in respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement.
 - g. Caste certificate by candidate seeking exemption in application fees as SC/ ST/ OBC / PH from the competent authority indicating clearly the candidate's Caste, the Act/ Order under which the Caste is recognized as SC/ ST/ OBC/ PH and the village/ town the candidate is ordinarily a resident of.
8. The CEO, Lebong reserves the right to accept / reject application and cancel appointment without assigning reason thereof.


(Siddharth Kumar Meena, I.D.E.S.)
Chief Executive Officer,
Cantt Board Lebong

Application Form

APPLICATION FOR THE POST OF LOWER DIVISION CLERK CATEGORY (GEN/SC/ST/OBC/PH/EX-SM)

To,

**The Chief Executive Officer,
Office of the Cantonment Board,
Lebong Cantt, P.O Lebong,
Darjeeling (West Bengal) – 734105.**

Attested
Photo
Passport Size

1. Name in Full (Block Letters)*:
2. Father's/Husband's Name* :
3. Permanent Address* :
- State:..... Pin
4. Address for correspondence*
- State:..... Pin
5. Nationality* :
6. Email & Mobile No*: :1. Email *(i).....
- (ii).....
1. Mobile No*(i).....(ii).....
7. Date of Birth (DD/MM/YYYY)* :
8. Age as on 15.01.2022 (Y/M/D)*(Attested copy of proof should be enclosed).....
9. Category (GEN/SC/ST/OBC/PH/Ex-SM)*(Attested copies of proof should be enclosed):
.....
10. Sex*(Male/Female/Others):.....
11. Marital Status (Married/Unmarried)* :
12. Educational Qualifications*(Attested copies of proof should be enclosed):

No.	amination/ Course passed	ard/College/ University	ar of passing	ass/Divi sion/ Grade	% of marks	Subjects taken

13. Particulars of Present Employment/Experience (if any) (Attested copies of proof should be enclosed)

No.	Name of Organization/ Department	Position	Designation / Post held	Grade / Salary	Nature of Duties

14. Payment Details : UTR No./ Transaction No. :
 (NEFT/RTGS) Date of Transaction: Amount:

DECLARATION

I, Mr. /Mrs..... (Name of the applicant),do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect, illegible being detected before or after the test and interview, my candidature will stand cancelled and my claims for the recruitment will be forfeited. I have also taken prior permission from my present employer to appear for this exam.

Date.....
 Place.....

.....
 Signature of the Applicant

N.B. Fields Marked with asterisk (*) are mandatory. If not filled up, the application will be cancelled/rejected and no further communications will be made.