



**CANTONMENT BOARD PACHMARHI
MINISTRY OF DEFENCE**

RECRUITMENT OF VARIOUS POSTS AT CANTONMENT BOARD, PACHMARHI

Apply online at <https://iforms.mponline.gov.in/>

The Cantonment Boards are 'bodies corporate, functioning under the overall control of the central government and under the provisions of the Cantonment Act ,2006.

Employment Notice

Starting date for online application : **27-01-2023 11:00AM**
Closing date for online application : **25-02-2023 till 2359 hrs.**

Online application is to be submitted through <https://iforms.mponline.gov.in/>

Online applications are invited by Cantonment Board Pachmarhi for Direct Recruitment of under mentioned categories of posts through recruitment portal i.e. <https://iforms.mponline.gov.in/> The online application can be filled-up from 27-01-2023 to 25-02-2023 till 2359 hrs, thereafter the website link will be disabled. The candidates are strictly advised to apply online well in advance to avoid rush during closing dates of the submission of online application. **No offline application form will be accepted.**

1. Details of posts:-

Post Code.	Name of Post	Pay Scale	Category-wise break-up					Total No. of Post
			UR	SC	ST	OBC	EWS	
01	Sub-Engineer (Civil)	Pay Level – 08 Rs. 32800-103600	01	-	-	-	-	01
02	Junior Clerk	Pay Level – 06 Rs. 25300-80500	01	-	-	-	-	01
03	Assistant Teacher	Pay Level – 06 Rs. 25300-80500	01	-	01	-	-	02
04	Pump Attendant	Pay Level – 05 Rs. 22100-70000	-	-	01	-	-	01
05	Electrician	Pay Level – 04 Rs. 19500-62000	01	-	-	-	-	01
06	Plumber	Pay Level – 04 Rs. 19500-62000	01	-	-	-	-	01
07	Safaiwala	Pay Level – 01 Rs. 15500-49000	04	-	03	02	01	10
08	Peon	Pay Level – 01 Rs. 15500-49000	-	01	-	01	-	02
09	Chowkidar	Pay Level – 01 Rs. 15500-49000	01	-	-	-	-	01
10	Mali	Pay Level – 01 Rs. 15500-49000	01	-	-	-	-	01
11	Ayah	Pay Level – 01 Rs. 15500-49000	01	-	-	-	-	01

N.R. Reshet
Chief Executive Officer
Cantonment Board Pachmarhi

2. Minimum Essential Qualification: -

1.	Sub-Engineer (Civil)	Three years Diploma in Civil Engineering from an Institution recognised by the State Government or Graduate degree in Civil Engineering (B.E./ B.Tech) from recognized Institution.
2.	Junior Clerk	(i) Higher Secondary School Certificate (ii) Pass Hindi and English Typing from a recognized Institution of State Government or from State Shorthand & Typing Examination Council. Typing test will be conducted on computer only; no manual typewriter will be provided during typing test. (iii) Computer Diploma from any University recognized by UGC or Computer Diploma from any open Universities recognized by UGC or Computer Diploma level exam from DOEACC/IETE or Diploma in Office Management from Government Polytechnic College.
3.	Assistant Teacher	1) Pass State TET/CET with prescribed and 2) Higher Secondary (or its equivalent) with at least 50% marks and 2 years Diploma in Elementary Education. OR “Graduation with at least 50% marks and Bachelor of Education (B.Ed)” Who has acquired the qualification of Bachelor of Education from any National Council for teacher education Recognized institution shall be considered for appointment as a teacher in Class 1 st to 5 th provided the person so appointed as a teacher shall mandatory undergo a six month bridge course in Elementary Education recognized by the National Council for Teacher Education with 2 years of such appointment as Primary Teacher. OR Higher Secondary (or its equivalent) with at least 45% marks and 2 years Diploma in Elementary Education in accordance with the National Council for Teacher Education (Recognition, Norms and Procedure) Regulations’2002. OR Higher Secondary (or its equivalent) with at least 50% marks and 4 years Bachelor of Elementary Education (B.El.Ed). OR Higher Secondary (or its equivalent) with at least 50% marks and 2 years Diploma in Elementary Education (Special Education). OR Graduation and 2 year Diploma in Elementary or its equivalent.
4.	Pump Attendant	Trade Certificate of Instrument Mechanic from Industrial Training Institute.
5.	Electrician	A Trade Certificate in Electrician/Wireman Trade from Industrial Training Institute.
6.	Plumber	A Certificate of Plumber trade from Industrial Training Institute.
7.	Safaiwala	5 th Standard Pass
8.	Peon	8 th Standard Pass
9.	Chowkidar	8 th Standard Pass
10.	Mali	5 th Standard Pass and Knowledge of Gardening
11.	Ayah	5 th Standard Pass

3. Age Limit- Age limit as per existing rules under Cantonment Board Employees Rules’2021 is 21-30 (age as on date 25/02/2023).

Category of applicants	Minimum Age	Maximum Age
EWS/GEN	21 Years	30 Years
OBC (For reserve post only)	21 Years	33 Years
SCs/STs (For reserve post only)	21 Years	35 Years

Departmental Candidates (Pachmarhi Cantonment Board permanent Employees Only)	-	Up to Age of 40 Years in the case of UR candidates, 43 Years in case of OBC & 45 Years in case of SC/ST
Ex-Servicemen (UR)		03 Years after deduction of the Military service rendered from the actual as on the closing date for receipt of application.
Ex-Servicemen (OBC)		06 Years after deduction of the Military service rendered from the actual as on the closing date for receipt of application.
Ex-Servicemen (SC/ST)		08 Years after deduction of the Military service rendered from the actual as on the closing date for receipt of application.
PWD EWS/GEN	21 Years	40 Years
PWD – OBC	21 Years	43 Years
PWD – ST	21 Years	45 Years

The age limit will be considered as on last date of receipt of application.

4. Mode of selection:-

Post code	Post Name	Mode of Selection
01	Sub-Engineer (Civil)	Written Test
02	Assistant Teacher	Written Test
03	Junior Clerk	Written and Skill Test
04	Pump Attendant	Written and Skill Test
05	Electrician	Written and Skill Test
06	Plumber	Written and Skill Test
07	Safaiwala	Written and Skill Test
08	Peon	Written and Skill Test
09	Chowkidar	Written and Skill Test
10	Mali	Written and Skill Test
11	Ayah	Written and Skill Test

For POST Code:01 & 02

Final selection and merit will be based on written examination. Date, Time & Venue for written test will be intimated on website <https://iforms.mponline.gov.in/> in due course of time.

For POST Code:03 to 11

Final selection and merit will be based on written and skill test. Date, Time & Venue for written and skill test will be intimated on website <https://iforms.mponline.gov.in/> in due course of time.

5. Application Fee:

The portal fee for the application is 900/- including examination fee is applicable for all applicants and departmental fee of Rs. 100/- will be extra for general category applicant and will be free for other applicants.

Application fee will be non- refundable. Fee is to be paid **through online payment mode only.**

6. MODE OF APPLICATION: Online application complete in all respect will only be accepted. Application(s) received from any other source shall not be entertained and will be summarily rejected.

Commencing date for Submission of online Application	27-01-2023 11:00AM
Last date of receipt of online application	25-02-2023 till 23:59

Note- Applications which are incomplete in any respect or 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.**

7. Admit-Card/Call letter for Interview: - Application will be scrutinized and only eligible candidates would be intimated online at website/portal <https://iforms.mponline.gov.in/>

The candidates are advised to regularly visit this website for any information or any amendments or updates regarding said recruitment and time schedule for written test.

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

(a) For the post Code 01 and 02 :-

(i) final selection and merit will be based on marks obtained in written examination.

(b) For the post Code 03 to 06 :-

(i) Only candidates who will get merit in written exam will be called for skill test.

(ii) Final selection of candidates will be based on marks secured in written and skill test.

- (c) For the post Code 07 to 11 :-
- (i) Only candidates who will get merit in written exam will be called for skill test.
 - (ii) Those candidates who will get merit in written exam will have to qualify the skill test separately.
 - (iii) Final selection of candidates will be based on marks secured in written and skill test.

9. ELIGIBILITY CRITERIA:

- (i) The candidate must be a citizen of India.
- (ii) The candidate must fulfil the educational qualification, age, experience etc. as stipulated in this advertisement.
- (iii) If there are more than two candidates in the same category having equal marks in the merit list, the candidate older in age will get preference.
- (iv) The appointment 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 candidate(s) within one year of joining the post, shall be filled-up from this reserve panel/waiting list.

10. GENERAL CONDITIONS:-

- (a) The services of the appointed candidate/person will be governed under Cantonment Board Employees Service Rules' 2021, Cantonment 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 portal 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 and skilled 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.
- (f) The candidates should note that their admission to the test will be purely provisional based on the information given by them in the Application Form. This will be subject to verification of all the eligibility conditions by the Competent Authority.

11. Documents required at the time of Scrutiny of documents along with Online generated Application:

After considering the merit list the shortlisted candidate 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, Pachmarhi 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 colour passport size photographs.
- (d) Original Certificate 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.

12. Rejection:- The following acts/omission would render a candidate/application disqualified /rejected.

- (a) Not meeting qualifying/passing the laid down mandatory educational qualification / Skill test.
- (b) Furnishing of false, inaccurate or tampered information.
- (c) Obtaining support for his/her 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/her. candidature for the selection.
- (h) Improper/Incomplete filling of application.
- (i) Recommendation of any kind will be a disqualification for the post.

13. 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.

14. HOW TO APPLY ONLINE FOR THE POSTS:

- (a) Before applying, the Candidates are advised to go through this advertisement carefully in detail for determining their eligibility as per laid criteria for the post.
- (b) Candidate will be required to complete the Online Application Form, the instruction for which is available at <https://iforms.mponline.gov.in/>.
- (c) Before starting the filling up of online application, the candidate must have his/her photograph and signature duly scanned in the jpg format.

The admission at all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions. Candidates are required to apply ONLINE at <https://iforms.mponline.gov.in/> between **27-01-2023 11:00AM to 25-02-2023 23:59**, no other means/ mode of application will be accepted.

(1) Candidates are required to have valid e-mail identification and active mobile number and there should not be any change for contact by this office.

(2) For submission of application, visit the website/portal at <https://iforms.mponline.gov.in/>

Click on Create Account.

- (a) Fill personal details and click next.
- (b) Fill the applicant registration profile.
- (c) Fill the all contact details.
- (d) Fill qualification details.
- (e) Attached documents. (Photo & Signature in JPEG format, caste certificate).
- (f) Print Receipt

(3) The application shall be treated complete only if all the above mandatory Steps are completed successfully.

(4) In case candidates are not able to submit fee by **closing date, or the application is otherwise is incomplete, his/her candidature will similarly be rejected.**

(5) Applicant can view the application details from the already registered user section available on the home page by providing Username and Password. 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.

(6) Check list: following document(s) should be kept handy before applying online;

- a) Credit Card/Debit card/Netbanking/UPI.**
- b) Scanned image of Photographs (JPG format, size between 20-40 KB)**
- c) Scanned image of Signature (JPG format, size between 10-20 KB)**

(7) For further details and online application. Please log on Website/Portal: <https://iforms.mponline.gov.in/>

- (8) 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.
- (9) 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.
- (10) The Candidates are advised to submit the Online Application well in advance without waiting for closing date.
- (11) Neither the print out of the application nor any document should be sent to this office while applying for the post.
- (12) Applicant should avoid submitting multiple applications for a post.

15. **IMPORTANT INSTRUCTIONS**

- i) The decision of CEO/Cantonment Board, Pachmarhi in all matters relating to acceptance of rejection of an application, eligibility/ suitability of a candidate shall be final and binding for all the candidates.
- ii) The candidate should have 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 to any unknown person to avoid any complication.**
- iii) After the examination details regarding marks obtained by each candidate will be put up on the website <https://iforms.mponline.gov.in/>.
- iv) The applicant can login at any time on the website/portal i.e <https://iforms.mponline.gov.in/>. The applicant can check any update regarding the examination on above mentioned portal.
- v) The admit cards of provisionally eligible candidates will be uploaded on the website <https://iforms.mponline.gov.in/> 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 **MP Online helpline.**
- vii) The candidates are advised to visit the website regularly to be in touch with information/updation regarding the examination.
- viii) Any corrigendum/change regarding the examination will only be notified through the website <https://iforms.mponline.gov.in/> and no other medium of giving information to candidates will be incorporated.

The exact date of the examination will be updated through the website <https://iforms.mponline.gov.in/> . The candidates are advised to **check the website regularly.**

16. 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/certificate 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 Cantonment Board Employees Service Rules'2021 as amended from time to time, Cantonment 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 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 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) TA/DA will not be admissible for attending tests as the case may be.
- (ix) 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 candidature of the candidate to the examination is entirely provisional and subject to the outcome of any direct decision/order /pronouncement of court of law and mere issue of Admit Card or appearance at Examination does not entitle him/her to any claim for the post.
- (xi) 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.

(xii) 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 Answer Sheet in the presence of Invigilator, The invigilator shall also sign on the same at the prescribed space.

(xiii) 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).

(xiv) Use of calculator, Laptop, Palmtop other Digital/electronic instrumental/Mobile/Cell Phone, Paper etc are not allowed. In case of any candidate is 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.

(xv) 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 centres.

Candidates are required to visit our website <https://iforms.mponline.gov.in/> regularly to check the latest updates, corrigendum, Downloading of Admit Card, Time & Date schedule for examination and other information regarding recruitment process.

17. All the applicants are required to be present well in advance time on the date & venue before the commencement of examination. Any delay in presence will be marked as absent.

18. **Abbreviations used:-**

UR	Unreserved
OBC	Other Backward Classes
SC	Scheduled Caste
ST	Scheduled Tribe
PWD	Person with Disability
OL	One Leg
B	Blind
LV	Low Vision
HH	Hearing Handicapped
MS	Microsoft
OMR	Optical mark recognition
TA/DA	Travelling Allowance/ Dearness Allowance
OTP	One Time Password
GP	Grade Pay
EWS	Economically Weaker Section

N. B. Deshpande
Chief Executive Officer
Cantonment Board Pachmarhi