

## CANTONMENT BOARD LEBONG

### EMPLOYMENT NOTICE: RECRUITMENT OF L.D.C.

#### APPLICATION THROUGH ONLINE SYSTEM ONLY BY USING

WEBSITE / PORTAL: [www.canttboardrecruit.org](http://www.canttboardrecruit.org)

1. Online Applications are invited from eligible Indian Citizen/Candidates for the under mentioned post in Cantonment Board, Lebong the pay scale and details is as under:-

Sr. No.	Name of the Post	No. of Vacancies	Pay Scale	Age as on 15.01.2022	Minimum Educational Qualifications
1.	Lower Division Clerk (LDC)	UR-01	Pay Matrix: Level- 6, BP- Rs.22700/- {As per West Bengal Services (ROPA) Rules, 2019}.	18-25 years	Essential: Minimum – Class-X Passed from any Govt. recognized Board/ School with 50% & above.  Desirable: Computer Literacy and English typing with at least speed of 35 w.p.m.

2. Vacancy position indicated in the Advertisement is tentative. The Cantt. Board reserves the right to increase / decrease the number of post at the time of selection and make appointment accordingly.
3. The Cantt. Board Authority reserves the right to fill up or cancel or make corrigendum against the post as mentioned in the Advertisement without assigning any reason.
4. The institute is not liable to compensate the applicant for any consequential damage / loss thereof.
5. Age Limit – Age limit for the post is 18-25 years (**age as on 15.01.2022**).
6. Application Fee: Application fee will be Rs.500/- (non refundable) for SC/ST/Female candidates and 1000/-(non refundable) for all other candidates to be paid through online payment mode integrated with the portal.
7. **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.

#### 8. IMPORTANT DATES

Commencing date for submission of online applications	20.11.2021
Last Date of receipt of online applications	15.01.2022
Last Date to take printout of filled application	15.01.2022
Download of Admit Card	Will be intimated on Website/Portal

**Note-** Applications which are in complete 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.

9. Admit-Card for Written Test:-Applications will be scrutinized and only eligible Candidates would be intimated online at website/portal [www.canttboardrecruit.org](http://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](http://www.canttboardrecruit.org) & regularly to check any information or any amendments or updates regarding said recruitment and time schedule for written test.

10. 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 and computer eligibility test. The written test will be of 100 marks on the subject of Multiple Choice objective types questions having duration of 1½ Hours and computer eligibility test will be of 25 marks. Date, Time & Venue for Written test will be intimated on our website/portal [www.canttboardrecruit.org](http://www.canttboardrecruit.org) in due course of time.

(b) At the time of Written Test/ Computer Eligibility 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/ Computer Eligibility Test - Marks obtained in written test and computer eligibility test will have 100% weightage in preparing the final merit list. - Written test will comprise of Multiple - C h o i c e 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 of 1/3<sup>rd</sup> for wrong answers marked by a candidate in the Objective Type Question Papers.

11. 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.

(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.

12. 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 service.

(c) The applicant can apply through Online mode 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.
- Documents required at the time of Scrutiny of documents along with

Online Generated Applications:

After considering the merit list the short listed 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 short listed candidates, will be checked & verified at Cantt Board Office, Lebong 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-at tested 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 colored passport size photographs.
- (d) Certificates of requisite Academic qualification with detail marks.

Candidates must carry the Originals & photocopies 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 is 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/ fest.
- (b) Furnishing of false, in accurate 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

11. Selection will also be subject to the following conditions:

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

1. HOW TO APPLY ONLINE FOR THE POST OF LOWER DIVISION CLERK

- (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](http://www.canttboardrecruit.org) between 20.11.2021 to 15.01.2022. 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](http://www.canttboardrecruit.org) And click on 'New User Registration'

- a. Select Lebong 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 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. For further details and online application. Please log on to our Website / Portal [www.canttboardrecruit.org](http://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.

#### 14. IMPORTANT INSTRUCTIONS

- (i) The decision of CEO /Cantonment Board, Lebong 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.
- (ii) 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.
- (iii) After the examination details regarding marks obtained by each candidate will be put upon the website of the Cantonment Board, Lebong.
- (iv) The applicant can login at any time on the website/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.
- (v) 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 the applicants by post or by email.
- (vi) Any doubts/ clarifications regarding the application can be cleared from the office of the Cantonment Board, Lebong on any working day between working hours.
- (vii) The candidates are advised to visit the website regularly to be in touch with any information updation regarding the examination.
- (viii) 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.
- (ix) The exact date of the Written test will be updated through the website [www.canttboardrecruit.org](http://www.canttboardrecruit.org).. The candidates are advised to check the website regularly.

#### 15. GENERAL INSTRUCTIONS FOR CANDIDATES

- (i) The Appointing authority makes provisional election 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 candidate 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. Organizations.
- (iv) The appointing authority/ Board reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment.
- (v) The appointing authority reserves the right to cancel apart of or entire process of examination or apart of it due to administrative reasons (s) and incase 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.
- (vi) No correspondence in regard to the appointment will be entertained.
- (vii) 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 maybe.
- (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 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 & there after 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 proceeding 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.canttboardrecruit.org](http://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:
- Current events of national and international importance.
  - History of India and Indian National Movement.
  - Indian Polity and Governance
  - General issues on Environmental Ecology, Bio-diversity and Climate Change-that do not require subject specialization.
  - General Science.
  - Comprehension
  - Logical reasoning and analytical ability
  - General mental ability
  -
- (XXII) SYLLABUS FOR COMPUTER ELIGIBILITY TEST
- Proficiency in MS Office
  - Typing Test
- (xxii) 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.



**(Siddharth Kumar Meena)**  
Chief Executive Officer,  
Lebong Cantt.