



छावनीपरिषदकार्यालय
ब. न. ४०टेम्पलरोड
कामठी, कैन्टोन्मेंट ४४१००१
भारतसरकार, रक्षामंत्रालय



Office of the Cantonment Board
B. No. 40 Temple Road,
Kamptee, Cantonment – 441001
Govt. of India, Ministry of Defence



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No. CBK/ADMIN/Recruitment/2021-22/1226

Date: 08.01.2022

Employment Notice

(Last date for receipt of offline application is 09.02.2022 till 1800 Hrs. for all below mentioned post)

Kamptee Cantonment Board invites applications from eligible candidates for the recruitment of the following posts. Complete applications in all respect should reach to the office of Cantonment Board Kamptee on or before **09.02.2022 till 1800 Hrs.**

1. Application :

The applications are invited from eligible Indian Citizen/Candidates for the under mentioned post in **Cantonment Board Kamptee (CBK)** for Direct Recruitment of under mentioned categories of posts through offline mode** (by hand/by Indian post /any other offline). The Complete applications form in all respect should reach physically to the office of Cantonment Board Kamptee on or before **09.02.2022 till 1800 Hrs.**

****Application for offline mode means-** The candidate should take print out of blank application form in detailed advertisement and fill it. The filled application form should send to address of cantonment board in physical form along with the required documents and Demand Draft of Rs. 200 as an application form fee in favour of CEO Cantonment Board Kamptee payable at Kamptee.

The details of vacancy along with pay scale and category reservation is given below-

Sr. No	Post	Pay Scale	Categories of Vacancy	No. of Vacancies
1	Junior Clerk	S10 : 29200-92300	EWS-1	1

Critical Dates:-

- Commencing date of submission of application- **08.01.2022.**
- Last date of receipt of application- **09.02.2022 till 1800 Hrs.**

2. Minimum Essential Qualification :

Sr. No.	Name of post	Minimum Essential Qualification
01	Junior Clerk	<p>I. Possess a Degree (Graduation) in any discipline from the recognised university.</p> <p>II. Possess the Government Commercial Certificate or Computer Typing Certificate with a speed of not less than 30 words per minute in Marathi/Hindi Typewriting or 40 words per minute in English Typewriting ;</p>

3. Age Limit:

CATEGORIES OF VACANCY	AGE AS ON CLOSING DATE OF APPLICATION i.e. on 09.02.2022
EWS	Not less than 21 Years, to not more than 30 years.

- A. A candidate must have attained the age of 21 years and must not have attained the age of 30 years on the **09.02.2022**.
- B. A candidate will be eligible to get the benefit of the Economically Weaker Section reservation only in case the candidate meets the criteria issued by the Central Government and is in possession of requisite Certificate for EWS category in prescribed format as approved by the government, Income & Asset Certificate based on income for Financial Year (FY) 2020-21.
- C. No age relaxation is admissible for EWS category. (Subject to govt. Policy).
- D. Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs 8.00 lakh (Rupees Eight Lakh only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.

Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:- i. e.

1. 5 acres of agricultural land and above;
2. Residential at of 1000 sq ft. and above;
3. Residential plot of 100 sq. yards and above in notified municipalities;
4. Residential, plot of 200 sq. yards and above in areas other than the notified municipalities.

The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land. or property holding test to determine EWS status.

The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

- E. Income and asset certificate issuing authority and verification of certificate:

The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format shall only be accepted as proof of candidate's claim as 'belonging to EWS: -

- (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendary 3 Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.
- (v) Administrator/Secretary to the Administrator/Development Officer (Lakshadweep).

The crucial date for submitting income and asset certificate by the candidate may be treated as the closing date for receipt of application for the post.

The appointment after selection is provisional and is subject to the Income and asset certificate being verified through the proper channels and if the verification reveals that the claim to belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate.

The Candidate's Name and his/her father's name in Income & Assets certificate should be same as mentioned in Matriculation/School Leaving Certificate or equivalent certificate. However, in case candidate's/ father's name is not available in Matriculation/School Leaving Certificate or equivalent certificate, the father's name should be as per other documents like HSC certificate, degree, PAN Card, Aadhaar card etc. and candidate should mention that father's name in the application form also.

An EWS candidate should ensure that she/he fulfills all the criteria applicable to her/him before applying for an Examination, failing which her/his candidature will be liable to be cancelled. The details of these criteria are as under:

- (i) I&AC should be dated prior to closing date of application i.e. 09.02.2022.
- (ii) I&AC should be in prescribed format.
- (iii) I&AC should be issued by the competent authority.
- (iv) I&AC should contain the Signature, Stamp/Office Seal of issuing authority. However, in case of digital certificate, where a declaration dispensing any of the above requirement i.e. Physical Signature/Stamp/Office Seal, has been made in the certificate, the requisition to the extent of declaration will be dispensed with.

- (v) Candidate's Personal details should be as per Matriculation/School Leaving Certificate, equivalent certificate, etc.
 - (vi) I&AC should contain the relevant Financial year on the basis of which the I&AC is issued. This Financial Year should be 2020-21.
- F. Further following relaxation in age is applicable subject to govt guideline and rules there under.
- a. relaxation up to a maximum of five years in the case of ex-servicemen including Commissioned Officers and Emergency Commissioned Officers (ECOs)/ Short Service Commissioned Officers (SSCOs) who have rendered at least five years Military Service as on 09.02.2022.
 - b. up to a maximum of five years in the case of ECOs/SSCOs who have completed an initial period of assignment of five years of Military Service as on 09.02.2022 and whose assignment has been extended beyond five years and in whose case the Ministry of Defence issues a certificate that they can apply for civil employment and that they will be released on three months' notice on selection from the date of receipt of offer of appointment.
 - c. Up to a maximum of 10 years in the case of candidates belonging to Persons with Benchmark Disabilities (PwBD) categories viz.
 - I. blindness and low vision;
 - II. deaf and hard of hearing;
 - III. loco motor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
 - IV. autism, intellectual disability, specific learning disability and mental illness;
 - V. Multiple disabilities from amongst person under clauses (i) to (iv) including deaf-blindness.
 - d. The term Ex-servicemen will apply to the persons who are defined as Ex-servicemen in the Ex-servicemen (Re-employment in Civil Services and Posts) Rules, 1979, as amended from time to time.
 - e. Notwithstanding the provision of age-relaxation under Para B (e) above, candidates of PwBD category will be considered to be eligible for appointment only if they (after such Medical Examination as the Government or appointing authority, as the case may be, may prescribe) are found to satisfy the requirements of physical and medical standards for the concerned Services to be allocated to the candidates of PwBD category by the Government.
 - f. Further above age relaxation is subjected to govt. guidelines from time to time. i. e. reservation benefit will be available to the PwBD & Ex- serviceman category candidates in accordance with the instructions/ orders/ circulars issued from time to time by the Govt.
 - g. 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 EWS/ Persons with Benchmark Disabilities (PwBD) /ex-servicemen shall be rejected.

(Note: - This will be regulated as per Govt. Guidelines.)

- G. The date of birth, accepted by the Cantonment board is that entered in the Matriculation or Secondary School Leaving Certificate or in a certificate recognised by an Indian University as equivalent to Matriculation or in an extract from a Register of Matriculates maintained by a University which extract must be certified by the proper authority of the University or in the Higher Secondary examination certificate or an equivalent examination certificate. The certificate in support of the date of birth is required to be submitted by a candidate along with application form. No other document relating to age like horoscopes, affidavits, birth extracts from Municipal Corporation, Service records and the like will be accepted. Candidate should note that only the date of birth as recorded in the Matriculation or Secondary School Leaving Certificate or in an equivalent certificate as mentioned above and issued prior to the date of submission of application will be accepted by the Cantonment Board Kamptee and no subsequent request for its change will be considered or granted. Candidates should also note that once a date of birth has been submitted by them in the application form and entered in the records of the CBK for the purpose of admission to an Examination, no change will be allowed subsequently or at any other Examination of the CBK on any grounds what so ever.
- H. Age limit as per existing rules is 21-30 years and the age as on last date of receipt of application (09.02.2022.) will be considered.
- I. **The persons belonging to EWSS who, are not covered under the scheme of reservation for SCs, STs and OBCs will only eligible for application for the post.**
- J. Candidate should note that only the date of birth as recorded in the Matriculation/Secondary Examination certificate or an equivalent certificate on the date of submission of application will be accepted by the Cantonment Board Kamptee, and no subsequent request for its change will be considered or granted.

4. Critical Dates

Offline Application Submission Start Date	Last date & Time of receipt of offline Application	Written Test and Skill test
08.01.2022	09.02.2022 up to 06:00 PM	It will be notified on website after last date of submission of the application.

5. **Mode of Applications:** Offline (by hand/by Indian post /any other offline) 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.

6. Detailed Advertisement: - Detailed Advertisement and other information/updates /corrigendum/Exam schedule is available only on our official website/ portal i. e. <https://www.kamptee.cantt.gov.in>

7. Application Fee: Application fee should be in form of Demand Draft of Rs. 200/- only, for all applying candidates for each posts from Nationalized Bank in favour of **Chief Executive Officer, Cantonment Board Kamptee payable at Kamptee** with two self-addressed envelopes and two additional photograph for Hall ticket. Application fee once paid shall not be refunded under any circumstances and will not be used for any future recruitment process.

8. Admit Card / Call Letter:

Applications will be scrutinized and admit card for only eligible candidates would be intimated by post and list of eligible candidates will published online at website/ portal <https://www.kamptee.cantt.gov.in>. The date, time and venue for conduct of Written Test. The eligible candidates shall be issued Admit Card 15 days before the commencement of the examination. Admit Card will be sent by post or E-mail. Candidates are required to visit our website / portal <https://www.kamptee.cantt.gov.in> regularly to check any information or any amendments or updates regarding said recruitment and time schedule for written and skill test.

9. Date, Time & Venue of Written Examination/Skill test – It will be intimated to the eligible candidate only. The details of all the future updates regarding the examination candidates are requested to check website of Cantonment Board Kamptee: - <https://www.kamptee.cantt.gov.in> on regular basis.

10. At the time of written test, the Candidates must bring

1. Identity proof i.e. any acceptable govt id i.e. (passport /aadhaar card/ Driving License/ Election Commission ID Card/ CGHS/ECHS Card/Income Tax PAN Card/ any other Govt ID card).
2. Recent passport size 2 photographs
3. Original Admit Card,
4. Proof of Date of Birth.
5. All education qualification certificates.
6. Certificate for EWS category in prescribed format as approved by the government, Income & Asset Certificate based on income for Financial Year (FY) 2020-21.

11. Mode of Selection:

Selection will be subject to the performance of candidate in the under mentioned tests: _

Written Test: - There will be written test and skill test for the selection. The Final selection and merit will be based on written test only. The written test will be of 100 marks on the subjects of nature of Multiple Choice objective type's questions having duration of 2 hours. The shortlisted candidate must undergo skill test which is passing in nature as per criteria decided by the recruitment authority.

Date, Time & Venue for written test will be intimated on our website portal:

<https://www.kamptee.cantt.gov.in>, in due course of time.

- a) 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.
- b) **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 English/ Hindi only. Answers to the questions will have to be marked on OMR Answer sheet.
- c) **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. There are four alternatives for the answers to every question. For each question for which a wrong answer has been given by the candidate, one-third (0.33) of the marks assigned to that question will be deducted as penalty. If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happen to be correct and there will be same penalty as above for that question. If a question is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.
- d) **Skill test:** The candidates, who will qualify written test as per criteria set by recruitment committee, will have to appear / undergo for the skill test mandatorily. The qualifying criteria/passing mark/qualifying marks in skill test will be set by recruitment committee. Candidates who will obtain the qualifying/passing marks in the skill test will be considered for final ranking of selection as per marks obtained/Secured by them in Written Examination. The skill test will be of qualifying nature and mark secured in skill test will not be considered for final ranking/selection. The marks obtained in written test only considered for final ranking /selection.

12. Eligibility Criteria -

- a. The candidate must be a citizen of India.
- b. The candidate must fulfil the educational qualification, age and other requirements as mentioned in this advertisement.
- c. The candidate meets the criteria issued by the Central Government and is in possession of requisite Certificate for EWS category in prescribed format as approved by the government, Income & Asset Certificate based on income for Financial Year (FY) 2020-21.

13. General Conditions -

- a. The services of the appointed candidate/person will be governed under The Cantonment board Employees service rules, 2021 and Cantonments Act 2006 and pension rules as amended from time to time by the Central Govt. , which are applicable to employees of Cantt Boards.
- b. The post is provisional for a period of 2 years (i.e. The candidate get appointed as probationer to the post)
- c. The applicant can apply through offline (by hand/by Indian post /any other offline) mode only. No application will be entertained after closing date of application; Administration will not be responsible for any technical or other failure or postal

delays. Administration will not be responsible for any postal/courier delays. **All the application form received after notified last date and time of submission (i.e. 09.02.2022 up to 1800 hrs.) will be summarily rejected.**

- 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. In case of cancellation of examination there will be no refund of fees.
- f. If there are two or more candidates in the same category having equal marks in the examination, the candidate older in age get preference.
- g. The appointing authority may draw a reserve waiting list addition to the number of candidates selected as per the notified vacancies. The reserve waiting list shall be valid for a period of three month from the date of declaration of result and the vacancies arising due to non-acceptance of the offer to appointment. Candidates not joining the post after acceptance of appointment of the candidates not being found eligible for appointment after verification of documents/certificates of due to registration of selected candidates within three month of joining the post, the same may filled up from this reserve waiting list.
- h. The Candidates applying for the examination should ensure that they fulfil all eligibility conditions for admission to examination. Their admission to all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility criteria/conditions. Mere issue of Admit Card to the candidate will not imply that his/her candidature has been finally cleared by the Cantonment Board Kamptee. The Cantonment Board Kamptee takes up verification of eligibility conditions with reference to original documents only after the candidate has qualified for Skill Test.
- i. All the appointees including in-service candidates shall be governed by the New Pension Scheme (NPS) introduced by Govt. of India.
- j. The recruiting authority reserves the right to place reasonable limit on the total number of candidates to be called for written test/Skill Test.
- k. The recruiting authority reserves the right not to fill up any of the posts advertised without assigning any reason.
- l. In case of any dispute, any sue or legal proceeding by or against the Cantonment Board, Courts within whose local Jurisdiction, Headquarter of the Cantonment Board is situated shall have the Jurisdiction.
- m. Canvassing in any form will result in cancellation of candidature.
- n. The Cantonment Board shall verify the antecedents or documents submitted at any time, at the time of appointment or during the tenure of the service. In case, it is found that any document submitted is fake or the candidate has clandestine antecedents / background and has suppressed the said information, his/ her services shall be terminated forthwith.
- o. The candidate should submit the application form by way of offline mode (by hand/by post/ by courier) only on address of Cantonment Board Kamptee; Complete in all respect will be accepted. **Any application form received by Email or other digital formats shall not be entertained and will get rejected summarily.**

14. Documents required at the time of scrutiny of documents along with offline 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 format of application are to be produced at that time of skill test.

- a) Admit card.
- b) Certificate of date of birth.
- c) Certificate for EWS category in prescribed format as approved by the government, Income & Asset Certificate based on income for Financial Year (FY) 2020-21 issued before last date of application i.e. 09.02.2022.
- d) Two latest coloured passport size Photographs.
- e) Certificates of requisite Academic qualification with details mark sheets.

The original documents as mentioned above of the shortlisted candidates will be checked & verified at Cantt. Board Office, Kamptee 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. Further selected candidate will undergo medical fitness test and police verification.

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. 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. The original documents and all educational qualification certificates of the shortlisted candidates will be checked and verified at Cantt Board Office, Kamptee 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. Candidates must carry the Original and photo copies of all the documents, mentioned below, for verifications while appearing for scrutiny of documents.

15.Rejection.

The following acts/ omission would render a candidate/ application disqualified/ rejected.

- a. Not meeting / qualifying / Passing the laid down Mandatory Educational Qualification / Standards / Tests.
- b. Non furnishing of detailed application form along with DD and other documents.
- c. Furnishing of false, inaccurate, incomplete or tempered information.
- d. Obtaining support for his/her candidature through unfair means.
- e. Impersonation by any person.

- f. Submitting fabricated/false documents.
- g. Making statements which are incorrect or false or suppressing material information.
- h. Resorting to any other irregular or improper means in connection with his candidature for the selection.
- i. Improper/incomplete submission of application form.
- j. More than one application submitted for the same post.
- k. Recommendation of any kind will lead to disqualification for the post.
- l. Not in possession of Certificate for EWS category in prescribed format as approved by the government, Income & Asset Certificate based on income for Financial Year (FY) 2020-21 issued before last date of application i.e. 09.02.2022.

16.HOW TO APPLY OFFLINE MODE FOR THE POST

- 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 prescribed Application form (attached), the instruction for which is available in this document.
- c. The Photocopies of following self-attested documents should accompany the application forms:-
 - I. Application form duly signed by the candidate.
 - II. Certificate of date of birth.
 - III. Certificate for EWS category in prescribed format as approved by the government, Income & Asset Certificate based on income for Financial Year (FY) 2020-21 issued before last date of application i.e. 09.02.2022.
 - IV. Two latest coloured passport size Photographs.
 - V. Certificates of requisite Academic qualification (SSC/HSC/Graduation) with details marks.
 - VI. Two self Addressed Envelope.
 - VII. Identity Card (Passport /aadhaar card/ Driving License/ Election Commission ID Card/ CGHS/ECHS Card/Income Tax PAN Card/ any other Govt ID card).
 - VIII. Original Demand draft of Rs 200/- for all categories of applicant.

If any of the above document is not found during the scrutiny the application form will be rejected summarily.

- d. Application in the prescribed form (attached) be sent to address of
**CHIEF EXECUTIVE OFFICER,
CANTONMENT BOARD KAMPTEE,
DISTRICT- NAGPUR
STATE - MAHARASHTRA**

PIN -441 001,

Along with self attested copies of Educational qualification and other supporting documents along with Certificate for EWS category in prescribed format as approved by the government, Income & Asset Certificate based on income for Financial Year (FY) 2020-21 issued before last date of application i.e. 09.02.2022. Application only in prescribed form will be considered.

- e. Kindly mention 'Post applied for' on the top of the envelope. (e.g. 'Post applied for : Assistant Teacher')
- f. The admission at all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions.

17. Important Instruction -

- a. The decision of CEO, Cantonment Board, Kamptee 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.
- b. 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.
- c. Candidate has to give in detail his name, fathers, husbands name, surname, date of birth, mobile number, photo, sign etc. basic information.
- d. After the examination details regarding marks obtained by each candidate will be put up on the website/ recruitment portal : <https://www.kamptee.cantt.gov.in>
- e. The admit card/Hall ticket will be sent to the applicants by post or by email.
- f. Any doubts / clarifications regarding the application can be contact the office of the Cantonment Board, Kamptee on any working day between working hours.
- g. Any corrigendum /changes/ clarification/Modification regarding the examination will only be notified through the website <https://www.kamptee.cantt.gov.in> and no other medium of giving information to candidates will be incorporated.
- h. The exact date of the written test will be updated through the website <https://www.kamptee.cantt.gov.in>
- i. 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.
- j. The appointing authority makes provisional selection of the candidates on the basis of information provided in the application and document/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 appointment to the post.

- k. The services of the selected candidates on appointment will be governed by the provisions of The Cantonment board Employees service rules, 2021 as amended from time to time, Cantonments Act and Govt. Instructions issued from time to time.
- l. 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.
- m. The appointing authority reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment.
- n. 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 or for any other technical or administrative reason.
- o. The appointing authority reserves the right to cancel or set up a new examination centre and divert the candidates to appear at the examination centre if required. No correspondence in regard to the appointment will be entertained.
- p. 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.
- q. TA/DA will not be admissible for attending tests as the case may be.
- r. The Candidature of the candidate to the written test is entirely provisional and subject to the outcome of any direction /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.
- s. The appointing authority reserves the right to cancel or modify the advertisement or part of it any stage. The number of vacancies is provisional and subject to change (increase or decrease).
- t. Use of calculator, Laptop, Palmtop, smart watches, other digital, electronic instrumental/mobile/ Cell phone, pager or any other electronic gadget etc. is not allowed. In case of any candidate found to be in possession of any gadgets/instrument, he/she would be debarred from the examination and legal proceeding will be initiated against the candidates.
- u. All the applicants are required to be present well in advance time on the dates and venue before the commencement of written test. Any delay in presence will be marked as absent.
- v. 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.
- w. 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.
- x. The OMR Answer sheet and Question paper must be handed over to the invigilator after completion of examination as mentioned therein.
- y. 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.
- z. The candidate will sign on the admit Card at the prescribed space in the presence of

invigilators. The candidate is also required to sign on the attendance sheet and OMR Sheet in the presence of Invigilator.

- aa. The OMR Answer sheets and question paper will be collected by the invigilator immediately after expiry of prescribed time for examination and will be handed over to the centre in charge.
- bb. After the examination is over, the candidate should hand over the OMR Answer sheet with question paper to the invigilator before leaving the room. Any candidate who does not return the OMR Answer sheet and question paper or if he/she is found attempting to take the OMR Sheet and question paper outside the examination hall or any inappropriate behaviour the appointing authority will take further action against him/her as per rules including cancellation of candidature.
- cc. Candidates are advised not to bring any of the above gadgets or any valuable item in the examination centre as no arrangements for keeping any security of these items would be available at the centres.
- dd. Mobile phones banned:
 - 1. The use of any mobile phone (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or blue tooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device during the examination is strictly prohibited. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.
 - 2. Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination, as arrangement for safe-keeping cannot be assured.
 - 3. Candidates are advised not to bring any valuable/costly items to the venue of the examination, as safe-keeping of the same cannot be assured. CBK will not be responsible for any loss in this regard.
- ee. Candidates are required to visit our website <https://www.kamptee.cantt.gov.in> regularly to check the latest updates, corrigendum, downloading of admit card, time & date schedule for written test and other information regarding recruitment process.
- ff. The candidate should fill separate form for each post as per advertisement in case of candidate willing to apply for more than one post.

18. Scheme and syllabus for Written Examination.

a. Syllabus for Written Examination for Junior Clerk.

The question paper shall be of 02 Hours duration of 100 marks consisting of 100 questions of objective type questions on test of reasoning, quantitative aptitude, general awareness and English language.

Sr. No.	Subject	Language	No. of Question	Total Marks
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01	General Intelligence & Reasoning	English/Hindi	50	50
02	English Language and Comprehension		25	25
03	General knowledge/Awareness		25	25
Total			100	100

General Intelligence & Reasoning:

It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate’s abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions, general aptitude i.e. computation of whole numbers, decimals, fractions and relationships between numbers, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time & Work, Basic algebraic identities of School Algebra Trigonometric ratio, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart etc.

English Language & Comprehension:

In addition to the testing of candidates' understanding of the English, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability, would also be tested. Question from this section will be asked in English only.

General Awareness:

Questions will be designed to test the ability of the candidate’s general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its Neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

19. ABBREVIATIONS USED:-

- CBK- Cantonment Board Kamptee
- UR- Unreserved
- OTP -One Time Password
- PwBD- Persons with Benchmark Disabilities
- OMR -Optical Mark Recognition

TA/DA -Travelling Allowance/Dearness Allowance

I&AC -Income and Asset Certificate.

EWS- Economical Weaker Section.

20. SUMMARY OF FILLING OF APPLICATION FORM.

The candidates should take print out of application form available along with detailed advertisement.

Then

The candidate should fill all details required in the application form after checking the eligibility for the exam.

Then

The candidate should enclose the filled application form along with prescribed fees of Rs. 200/- in form of Demand Draft only along with other required document i.e. as per 16 (c) in an envelope.

(The Demand draft of Rs. 200 (two hundred only for all category of candidates) should be in favour of "The Chief Executive Officer, Cantonment Board Kamptee" payable at Kamptee).

Then

The application along with original Demand Draft and required document should be **submitted to the DAK section or Post* to Address** of CEO, Cantonment Kamptee as below:

**CHIEF EXECUTIVE OFFICER
Office of Cantonment Board Kamptee
Kamptee Cantonment,
District - Nagpur,
State -Maharashtra,
Pin Code :441 001.**

**The application should reach in prescribed time limit. The CBK is not responsible for postal delays. Any application received after time limit will be rejected summarily.*

In case of any guidance / information/ clarification regarding their application, candidature etc. Candidates can contact on following:-

**Cantt Ph No: 07109-288228
Fax: 07109-286869
E-mail ID -ceokamptee@gmail.com.**



(ABHIJIT SANAP)

**CHIEF EXECUTIVE OFFICER
CANTONMENT BOARD KAMPTEE.**



CANTONMENT BOARD KAMPTEE
MINISTRY OF DEFENCE



DETAILED APPLICATION FORM FOR POST OF
JUNIOR CLERK.

Self attested copy
of recent passport
size photograph
to be pasted here.

01. PERSONAL DETAILS

- a. Full Name of candidate: _____ / _____ / _____
(Surname) / (First Name) / (Middle Name).
- b. Gender: _____ (Male/ Female/ Others)
- c. Date of birth: _____ (As per matriculation certificate or other equivalent proof as per advertisement.)
- d. Fathers Full name: _____
- e. Mothers Full Name: _____
- f. Nationality : _____ (Indian / Other).

02. CATEGORY DETAILS

- g. Candidates of Personswith Benchmark Disability: _____ (Yes /No).
- h. Ex-serviceman: _____ (Yes /No).
- i. Community : _____ (General/OBC/SC/ST).

j. Do you belong to EWS category : _____(Yes/No).

k. If yes,

I. Income and Asset Certificate/EWS certificate Number

II. Income and Asset Certificate/EWS certificate Issuing Authority name:-

III. Income and Asset Certificate/EWS certificate date

l. Age Relaxation Claimed: _____(Yes/No)

m. Age Relaxation Category: _____(OBC/SC/ST/PwBD/Ex- serviceman)

03. CORRESPONDENCE DETAILS.

a. Present Address for communication:

City/Tahsil: _____ District _____

State: _____ Country: _____

PINCODE:

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b. Mobile No.

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c. E-mail: _____

04. EDUCATIONAL QUALIFICATION DETAILS.

Sr. No.	Qualification Type	Name of Qualification	Subject / Stream / Branch	Board / University	Percentage / CGPA (For Grade add respective percentage value)
01	SSC				
02	HSC				
03	Graduation				

05. OTHER DETAILS

SR. NO.	DETAILS	OPTIONS	FILLED BY CANDIDATE WITH YES OR NO
A	Whether any prosecution is pending in any Court of Law against you?	YES/NO	
B	Whether any disciplinary action has been initiated by Government/Semi-Government Organisations against you?	YES/NO	
C	Whether disciplinary or any other similar action is initiated by Bar Council or Medical Council or Association or other Professional/Vocational Institution?	YES/NO	
D	Was any Court Case filed against you?	YES/NO	
E	Whether debarred or Black Listed for Examination / Selection held by SSC Board/University / MPSC / Other P.S.C/ UPSC or any other Organisations?	YES/NO	

06. ATTACHED DOCUMENT DETAILS.

SR. NO.	DETAILS OF CERTIFICATES	ATTACHED BY APPLICANT - PLEASE WRITE WHICH CERTIFICATE OR CERTIFICATE NUMBER ATTACHED AGAINST REQUIRED DOCUMENT. (WRITE NA IF NOT APPLICABLE)
1	Certificate of date of birth.	
2	Income and Asset Certificate/EWS certificate.	
3	Certificate regarding Ex - serviceman or PwBD.	
3	SSC	
4	HSC	
5	Certificates of Graduation	
6	Two self Addressed Envelope.	_____ (Yes/No)

7	Two latest coloured passport size Photographs.	_____ (Yes/No)
8.	Identity card. (Passport /Aadhaar card/ Driving License/ Election Commission ID Card/ CGHS/ECHS Card/Income Tax PAN Card/ any other Govt. ID card).	Id Card Name/Type _____ Id Card No. _____
9	Application fee:- "Rs. 200 Demand Draft in favor of Chief Executive Officer Kamptee Cantonment Payable at Kamptee" Details.	Demand draft No _____ Issuing Bank _____ Date _____

(Candidate is requested to attach self attested photo copy of above document along with application form before submission at office.)

07. DECLARATION

- a. I _____
hereby declare that I have read the advertisement/ notification for the post(s) and read the information about the post(s) carefully. I accept it. I have assured for myself that I fulfill all the terms and conditions mentioned in the advertisement/ notification. All the information, provided in this application is true and correct to the best of my knowledge. I am aware that I will be liable for appropriate action (including loss of the job) if the information provided is found to be incorrect.
- b. I 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 being found false or incorrect, or ineligibility being detected before or after the examination, action can be taken against me by the Cantonment Board Kamptee as per the provision given in the notification.
- c. I have read the provisions in the notification by the Cantonment Board Kamptee carefully and hereby undertake to abide by them. I further declare that I fulfil all the conditions of eligibility regarding age limits, educational qualifications etc. prescribed for admission to the examination.
- d. I have informed my Head of Office/Department in writing that I am applying for this

examination.

(Applicable for those who are already in government service/similar organizations or government owned industrial undertakings whether in permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under public enterprises.)

- e. I have attached self attested copy of following document along with the main application form. **(strike off whichever is not applicable)**
1. **Certificate of date of birth.**
 2. **Income and Asset Certificate/EWS certificate**
 3. **Certificate regarding Ex - serviceman or PwBD.**
 4. **SSC**
 5. **HSC**
 6. **Certificates of Graduation**
 7. **Two self Addressed Envelope.**
 8. **Two latest coloured passport size Photographs.**
 9. **Identity card. (Passport /Aadhaar card/ Driving License/ Election Commission ID card/ CGHS/ECHS Card/Income Tax PAN Card/ any other Govt. ID card).**
 - 10.**Demand Draft.**

PLACE: _____ DATE _____ SIGNATURE _____